



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning.*

**JULY 30, 2019: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

High School North  
High School South

**Liaison Appointments**

New Jersey School Boards Association: Michele Kaish  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Carol Herts  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Gerri Hutner, Director, Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on July 26, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on July 26, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on July 26, 2019.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>MID-L-004068-19; SEC Docket No. C17-18, Commissioner Decision No. 152-19SEC; 3:17-CV-020710FLW-TJB; Docket # MER-L-1828-17</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters; HIB case# GMS042919001</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.



## II. PRESENTATIONS/REPORTS

- A. Board President's Comments
- B. Superintendent's Comments
- C. Resolution of Censure

### **RESOLUTION OF CENSURE**

In accordance with the decisions issued by the School Ethics Commission (Commission) and the Commissioner of Education (Commissioner) in connection with the matter of Yu Taylor Zhong, West Windsor-Plainsboro Board of Education, Mercer County, School Ethics Commission Dkt. No. C17-18, Commissioner Decision No. 152-19SEC, the following is a resolution of censure which the Commission adopted at its meeting on June 25, 2019. It is required that the resolution be read at the next Board meeting following the Commissioner's decision and posted for thirty (30) days:

WHEREAS, Yu Taylor Zhong (Respondent) is a school official, as defined in the School Ethics Act (Act), serving as a Board member of West Windsor-Plainsboro Board of Education, located in Mercer County, at all times relevant to the allegations in the above captioned matter; and

WHEREAS, the above-captioned matter arises from a Complaint that was filed on March 1, 2018, by Anthony M. Fleres (Complainant), also a member of the Board, alleging that Respondent violated *N.J.S.A. 18A:12-24.1(g)* of the Code of Ethics for School Board Members (Code); and

WHEREAS, at its meeting on April 24, 2018, the Commission considered the parties' filings, and voted to transmit the matter to the Office of Administrative Law (OAL) for a plenary hearing on the allegations set forth in the Complaint; and

WHEREAS, at the OAL, a hearing was conducted on December 3, 2018, at which both parties appeared and offered testimony; and

WHEREAS, on February 28, 2019, Administrative Law Judge Susan L. Olgiati (ALJ Olgiati) issued her Initial Decision, and concluded that while sufficient evidence was produced to establish that Respondent violated the confidentiality provision of *N.J.S.A. 18A:12-24.1(g)*, insufficient evidence was produced to establish that Respondent violated the inaccurate information provision of *N.J.S.A. 18A:12-24.1(g)*; and

WHEREAS, based on the findings of fact and legal conclusions in her Initial Decision, ALJ Olgiati's recommended that Respondent be reprimanded; and

WHEREAS, at a special meeting on May 2, 2019, the Commission voted to adopt ALJ Olgiati's findings of fact; to adopt the legal conclusion that Respondent violated the confidentiality provision of *N.J.S.A. 18A:12-24.1(g)* when he forwarded a message to members of his immediate family about an incident involving a student that resulted in discipline (and it was subsequently shared by a member of his immediate family with "countless others"); and to adopt the legal conclusion that Complainant did not provide sufficient evidence to prove that Respondent violated the inaccurate information provision of *N.J.S.A. 18A:12-24.1(g)*; and

WHEREAS, at a special meeting on May 2, 2019, and in order to impress upon Respondent the fundamental importance of safeguarding confidential information, the Commission voted to reject the recommended penalty of a reprimand in favor of a censure; and

WHEREAS, by decision dated June 18, 2019, the Commissioner of Education (Commissioner) concurred with the penalty recommended by the Commission; and

WHEREAS, *N.J.A.C. 6A:28-10.12(d)* provides that, for a penalty of censure, suspension or removal, a Resolution shall be adopted at the Commission's next meeting following the Commissioner's decision, and the resolution shall be read at the Board's next public meeting following adoption by the Commission, and shall be posted in such places as the board posts its public notices for thirty (30) days; and

NOW THEREFORE BE IT RESOLVED, that the Commission adopts this Resolution stating that Respondent is hereby Censured as school official as a penalty for having violated the confidentiality provision of *N.J.S.A. 18A:12-24.1(g)* ; and

BE IT FURTHER RESOLVED that the Board is ordered to read this Resolution at its next regularly scheduled public meeting following the Commissions' adoption on June 25, 2019, and to post it in such places as the Board posts its public notices for a period of thirty (30) days.

### III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

### IV. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance

### V. **BOARD OF EDUCATION COMMITTEE REPORTS**

#### A. **ADMINISTRATION**

*To be voted on 07/30/19:* Recommend approval of the following resolutions:

#### **Harassment, Intimidation, and Bullying**

1. Affirm superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated June 25, 2019, for the following case numbers: HSS060619001; HSS060619002; HSN061019001; HSN061819001; GMS060719001; GMS061819001; CMS352019; CMS342019; MRS060719001; MRS060719002; CMS332019; CMS172019; and GMS060719009.
2. Review superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated July 30, 2019, for the following case numbers: HSS041819002; HSS060619001; HSS060619002

### **Merit Goals - Payment Authorization**

3. Certify the following:
  - a) The Executive County Superintendent has verified that Dr. David Aderhold, superintendent of schools, has achieved his 2018-2019 quantitative/qualitative merit goals numbered 1 through 5, which were submitted on June 26, 2019.
  - b) The West Windsor-Plainsboro Regional School District Board of Education authorizes payment to the superintendent of schools for completion of merit goals 1 through 5.
  - c) The Executive County Superintendent has verified that Martin Smith, assistant superintendent for Curriculum & Instruction, has achieved his 2018-2019 quantitative/qualitative merit goals, which were submitted on June 26, 2019.
  - d) The West Windsor-Plainsboro Regional School District Board of Education authorizes payment to the assistant superintendent for Curriculum & Instruction for completion of merit goal 1 and merit goal 2.

### **Administrator Contracts – Merit Goal Submission**

4. Authorize submission of the 2019–2020 merit goal action plans with the appropriate documentation for review and approval by the executive county superintendent for the following:
  - a) David Aderhold, Ed.D, Superintendent of Schools
  - b) Christopher Russo, Ed.D, Assistant Superintendent for Finance

### **Policies and Regulations: Second Reading and Approval**

5. First reading of the following policies and regulations:

#### Policies

- P2422 Health and Physical Education
- P2431.3 Practice and PreSeason Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities
- P2610 Educational Program Evaluation (M)
- P4219 Commercial Driver Controlled Substances & Alcohol Use Testing - M
- P5111 Eligibility of Resident-Nonresident Students (M)
- P2415.06 Unsafe School Choice Option M
- P5600 Pupil Discipline- Code of Conduct
- P5611 Removal of Students for Firearms Offenses
- P5612 Assaults on District Board of Education Members or Employees
- P5613 Removal of Students for Assaults with Weapons Offenses
- P8461 Reporting Violence

#### Regulations

- R5111 Eligibility of Resident-Nonresident Students
- R2460.8 Spec Ed-Free and Appropriate Public Education
- R5530 Substance Abuse
- R5600 Pupil Discipline-Code of Conduct
- R5611 Removal of Students for Firearms Offenses
- R5612 Assaults on District Board of Education Members or Employees
- R5613 Removal of Students For Assaults With Weapons Offenses
- R8461 Reporting Violence

6. Second reading of the following policy:

5756 Transgender Students.

**Special Services – Consultants/Evaluators**

7. Approve the following consultants/evaluators:

- a) Arc of New Jersey (Project Hire) for job training services at \$65/hour.
- b) Lori Henicle-Kleppe, Speech Language Specialist for speech therapy at \$80/session.
- c) Frances Alexandra Lawrence, Social Worker; \$400/day, \$450/evaluation.
- d) Learn Well, \$53/hour for educational services.

**Extraordinary Aid**

8. To accept the 2018-2019 Extraordinary Aid Grant in the amount of \$ 1,594,558 from the NJ Department Of Education in accordance with the Comprehensive Educational Improvement and Financing Act (CEIFA) for Special Education pupils whose educational and support costs exceed \$40,000 for public school programs, and \$55,000 in a separate private school for students with disabilities.

**Nonpublic Grant - Nursing**

9. To accept Nonpublic Grants from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Nursing Aid for fiscal year 2019-2020, as follows:

Children’s House of the Windsors	\$ 3,589.00
French American School of Princeton	\$ 15,229.00
Fusion Academy – Princeton	\$ 3,007.00
Laurel School of Princeton	\$ 3,783.00
Montessori Corner at Princeton Meadows	\$ 1,358.00
Montessori Country Day	\$ 3,104.00

**Nonpublic Grant - Security**

10. Accept Nonpublic Grants from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Security Aid for fiscal year 2019-2020, as follows:

Children’s House of the Windsors	\$ 5,550.00
French American School of Princeton	\$ 23,550.00
Fusion Academy – Princeton	\$ 4,650.00
Laurel School of Princeton	\$ 5,850.00
Montessori Corner at Princeton Meadows	\$ 2,100.00
Montessori Country Day	\$ 4,800.00

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 07/30/19:* Recommend approval of the following resolutions:

### **Evaluation Instruments**

1. Approve the following:
  - a) Charlotte Danielson Framework for Teaching (2013) as the evaluation instrument for all certificated staff, except administrators.
  - b) New Jersey Principal Evaluation for Professional Learning as the evaluation instrument for administrators.

### **Professional Development Consultants**

2. Approve the following:
  - a) Marty Chen to provide two one-day workshops during the summer 2019 to dual language immersion teachers and aides regarding content instruction in second languages at a cost not to exceed \$1,000 per day plus travel expenses.
  - b) Rosanne Zeppieri to provide a one-day workshop on philosophy and high leverage techniques for Spanish foreign language in elementary schools at a cost not to exceed \$1,000 plus travel.

### **STARTALK Grant Hindi/Urdu Summer Program**

3. Approve the following consultants to provide services in relation to, and funded by, the 2019-20 STARTALK Hindi/Urdu Summer Program:

Maino Murmu, Teaching Assistant  
Tanvi Kumar, Junior Teacher

### **Robotics Team Grants**

4. Accept a grant from Investors Foundation in the amount of \$10,000 for the MidKnight Inventors robotics team.
5. Accept a grant from Roma Bank Community Foundation in the amount of \$12,500 for the MidKnight Inventors robotics team.

### **Community Education Programs**

6. Approve the listing of Community Education Fall 2019 Adult, Youth, and After-School Enrichment programs as follows:

#### **Fall After-School Enrichment**

Acting for the 21st Century  
Chess Club  
CodeWizards Coding & Programming (Online)  
Cranbury Plainsboro & West Windsor Little League Clinics  
Creative Pottery Painting  
Design a Mosaic End Table  
Easy Peasy Python  
Environmental Engineering & EV3 Robotics Combo  
Hindi Startalk Program  
Introduction to JavaScript Programming

Jr. Environmental Engineering & Jr. Robotics Combo  
Kings and Queens After School Chess  
Learn to Code with Scratch  
Let's Dance Academy's Bollywood  
Maker Labs: Machine Sewing  
Making Miniatures  
Mini Maker Labs: Hand Sewing  
Musical Theater: Dance Styles  
Musical Theater: Song & Dance  
Mythical Creatures: Mixed Media Art  
NASA Academy of Future Explorers  
On the Court Basketball X-perience™  
Sockey  
Still Life Drawing  
TGA Premier Tennis  
Theater Games  
Wonderful Wizardry  
World of Science  
Writing Bees  
Writing Bees Jr.  
Young Rembrandts Elementary Drawing Lessons

Fall Saturday Youth Sports

On the Court Basketball  
TGA Golf  
TGA Tennis  
TGA Cheerleading

Fall Adult Programs

Better Sleep with Hypnosis  
CPR  
Cultivating Joy After Loss  
Financial Strategies for Successful Retirement  
First Aid  
Getting Paid to Talk  
Lose Weight with Hypnosis  
(Re)Train Your Brain in 3 Simple Steps  
Stop Smoking with Hypnosis

Fall Family Fun Fridays

Family Tech Night: Mini Makers  
Tennis Anyone?  
Paint & Snack

**Professional Development**

7. Approve the following professional development:
  - a) Reading and Writing Project Network training through Columbia University at a cost of approximately \$135,380. [The 2019-2020 contract covers consultant days and travel expenses, which will be paid through 2019 Every Student Succeeds Act Title II grant funds.]

- b) Reading and Writing Project Network to provide 2019-2020 professional development services for administrators, according to state-mandated professional growth plans, at a cost of approximately \$9,750. [The 2019-2020 contract covers consultant days and travel expenses, which will be paid through 2019 Every Student Succeeds Act Title II grant funds.]
- c) Teachers College Reading and Writing Project to supply 90 tickets for the attendance by teachers and administrators to professional development workshops at Teachers College at Columbia University during the 2019-2020 school year, at a cost of approximately \$6,300 [paid through 2019 Every Student Succeeds Act Title II grant funds].
- d) Travel for staff members to attend Teachers College Reading and Writing Project professional development workshops at Teachers College, Columbia University, New York City during the 2019-2020 school year, at a cost of approximately \$50 per trip [paid through 2019 Every Student Succeeds Act Title II grant funds].
- e) Foundation for Educational Administration (FEA) to provide mentoring management services for new administrators in the district at a cost of \$850 each. The district also agrees to reimburse new administrators for the cost of their mentor at \$1,500 for the first year and \$1,000 for the second year.
- f) 4 Teachers and one administrator per session to participate in the Rider University Science Education and Literacy Center’s (SELECT) NGSS assessment professional learning workshop series at Rider University, Lawrenceville, New Jersey, for 4 sessions during the 2019-2020 school year at a total group cost of \$300, plus mileage.

**Overnight Field Trips**

- 8. Approve an overnight field trip for Grover Middle School Choir to University of Delaware and Williamsburg, Virginia, from May 1, 2020 to May 3, 2020. The cost of the trip is approximately \$395 per student.

**Nonpublic Grant – Technology**

- 9. Accept the Nonpublic Grant from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Technology Aid for fiscal year 2019-2020, as follows:

Children’s House of the Windsors	\$ 1,332.00
French American School of Princeton	\$ 5,616.00
Fusion Academy – Princeton	\$ 972.00
Laurel School of Princeton	\$ 1,404.00
Montessori Corner at Princeton Meadows	\$ 504.00
Montessori Country Day	\$ 1,152.00

**Nonpublic Grant - Textbooks**

- 10. Accept the Nonpublic Grant from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Textbook Aid for fiscal year 2019-2020, as follows:

Children’s House of the Windsors	\$ 1,950.00
French American School of Princeton	\$ 8,223.00
Fusion Academy – Princeton	\$ 1,423.00
Laurel School of Princeton	\$ 2,056.00
Montessori Corner at Princeton Meadows	\$ 738.00
Montessori Country Day	\$ 1,687.00

**Non-Public Technology Expenditures**

11. Approve expenditures of the FY 2020 NJ Non-public School Technology Aid Initiative as follows:

French American School of Princeton	\$ 2,326.00
Children’s House of the Windsors	\$ 421.56

**C. FINANCE**

*To be voted on 07/30/19:* Recommend approval of the following resolutions:

**Business Services**

- 1. Payment of bills as follows:
  - a) Bills List General, June 2019 Supplemental for June 30, 2019 (run on 07-18-19) in the amount of \$4,011,643.13.
  - b) Bills List General for July 30, 2019 (run on 7-26-19) in the amount of 2,399,190.27
  - c) Bills List Capital for July 30, 2019 (run on 7-26-19) in the amount of \$364,816.61.

- 2. Budget transfers as follows:
  - a) 2018-2019 school year as shown on the expense account adjustments for June 30, 2019 (run on 7-22-19) (Adjustment Nos. 591-623).
- 3. Accept the following reports, which will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of May 31, 2019, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of May 31, 2019.

**Regularly Operating District (ROD) Grants - Concluded**

4. West Windsor-Plainsboro Regional School District Board of Education acknowledges the below listed ROD Grants have been completed and the district has received confirmation from the State of New Jersey Schools Development Authority that all requirements of the agreements have been met and final disbursements made and authorizes the return of any unspent funds back to its original funding source.

<b><u>School Name</u></b>	<b><u>Project</u></b>	<b><u>Grant</u></b>	<b><u>DOE Number</u></b>
J.V.B. Wicoff	Cafeteria Ceiling	G5-4619	5715-050-10-1028 (G0VF)
J.V.B. Wicoff	Boiler	G5-4621	5715-050-10-1030 (G0VH)



**Co-Op Purchases:**

5. Authorize the following Co-Op purchases:

- a) A purchase utilizing NJ Cooperative Bid – ESCNJ18/19-03, Technology supplies and Services to CDW-G of Chicago, IL as awarded through June 30,2020.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1250	Microsoft Office Plus	\$23.85	\$29,812.50
1250	Windows Education Upgrade	\$17.99	\$22,487.50
1250	Microsoft Windows Server	\$2.85	\$3,562.50
16	Microsoft Windows Datacenter	\$45.23	\$723.68
10000	MS EES SC FA 0365PA2 SS	Free	0.00
10000	Microsoft Office 365 Plan A2	Free	0.00
	<b>Total</b>		<b>\$56,586.18</b>

- b) A purchase utilizing NJ Cooperative Bid – ESCNJ 18/19-67, Apple Products to Apple Inc., Austin, TX as awarded through May 12, 2021.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
15	IPAD WI-FI 32 GB, 10 pack	\$3,730.00	\$55,950.00
38	Apple TV 4k 32GB	\$179.00	\$6,802.00
38	Apple Pencil (1st Generation)	\$89.00	\$3,382.00
3	10.5” IPAD 64GB, 10 pack	\$5,530.00	\$16,590.00
8	10.5” IPAD 64GB	\$479.00	\$3,832.00
8	3 yr. Apple Care for IPAD	\$79.00	\$632.00
	<b>Total</b>		<b>\$87,188.00</b>

- c) A purchase utilizing NJ State approved cooperative bid ESCNJ 17/18-16 to WB Mason, Cranbury, NJ as awarded through July 1, 2020 for furniture for Maurice Hawk Elementary School in the amount of \$58,918.78. Pricing includes delivery, installation and cleanup.
- d) A purchase utilizing NJ State approved cooperative bid ESCNJ 17/18-16 Furniture & Accessories – COOP #65MCESCCPS PREVAILING WAGECCO Contract to Virco, Inc., Torrance, CA as awarded through July 1, 2020 for furniture for Maurice Hawk Elementary School in the amount of \$157,781.52. Price includes delivery, installation and cleanup.
- e) A purchase utilizing NJ Cooperative Bid for Educational Data Services, Inc., EDS Bid #9183 – Macadam Repair (Repaving) – Package 24A to Diamond Construction, Brick, NJ as awarded through November 30, 2019.

Macadam Repair/Repaving at the following locations:

<u>Location</u>	<u>Total Cost</u>
Dutch Neck Elementary School	\$ 45,165.60
WW-P High School South	\$ 10,951.20
<b>Total Macadam Repair/Repaving Cost</b>	<b>\$ 56,116.80</b>

And, a purchase utilizing NJ Cooperative Bid for Educational Data Services, Inc., EDS Bid #9184 – Masonry and Concrete – Package 24B to Diamond Construction, Brick, NJ as awarded through November 30, 2019.

Masonry and Concrete at the following locations:

<u>Location</u>	<u>Total Cost</u>
Dutch Neck Elementary School	\$146,834.40
Millstone River School	\$129,000.00
Town Center Elementary School	\$123,265.00
Village Elementary School	\$28,000.00
WW-P High School South	<u>\$171,048.80</u>
<b>Total Masonry and Concrete Cost</b>	<b>\$598,148.20</b>

**Total Project Cost = \$654,265.00**

**Purchases – NJ State Contract**

6. Authorize the following purchase utilizing NJ State Contract, G2004 – Furniture: Office, Lounge and Systems – Statewide, Contract #A81716 to Haskell Office, Bala Cynwyd, PA as awarded through April 30, 2020.

<u>Model/Description</u>	<u>Quantity</u>	<u>List</u>	<u>Unit Cost</u>	<u>Total Cost</u>
CG2BBBD2.2277 Cargo Cart	17	\$5770	\$2,942.70	\$50,025.90
Price includes delivery, installation and cleanup				

**Capital Projects**

Change Orders

7. Approve the following change orders:
  - a) Change Order No. 2 – Single overall contract of Unitemp, Inc. for the High School South Natatorium RTU and Generator Replacement as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 4988), to restore previous backcharge from change order No. 1 item 4 and various pool structure repair items as authorized by owner, for a total amount of \$13,246. This change order increases the contract amount of \$251,140.75 to \$264,386.75.
  - b) Change Order No. 5 – Contract No. 1 General Construction Work of 3R Painting & Contracting, Inc., for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, to upgrade vinyl flooring from VET to Patcraft Luxury Vinyl Tile (LVT) per owner request, upgrade multipurpose room flooring to Tarkett Moni-Sport per owner request, and install new meter pit, domestic water line, and fire line per engineer’s drawings and water company’s requirements, for a total amount of \$79,143. This change order increases the contract amount of \$9,550,103 to \$9,629,246.
  - c) Change Order No. 6 – Contract No. 1 General Construction Work of 3R Painting & Contracting, Inc., for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, for upgrading finish on all aluminum frames, doors and storefronts to dark bronze as requested by owner, furnish and install additional ADA compliant room signage as requested by owner, and adjust dry-marker board types and sizes due to field changes during construction phase, for a total amount of \$38,157. This change order increases the contract amount of \$9,629,246 to \$9,667,403.

- d) Change Order No. 7 – Contract No. 1 General Construction Work of 3R Painting & Contracting, Inc., for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, for replacement of existing sanitary main in accordance with drawings provided by civil engineer, for a total amount of \$42,850. This change order increases the contract amount of \$9,667,403 to \$9,710,253.

### **Equipment Disposal**

8. Disposal of obsolete equipment that has met the district's life expectancy. [The age and physical condition of the equipment rendered it ineffective.]

#### Community Middle School

Bookcase, tall – 1  
Camcorder, Canon, Vixia – 2  
Desk, Computer – 1  
Desk, Student - 53  
Desk, Student, one-arm – 3  
Stools – 3  
Television, Vizio, 70" – 2  
Television, Insignia, 50" – 1  
Tripod, Smith-Victor, Pinnacle – 5

#### Grover Middle School

Exam Table, Nurse, 6x2 - 1  
Salad Bar, plastic, Hubert – 2

#### Maurice Hawk Elementary School

Cassette Records, Califone - 1  
Cassette Recorder, Sanyo, Dual – 1  
Headset Jack Boxes – 5  
Headsets – 8  
Keyboard, Apple – 1  
Megaphone, half mile hailer, Perma Power – 1  
Printer, HP, M601 – 1  
Projector, Da-lite, G-100 – 1  
Projector, Dukane - 1  
Radio/CD/Cassette Player, Coby – 1  
Scanner Pen & interface, TPS - 1  
Turntable, Technics - 1  
VCR, Panasonic – 1  
Video Splitter, 2-port - 1

#### Technology

Chromebook, Dell – 3  
Computer, Desktop, Apple, Mac Mini – 13  
Computer, Desktop, Dell, Optiplex – 55  
Computer, Laptop, Acer, ZL8  
Computer, Laptop, Apple, MacBook – 18  
Computer, Laptop, Dell, Latitude – 40  
Monitor, Acer, V173 – 22  
Monitor, Dell – 40  
Monitor, Optiquest, Q171 – 18  
Printer, HP, LaserJet – 41

Projector, Hitachi, CP-X – 27  
 Switch, Cisco, Catalyst – 11  
 Tablet, Apple, iPad – 5

**Transportation**

**Bid Award - Special Education**

9. Award the July 2, 2019, Bid Number PUB19-4, 2019 – 2020 Student Transportation Contract as follows:

a) Multi Contract Number DA-PUB19-4 to George Dapper, Inc.:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>per Diem</u>	<u>#Days</u>	<u>per Diem</u>	<u>Inc/Dec</u>
HSN/SHUTTLE	High School North	\$70.80	180	\$31.20	\$2.50
MH55A	Maurice Hawk	\$335.20	180	\$70.20	\$2.50
MH56A	Maurice Hawk	\$349.60	180	\$70.20	\$2.50
TC58A	Town Center	\$363.60	180	\$70.20	\$2.50

b) Multi Contract Number IR-PUB19-4 to Irvin Raphael, Inc.:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>per Diem</u>	<u>#Days</u>	<u>per Diem</u>	<u>Inc/Dec</u>
HEPHOP	Hopewell Valley School	\$135.00	192	N/A	\$1.95
TJA	Thomas J. Rubino	\$335.00	182	N/A	\$1.95
WWPHEP	Hamilton Education Program	\$185.00	180	N/A	\$1.95

c) No award for route number WWPHEP; All Bids for this route were rejected or there was no bid.

**Bid Rejections – Transportation – Per: 18A:18A-2.y**

10. Reject the following bids from the July 2, 2019 bid opening for PUB19-4:

- a) ABC Trans Corp. for not submitting Statement of Ownership.
- b) Angels School Transportation for not submitting a valid Bid Bond.
- c) Rick Bus Company for submitting an incomplete Statement of Ownership.
- d) Three Brothers Transportation, LLP for not submitting a valid Bid Bond.
- e) (4) routes from George Dapper Inc. for submitting N/A aide cost.

**Quotes – Special Education To and From School, School Related Activities**

11. Award the 2019-2020 Student Transportation Contract-Multi Contract Number HISTEPA to Good Dove, LLC. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>per Diem</u>	<u>#Days</u>	<u>per Diem</u>	<u>Inc/Dec</u>
HISTEPA	Bear Tavern Elementary/Hi Step Program	\$168.00	23	N/A	\$2.00

12. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 21455 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
21455	Diggerland	\$525.00	2	\$75.00

13. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 21713 to ABC Trans Corp. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
21713	HS North	\$191.00	1	\$50.00

14. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 21714 to ABC Trans Corp. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
21714	HS North	\$191.00	1	\$50.00

Adjustment – Renewal

15. Adjust Number of days on 2019 – 2020 Student Transportation Contract Renewal – Multi Contract Number RB-PUB17-3, route number NWMK12 awarded to Rick Bus Company on June 11, 2019 to 183 days. Total adjusted Route Cost \$63,713.28

Agreements/Jointures

16. Approve 2019-2020 Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Trenton Public Schools as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
EDEN12-1A	The Eden School	4	2	\$34,903.34

17. Approve 2019-2020 Extended School Year Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Robbinsville Public Schools as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
NEW12A	Newgrange School	0	1	\$6,822.00

18. Approve 2019-2020 Extended School Year Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Lawrence Township Public Schools as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
COLL12A	Collier School	3	1	\$2,346.60

Cancellation (Bid)

19. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number RB-PUB19-1, route HCC1 awarded to Rick Bus Company on April 30, 2019. Total route cost is \$0.00
20. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number RB-PUB19-1, route MH51A awarded to Rick Bus Company on April 30, 2019. Total route cost is \$0.00

**Travel and Related Expenses Reimbursement**

21. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
  - a) Membership for one human resources specialist to New Jersey School Boards Association Personnel Administrators Association (PAA) along with corresponding attendance at the PAA meetings in Pennington, New Jersey on September 19 and December 11, 2019 and February 13 and April 23, 2020, at a cost not to exceed \$325.00 plus mileage.
  - b) Four (4) coaches to attend a Fundamentals of Coaching Workshop in Robbinsville, New Jersey, on August 1, 2019, at a cost not to exceed \$85.00 per person, plus mileage. [Fundamentals of Coaching is mandatory for this position].
  - c) Three (3) coaches to attend a CPR Course in Woodbridge, New Jersey, on August 3, 2019, at a cost not to exceed \$67.50 plus mileage.

**D. PERSONNEL**

***To be voted on 7/30/19:*** Recommend approval of the following resolutions:

**Job Description**

1. Approve the job description for the following position: Teacher Resource Specialist for Reading.

**Comprehensive Equity Plan**

2. Accept the West Windsor-Plainsboro Regional School District 2019- 2022 Comprehensive Equity Plan, as approved by the State of New Jersey Department of Education, to identify and resolve all equity needs affecting its schools, pupils, or staff, as indicated in N.J.A.C. 6A: 7-1.1 et. seq.
3. Approve the Comprehensive Equity Plan Statement of Assurance submitted with the three-year CEP certifying the district has conducted a comprehensive needs assessment, supports the implementation of the CEP, and will achieve and maintain compliance with all applicable laws.

## **Personnel**

### 4. Personnel Items:

- A. Administrators
- B. Certificated Staff
- C. Non-Certificated Staff
- D. Substitutes/Other
- E. Extracurricular/Extra Pay
- F. Community Education Staff
- G. Emergent Hiring

### VI. **APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 7/30/19:*

- A. June 25, 2019 Meeting

### VII. **BOARD LIAISON REPORTS**

### VIII. **NEW BUSINESS**

### IX. **SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

### X. **ADJOURNMENT**

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505



Please Post/Release  
**BOARD OF EDUCATION**  
MEETING DATES

**July 26, 2019**

*Items in Bold Italics Denote Change(s)*

DATE	DAY	TIME	PURPOSE	LOCATION
7-30-19	Tuesday	7:30 PM	Board of Education Meeting	Central Office
8-13-19	Tuesday	7:00 PM	Administration & Facilities Meeting Finance Committee Meeting	Central Office
<b>8-20-19</b>	<b>Tuesday</b>	<b>4:00 PM</b>	<b>Curriculum Committee Meeting</b>	<b>Central Office</b>
8-27-19	Tuesday	7:30 PM	Board of Education Meeting	Central Office
9-10-19	Tuesday	7:00 PM	Administration & Facilities Meeting Curriculum Committee Meeting Finance Committee Meeting	Central Office
9-17-19	Tuesday	7:30 PM	Board of Education Meeting	Central Office
10-01-19	Tuesday	7:30 PM	Board of Education Meeting	Central Office
10-15-19	Tuesday	7:00 PM	Administration & Facilities Meeting Curriculum Committee Meeting Finance Committee Meeting	Central Office
10-29-19	Tuesday	7:30 PM	Board of Education Meeting	Central Office
11-12-19	Tuesday	7:00 PM	Administration & Facilities Meeting Curriculum Committee Meeting Finance Committee Meeting	Central Office
11-19-19	Tuesday	7:30 PM	Board of Education Meeting	Central Office
12-10-19	Tuesday	7:00 PM	Administration & Facilities Meeting Curriculum Committee Meeting Finance Committee Meeting	Central Office
12-17-19	Tuesday	7:30 PM	Board of Education Meeting	Central Office
12-18-19	Wednesday	6:00 PM	Board of Education Special Meeting	Central Office
1-07-20	Tuesday	7:30 PM	Board of Education Meeting	Central Office
1-21-20	Tuesday	7:00 PM	Administration & Facilities Meeting Curriculum Committee Meeting Finance Committee Meeting	Central Office
1-28-20	Tuesday	7:30 PM	Board of Education Meeting	Central Office





# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 7/30/2019**

**Deadline for next Agenda: 8/12/2019**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Appoint</b>								
Bergman, Kia	Appoint	Director of Communications		\$105,000.00 (prorated)	CO	TBD	6/30/20	Appoint as Director of Communications, pending employment verification.
<b>Change</b>								
Dobinson, Katharine	Change	Assistant Director of Athletics/ Supervisor of Health, Physical Education and Driver Education		\$115,456.00	DIST	7/1/19	6/30/20	Change salary from \$119,829.00 to \$115,456.00.
Falk, Erin	Change	Assistant Principal		N/C	MR	TBD	6/30/20	Change from Assistant Principal MH to Assistant Principal MR, replacing Lori Skibinski, who resigned.
James, Peter	Change	Assistant Principal		N/C	CMS	TBD	6/30/20	Change from Assistant Principal HSN to Assistant Principal CMS, replacing Julius Clark, who resigned.
Skibinski, Lori	Change	Assistant Principal		N/A	MR	7/19/19	7/19/19	Change resignation date from 7/22/19 to 7/19/19.
<b>Payment</b>								
Citro, Roseann	Payment	Principal		\$34,470.60	MR	7/31/19	7/31/19	Payment for unused sick and vacation days, as per contract.
Smith, Martin	Payment	Assistant Superintendent for Curriculum and Instruction		\$16,911.35	CO	7/31/19	7/31/19	Payment for unused vacation days, as per contract.
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Battas, Jenna	Appoint	Speech Language Specialist	1MA+30	\$59,500.00	HSN/TC	TBD	6/30/20	Appoint as Speech Language Specialist, pending employment verification, replacing Renee Kassel, who transferred. (Tenure date: TBD)
Bowen, Elissa	Appoint	Teacher Music	5BA	\$59,600.00	TC/VIL	TBD	6/30/20	Appoint as Music teacher, pending employment verification, replacing Kristen Schenk, who resigned. (Tenure date: TBD)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Covucci, Amanda	Appoint	Teacher Special Education	1MA	\$58,000.00	TC	9/1/19	6/30/20	Appoint as Special Education teacher, pending employment verification, replacing Lauren Phibbs, who resigned. (Tenure date: 9/2/23)
Downs, Jordan	Appoint	Teacher Health and Physical Education	1MA	\$58,000.00	HSN	TBD	6/30/20	Appoint as Health and Physical Education teacher, pending employment verification, Katharine Dobinson, who transferred. (Tenure date: TBD)
Figueroa, Jessica	Appoint	Teacher Spanish	0BA	\$55,500.00	HSN	TBD	6/30/20	Appoint as Spanish teacher, certificate pending, pending employment verification, replacing Monica Snyder, who resigned. (Tenure date: TBD)
Greenhouse, Randi	Appoint	Teacher Language Arts	3MA	\$59,900.00	HSN	TBD	6/30/20	Appoint as Language Arts teacher, pending employment verification, replacing Beth Pandolpho, who transferred. (Tenure date: TBD)
Kopeika, Christie	Appoint	Teacher Special Education	3BA	\$57,850.00	TC	TBD	6/30/20	Appoint as Special Education teacher, pending employment verification, replacing Desiray Sobel, who resigned. (Tenure date: TBD)
Musumeci, Caitlin	Appoint	Teacher Special Education	0MA	\$57,500.00	CMS	TBD	6/30/20	Appoint as Special Education teacher, pending employment verification, replacing Rachel Certel, who resigned. (Tenure date: TBD)
Massih, Devin	Appoint	Teacher Communication Arts	1MA	\$58,000.00	CMS/GMS	TBD	6/30/20	Appoint as Theater teacher, pending employment verification, replacing Deanna Bancroft, who retired. (Tenure date: TBD)
Mueller, Devin	Appoint	Teacher Language Arts	1BA	\$56,000.00	GMS	TBD	6/30/20	Appoint as Language Arts teacher, pending employment verification, growth position. (Tenure date: TBD)
Nicosia, Victoria	Appoint	School Psychologist	0MA+30	\$59,000.00	HSN	TBD	6/30/20	Appoint as School Psychologist, pending employment verification, replacing Desiray Sobel, who resigned. (Tenure date: TBD)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Yeager, Shannon	Appoint	Teacher Elementary	1BA	\$56,000.00	MH	9/1/19	6/30/20	Appoint as 2nd grade teacher, pending employment verification, replacing Marietta Telis, who retired. (Tenure date: 9/2/23)
Mazzuchelli, Mark	Appoint- Repl.	Teacher Elementary- LR	0BA	\$55,500.00	MH	9/1/19	6/30/20	Appoint as leave replacement 3rd Grade teacher, replacing Amy LaVoie, who is on leave.
Menninger, Marilyn	Appoint- Repl.	Teacher Elementary- LR	1BA	\$56,000.00	VIL	9/1/19	6/30/20	Appoint as leave replacement 4th Grade teacher, replacing Kimberly Haines, who is on leave.
O'Grady, Lauren	Appoint- Repl.	Teacher Special Education- LR	0MA	\$57,500.00	GMS	TBD	6/30/20	Appoint as leave replacement Special Education teacher, replacing Erica Calves, who is on leave.
Shapteban, Susan	Appoint- Repl.	Teacher Mathematics- LR	1BA	\$56,000.00	CMS	9/1/19	6/30/20	Appoint as leave replacement Mathematics teacher, replacing Shannon San Filippo, who is on leave.
<b>Change</b>								
Niedermaier, Marissa	Change	Teacher Mathematics	0BA	\$55,500.00	CMS	TBD	6/30/20	Change from leave replacement Mathematics teacher, certificate pending, pending employment verification, replacing Shannon San Filippo, who is on leave to Mathematics teacher, certificate pending, pending employment verification, replacing Raisa Donnard, who resigned. (Tenure Date: TBD)
Brack, Daniel	Change	Teacher Language Arts	8MA+30	\$70,625.00	HSS	9/1/19	6/30/20	Change salary from MA to MA+30 as per contract.
Fiumara, Kristin	Change	Teacher Elementary	2MA	\$58,950.00	VIL	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Lonzson, Christopher	Change	Teacher Special Education	2MA+30	\$60,550.00	GMS	9/1/19	6/30/20	Change salary from MA to MA+30 as per contract.
Massari, Francesca	Change	Teacher Spanish	1MA	\$58,000.00	HSN	9/1/19	6/30/20	Change salary from BA to MA as per contract.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Nutt, Kathleen	Change	Teacher Special Education	2MA	\$58,950.00	MH	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Smythe, Erin	Change	Teacher Special Education	2MA	\$58,950.00	VIL	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Warren, Ashley	Change	Teacher Dual Language Immersion-Spanish	7PhD	\$70,100.00	DN	9/1/19	6/30/20	Change salary from MA+30 to PhD as per contract.
Aliseo, Brian	Change	Teacher Science	4BA	\$58,650.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Al-Najjar, Anwar	Change	Learning Disabilities Teacher Consultant	14MA+30	\$91,850.00	HSS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Anderson, Chelsea	Change	School Counselor	0MA	\$57,500.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Bhavsar, Priya	Change	Teacher Language Arts	0MA	\$57,500.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Capritti, Luke	Change	Teacher Technology	0BA	\$55,500.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19, replacing Heather Gandy, who transferred. (Tenure date: 9/2/23)
Carroll, Kathryn	Change	Media Specialist	9MA	\$71,725.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Cichowski, Brianna	Change	Teacher Elementary	0BA	\$55,500.00	MR	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Colon, Marissa	Change	Teacher Health & Physical Education	0BA	\$55,500.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Decker, Michelle	Change	School Nurse	10MA	\$75,550.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Epifane, Samantha	Change	School Nurse	0BA	\$55,500.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. Change location from TBD to GMS. (Tenure date: 9/2/23)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ferrante, Julia	Change	Teacher Mathematics	0MA	\$57,500.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Gautieri, Alyssa	Change	Teacher Mathematics	2BA	\$57,000.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Hauge, Kristin	Change	Teacher Music	0BA	\$55,500.00	HSN/HSS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Hawkins, Michael	Change	Teacher Special Education	0MA	\$57,500.00	HSS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Hecht, Shirley	Change	Teacher Technology	0BA	\$55,500.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19, replacing Dennis Cassidy, who retired. (Tenure date: 9/2/23)
Irving, Ilian	Change	Teacher Elementary	0BA	\$55,500.00	VIL	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Johnson, Katelyn	Change	School Nurse	1BA	\$56,000.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Jones, Linda	Change	Teacher Elementary	0BA	\$55,500.00	MR	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Karn, Elizabeth	Change	School Psychologist	2MA+30	\$60,550.00	MR	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Kaufman, Alexis	Change	Teacher Special Education	1BA	\$56,000.00	TC	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Lelinski, Mary Pat	Change	Teacher Special Education	15MA	\$92,440.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Metal, Stephanie	Change	Teacher Music	3BA	\$57,850.00	DN/MH	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Miller, Sydney	Change	Teacher Social Studies	0BA	\$55,500.00	HSS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Muneer, Amirah	Change	Teacher Health & Physical Education	3BA	\$57,850.00	HSS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Nemeroff, Catherine	Change	Teacher Social Studies	1MA	\$58,000.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Oswald, Margaret	Change	Teacher Elementary	0BA	\$55,500.00	MR	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Palmer, Morgan	Change	Teacher Science	1BA	\$56,000.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Ramaprasad, Venkat	Change	Teacher Language Arts	1PhD	\$61,000.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Seitz, Katherine	Change	Teacher Special Education	1BA	\$56,000.00	WIC	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Staffieri, Monique	Change	School Counselor	1MA	\$58,000.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Thomas, Stephanie	Change	Teacher Language Arts	0BA	\$55,500.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Fletcher, Christian	Change	Teacher Social Studies- LR	0MA	\$57,500.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Hacker, Thomas	Change %	Teacher Health & Physical Education- 120%		\$96.45/day	HSN	1/30/20	6/30/20	Additional per diem payment for an extra section.
Serughetti, Beth	Change %	Teacher Health & Physical Education- 120%		\$97.94/day	HSN	9/1/19	1/29/20	Additional per diem payment for an extra section.
Agnella, Laura	Change Location	Teacher Resource Specialist- Technology		N/C	TC/WIC	9/1/19	6/30/20	Change location from 34% TC, 33% WIC, 33% MR to 50% TC, 50% WIC.
Cook, Jaime	Change Location	Teacher Resource Specialist- Technology		N/C	DN/MH	9/1/19	6/30/20	Change location from 34% MH, 33% DN, 33% VIL to 50% DN, 50% MH.
Brown, Darron	Change Location	Teacher Computers		N/C	MH/MR	9/1/19	6/30/20	Change location from 34% MR, 33% DN, 33% MH to 31% MH, 69% MR.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gerber, Hannah	Change Location	Teacher Special Education- 68.9%; Teacher Technology- 30%		N/C	DN	9/1/19	6/30/20	Change location from MR to DN for Special Education teacher, 68.9%, Technology teacher, 30%.
Fiocco, James	Change Location	Teacher Technology		N/C	CMS	TBD	6/30/20	Change location from GMS to CMS as a Technology teacher, certificate pending, pending employment verification, replacing James Dionne, who resigned. (Tenure date: TBD)
Gandy, Heather	Change Location	Teacher Technology		N/C	GMS	9/1/19	6/30/20	Change location from CMS to GMS, replacing Aaron Herl, who resigned.
Farber, Marissa	Change Location	Learning Disabilities Teacher Consultant		N/C	MH/WIC	9/1/19	6/30/20	Change location from 100% MH to 80% MH, 20% WIC.
Fisher, Michelle	Change Location	Learning Disabilities Teacher Consultant		N/C	CMS	9/1/19	6/30/20	Change location from VIL to CMS.
Greene, Megan	Change Location	Learning Disabilities Teacher Consultant		N/C	DN/MR	9/1/19	6/30/20	Change location from 100% DN to 40% DN, 60% MR.
Pollard, Katie	Change Location	Learning Disabilities Teacher Consultant		N/C	VIL	9/1/19	6/30/20	Change location from 50% TC, 50% WIC to 100% VIL.
Washington, Rosalyn	Change Location	Learning Disabilities Teacher Consultant		N/C	HSN	9/1/19	6/30/20	Change location from GMS to HSN.
Goodstein, Amanda	Change Location	School Psychologist		N/C	MH/TC	9/1/19	6/30/20	Change location from 100% MH to 40% MH, 60% TC.
Edmonds, Melanie	Change Location	School Social Worker		N/C	DN/MH	9/1/19	6/30/20	Change location from 60% MH, 40% DN to 80% MH, 20% DN.
Frankel, Jane	Change Location	School Social Worker		N/C	TC/WIC	9/1/19	6/30/20	Change location from 100% TC to 80% TC, 20% WIC.
<b>Leave of Absence</b>								





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tucker, Hillary	Leave- CC Extend	Teacher Elementary		N/A	DN	9/1/19	9/30/19	Extend CC leave for 2nd year. (RTW: 10/1/19)
<b>Payment</b>								
Agalias, George	Payment	Teacher Social Studies		\$30,250.97	GMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Bancroft, Deanna	Payment	Teacher Communication Arts		\$9,055.48	CMS/GMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Bowen, Penelope	Payment	Teacher Science		\$37,929.31	CMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Cattley, Kathleen	Payment	Teacher Elementary		\$14,073.05	MR	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Chivukula, Lucrecia	Payment	Teacher Spanish		\$24,130.20	GMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Courtney, Michael	Payment	Media Specialist		\$31,405.91	HSN	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Davis, Jean	Payment	Teacher Elementary		\$18,727.00	MR	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Donnard, Raisa	Payment	Teacher Mathematics		\$16,641.17	CMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Doyle, Mary	Payment	School Nurse		\$24,566.70	CMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Eng, James	Payment	Teacher Elementary		\$31,724.55	MR	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Fasanella, Jane	Payment	Teacher French		\$30,896.06	HSN	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Goldstein, Lisa	Payment	Teacher Elementary		\$19,056.53	MH	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Hutchinson, Donald	Payment	Teacher Health & Physical Education		\$58,759.44	HSS	7/31/19	7/31/19	Payment for unused sick days, as per contract.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kemler-Sibree, Susan	Payment	Learning Disabilities Teacher Consultant		\$19,375.19	HSN	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Macaluso, Virginia	Payment	Teacher IRLA		\$22,014.66	GMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
McNamara, Timothy	Payment	Teacher Social Studies		\$6,550.20	CMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
O'Donnell, Kathryn	Payment	Teacher Health		\$10,977.65	GMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Pedersen, Colleen	Payment	School Counselor		\$34,384.00	CMS	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Telis, Marietta	Payment	Teacher Elementary		\$18,939.90	MH	7/31/19	7/31/19	Payment for unused sick days, as per contract.
Totaro, Rebecca	Payment	Teacher Elementary		\$16,755.63	MH	7/31/19	7/31/19	Payment for unused sick days, as per contract.
<b>Rescind</b>								
Monga, Jennifer	Rescind	School Nurse	1MA	\$58,000.00	DN	TBD	6/30/20	Rescind appointment as School Nurse, certificate pending, pending employment verification, replacing Geraldine Barber, who retired.
Rinderer, Sarah	Rescind	Teacher Mathematics	1BA	\$56,000.00	CMS	TBD	6/30/20	Rescind appointment as Mathematics teacher, pending employment verification, replacing Raisa Donnard, who retired.
Santoro, Krista	Rescind	School Counselor-LR	2MA	\$58,950.00	GMS	9/1/19	6/30/20	Rescind appointment as leave replacement School Counselor, replacing Justin Kahn, who is on leave.
<b>Resignation</b>								
Gardner, Carolyn	Resign	Teacher Elementary		N/A	TC	7/18/19	7/18/19	Resign from position.
Mandhyan, Viveka	Resign	School Psychologist		N/A	GMS	7/3/19	7/3/19	Resign from position.
Snyder, Monica	Resign	Teacher Spanish		N/A	HSN	6/30/19	6/30/19	Resign from position.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Yokomizo, Tarynn	Resign	Teacher Reading Recovery		N/A	DN	6/30/20	6/30/20	Resign, after 24 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Schiavo, Rena	Appoint	Instructional Assistant- Dual Language Immersion	1	\$19.96/hr.	MH	9/1/19	6/30/20	Appoint as Instructional Assistant - Dual Language Immersion, growth position, for 6.5 hrs/day.
<b>Summer Eyes on the Door</b>								
Ray, Perry	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Gass, Stephen	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Geedeh, Saturday	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Nixon, Brian	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Terry, Irene	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Kleinkauf, Michael	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, as needed.
Putnam, Jonathan	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, as needed.
Rolle, Jason	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, as needed.
Shepherd, Jamila	Appoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/19	8/31/19	Appoint as Security Officer "Eyes on the Door" - Summer, as needed.
<b>Change</b>								
Carr, Richard	Change	Bus Aide	8	\$17.08/hr.	TRAN	9/1/19	6/30/20	Change from Bus Driver to Bus Aide.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dong, Qing	Change	Instructional Assistant- Dual Language Immersion	1	\$19.96/hr.	MH	9/1/19	6/30/20	Change start date from TBD to 9/1/19. Change salary from \$18.83/hr. to \$19.96/hr.
Goldfarb, Jessica	Change	Secretary 12 Months		N/C	MR	8/5/19	6/30/20	Change start date from TBD to 8/5/19. (Tenure date: 8/6/22)
Ehrlich, Judith	Change	Cafeteria Aide		N/C	MR	9/1/19	6/30/20	Change from not to exceed 3.5 hrs/day to not to exceed 2.5 hrs/day for the 2019-2020 school year.
Kothari, Nita	Change	Cafeteria Aide		N/C	MR	9/1/19	6/30/20	Change from not to exceed 3.5 hrs/day to not to exceed 2.5 hrs/day for the 2019-2020 school year.
Samal, Smita	Change	Cafeteria Aide		N/C	MR	9/1/19	6/30/20	Change from not to exceed 3.5 hrs/day to not to exceed 2.5 hrs/day for the 2019-2020 school year.
Sanyal, Malini	Change	Cafeteria Aide		N/C	MR	9/1/19	6/30/20	Change from not to exceed 3.5 hrs/day to not to exceed 2.5 hrs/day for the 2019-2020 school year.
Shah, Hetal	Change	Cafeteria Aide		N/C	MR	9/1/19	6/30/20	Change from not to exceed 3.5 hrs/day to not to exceed 2.5 hrs/day for the 2019-2020 school year.
Smith, Debra	Change	Cafeteria Aide		N/C	MR	9/1/19	6/30/20	Change from not to exceed 3.5 hrs/day to not to exceed 2.5 hrs/day for the 2019-2020 school year.
Vuppala, Sree	Change	Cafeteria Aide		N/C	MR	9/1/19	6/30/20	Change from not to exceed 3.5 hrs/day to not to exceed 2.5 hrs/day for the 2019-2020 school year.
Gadodia, Srishti	Change	Summer Computer Assistant		N/C	DIST	7/9/19	8/30/19	Change start date from TBD to 7/5/19.
Lee, Chanyoung	Change	Summer Computer Assistant		N/C	DIST	7/5/19	8/30/19	Change start date from TBD to 7/5/19.
Miller, Brett	Change	Summer Computer Assistant		N/C	DIST	7/1/19	8/30/19	Change start date from TBD to 7/1/19.
<b>Payment</b>								



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dubaniewicz, Antoinette	Payment	Purchasing Agent		\$12,231.17	CO	7/31/19	7/31/19	Payment for unused vacation days, as per contract.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Figueroa, Jessica	Appoint	Substitute Teacher		\$85.00/Day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Morgan, Jennifer	Appoint	Substitute Secretary		\$12.00/hr.	DIST	7/31/19	6/30/20	Appoint as a substitute secretary on an as needed basis.
<b>Reappoint</b>								
Bordfeld, Leslie	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Figueroa, Ivett	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Jemal, Nabil	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
LaMarra, Laurie	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Middleton, Anne	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Murty, Nandita	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Anand, Gargi	Reappoint	Substitute Teacher		\$85.00/Day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mahajan, Deepa	Reappoint	Substitute Teacher		\$85.00/Day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Nagaokar, Yogita	Reappoint	Substitute Teacher		\$85.00/Day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
<b>Resignation</b>								
Parris, Nneena	Resign	Substitute Teacher		N/A	DIST	6/26/19	6/26/19	Resign from position.
Ly, Jean	Resign	Substitute Teacher		N/A	DIST	7/17/19	7/17/19	Resign from position.
Stuebben, Nicole	Resign	Substitute Teacher		N/A	DIST	7/2/19	7/2/19	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Bus Duty</b>								



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Aloi, Tina	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Campbell, Alexander	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Engelhardt, Elizabeth	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Gero, Christopher	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Jothi, Jayanthi	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Lalli, Barbara	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Petrone, Christopher	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Pugh, Phillip	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Thompson, William	Extra Duty	Bus Duty		\$15.84/hr.	MR	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Bengizu, Angela	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.
Bresnahan, Marie	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.
Gupta, Anita	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.
Horan, Heather	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.
Kaminskas, Kyle	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lincoln, Diane	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.
Samber, Elizabeth	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.
Wilush, Jenna	Extra Duty	Bus Duty		\$15.84/hr.	VIL	9/1/19	6/30/20	Bus Duty, not to exceed 5 hrs/wk.
Barkenbush, Rosemarie	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Collins, Eileen	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 5.5 hrs/wk.
Messina, Diana	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 5.5 hrs/wk.
Nadkarni, Neeta	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 5.5 hrs/wk.
Rosa, Michael	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 5.5 hrs/wk.
Burke, Thea	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk, as needed.
Dias, Rebecca	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk, as needed.
Gray, Lisa	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Reil, Lizbeth	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Rosenthal, Wendy	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk, as needed.
Shields, Vanessa	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk, as needed.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tsui, Lelia-Allison	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
<b>Chaperone</b>								
Adair, Alicia	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Cene, Orsela	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Cohen, Gaye	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Gagliardo, Theresa	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Holsman, Susan	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Krishnan, Rajeswari	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Nordstrom, Jocelyn	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Schanz, Jeanne	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Schwartz, Susan	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Slothower, Kathleen	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Struble, Donna	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
Wilson, Mary	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.





# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wolf, Michele	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as necessary.
<b>Curriculum</b>								
Dolcimascolo, Justin	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Gifted and Talented Curriculum Addendum Development, <b>total program</b> not to exceed 120 hours.
<b>Curriculum: Language Arts</b>								
Aconi, Fabio	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Sheltered Instruction for English Language Learners, <b>total program</b> not to exceed 60 hours.
Bader, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Sheltered Instruction for English Language Learners, <b>total program</b> not to exceed 60 hours.
Haley, Kaitlyn	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Sheltered Instruction for English Language Learners, <b>total program</b> not to exceed 60 hours.
Jackson-Escogido, Jennifer	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Sheltered Instruction for English Language Learners, <b>total program</b> not to exceed 60 hours.
Kloutis, Kimberly	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Sheltered Instruction for English Language Learners, <b>total program</b> not to exceed 60 hours.
<b>Curriculum: Mathematics</b>								
Camevale, Mary-Ann	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Elementary Math Family Resources, <b>total program</b> not to exceed 48 hours.
Green, Hughbert	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Elementary Math Family Resources, <b>total program</b> not to exceed 48 hours.
Nass, Alison	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Elementary Math Family Resources, <b>total program</b> not to exceed 48 hours.
<b>Curriculum: Technology, Training and Media</b>								
Brooks, Lindsey	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Pre-K Library Revisions, <b>total program</b> not to exceed 40 hours.
Ferguson, Susan	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Pre-K Library Revisions, <b>total program</b> not to exceed 40 hours.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Straubel, Janice	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Pre-K Library Revisions, <b>total program</b> not to exceed 40 hours.
Taylor, Danica	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Pre-K Library Revisions, <b>total program</b> not to exceed 40 hours.
Brooks, Lindsey	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Kindergarten Library Revisions, <b>total program</b> not to exceed 40 hours.
Ferguson, Susan	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Kindergarten Library Revisions, <b>total program</b> not to exceed 40 hours.
Lee, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Kindergarten Library Revisions, <b>total program</b> not to exceed 40 hours.
Taylor, Danica	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Kindergarten Library Revisions, <b>total program</b> not to exceed 40 hours.
Brooks, Lindsey	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	First Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Ferguson, Susan	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	First Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Lee, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	First Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Taylor, Danica	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	First Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Brooks, Lindsey	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Second Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Ferguson, Susan	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Second Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Lee, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Second Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Taylor, Danica	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Second Grade Library Revisions, <b>total program</b> not to exceed 40 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ferguson, Susan	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Third Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Gillen, Dawn	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Third Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Lee, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Third Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
Taylor, Danica	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Third Grade Library Revisions, <b>total program</b> not to exceed 40 hours.
<b>Extended School Year</b>								
Terppe, Brianna	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	TC	7/8/19	8/9/19	Approve as Teacher for the Extended School Year Program, not to exceed 133 hours.
Leiggi, Valerie	Extra Duty	ESY Nurse		\$47.09/hr.	TC	7/8/19	8/9/19	Approve as Nurse for the Extended School Year Program, as needed, not to exceed 5 hours.
Basavanahalli, Jyothi	Extra Duty	ESY Instructional Assistant		As per contract	TC	7/8/19	8/9/19	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 112.5 hours.
Sen, Chandrani	Extra Duty	ESY Instructional Assistant		As per contract	TC	7/8/19	8/9/19	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 112.5 hours.
Kitson, Mary	Extra Duty	ESY Instructional Assistant		\$24.90/hr.	TC	7/8/19	8/9/19	Approve as Instructional Assistant for the Extended School Year Program, as needed
<b>Home Instruction</b>								
Beste, Steven	Extra Duty	Home Instruction		\$47.09/hr.	DIST	6/1/19	6/30/19	Home Instruction for Integrated Reading and Language Arts and Social Studies, not to exceed 20 hours.
Bond, Christopher	Extra Duty	Home Instruction		\$47.09/hr.	DIST	7/15/19	8/5/19	Home Instruction for World History, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	6/12/19	7/3/19	Home Instruction for Language Arts I, not to exceed 8 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Clements, Elizabeth	Extra Duty	Home Instruction		\$47.09/hr.	DIST	6/1/19	6/30/19	Home Instruction for Speech, not to exceed 10 hours.
Cousart, Hailey	Extra Duty	Home Instruction		\$47.09/hr.	DN	6/20/19	6/20/19	Home Instruction for Reading, not to exceed 2 hours.
Kelley, Jennifer	Extra Duty	Home Instruction		\$47.09/hr.	HSN	6/20/19	6/20/19	Home Instruction for Spanish 3 Honors, not to exceed 2 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	HSS	7/20/19	8/10/19	Home Instruction for AP Language and Composition, not to exceed 4 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	HSS	8/8/19	9/13/19	Home Instruction for Language Arts I Honors, not to exceed 10 hours.
Manaresi, Gina	Extra Duty	Home Instruction		\$47.09/hr.	DIST	5/16/19	6/20/19	Home Instruction for AP Environmental Science, not to exceed 12 hours.
Newman, Kayla	Extra Duty	Home Instruction		\$47.09/hr.	DIST	5/13/19	6/21/19	Home Instruction for Reading, Writing, Math, Science and Social Studies, not to exceed 60 hours.
Odzakovic, Aleksandra	Extra Duty	Home Instruction		\$47.09/hr.	DIST	5/16/19	6/20/19	Home Instruction for AP Comparative Government and Global Studies, not to exceed 12 hours.
Villacres, Veronica	Extra Duty	Home Instruction		\$47.09/hr.	DIST	6/20/19	7/20/19	Home Instruction for Spanish 1, not to exceed 8 hours.
<b>Home Programming</b>								
McCormick, Megan	Extra Duty	Home Programming		\$70.00/hr.	DIST	7/1/19	8/30/19	Home programming to address IEP goals, not to exceed 4 hours.
<b>Lifeguards</b>								
Khandelwal, Rahul	Extra Duty	Lifeguard		\$10.00/hr.	HSN	9/1/19	6/15/20	Lifeguard, as needed (student).
Leung, Megan	Extra Duty	Lifeguard		\$10.00/hr.	HSN	9/1/19	6/15/20	Lifeguard, as needed (student).
Liu, Eric	Extra Duty	Lifeguard		\$10.00/hr.	HSN	9/1/19	6/15/20	Lifeguard, as needed (student).



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Srinivasan, Ayush	Extra Duty	Lifeguard		\$10.00/hr.	HSN	9/1/19	6/15/20	Lifeguard, as needed (student).
Yu, Kaitlyn	Extra Duty	Lifeguard		\$10.00/hr.	HSN	9/1/19	6/15/20	Lifeguard, as needed (student).
Zhang, Allison	Extra Duty	Lifeguard		\$10.00/hr.	HSN	9/1/19	6/15/20	Lifeguard, as needed (student).
<b>Moving</b>								
Agnella, Laura	Extra Duty	Moving		\$47.09/hr.	TC	7/1/19	8/30/19	Moving, not to exceed 3 hours.
Behrend, Caroline	Extra Duty	Moving		\$47.09/hr.	MRS	7/1/19	9/30/19	Moving, not to exceed 12 hours.
Camacho, Leniz	Extra Duty	Moving		\$47.09/hr.	VIL	7/1/19	8/31/19	Moving, not to exceed 6 hours.
Davis, Krista	Extra Duty	Moving		\$47.09/hr.	MRS	7/1/19	9/30/19	Moving, not to exceed 12 hours.
Dewan, Megan	Extra Duty	Moving		\$47.09/hr.	MRS	7/1/19	9/30/19	Moving, not to exceed 12 hours.
DiCarlo, Stephanie	Extra Duty	Moving		\$47.09/hr.	GMS	7/1/19	8/30/19	Moving, not to exceed 12 hours.
Efstathios, Ariana	Extra Duty	Moving		\$47.09/hr.	CMS	7/1/19	8/31/19	Moving, not to exceed 12 hours.
Gallagher, Daniel	Extra Duty	Moving		\$47.09/hr.	MRS	7/1/19	9/30/19	Moving, not to exceed 12 hours.
Isnardi, Catherine	Extra Duty	Moving		\$47.09/hr.	MRS	7/1/19	9/30/19	Moving, not to exceed 12 hours.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lindes, Stacey	Extra Duty	Moving		\$47.09/hr.	MRS	7/1/19	9/30/19	Moving, not to exceed 12 hours.
Peoples, Heather	Extra Duty	Moving		\$47.09/hr.	VIL	7/1/19	8/31/19	Moving, not to exceed 6 hours.
Warren, Ashley	Extra Duty	Moving		\$47.09/hr.	DN	6/12/19	8/31/19	Moving, not to exceed 12 hours.
<b>Professional Development: Curriculum and Instruction</b>								
Dolcimascolo, Justin	Extra Duty	Professional Development		\$50.00/day	DIST	7/18/19	7/18/19	Gifted and Talented Education Strategies, .5 day.
Bond, Christopher	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Equity: Conversations, Reflection, and Action, 1 day.
Collins, Scott	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Equity: Conversations, Reflection, and Action, 1 day.
McLelland-Crawley, Rebecca	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Equity: Conversations, Reflection, and Action, 1 day.
Salvador, Edward	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Equity: Conversations, Reflection, and Action, 1 day.
Weinmann, Jeanne	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Equity: Conversations, Reflection, and Action, 1 day.
Altwater, Deanna	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
Jinks, Melissa	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
Lee, Kelly	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McLelland-Crawley, Rebecca	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
Salvador, Edward	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
Tambo, Naushin	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
Waller, Suzanne	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
Wheeler, Rashmi	Extra Duty	Professional Development		\$100.00/day	DIST	7/16/19	8/31/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
<b>Professional Development: Fine and Performing Arts</b>								
Leventhal, Nathan	Extra Duty	Professional Development		\$50.00/day	DIST	7/1/19	8/31/19	Computer Art and Design, 2 half days.
Picco, Amy	Extra Duty	Professional Development		\$50.00/day	DIST	7/1/19	8/31/19	Computer Art and Design, 4 half days.
Randazzo, Gabriel	Extra Duty	Professional Development		\$50.00/day	DIST	7/1/19	8/31/19	Computer Art and Design, 2 half days.
<b>Professional Development: Guidance</b>								
Gilchrist, Dawn	Extra Duty	Professional Development		\$50.00/day	DIST	6/26/19	7/11/19	Guidance Curriculum Planning, .5 day.
Greiner, Melissa	Extra Duty	Professional Development		\$50.00/day	DIST	6/26/19	7/11/19	Guidance Curriculum Planning, .5 day.
Incollingo, Ellen	Extra Duty	Professional Development		\$50.00/day	DIST	6/26/19	7/11/19	Guidance Curriculum Planning, .5 day.
Riley, Theresa	Extra Duty	Professional Development		\$50.00/day	DIST	6/26/19	7/11/19	Guidance Curriculum Planning, .5 day.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Scibienski, Faith	Extra Duty	Professional Development		\$50.00/day	DIST	6/26/19	7/11/19	Guidance Curriculum Planning, .5 day.
Smith, Cheryl	Extra Duty	Professional Development		\$50.00/day	DIST	6/26/19	7/11/19	Guidance Curriculum Planning, .5 day.
<b>Professional Development: Language Arts</b>								
Altwater, Deanna	Extra Duty	Professional Development		\$100.00/day	DIST	6/26/19	6/27/19	Equity, Inclusion, & Instruction, 2 days.
De Souza, Nicole	Extra Duty	Professional Development		\$100.00/day	DIST	6/26/19	6/27/19	Equity, Inclusion, & Instruction, 2 days.
Salvador, Edward	Extra Duty	Professional Development		\$100.00/day	DIST	6/26/19	6/27/19	Equity, Inclusion, & Instruction, 2 days.
Bowes, Stacy	Extra Duty	Professional Development		\$50.00/day	DIST	8/21/19	8/21/19	Phonics Jump Start!, .5 day.
McClendon, Teresa	Extra Duty	Professional Development		\$50.00/day	DIST	8/21/19	8/21/19	Phonics Jump Start!, .5 day.
<b>Professional Development: Mathematics</b>								
Jemal, Nabil	Extra Duty	Professional Development		\$100.00/day	DIST	7/22/19	7/26/19	Middle School Math Institute, 4.5 days.
Niedermaier, Marissa	Extra Duty	Professional Development		\$100.00/day	DIST	7/22/19	7/26/19	Middle School Math Institute, 4.5 days.
<b>Professional Development: Special Services</b>								
Gold, Jamie	Extra Duty	Professional Development		\$100.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial teacher training, 1 day.
Kidney, Elizabeth	Extra Duty	Professional Development		\$100.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial teacher training, 1 day.
Mathew, Katie	Extra Duty	Professional Development		\$100.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial teacher training, 1 day.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Roberts, Irene	Extra Duty	Professional Development		\$100.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial teacher training, 1 day.
Van Dusen, Regina	Extra Duty	Professional Development		\$100.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial teacher training, 1 day.
Cooke, Jennifer	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Frankel, Jane	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Heiser, Diane	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Kelly, Laura	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Lee, Susan	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Levy, Lorell	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Nash, Laura	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Shields, Vanessa	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Solomon, Lori	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Bengizu, Angela	Extra Duty	Professional Development		\$80.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial instructional assistant training, 1 day.
Goswami, Sukanya	Extra Duty	Professional Development		\$80.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial instructional assistant training, 1 day.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lackey, Roxanne	Extra Duty	Professional Development		\$80.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial instructional assistant training, 1 day.
Singh, Priyadarshini	Extra Duty	Professional Development		\$80.00/day	TC	6/25/19	6/25/19	"Handle with Care" initial instructional assistant training, 1 day.
Boehm, Ashley	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
Dutta, Pooja	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
Kamath, Annapoorna	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
Kelmanovich, Helen	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
Knott, Dorothea	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
Osadchuk, Anna	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
Saville, Beverly	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
Shankoff, Wonjoo	Extra Duty	Professional Development		\$40.00/day	TC	6/26/19	6/26/19	"Handle with Care" refresher instructional assistant training, .5 day.
<b>Professional Development: Technology</b>								
Babcock, Kristen	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Barclass, Claire	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Birrer, Denise	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Coleman, Bradford	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Cousart, Hailey	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Daub, Alyssa	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
De Souza, Nicole	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
DiLorenzo, Stephanie	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Eikelberner, Jeffrey	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Ely, Jaime	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Geisz, Masooma	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Hancock, Melissa	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Harpel, Mary Ann	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Healy, Samantha	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Hsueh, Susan	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Johnson, Juliana	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Karpinski, Megan	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Koekemoer, Amanda	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Larios, Nicole	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Lazarus, Amy	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Lee, Jenna	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Lewis, Joan	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Maher, Jody	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Mansfield, Mildred	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Marchitelli, Olivia	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
McCormick, Gabrielle	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Munoz, Deanna	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Oriole, Steffanie	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Quick, Jennifer	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Ralston, Christine	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Ramirez, Jennifer	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Rao, Shobha	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Refsin, Sharon	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Stevens, Kayla	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
Walling, Barbra	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
<b>Professional Development: Technology, Training and Media</b>								
Argenziano, Jesse	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Carroll, Kathryn	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Curbishley, Cheryl	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Czelusniak, Steven	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
DeVincentz, Jenna	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ferrante, Julia	Extra Duty	Professional Development		\$100.00/day	DIST	8/6/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Fevola, Carol	Extra Duty	Professional Development		\$100.00/day	DIST	8/6/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Gautieri, Alyssa	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Juhasz, Szilvia	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Olson, David	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Palmer, Morgan	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	6/28/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Pena, Jennifer	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Peterson, Robert	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Pittman, Dana	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	6/28/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Santangelo, Regina	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Steinman, Joshua	Extra Duty	Professional Development		\$100.00/day	DIST	6/27/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
<b>Professional Development: World Language</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Warren, Ashley	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Spanish Dual Language Immersion, 2 days.
Fanning, Kathleen	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Dual Language Immersion, 2 days.
Hsueh, Susan	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Dual Language Immersion, 2 days.
Koekemoer, Amanda	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Dual Language Immersion, 2 days.
Pan-Ng, Anna	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Dual Language Immersion, 2 days.
Robinson, Christine	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Dual Language Immersion, 2 days.
Warren, Ashley	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Dual Language Immersion, 2 days.
Balasubramanian, Shobhana	Extra Duty	Professional Development		\$80.00/day	DIST	8/1/19	8/31/19	Dual Language Immersion, 2 days.
Dong, Qing	Extra Duty	Professional Development		\$80.00/day	DIST	8/1/19	8/31/19	Dual Language Immersion, 2 days.
Ruffo, Lilia	Extra Duty	Professional Development		\$80.00/day	DIST	8/1/19	8/31/19	Dual Language Immersion, 2 days.
Sanic, Jennifer	Extra Duty	Professional Development		\$80.00/day	DIST	8/1/19	8/31/19	Dual Language Immersion, 2 days.
Schiavo, Rena	Extra Duty	Professional Development		\$80.00/day	DIST	8/1/19	8/31/19	Dual Language Immersion, 2 days.
Zhao, Maozhu	Extra Duty	Professional Development		\$80.00/day	DIST	8/1/19	8/31/19	Dual Language Immersion, 2 days.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Camacho, Leniz	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
Cano, Edgar	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
Stergios-Cano, Stephanie	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
Crome, Cesia	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
McNamara, Dolores	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
Ronen, Pamela	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
Sanchez, William	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
Sanchis, JoAnn	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
Siegel, Daniel	Extra Duty	Professional Development		\$100.00/day	DIST	7/1/19	8/31/19	Joy in Foreign Language Elementary School, 2 days.
<b>Professional Development Planning</b>								
Castro-Verrault, Jessica	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	6/24/19	8/30/19	Planning and Presenting From Theory to Practice: 1:1 Learning Institute for 11th and 12th grade teachers and new teachers Grades 5-10, not to exceed 34 hours.
Lowden, Kimberly	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	6/24/19	8/30/19	Planning and Presenting From Theory to Practice: 1:1 Learning Institute for 11th and 12th grade teachers and new teachers Grades 5-10, not to exceed 34 hours.
Gallagher, Daniel	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	6/24/19	8/30/19	Planning and Presenting Google Parent Training, not to exceed 3 hours.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Koekemoer, Amanda	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	7/1/19	8/31/19	Planning and Presenting Spanish Dual Language Immersion Workshop, not to exceed 12 hours.
Delre, Margaret	Extra Duty	Professional Development Planning		\$47.09/hr.	TC	6/24/19	6/26/19	Presenting "Handle With Care" initial training workshop, not to exceed 11 hours.
Eagles, Melissa	Extra Duty	Professional Development Planning		\$47.09/hr.	TC	6/24/19	6/26/19	Presenting "Handle With Care" initial training workshop, not to exceed 11 hours.
<b>Social Emotional Learning Teacher Leader</b>								
Bok, Mara	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
DiCarlo, Stephanie	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
Dratch, Marnie	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
Giordano, Julia	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
Haley, Kaitlyn	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
Kumor, Zachary	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
McLelland-Crawley, Rebecca	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
Rodrigo, Jose	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
Scanlan, Linda	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
Scibienski, Faith	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	CMS/GMS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, not to exceed 12 hours.
<b>Summer Guidance</b>								



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pedersen, Colleen	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	CMS	6/24/19	6/28/19	Summer Guidance, not to exceed 12 hours.
<b>Summer Media Specialist</b>								
Carroll, Kathryn	Extra Duty	Media Specialist-Summer Hours		\$47.09/hr.	HSN	7/1/19	8/30/19	Summer Media Specialist, not to exceed 85 hours.
<b>Summer Nurse</b>								
Decker, Michelle	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	CMS	7/12/19	8/31/19	Summer Nurse, not to exceed 40 hours.
Johnson, Katelyn	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	CMS	7/1/19	8/31/19	Summer Nurse, not to exceed 20 hours.
<b>Summer Weight Room</b>								
Bader, Amanda	Extra Duty	Summer Weight Room Supervision		\$19.48/hr.	HSS	Summer 2019	Summer 2019	Summer Weight Room Supervision, as needed, <b>total HSS program</b> not to exceed 250 hours.
Marshall, Hanna	Extra Duty	Summer Weight Room Supervision		\$19.48/hr.	HSN	Summer 2019	Summer 2019	Summer Weight Room Supervision, as needed, <b>total HSN program</b> not to exceed 250 hours.
Sternotti, Cynthia	Extra Duty	Summer Weight Room Supervision		\$19.48/hr.	HSS	Summer 2019	Summer 2019	Summer Weight Room Supervision, as needed, <b>total HSS program</b> not to exceed 250 hours.
Tipton, Craig	Extra Duty	Summer Weight Room Supervision		\$19.48/hr.	HSS	Summer 2019	Summer 2019	Summer Weight Room Supervision, as needed, <b>total HSS program</b> not to exceed 250 hours.
<b>Supervision</b>								
Adair, Alicia	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Cene, Orsela	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Cohen, Gaye	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gagliardo, Theresa	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Holsman, Susan	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Krishnan, Rajeswari	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Nordstrom, Jocelyn	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Schanz, Jeanne	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Schwartz, Susan	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Slothower, Kathleen	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Struble, Donna	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Wilson, Mary	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
Wolf, Michele	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs. per week.
<b>Title I</b>								
Ku, Brittany	Extra Duty	Title I: Struggling Learners Committee		\$47.09/hr.	CMS	5/1/19	6/30/19	Title I Struggling Learners Mentoring Committee, <u>total program</u> not to exceed 100 hours, not to exceed 20 hrs/person.
<b>Title III</b>								
Aconi, Fabio	Extra Duty	Title III-Workshop Planning		\$47.09/hr.	DIST	6/24/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bader, Amanda	Extra Duty	Title III- Workshop Planning		\$47.09/hr.	DIST	6/24/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)
Burke, Anastasia	Extra Duty	Title III- Workshop Planning		\$47.09/hr.	DIST	6/24/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)
Jackson-Escogido, Jennifer	Extra Duty	Title III- Workshop Planning		\$47.09/hr.	DIST	6/24/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)
Kloutis, Kimberly	Extra Duty	Title III- Workshop Planning		\$47.09/hr.	DIST	6/7/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)
Nodong, Pema	Extra Duty	Title III- Workshop Planning		\$47.09/hr.	DIST	6/7/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)
Bordfeld, Leslie	Extra Duty	Title III- Summer Camp		\$1,648.15	DIST	7/22/19	8/2/19	K-5 ESL Summer Camp, paid in FULL after conclusion of camp. (Paid through ESEA Title III funds.)
Hancock, Melissa	Extra Duty	Title III- Summer Camp		\$1,648.15	DIST	7/22/19	8/2/19	K-5 ESL Summer Camp, paid in FULL after conclusion of camp. (Paid through ESEA Title III funds.)
Knoblock, Jennifer	Extra Duty	Title III- Summer Camp		\$1,648.15	DIST	7/22/19	8/2/19	K-5 ESL Summer Camp, paid in FULL after conclusion of camp. (Paid through ESEA Title III funds.)
<b>Rescind</b>								
Santoro, Krista	Rescind	Guidance- Summer Hours		\$47.09/hr.	GMS	7/1/19	8/30/19	Rescind Summer Guidance, not to exceed 25 hours.
<b>Change</b>								
Knorr, Andrea	Change	Home Instruction		\$47.09/hr.	HSN	6/20/19	8/30/19	Change end date from 8/2/19 to 8/30/19 for Home Instruction for Chemistry Honors, not to exceed 12 hours.
<b>E. Stipend Athletic</b>								
<b>Athletic Coordinator</b>								
Moore, Franklin	Stipend- Athletic	Athletic Coordinator		\$5,031.00	HSN	Fall 2019	Fall 2019	Athletic Coordinator, 0 yrs. exp., paid in FULL in Dec.
<b>Cross Country</b>								



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Manaresi, Gina	Stipend- Athletic	Cross Country- Boys Assistant Coach		\$4,024.00	HSN	Fall 2019	Fall 2019	Cross Country - Boys Assistant Coach, 0 yrs. exp., paid in FULL in Dec.
Gerstacker, Warren	Stipend- Athletic	Cross Country- Girls Head Coach		\$5,784.00	HSN	Fall 2019	Fall 2019	Cross Country - Girls Head Coach, 0 yrs. exp., paid in FULL in Dec.
Tipton, Craig	Stipend- Athletic	Cross Country- Boys Head Coach		\$5,784.00	HSS	Fall 2019	Fall 2019	Cross Country - Boys Head Coach, 0 yrs. exp., paid in FULL in Dec.
Bader, Amanda	Stipend- Athletic	Cross Country- Girls Head Coach		\$5,784.00	HSS	Fall 2019	Fall 2019	Cross Country - Girls Head Coach, 0 yrs. exp., paid in FULL in Dec.
<b>Volleyball</b>								
Petrocelli, Tammy	Stipend- Athletic	Volleyball- Girls Assistant Coach		\$5,031.00	HSN	Fall 2019	Fall 2019	Volleyball - Girls Assistant Coach, 13 yrs. exp., paid in FULL in Dec.
<b>Rescind</b>								
Gerstacker, Warren	Rescind	Cross Country- Boys Assistant Coach		\$4,024.00	HSN	Fall 2019	Fall 2019	Rescind Cross Country - Boys Assistant Coach, 1 yr. exp.
Warren, Matthew	Rescind	Cross Country- Girls Head Coach		\$6,074.00	HSN	Fall 2019	Fall 2019	Rescind Cross Country - Girls Head Coach, 4 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Lunch Duty</b>								
Adams, Michael	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Coburn, Matthew	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Ferri, Jennifer	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Ferri, Robert	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Fevola, Carol	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Fisher, Bryan	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kemo, Kerry	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Leonard, Rosemary	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Leonhardt, Gary	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Novak, Michael	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Proulx, Jane	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Schomburg, Erin	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Wilson, Craig	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Beste, Steven	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Buck, Alicia	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Collins, Scott	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Danch, Alia	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Maggio, Vincent	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Nicoletti, Sabrina	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Salvador, Edward	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Thompson, Michael	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Brzezynski, Kenneth	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Dowling, Seamus	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Ely, Justin	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Frame, Craig	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Giordano, Julia	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Hoppe, Sherrie	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Kumor, Zachary	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Lonzson, Christopher	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Maloney, William	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
McGurney, Brian	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Rathbun, Christian	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Robinson, Todd	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Small, Lauren	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Thompson, Jay	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Webb, Joseph	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Zola, Anna	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Maloney, Krystina	Stipend Non-Athletic	Lunch Duty		\$1,988.00	MR	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
<b>Mentor</b>								
Conlon, Jamie	Stipend Non-Athletic	Mentor		\$2,010.00	MR	9/1/19	6/30/20	Mentor for Margaret Oswald, paid 1/2 in Dec. & 1/2 in June.
Elfo, Brianne	Stipend Non-Athletic	Mentor		\$2,010.00	MR	9/1/19	6/30/20	Mentor for Marianne Skau, paid 1/2 in Dec. & 1/2 in June.
Hart, Shannon	Stipend Non-Athletic	Mentor		\$2,010.00	MR	9/1/19	6/30/20	Mentor for Linda Jones, paid 1/2 in Dec. & 1/2 in June.
Kemo, Kerry	Stipend Non-Athletic	Mentor		\$2,010.00	HSS	9/1/19	6/30/20	Mentor for Michael Hawkins, paid 1/2 in Dec. & 1/2 in June.
Ku, Brittany	Stipend Non-Athletic	Mentor		\$2,010.00	CMS	9/1/19	6/30/20	Mentor for Marissa Niedermaier, paid 1/2 in Dec. & 1/2 in June.
McGuinness, Tara	Stipend Non-Athletic	Mentor		\$2,010.00	MH	9/1/19	6/30/20	Mentor for Mark Mazzuchelli, paid 1/2 in Dec. & 1/2 in June.
Peterson, Robert	Stipend Non-Athletic	Mentor		\$2,010.00	HSS	9/1/19	6/30/20	Mentor for Kristin Hauge, paid 1/2 in Dec. & 1/2 in June.
Ross, Alexa	Stipend Non-Athletic	Mentor		\$2,010.00	MR	9/1/19	6/30/20	Mentor for Brianna Cichowski, paid 1/2 in Dec. & 1/2 in June.
Schomburg, Erin	Stipend Non-Athletic	Mentor		\$2,010.00	HSS	9/1/19	6/30/20	Mentor for Sydney Miller, paid 1/2 in Dec. & 1/2 in June.
Sternotti, Taylor	Stipend Non-Athletic	Mentor		\$2,010.00	CMS	9/1/19	6/30/20	Mentor for Julia Ferrante, paid 1/2 in Dec. & 1/2 in June.
<b>High School North</b>								
Carter, Kenneth	Stipend Non-Athletic	A Cappella		\$2,490.10	HSN	9/1/19	6/30/20	A Cappella Advisor, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Poquette, Haley	Stipend Non-Athletic	Academic Decathlon		\$4,275.93	HSN	9/1/19	6/30/20	Academic Decathlon Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McDowell, Kathleen	Stipend Non-Athletic	Class Advisor, 10th Grade-Shared		\$1,590.90	HSN	9/1/19	6/30/20	Class Advisor, 10th Grade - shared 50%, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Savas, Lisa	Stipend Non-Athletic	Class Advisor, 10th Grade-Shared		\$1,521.73	HSN	9/1/19	6/30/20	Class Advisor, 10th Grade - shared 50%, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Julius, Chelsea	Stipend Non-Athletic	Class Advisor, 11th Grade-Shared		\$1,980.76	HSN	9/1/19	6/30/20	Class Advisor, 11th Grade - shared 50%, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Odzakovic, Aleksandra	Stipend Non-Athletic	Class Advisor, 11th Grade-Shared		\$1,980.76	HSN	9/1/19	6/30/20	Class Advisor, 11th Grade - shared 50%, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Castro-Verrault, Jessica	Stipend Non-Athletic	Class Advisor, 12th Grade-Shared		\$2,508.96	HSN	9/1/19	6/30/20	Class Advisor, 12th Grade - shared 50%, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Zarodnansky, Tracy	Stipend Non-Athletic	Class Advisor, 12th Grade-Shared		\$2,508.96	HSN	9/1/19	6/30/20	Class Advisor, 12th Grade - shared 50%, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Connolly, Thomas	Stipend Non-Athletic	Computer Club		\$1,584.61	HSN	9/1/19	6/30/20	Computer Club Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Odzakovic, Aleksandra	Stipend Non-Athletic	Debate League		\$2,112.81	HSN	9/1/19	6/30/20	Debate League Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Goodkin, Deborah	Stipend Non-Athletic	Drama, Fall Play-Director		\$4,401.69	HSN	9/1/19	6/30/20	Drama, Fall Play - Director, 20 yrs. exp., paid in FULL in Dec.
Corriveau, Robert	Stipend Non-Athletic	Drama, Fall Play-Assistant Director		\$2,376.91	HSN	9/1/19	6/30/20	Drama, Fall Play - Assistant Director, 3 yrs. exp., paid in FULL in Dec.
Corriveau, Robert	Stipend Non-Athletic	Drama, Spring Musical- Director		\$7,860.16	HSN	9/1/19	6/30/20	Drama, Spring Musical - Director, 19 yrs. exp., paid in FULL in June.
Carter, Kenneth	Stipend Non-Athletic	Drama, Spring Musical-Assistant Director		\$4,338.81	HSN	9/1/19	6/30/20	Drama, Spring Musical - Assistant Director, 7 yrs. exp., paid in FULL in June.
Goodkin, Deborah	Stipend Non-Athletic	Drama, Spring Musical-Assistant Choreographer		\$3,760.30	HSN	9/1/19	6/30/20	Drama, Spring Musical - Assistant Choreographer, 7 yrs. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Thyrum, Cherylanne	Stipend Non-Athletic	Drama, Spring Musical-Assistant Costumes		\$4,087.28	HSN	9/1/19	6/30/20	Drama, Spring Musical - Assistant Costumes, 19 yrs. exp., paid in FULL in June.
Bencivengo, Mark	Stipend Non-Athletic	Drama, Spring Musical-Assistant Instrumental		\$3,458.47	HSN	9/1/19	6/30/20	Drama, Spring Musical - Assistant Instrumental, 21 yrs. exp., paid in FULL in June.
Carter, Kenneth	Stipend Non-Athletic	First Edition		\$2,603.28	HSN	9/1/19	6/30/20	First Edition/Silver Lining Advisor, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Foley, Katie	Stipend Non-Athletic	Future Problem Solvers		\$3,772.88	HSN	9/1/19	6/30/20	Future Problem Solvers Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Zarodnansky, Tracy	Stipend Non-Athletic	Gay-Straight Student Alliance		\$754.58	HSN	9/1/19	6/30/20	Gay-Straight Student Alliance Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
McCarthy, Tara	Stipend Non-Athletic	Interact		\$2,263.73	HSN	9/1/19	6/30/20	Interact Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Warren, Ashley	Stipend Non-Athletic	Junior Statesman of America		\$4,225.62	HSN	9/1/19	6/30/20	Junior Statesmen of America Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bard, Jennifer	Stipend Non-Athletic	Knight's Armory Lunch Supervisor		\$1,257.63	HSN	9/1/19	6/30/20	Knights Armory Lunch Supervisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Lee, Kelly	Stipend Non-Athletic	Larkability		\$1,509.15	HSN	9/1/19	6/30/20	Larkability Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Hannon, Christa	Stipend Non-Athletic	Lighting Booth		\$2,766.78	HSN	9/1/19	6/30/20	Lighting Booth Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Goodkin, Deborah	Stipend Non-Athletic	Literary Magazine		\$1,886.44	HSN	9/1/19	6/30/20	Literary Magazine Advisor, 19 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Allen, Arvid	Stipend Non-Athletic	Math Computer Technician		\$2,177.00	HSN	9/1/19	6/30/20	Math Computer Technician, paid 1/2 in Dec. & 1/2 in June.
Julius, Chelsea	Stipend Non-Athletic	Model Congress-Shared		\$1,131.86	HSN	9/1/19	6/30/20	Model Congress Advisor - shared 50%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Hannon, Christa	Stipend Non-Athletic	Model United Nations		\$3,596.81	HSN	9/1/19	6/30/20	Model United Nations Advisor, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Lukacher, Alyson	Stipend Non-Athletic	Model United Nations, Assistant		\$1,509.15	HSN	9/1/19	6/30/20	Model United Nations Assistant Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bond, Christopher	Stipend Non-Athletic	National History Day		\$3,043.45	HSN	9/1/19	6/30/20	National History Day, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Warren, Ashley	Stipend Non-Athletic	National Honor Society		\$1,383.39	HSN	9/1/19	6/30/20	National Honor Society Advisor, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Hoyt, Carolyn	Stipend Non-Athletic	Newspaper		\$5,282.03	HSN	9/1/19	6/30/20	Newspaper Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Goodkin, Deborah	Stipend Non-Athletic	Opening Knights		\$3,144.06	HSN	9/1/19	6/30/20	Opening Knights Advisor, 16 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Cabarle, Christine	Stipend Non-Athletic	Peer Counseling-Shared		\$1,014.00	HSN	9/1/19	6/30/20	Peer Counseling - shared 50%, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Cavadas-Fonseca, Jenna	Stipend Non-Athletic	Peer Counseling-Shared		\$1,014.00	HSN	9/1/19	6/30/20	Peer Counseling - shared 50%, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bencivengo, Mark	Stipend Non-Athletic	Percussion Instructor		\$3,144.06	HSN	9/1/19	6/30/20	Percussion Instructor, 25 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Reca, Cheryl	Stipend Non-Athletic	Pool Supervisor		\$995.00	HSN	9/1/19	6/30/20	Pool Supervisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Allison, Glenn	Stipend Non-Athletic	Radio Station		\$7,231.34	HSN	9/1/19	6/30/20	Radio Station Advisor, 26 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Romero, Carl	Stipend Non-Athletic	Red Cross Club		\$3,521.35	HSN	9/1/19	6/30/20	Red Cross Club Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Nunziato, Christine	Stipend Non-Athletic	Science Chemical Inventory Technician		\$2,177.00	HSN	9/1/19	6/30/20	Science Chemical Inventory Technician, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pross, Kerry	Stipend Non-Athletic	Science Club		\$4,628.06	HSN	9/1/19	6/30/20	Science Club Advisor, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Celin, Regina	Stipend Non-Athletic	Science Olympiad		\$4,275.93	HSN	9/1/19	6/30/20	Science Olympiad Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Hoyt, Carolyn	Stipend Non-Athletic	South Asian American Student Association- Shared		\$867.76	HSN	9/1/19	6/30/20	South Asian American Student Association Advisor - shared 50%, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bencivengo, Mark	Stipend Non-Athletic	Stage Band/Jazz Band- Shared		\$2,263.73	HSN	9/1/19	6/30/20	Stage Band/Jazz Band Advisor - shared 80%, 20 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Verblaauw, Jason	Stipend Non-Athletic	Stage Band/Jazz Band- Shared		\$452.75	HSN	9/1/19	6/30/20	Stage Band/Jazz Band Advisor - shared 20%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Corriveau, Robert	Stipend Non-Athletic	Stage Crafts, All Productions		\$6,602.53	HSN	9/1/19	6/30/20	Stage Crafts, All Productions, 20 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Oettle, Colin	Stipend Non-Athletic	String Quartet		\$2,263.73	HSN	9/1/19	6/30/20	String Quartet Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Kocher, Susan	Stipend Non-Athletic	Student Activity Monitor 1		\$2,766.78	HSN	9/1/19	6/30/20	Student Activity Monitor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Shah, Dipika	Stipend Non-Athletic	Student Activity Monitor 2		\$2,515.25	HSN	9/1/19	6/30/20	Student Activity Monitor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Gore, Matthew	Stipend Non-Athletic	Student Council- Shared		\$3,037.16	HSN	9/1/19	6/30/20	Student Council Advisor - shared 50%, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Tabernero, Nicholas	Stipend Non-Athletic	Student Council- Shared		\$2,892.54	HSN	9/1/19	6/30/20	Student Council Advisor - shared 50%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Gore, Matthew	Stipend Non-Athletic	Student Council Assistant- Shared		\$2,244.86	HSN	9/1/19	6/30/20	Student Council Assistant Advisor - shared 50%, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Tabernero, Nicholas	Stipend Non-Athletic	Student Council Assistant- Shared		\$2,137.96	HSN	9/1/19	6/30/20	Student Council Assistant Advisor - shared 50%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gore, Matthew	Stipend Non-Athletic	Ultimate Frisbee		\$2,515.25	HSN	9/1/19	6/30/20	Ultimate Frisbee Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Marshall, Karel	Stipend Non-Athletic	Waksman Scientific Research Club		\$3,433.32	HSN	9/1/19	6/30/20	Waksman Scientific Research Club Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bossio, Joseph	Stipend Non-Athletic	Washington Seminar District Director- Shared		\$1,656.25	HSN	9/1/19	6/30/20	Washington Seminar District Director - shared 25%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Paulsson, Albert	Stipend Non-Athletic	Washington Seminar District Director- Shared		\$1,656.25	HSN	9/1/19	6/30/20	Washington Seminar District Director - shared 25%, 14 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Paulsson, Albert	Stipend Non-Athletic	Washington Seminar Coordinator 1		\$1,880.00	HSN	9/1/19	6/30/20	Washington Seminar Coordinator, 14 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bossio, Joseph	Stipend Non-Athletic	Washington Seminar Coordinator 2		\$1,880.00	HSN	9/1/19	6/30/20	Washington Seminar Coordinator, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Sieben, Lorraine	Stipend Non-Athletic	Yearbook		\$7,231.34	HSN	9/1/19	6/30/20	Yearbook Advisor, 31 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Stanley, Adrienne	Stipend Non-Athletic	Yearbook Assistant		\$3,521.35	HSN	9/1/19	6/30/20	Yearbook Assistant Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>High School South</b>								
Westawski, David	Stipend Non-Athletic	A Cappella		\$2,376.91	HSS	9/1/19	6/30/20	A Cappella Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Villacres, Veronica	Stipend Non-Athletic	Academic Decathlon		\$4,275.93	HSS	9/1/19	6/30/19	Academic Decathlon Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Moncada, Brandy	Stipend Non-Athletic	Class Advisor, 9th Grade-Shared		\$1,383.39	HSS	9/1/19	6/30/20	Class Advisor, 9th Grade - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Popowski, Kendall	Stipend Non-Athletic	Class Advisor, 9th Grade-Shared		\$1,383.39	HSS	9/1/19	6/30/20	Class Advisor, 9th Grade - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bidwell, Jessica	Stipend Non-Athletic	Class Advisor, 10th Grade-Shared		\$1,383.39	HSS	9/1/19	6/30/20	Class Advisor, 10th Grade - shared 50%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Randazzo, Gabriel	Stipend Non-Athletic	Class Advisor, 10th Grade-Shared		\$1,383.39	HSS	9/1/19	6/30/20	Class Advisor, 10th Grade - shared 50%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Bugge, Danielle	Stipend Non-Athletic	Class Advisor, 11th Grade-Shared		\$2,075.08	HSS	9/1/19	6/30/20	Class Advisor, 11th Grade - shared 50%, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Trefz, Christopher	Stipend Non-Athletic	Class Advisor, 11th Grade-Shared		\$2,075.08	HSS	9/1/19	6/30/20	Class Advisor, 11th Grade - shared 50%, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Brown, Lisa	Stipend Non-Athletic	Class Advisor, 12th Grade-Shared		\$2,867.39	HSS	9/1/19	6/30/20	Class Advisor, 12th Grade - shared 50%, 10 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Javick, Kristine	Stipend Non-Athletic	Class Advisor, 12th Grade-Shared		\$2,986.86	HSS	9/1/19	6/30/20	Class Advisor, 12th Grade - shared 50%, 11 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Levinson, Brian	Stipend Non-Athletic	Debate League		\$2,112.81	HSS	9/1/19	6/30/20	Debate League Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Mangone, Marilyn	Stipend Non-Athletic	Drama, Fall Play-Director		\$3,873.49	HSS	9/1/19	11/30/19	Drama, Fall Play - Director, 6 yrs. exp., paid in FULL in Dec.
Silva, Samantha	Stipend Non-Athletic	Drama, Fall Play-Assistant Director		\$2,263.73	HSS	9/1/19	11/30/19	Drama, Fall Play - Assistant Director, 2 yrs. exp., paid in FULL in Dec.
Mangone, Marilyn	Stipend Non-Athletic	Drama, Spring Musical- Director		\$6,916.94	HSS	9/1/19	6/30/20	Drama, Spring Musical - Director, 6 yrs. exp., paid in FULL in June.
Westawski, David	Stipend Non-Athletic	Drama, Spring Musical-Assistant Director		\$3,961.52	HSS	9/1/19	6/30/20	Drama, Spring Musical - Assistant Director, 4 yrs. exp., paid in FULL in June.
Mangone, Marilyn	Stipend Non-Athletic	Drama, Spring Musical-Assistant Choreographer		\$3,596.81	HSS	9/1/19	6/30/20	Drama, Spring Musical - Assistant Choreographer, 6 yrs. exp., paid in FULL in June.
Picco, Amy	Stipend Non-Athletic	Drama, Spring Musical-Assistant Costumes		\$3,269.83	HSS	9/1/19	6/30/20	Drama, Spring Musical - Assistant Costumes, 2 yrs. exp., paid in FULL in June.
Grillo, William	Stipend Non-Athletic	Drama, Spring Musical-Assistant Instrumental		\$2,766.78	HSS	9/1/19	6/30/20	Drama, Spring Musical - Assistant Instrumental, 1 yr. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Silva, Samantha	Stipend Non-Athletic	Drama, Spring Musical-Producer		\$1,509.15	HSS	9/1/19	6/30/20	Drama, Spring Musical - Producer, 2 yrs. exp., paid in FULL in June.
Westawski, David	Stipend Non-Athletic	First Edition		\$2,376.91	HSS	9/1/19	6/30/20	First Edition Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Huelbig, Amanda	Stipend Non-Athletic	Future Problem Solvers		\$4,150.16	HSS	9/1/19	6/30/20	Future Problem Solvers Advisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Allen, Chelsea	Stipend Non-Athletic	Gay-Straight Student Alliance		\$830.03	HSS	9/1/19	6/30/20	Gay-Straight Student Alliance Advisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Marshall, Karel	Stipend Non-Athletic	Interact		\$2,263.73	HSS	9/1/19	6/30/20	Interact Club Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Kearns, Valerie	Stipend Non-Athletic	Junior Statesman of America		\$4,628.06	HSS	9/1/19	6/30/20	Junior Statesmen of America Advisor, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Novak, Michael	Stipend Non-Athletic	Lighting Booth		\$3,458.47	HSS	9/1/19	6/30/20	Lighting Booth Advisor, 11 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bugge, Danielle	Stipend Non-Athletic	Literary Magazine-Shared		\$905.49	HSS	9/1/19	6/30/20	Literary Magazine/ECHOES Advisor - shared 50%, 9 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Leventhal, Nathan	Stipend Non-Athletic	Literary Magazine-Shared		\$905.49	HSS	9/1/19	6/30/20	Literary Magazine/ECHOES Advisor - shared 50%, 9 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Swartz, Alexa	Stipend Non-Athletic	Math League		\$2,515.25	HSS	9/1/19	6/30/20	Math League Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Borsuk, Brad	Stipend Non-Athletic	Model United Nations		\$4,087.28	HSS	9/1/19	6/30/20	Model United Nations Advisor, 19 yrs. exp., paid 1/2 Dec 1/2 June.
Schomburg, Erin	Stipend Non-Athletic	Model United Nations, Assistant		\$1,886.44	HSS	9/1/19	6/30/20	Model United Nations Assistant Advisor, 11 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Garzio, Michael	Stipend Non-Athletic	National History Day		\$3,043.45	HSS	9/1/19	6/30/20	National History Day, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Galazin, Nadra	Stipend Non-Athletic	National Honor Society		\$1,257.63	HSS	9/1/19	6/30/20	National Honor Society Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kumar, Sima	Stipend Non-Athletic	Newspaper		\$5,282.03	HSS	9/1/19	6/30/20	Newspaper/Pirate's Eye Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Parrott, Brooke	Stipend Non-Athletic	Peer Counseling-Shared		\$1,014.00	HSS	9/1/19	6/30/20	Peer Counseling - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Rooney, Molly	Stipend Non-Athletic	Peer Counseling-Shared		\$1,014.00	HSS	9/1/19	6/30/20	Peer Counseling - shared 50%, paid 1/2 in Dec. & 1/2 in June.
McFarland, Chelsea	Stipend Non-Athletic	Percussion Instructor		\$2,892.54	HSS	9/1/19	6/30/20	Percussion Instructor, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Mangone, Marilyn	Stipend Non-Athletic	Pirate Players, Director		\$6,640.26	HSS	9/1/19	6/30/20	Pirate Players - Director, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Spicer, Colleen	Stipend Non-Athletic	Pool Supervisor		\$995.00	HSS	9/1/19	6/30/20	Pool Supervisor, paid 1/2 in Dec. & 1/2 in June.
Allison, Glenn	Stipend Non-Athletic	Radio Station		\$7,231.34	HSS	9/1/19	6/30/20	Radio Station Advisor, 26 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Galazin, Nadra	Stipend Non-Athletic	Red Cross Club		\$3,697.42	HSS	9/1/19	6/30/20	Red Cross Club Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Dorfman, Marc	Stipend Non-Athletic	Robotics Club		\$4,917.31	HSS	9/1/19	6/30/20	Robotics Club Advisor, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Jaworsky, Cynthia	Stipend Non-Athletic	Science Chemical Inventory Technician		\$2,177.00	HSS	9/1/19	6/30/20	Science Chemical Inventory Technician, paid 1/2 in Dec. & 1/2 in June.
Marshall, Karel	Stipend Non-Athletic	Science Club		\$4,024.40	HSS	9/1/19	6/30/20	Science Club Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bhattacharya, Meenakshi	Stipend Non-Athletic	Science Olympiad		\$5,344.91	HSS	9/1/19	6/30/20	Science Olympiad Advisor, 15 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Argenziano, Jesse	Stipend Non-Athletic	Stage Band/Jazz Band		\$2,490.10	HSS	9/1/19	6/30/20	Stage Band/Jazz Band Advisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Cantor, Jeffrey	Stipend Non-Athletic	Stage Crafts, All Productions		\$5,546.13	HSS	9/1/19	11/30/19	Stage Crafts, All Productions, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Peterson, Robert	Stipend Non-Athletic	String Quartet		\$2,263.73	HSS	9/1/19	6/30/20	String Quartet Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Chopan, Antoanela	Stipend Non-Athletic	Student Activity Monitor- Shared		\$1,676.83	HSS	9/1/19	6/30/20	Student Activity Monitor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Leonard, Rosemary	Stipend Non-Athletic	Student Activity Monitor- Shared		\$1,676.83	HSS	9/1/19	6/30/20	Student Activity Monitor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Bozian, Dawn	Stipend Non-Athletic	Student Activity Monitor- Shared		\$1,844.52	HSS	9/1/19	6/30/20	Student Activity Monitor, 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Coburn, Matthew	Stipend Non-Athletic	Student Council- Shared		\$6,363.58	HSS	9/1/19	6/30/20	Student Council Advisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bhattacharya, Meenakshi	Stipend Non-Athletic	Waksman Scientific Research Club		\$4,087.28	HSS	9/1/19	6/30/20	Waksman Scientific Research Club Advisor, 12 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Galazin, Nadra	Stipend Non-Athletic	Washington Seminar District Director- Shared		\$3,312.50	HSS	9/1/19	6/30/20	Washington Seminar District Director - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Galazin, Nadra	Stipend Non-Athletic	Washington Seminar Coordinator 1		\$1,880.00	HSS	9/1/19	6/30/20	Washington Seminar Coordinator, paid 1/2 in Dec. & 1/2 in June.
Kearns, Valerie	Stipend Non-Athletic	Washington Seminar Coordinator 2		\$1,880.00	HSS	9/1/19	6/30/20	Washington Seminar Coordinator, paid 1/2 in Dec. & 1/2 in June.
Sobolewski, Karen	Stipend Non-Athletic	Yearbook		\$6,652.84	HSS	9/1/19	6/30/20	Yearbook Advisor, 8 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Tessein, Paula	Stipend Non-Athletic	Yearbook Assistant		\$3,521.35	HSS	9/1/19	6/30/20	Yearbook Assistant Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Community Middle School</b>								
Sacca, Lisa	Stipend Non-Athletic	8th Grade Awards Coordinator- Shared		\$250.00	CMS	9/1/19	6/30/20	8th Grade Awards Coordinator, shared 50%, paid in FULL in June.
Suozzo, Erin	Stipend Non-Athletic	8th Grade Awards Coordinator- Shared		\$250.00	CMS	9/1/19	6/30/20	8th Grade Awards Coordinator, shared 50%, paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sacca, Lisa	Stipend Non-Athletic	8th Grade Picnic Coordinator		\$500.00	CMS	9/1/19	6/30/20	8th Grade Picnic Coordinator, paid in FULL in June.
Scibienski, Faith	Stipend Non-Athletic	8th Grade Salute Coordinator		\$500.00	CMS	9/1/19	6/30/20	8th Grade Salute Coordinator, paid in FULL in June.
Acampado, Joshua	Stipend Non-Athletic	Choir		\$1,760.68	CMS	9/1/19	6/30/20	Choir Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Claycomb, Max	Stipend Non-Athletic	Choir		\$1,760.68	CMS	9/1/19	6/30/20	Choir Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Catizone, Heather	Stipend Non-Athletic	Drama Director		\$3,018.30	CMS	9/1/19	6/30/20	Drama Director, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Murphy-Fernandez, Maureen	Stipend Non-Athletic	Drama Assistant Director		\$2,263.73	CMS	9/1/19	6/30/20	Drama Assistant Director, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Weinmann, Jeanne	Stipend Non-Athletic	First Lego Robotics League		\$4,917.31	CMS	9/1/19	6/30/20	First Lego Robotics League Advisor, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Suozzo, Erin	Stipend Non-Athletic	Math Counts		\$3,596.81	CMS	9/1/19	6/30/20	Math Counts Advisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Crain, Joanne	Stipend Non-Athletic	Math League Advisor		\$2,829.66	CMS	9/1/19	6/30/20	Math League Advisor, 19 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Marsch, Jill	Stipend Non-Athletic	Memory Book Advisor		\$6,036.60	CMS	9/1/19	6/30/20	Memory Book Advisor, 10 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Maher, Kaitlin	Stipend Non-Athletic	Memory Book Assistant		\$4,225.62	CMS	9/1/19	6/30/20	Memory Book Assistant (Photos), 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Pierce, Katherine	Stipend Non-Athletic	Memory Book Assistant		\$4,628.06	CMS	9/1/19	6/30/20	Memory Book Assistant (Photos), 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Zhang, Hanfang	Stipend Non-Athletic	Orchestra		\$2,112.81	CMS	9/1/19	6/30/20	Chamber Orchestra Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lepore, Patrick	Stipend Non-Athletic	Outdoor Ed. Coordinator-Shared		\$1,894.34	CMS	9/1/19	6/30/20	Outdoor Education Coordinator - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
Mackenzie, Kevin	Stipend Non-Athletic	Outdoor Ed. Coordinator-Shared		\$1,894.34	CMS	9/1/19	6/30/20	Outdoor Education Coordinator - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
Postlethwait, Brooke	Stipend Non-Athletic	Outdoor Ed. Coordinator-Shared		\$1,894.34	CMS	9/1/19	6/30/20	Outdoor Education Coordinator - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
Sacca, Lisa	Stipend Non-Athletic	Science Olympiad		\$4,703.53	CMS	9/1/19	6/30/20	Science Olympiad Advisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Hornick, Stephanie	Stipend Non-Athletic	Science Olympiad Assistant		\$2,766.78	CMS	9/1/19	6/30/20	Science Olympiad Assistant Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Collins, Scott	Stipend Non-Athletic	Stage Band		\$2,515.25	CMS	9/1/19	6/30/20	Studio Jazz Band Advisor, 13 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Woodward, Brian	Stipend Non-Athletic	Stage Band		\$2,515.25	CMS	9/1/19	6/30/20	Lab Jazz Band Advisor, 19 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Rivera-Gonzales, Brittany	Stipend Non-Athletic	Stage Crafts		\$2,490.10	CMS	9/1/19	6/30/20	School Play Stage Crafts, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Rivera-Gonzalez, Brittany	Stipend Non-Athletic	Stage Crew		\$2,213.42	CMS	9/1/19	6/30/20	Stage Crew Advisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Sternotti, Taylor	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	CMS	9/1/19	6/30/20	AMIGOS Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Wickizer, Genevieve	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	CMS	9/1/19	6/30/20	AMIGOS Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Suozzo, Erin	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	CMS	9/1/19	6/30/20	Community CARES Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Wickizer, Genevieve	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	CMS	9/1/19	6/30/20	Debate Club Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Serughetti, David	Stipend Non-Athletic	Standard Club Advisor		\$754.58	CMS	9/1/19	12/31/19	Flag Football Club Advisor, 1 yr. exp., 1/2 yrs., paid in FULL in December.
DeVincentz, Jenna	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	CMS	9/1/19	6/30/20	Gourmet Club Advisor - Thurs., 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Buck, Alicia	Stipend Non-Athletic	Standard Club Advisor		\$1,660.07	CMS	9/1/19	6/30/20	Gourmet Club Advisor - Tues., 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Lyczkowski, Janice	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	CMS	9/1/19	6/30/20	Panther Press Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Thompson, Michael	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	CMS	9/1/19	6/30/20	Positive Panthers Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Costelloe, Jessica	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	CMS	9/1/19	6/30/20	Zumba Club Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bhame, Karen	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58	CMS	9/1/19	6/30/20	Environmental Club Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
McLelland-Crawley, Rebecca	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58	CMS	9/1/19	6/30/20	Environmental Club Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Efstathios, Ariana	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58	CMS	9/1/19	6/30/20	GSA Club Advisor - shared 50%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Backman, Mary	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58	CMS	9/1/19	6/30/20	GSA Club Advisor - shared 50%, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Thompson, Michael	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58	CMS	9/1/19	6/30/20	Community Promotes Acceptance Together (CPAT) Advisor - shared 50%, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Danch, Alia	Stipend Non-Athletic	Student Council Advisor		\$3,269.83	CMS	9/1/19	6/30/20	Student Council Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Efstathios, Ariana	Stipend Non-Athletic	Student Council Advisor		\$3,269.83	CMS	9/1/19	6/30/20	Student Council Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Salvador, Edward	Stipend Non-Athletic	Student Council Assistant Advisor		\$2,512.25	CMS	9/1/19	6/30/20	Student Council Assistant Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Lepore, Patrick	Stipend Non-Athletic	TV Production Club		\$2,829.66	CMS	9/1/19	6/30/20	TV Production Club Advisor - A Days, 12 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Lepore, Patrick	Stipend Non-Athletic	TV Production Club		\$2,829.66	CMS	9/1/19	6/30/20	TV Production Club Advisor - B Days, 12 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Grover Middle School</b>								
Keenan Johnston, Jodi	Stipend Non-Athletic	Choir		\$2,200.84	GMS	9/1/19	6/30/20	Choir (Female) Advisor, 20 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Haemmerle, Louise	Stipend Non-Athletic	Choir		\$2,200.84	GMS	9/1/19	6/30/20	Choir (Male) Advisor, 26 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Keenan Johnston, Jodi	Stipend Non-Athletic	Drama Director		\$3,772.88	GMS	9/1/19	6/30/20	Drama Director, 19 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Nordstrom, Jocelyn	Stipend Non-Athletic	Drama Assistant		\$2,490.10	GMS	9/1/19	6/30/20	Drama Assistant, 5 yrs. exp. paid 1/2 in Dec. & 1/2 in June.
Fitzpatrick, Beth	Stipend Non-Athletic	Eighth Grade Connection		\$2,112.81	GMS	9/1/19	6/30/20	Project Pride Eighth Grade Connection, 9 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Coppola, Richard	Stipend Non-Athletic	End of Year Video		\$4,049.55	GMS	9/1/19	6/30/20	End of Year Video, 7 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Henry, David	Stipend Non-Athletic	First Lego Robotics League		\$4,275.93	GMS	9/1/19	6/30/20	First Lego Robotics League Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Webb, Joseph	Stipend Non-Athletic	First Lego Robotics League Assistant		\$2,766.78	GMS	9/1/19	6/30/20	First Lego Robotics League Assistant Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Johnson, Courtney	Stipend Non-Athletic	Math Counts		\$3,269.83	GMS	9/1/19	6/30/20	Math Counts Club Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Pacifico, Lisa	Stipend Non-Athletic	Math League		\$2,829.66	GMS	9/1/19	6/30/20	Math League Club Advisor, 13 yrs. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lipman, Johanna	Stipend Non-Athletic	Memory Book Advisor		\$6,288.13	GMS	9/1/19	6/30/20	Memory Book Advisor, 17 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Calves, Erica	Stipend Non-Athletic	Memory Book Assistant		\$4,225.62	GMS	9/1/19	6/30/20	Memory Book Assistant Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Hauge, Kristin	Stipend Non-Athletic	Orchestra-Shared		\$1,006.10	GMS	9/1/19	6/30/20	Chamber Orchestra Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Lim, Teresa	Stipend Non-Athletic	Orchestra-Shared		\$1,006.10	GMS	9/1/19	6/30/20	Chamber Orchestra Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Rivero, Gabriella	Stipend Non-Athletic	Play Publicity		\$1,509.15	GMS	9/1/19	6/30/20	Play Publicity, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Haggag, Radwa	Stipend Non-Athletic	School Store-Shared		\$1,509.15	GMS	9/1/19	6/30/20	School Store - shared 50%, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Hoeflinger, Kimberly	Stipend Non-Athletic	School Store-Shared		\$1,660.07	GMS	9/1/19	6/30/20	School Store - shared 50%, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Liu, Yanqing	Stipend Non-Athletic	Science Olympiad		\$4,489.72	GMS	9/1/19	6/30/20	Science Olympiad Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Per, Steven	Stipend Non-Athletic	Science Olympiad Assistant		\$2,766.78	GMS	9/1/19	6/30/20	Science Olympiad Assistant Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Fultz, James	Stipend Non-Athletic	Stage Band		\$2,515.25	GMS	9/1/19	6/30/20	Grover Pops Stage Band, 16 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Ferrara, Shannon	Stipend Non-Athletic	Stage Band		\$2,213.42	GMS	9/1/19	6/30/20	Jazz Band Stage Band, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Schanz, Jeanne	Stipend Non-Athletic	Stage Crew		\$2,213.42	GMS	9/1/19	6/30/20	Stage Crew/Lighting, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Curbishley, Cheryl	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Author Club Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tummillo, Nancy	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Chess Club Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Haley, Kaitlyn	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	GMS	9/1/19	6/30/20	Debate Club Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Graffin, Valerie	Stipend Non-Athletic	Standard Club Advisor		\$754.58	GMS	9/1/19	6/30/20	Hobby Car Club Advisor - Spring only, 1 yr. exp., paid in FULL in June.
Nordstrom, Jocelyn	Stipend Non-Athletic	Standard Club Advisor		\$792.31	GMS	9/1/19	6/30/20	Improv Club Advisor - Spring only, 4 yrs. exp., paid in FULL in June.
Dowling, Seamus	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	GMS	9/1/19	6/30/20	KIVA Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Haynes, Nicole	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	GMS	9/1/19	6/30/20	Lego Robotics Club Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Kumor, Zachary	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Math Problem Solving Club Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Hipple, Tara	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	GMS	9/1/19	6/30/20	Peer Leaders, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Hoeflinger, Kimberly	Stipend Non-Athletic	Standard Club Advisor		\$1,810.98	GMS	9/1/19	6/30/20	Peer Leaders, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Delasandro, Michael	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Photography Club Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Casey, Jaimie	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Project Pride, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Kumor, Zachary	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Project Pride, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Per, Steven	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	GMS	9/1/19	6/30/20	Solar Car Club, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Frost, Amanda	Stipend Non-Athletic	Standard Club Advisor		\$1,584.61	GMS	9/1/19	6/30/20	Yoga Club Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Delasandro, Michael	Stipend Non-Athletic	Student Council Advisor		\$3,923.79	GMS	9/1/19	6/30/20	Student Council Advisor, 10 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Micallef, Jamie	Stipend Non-Athletic	Student Council Advisor		\$4,087.28	GMS	9/1/19	6/30/20	Student Council Advisor, 13 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Millstone River School</b>								
Pugh, Phillip	Stipend Non-Athletic	Elementary Instrumental Group		\$2,112.81	MR	9/1/19	6/30/20	Chamber Orchestra Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Witmer, Barbara	Stipend Non-Athletic	Elementary Performing Band		\$2,112.81	MR	9/1/19	6/30/20	Jazz Band Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Alexander, Kristy	Stipend Non-Athletic	Grade Level Leader, 3rd-Shared		\$1,119.50	MR	9/1/19	6/30/20	Grade Level Leader, 3rd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Young, Janette	Stipend Non-Athletic	Grade Level Leader, 3rd-Shared		\$1,119.50	MR	9/1/19	6/30/20	Grade Level Leader, 3rd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Cicerale, Robyn	Stipend Non-Athletic	Grade Level Leader, 4th-Shared		\$1,292.50	MR	9/1/19	6/30/20	Grade Level Leader, 4th - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Verde, Lori	Stipend Non-Athletic	Grade Level Leader, 4th-Shared		\$1,292.50	MR	9/1/19	6/30/20	Grade Level Leader, 4th - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Johnson, Lauren	Stipend Non-Athletic	Grade Level Leader, 5th		\$2,585.00	MR	9/1/19	6/30/20	Grade Level Leader, 5th, paid 1/2 in Dec. & 1/2 in June.
Gillen, Dawn	Stipend Non-Athletic	Grade Level Leader, Special Area		\$2,585.00	MR	9/1/19	6/30/20	Grade Level Leader, Special Area, paid 1/2 in Dec. & 1/2 in June.
Gura, Elizabeth	Stipend Non-Athletic	Grade Level Leader, Special Area		\$2,585.00	MR	9/1/19	6/30/20	Grade Level Leader, Special Area, paid 1/2 in Dec. & 1/2 in June.
Hart, Shannon	Stipend Non-Athletic	Social Emotional Learning Coordinator		\$642.00	MR	9/1/19	6/30/20	Social Emotional Learning Coordinator, paid 1/2 in Dec. & 1/2 in June.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Valeriani, Lisa	Stipend Non-Athletic	Student Human Relations Council Advisor		\$1,240.00	MR	9/1/19	6/30/20	Student Human Relations Council Advisor, paid 1/2 in Dec. & 1/2 in June.
Murphy-Fernandez, Maureen	Stipend Non-Athletic	Vocal Ensemble		\$2,012.20	MR	9/1/19	6/30/20	Vocal Ensemble, K-5, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Village School</b>								
Basta, Erica	Stipend Non-Athletic	Elementary Instrumental Group		\$2,112.81	VIL	9/1/19	6/30/20	Chamber Orchestra Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Gagliardi, Jill	Stipend Non-Athletic	Elementary Performing Band		\$2,112.81	VIL	1/1/20	6/30/20	Pops Band Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Bremer, Lisa	Stipend Non-Athletic	Grade Level Leader, 4th-Shared		\$1,292.50	VIL	9/1/19	6/30/20	Grade Level Leader, 4th - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Fiumara, Kristin	Stipend Non-Athletic	Grade Level Leader, 4th-Shared		\$1,292.50	VIL	9/1/19	6/30/20	Grade Level Leader, 4th - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Murphy, Carol	Stipend Non-Athletic	Grade Level Leader, 5th-Shared		\$1,292.50	VIL	9/1/19	6/30/20	Grade Level Leader, 5th - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Shin, Rachel	Stipend Non-Athletic	Grade Level Leader, 5th-Shared		\$1,292.50	VIL	9/1/19	6/30/20	Grade Level Leader, 5th - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Basta, Erica	Stipend Non-Athletic	Grade Level Leader, Special Areas- Shared		\$1,292.50	VIL	9/1/19	6/30/20	Grade Level Leader, Special Areas - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Bresnahan, Marie	Stipend Non-Athletic	Grade Level Leader, Special Areas- Shared		\$1,292.50	VIL	9/1/19	6/30/20	Grade Level Leader, Special Areas - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Greiner, Melissa	Stipend Non-Athletic	Social Emotional Learning Coordinator-Shared		\$321.00	VIL	9/1/19	6/30/20	Social Emotional Learning Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Sheffield, April	Stipend Non-Athletic	Social Emotional Learning Coordinator-Shared		\$321.00	VIL	9/1/19	6/30/20	Social Emotional Learning Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Gagliardi, Jill	Stipend Non-Athletic	Student Human Relations Council Advisor- Shared		\$620.00	VIL	9/1/19	6/30/20	Student Human Relations Council Advisor - shared 50%, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Smythe, Erin	Stipend Non-Athletic	Student Human Relations Council Advisor- Shared		\$620.00	VIL	9/1/19	6/30/20	Student Human Relations Council Advisor - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Carter, Amy	Stipend Non-Athletic	Vocal Ensemble		\$2,012.20	VIL	9/1/19	6/30/20	Vocal Ensemble, K-5, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Change</b>								
Williams-Lewis, Joseph	Change	Marching Band Assistant Director		\$4,275.93	HSS	9/1/19	6/30/20	Change start date from TBD to 9/1/19 for Marching Band Assistant Director, 0 yrs. exp., paid in FULL in Dec.
<b>F. Community Education</b>								
<b>Appoint</b>								
Shah, Hetal	Appoint	EDP Group Leader		\$12.00/hr.	WIC	9/1/19	6/30/20	Appoint as an EDP Group Leader; part time.
Prabhakar, Girija	Appoint	CE Summer 1-to-1 Assistant		\$15.00/hr.	MR	7/22/19	8/9/19	Appoint as a CE Summer 1-to-1 Assistant, as needed.
Prabhakar, Girija	Appoint	CE Summer Assistant		\$13.13/hr.	MR	7/22/19	8/9/19	Appoint as a CE Summer Assistant, as needed.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Change</b>								
Colella, Jack	Change	Assistant Principal		N/C	MH	TBD	6/30/20	Change from Assistant Principal GMS to Assistant Principal MH, replacing Erin Falk, who transferred.
Dalton, Gerard	Change	Principal		\$160,938.00 (prorated)	MR	8/1/19	6/30/20	Change start date from TBD to 8/1/19. (Tenure date: 8/2/23)
Stevens, Brian	Change	Interim Principal		\$500.00/day	MR	7/1/19	7/31/19	Change end date from TBD to 7/31/19 for Interim Principal.
Stevens, Brian	Change	Interim Assistant Principal		\$500.00/day	MR	8/1/19	TBD	Change start date from TBD to 8/1/19 for Interim Assistant Principal.
Bergman, Kia	Change	Director of Communications		\$105,000.00 (prorated)	CO	8/19/19	6/30/20	Change start date from TBD to 8/19/19.
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Ambrosino, Austin	Appoint	School Social Worker	1MA+30	\$59,500.00	GMS	TBD	6/30/20	Appoint as School Social Worker, pending employment verification, replacing Nora Jungbluth, who resigned. (Tenure date: TBD)
Damour, Judith	Appoint	Teacher French	14MA	\$89,600.00	HSN	TBD	6/30/20	Appoint as French teacher, pending employment verification, replacing Jane Fasanella, who retired. (Tenure date: TBD)
Ding, Shi	Appoint	Teacher Chinese-80%	0MA	\$46,000.00	GMS	TBD	6/30/20	Appoint as Chinese teacher - 80%, certificate pending, pending employment verification, replacing Susan Hsueh, who transferred. (Tenure date: TBD)
Holleran, Kimberlee	Appoint	Teacher Elementary	1BA	\$56,000.00	TC	9/1/19	6/30/20	Appoint as Kindergarten teacher, replacing Samantha Cao, who resigned. (Tenure date: 9/2/23)
Keyser, Ann	Appoint	Teacher Resource Specialist- Gifted & Talented	8MA	\$68,475.00	TC/MR/WI C	TBD	6/30/20	Appoint as Teacher Resource Specialist - Gifted and Talented, pending employment verification, replacing Lindsay Jablonski, who transferred. (Tenure date: TBD)
Lavan, Brenda	Appoint	School Nurse	1MA	\$58,000.00	DN	TBD	6/30/20	Appoint as School Nurse, certificate pending, pending employment verification, replacing Geraldine Barber, who retired. (Tenure date: TBD)



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Singer, David	Appoint- Repl.	School Counselor-LR	2MA	\$58,950.00	GMS	TBD	6/30/20	Appoint as leave replacement School Counselor, replacing Justin Kahn, who is on leave.
<b>Change</b>								
Lucas, Kimberly	Change	Teacher Resource Specialist- Reading		N/C	CMS/GMS	9/1/19	6/30/20	Change from Basic Skills Reading teacher, 100% MR to Teacher Resource Specialist - Reading, 50% CMS, 50% GMS, growth position.
Moss, Kimberly	Change	Teacher Reading Recovery		N/C	DN	9/1/19	6/30/20	Change from Kindergarten teacher, 100% MH to Teacher Reading Recovery, 100% DN, replacing Brenda Frounfelker, who transferred.
Gerber, Hannah	Change %	Teacher Special Education- 69%; Teacher Technology- 31%		N/C	DN	9/1/19	6/30/20	Change from Special Education teacher, 68.9%, Technology teacher, 30% to Special Education teacher 69%, Technology teacher 31%.
Frounfelker, Brenda	Change Location	Teacher Reading Recovery		N/C	WIC	9/1/19	6/30/20	Change location from 100% DN to 100% WIC, replacing Colleen Belmonte, who transferred.
<b>Leave of Absence</b>								
Pierce, Katherine	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	CMS	1/9/20	4/2/20	FMLA/NJFLA/CC: 1/9/20-4/2/20 unpaid, with benefits. (RTW: 4/3/20)
<b>Resignation</b>								
Cavadas-Fonseca, Jenna	Resign	Student Assistance Counselor		N/A	HSN	9/24/19	9/24/19	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Rodas, Jhoany	Appoint	Secretary 12 Months	1	\$43,716.00 (prorated)	HSS	TBD	6/30/20	Appoint as Secretary 12 Months, replacing Karen Bason, who transferred.
<b>Resignation</b>								
Catalina, Nancy	Resign	Communications Support Specialist		N/A	CO	12/31/19	12/31/19	Resign, after 20 years in the district, for the purpose of retirement.
<b>E. Extracurricular / Extra Pay</b>								
<b>Professional Development</b>								
Shapteban, Susan	Extra Duty	Professional Development		\$100.00/day	DIST	7/22/19	7/26/19	Middle School Math Institute, 4.5 days.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Aconi, Fabio	Extra Duty	Professional Development		\$100.00/day	DIST	8/1/19	8/31/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Cabarle, Christine	Extra Duty	Professional Development		\$100.00/day	DIST	8/1/19	8/31/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Shapteban, Susan	Extra Duty	Professional Development		\$100.00/day	DIST	8/1/19	8/31/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Tambo, Naushin	Extra Duty	Professional Development		\$100.00/day	DIST	8/1/19	8/31/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Fletcher, Christian	Extra Duty	Professional Development		\$50.00/day	DIST	7/17/19	7/24/19	Beyond the Single Narrative: Social Studies Reading Groups, .5 day.
Grau, Christopher	Extra Duty	Professional Development		\$50.00/day	DIST	7/17/19	7/24/19	Beyond the Single Narrative: Social Studies Reading Groups, 2 half days.
Hannon, Christa	Extra Duty	Professional Development		\$50.00/day	DIST	7/17/19	7/24/19	Beyond the Single Narrative: Social Studies Reading Groups, 2 half days.
Julius, Chelsea	Extra Duty	Professional Development		\$50.00/day	DIST	7/17/19	7/24/19	Beyond the Single Narrative: Social Studies Reading Groups, 2 half days.
Stamile, Lisa	Extra Duty	Professional Development		\$50.00/day	DIST	7/17/19	7/24/19	Beyond the Single Narrative: Social Studies Reading Groups, 2 half days.
Warren, Matthew	Extra Duty	Professional Development		\$50.00/day	DIST	7/17/19	7/24/19	Beyond the Single Narrative: Social Studies Reading Groups, 2 half days.
Bond, Christopher	Extra Duty	Professional Development		\$50.00/day	DIST	7/24/19	7/24/19	Take Action! How to Help your 6-12 Students Make the World a Better Place, .5 day.
Christie, Laura	Extra Duty	Professional Development		\$50.00/day	DIST	7/24/19	7/24/19	Take Action! How to Help your 6-12 Students Make the World a Better Place, .5 day.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Costanza, Michelle	Extra Duty	Professional Development		\$50.00/day	DIST	7/24/19	7/24/19	Take Action! How to Help your 6-12 Students Make the World a Better Place, .5 day.
Fletcher, Christian	Extra Duty	Professional Development		\$50.00/day	DIST	7/24/19	7/24/19	Take Action! How to Help your 6-12 Students Make the World a Better Place, .5 day.
Kratz, Emily	Extra Duty	Professional Development		\$50.00/day	DIST	7/24/19	7/24/19	Take Action! How to Help your 6-12 Students Make the World a Better Place, .5 day.
Markley, Kirk	Extra Duty	Professional Development		\$50.00/day	DIST	7/24/19	7/24/19	Take Action! How to Help your 6-12 Students Make the World a Better Place, .5 day.
<b>Professional Development Planning</b>								
Gallagher, Daniel	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	6/24/19	8/30/19	Planning and Presenting From Theory to Practice: 1:1 Learning Institute for 11th and 12th grade teachers and new teachers Grades 5-10, not to exceed 34 hours.
Stemotti, Taylor	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	6/24/19	7/26/19	Planning and Presenting Middle School Math Institute, <b>total program</b> not to exceed 96 hours.
<b>Social Emotional Learning Teacher Leader</b>								
Bond, Christopher	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSN	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Bossio, Joseph	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSN	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Colpini, Jana	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSN	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Coriveau, Robert	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSN	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Curtis, Stephanie	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSN	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
McCarthy, Tara	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSN	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Brack, Daniel	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Coburn, Matthew	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Fevola, Carol	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Leonard, Rosemary	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Naud, Melissa	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
Raveendran, Jaina	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	HSS	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, <b>total program</b> not to exceed 60 hours.
<b>Summer Nurse</b>								
Epifane, Samantha	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	GMS	8/1/19	8/30/19	Summer Nurse, not to exceed 20 hours.
<b>Title I</b>								
Cane, Karen	Extra Duty	Title I Parent Link		\$47.09/hr.	DIST	7/1/19	6/30/20	Parent Link Title I grant funded, <b>total program</b> not to exceed 100 hours.
Crilly, Michelle	Extra Duty	Title I Parent Link		\$47.09/hr.	DIST	7/1/19	6/30/20	Parent Link Title I grant funded, <b>total program</b> not to exceed 100 hours.
Galazin, Nadra	Extra Duty	Title I Parent Link		\$47.09/hr.	DIST	7/1/19	6/30/20	Parent Link Title I grant funded, <b>total program</b> not to exceed 100 hours.
Narang, Neeru	Extra Duty	Title I Parent Link		\$47.09/hr.	DIST	7/1/19	6/30/20	Parent Link Title I grant funded, <b>total program</b> not to exceed 100 hours.
Pinner, Gerald	Extra Duty	Title I Parent Link		\$47.09/hr.	DIST	7/1/19	6/30/20	Parent Link Title I grant funded, <b>total program</b> not to exceed 100 hours.
<b>Title III</b>								
Crilly, Michelle	Extra Duty	Title III		\$47.09/hr.	DIST	7/18/19	7/18/19	ESL Camp Nurse. (Paid through Title III grant funds.)
Kravis, Yuko	Extra Duty	Title III		\$47.09/hr.	DIST	6/7/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tran, Piao	Extra Duty	Title III		\$47.09/hr.	DIST	6/7/19	6/28/19	ESL Workshop Planning. (Paid through Title III grant funds.)
Aconi, Fabio	Extra Duty	Title III ESL Summer Camp		\$2,448.68	DIST	7/15/19	7/25/19	6-11 ESL Summer Camp; stipend paid after conclusion of camp. (Paid through ESSA Title III funds.)
Bader, Amanda	Extra Duty	Title III ESL Summer Camp		\$2,448.68	DIST	7/15/19	7/25/19	6-11 ESL Summer Camp; stipend paid after conclusion of camp. (Paid through ESSA Title III funds.)
<b>E. Stipend Non-Athletic</b>								
<b>Robotics</b>								
Capritti, Luke	Stipend Non-Athletic	Robotics Assistant Advisor		\$3,772.88	HSN	9/1/19	6/30/20	Robotics Assistant Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Capritti, Luke	Stipend Non-Athletic	Robotics Assistant Advisor		\$3,772.88	HSS	9/1/19	6/30/20	Robotics Assistant Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Drost, Eric	Stipend Non-Athletic	Robotics Assistant Advisor		\$3,772.88	HSN	9/1/19	6/30/20	Robotics Assistant Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Drost, Eric	Stipend Non-Athletic	Robotics Assistant Advisor		\$3,772.88	HSS	9/1/19	6/30/20	Robotics Assistant Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Robotics</b>								
Dorfman, Marc	Rescind	Robotics Club		\$4,917.31	HSS	9/1/19	6/30/20	Rescind Robotics Club Advisor, 7 yrs. exp.





## **PERSONNEL ADDENDUM 2**

### **RECOMMENDATION**

#### **D. PERSONNEL**

*To be voted on 07/30/19:* Recommend approval of the following resolution:

#### **WWPEA – Sidebar Agreement**

1. Approve a sidebar agreement with the West Windsor-Plainsboro Education Association whereby:
  - a) National History Day, Larkability and Student Activities Monitor stipend positions are established by the Board, and
  - b) Appendix D: Non-Athletic Extra-Curricular Activities: High School of the Collective Negotiations Agreement is modified to include index ratio factors for National History Day, Larkability and Student Activities Monitor stipends.

## FINANCE ADDENDUM

### AMENDMENT

#### C. FINANCE

*To amend the following motion to be voted on 7/30/2019 to read as follows:*

Recommend approval of the following resolution:

#### Co-Op Purchases:

5. Authorize the following Co-Op purchases:

- e) A purchase utilizing NJ Cooperative Bid for Educational Data Services, Inc., EDS Bid #9183 – Macadam Repair (Repaving) – Package 24A to Diamond Construction, Brick, NJ as awarded through November 30, 2019.

Macadam Repair/Repaving at the following locations:

<u>Location</u>	<u>Total Cost</u>
Dutch Neck Elementary School	\$ 45,165.60
WW-P High School South	<u>\$ 10,951.20</u>
<b>Total Macadam Repair/Repaving Cost</b>	<b>\$ 56,116.80</b>

And, a purchase utilizing NJ Cooperative Bid for Educational Data Services, Inc., EDS Bid #9184 – Masonry and Concrete – Package 24B to Diamond Construction, Brick, NJ as awarded through November 30, 2019.

Masonry and Concrete at the following locations:

<u>Location</u>	<u>Total Cost</u>
Dutch Neck Elementary School	\$146,834.40
Millstone River School	\$129,000.00
Village Elementary School	\$28,000.00
WW-P High School South	<u>\$171,048.80</u>
<b>Total Masonry and Concrete Cost</b>	<b>\$474,883.20</b>

**Total Project Cost = \$531,000.00**

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## 2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA. The Superintendent is required to certify compliance with this USCO Policy to the NJDOE in the application for ESSA funds.

### USCO Policy Provision I - Persistently Dangerous Schools (PDS)

1. Criteria for Determining PDS.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the NJDOE for three consecutive years and is part of a school district that receives funds under ESSA. The NJDOE will use the most current available data from the Student Safety Data System (SSDS) to identify PDS on or before July 31 of each year.

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within



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fifteen calendar days of the date of the notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected students and parents.

### 3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. Additionally, the district is required to develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide the school with guidance for its corrective action plan, as well as monitor the school district's timely completion of the approved plan.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing its corrective action plan and compare the current



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year's incidents of violence, as reported on the SSDS, to the criteria for determining PDS. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by September 30 of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year in accordance with 2. above.

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect.

#### 4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of the pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval a school safety plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The school safety plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide an early warning school with guidance for its school safety plan, as well as



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monitor the school's timely completion of the approved plan. A school receiving an "early warning" notice is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing its school safety plan and compare the current year's incidents of violence, as reported on the SSDS, to the criteria for determining PDS. The school will be notified of its status on or before July 31 of the respective year.

A school that no longer meets the criteria for PDS for one school year, the year in which the school safety plan was in effect, will no longer be required to submit a school safety plan.

A school that meets the criteria for PDS for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year and provide the transfer option to students in the school designated as persistently dangerous.

5. Schools Not Receiving ESSA Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive Federal funds under ESSA, but meet any one of the criteria for PDS will be contacted by the NJDOE and be required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide the school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan.

## USCO Policy Provision II – Victims of Violent Criminal Offenses

The Unsafe School Choice Option provision under the ESSA requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.



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The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)13*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
  - (1) Law enforcement officials have filed formal charges against the offender(s) for commission of the violent crime; or
  - (2) The offender(s) has received sanctions in accordance with the Board of Education's Code of Student Conduct; or
  - (3) The offender(s) either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators



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such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or

(4) The pre-existence of a restraining order against the offender(s).

## 2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the individual choice option provision. The district must offer, within fourteen calendar days of the incident, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

## 3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of this Policy are identified and explained below. The offenses apply to completed offenses, as well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of the school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.





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#### 4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A student is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.
- c. Sexual Assault [N.J.S.A. 2C:14-2] - A student is a victim of a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of an act of sexual penetration under any of the following circumstances:
  - (1) The victim is less than thirteen years old.
  - (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.



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- (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
  - (4) The actor uses physical force or coercion.
  - (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
- d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
- (1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
    - (a) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or



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- (b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.
  
- e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under this Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in this Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
  
- f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; threatens the victim with or purposely puts the victim in fear of immediate bodily injury.
  
- g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time with any of the following purposes: to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
  
- h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor purposely or knowingly starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.



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### Miscellaneous Provisions of USCO

#### 1. Transfer Time Period – PDS

The transfer may be in effect longer and the district will consider the educational needs of the student, as well as other factors affecting the student's ability to succeed if returned to the transferring school. (i.e. The school district may allow a student to complete his or her education through the highest grade level at the receiving school if the student would otherwise be required to return to their original school.)

#### 2. Charter School Transfer Option

While ESSA permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public local education agencies (LEA's), pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the



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charter school must select students to attend using a random selection process for enrollment.

3. Funding Sources for USCO

The USCO statute does not authorize resources specifically to help cover USCO costs associated with transferring a student from a PDS. However, under certain circumstances Federal funds may be used. For example, ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)] may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home. In addition, ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)] funds may be used to help cover costs such as tuition or transportation related to the USCO or expansion of public school choice.

4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district will explore other appropriate options such as an agreement with a neighboring school district to accept transfer students.

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided



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for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.

Title VIII, Part F, Subpart 2, SEC. 8532  
Every Student Succeeds Act (ESSA) of 2015

Adopted: 17 July 2012  
Revised: 9 May 2017  
Revised:



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## 2422 HEALTH AND PHYSICAL EDUCATION

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

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

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention. -
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.



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7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) 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





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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.

1746. 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 mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school



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culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

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

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

Adopted: 17 July 2012  
Revised:



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Practice and Pre-Season Heat-Acclimation for  
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## 2431.3 PRACTICE AND PRE-SEASON HEAT-ACCLIMATION FOR INTERSCHOLASTIC ATHLETICS

The West Windsor-Plainsboro Regional School District Board of Education adopts this Policy as a measure to protect the safety, health and welfare of pupils participating in school-sponsored interscholastic athletic programs. The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance the student-athlete's health, performance, and well-being.

For the purposes of this Policy, “practice time,” means the time a player engages in physical activity. Warm-up, stretching, conditioning, weight training, and “cool-down” periods shall be calculated in practice time.

For the purposes of this Policy “walk-through” means practice time where no protective equipment or strenuous activity is permitted and only balls and field markers (cones) may be used.

The first five days of the Board approved pre-season practice shall consist of no more than three hours of practice time. This three-hour practice time during the first five days may be divided into multiple sessions, but total practice time shall not exceed three hours. Full protective gear required for any athletic program may only be worn by student-athletes on the third day of practice and thereafter. Activities during the first two days of practice will be limited to those activities where full protective gear is not needed or required. Protective headgear may be worn on the first two days. Full equipment shall not be worn for any practice that is held before the NJSIAA official start of practice date.

A student-athlete shall not be permitted to participate in a scrimmage for any sport until he/she has completed six complete days of practice.

An athletic team may not practice for more than six consecutive days and one twenty-four hour rest period must be included within a seven-day period. After the fifth day of practice, the maximum allotted time per day for practice shall not exceed five hours. The five-hour practice time may be divided into multiple sessions but total practice time in any day shall not exceed five hours. A five-hour practice day may not be followed by a practice day greater than three hours. Therefore, practice days may follow a 3-5-3-5 format. A minimum of a three-hour recovery period



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shall be provided after any session of greater than two hours in length and a three-hour recovery period should be provided before a walk-through.

The Superintendent of Schools may reduce the practice times in this Policy in the event the weather and/or temperature warrants such action.

New Jersey State Interscholastic Athletic Association Pre-Season Heat-Acclimation Guidelines

Adopted: 17 July 2012  
Revised:



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Educational Program Evaluation  
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## 2610 EDUCATIONAL PROGRAM EVALUATION (M)

The West Windsor-Plainsboro Regional School District Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. The Superintendent shall employ such tests and methods that will ensure decision making is data driven and a variety of sources of data are used to analyze and monitor student achievement and progress, as well as evaluate school programs. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board that evaluate the progress of students and the effectiveness of staff members. The Superintendent shall use multiple (more than two) sources of data to monitor student achievement and the progress of students. The Superintendent shall also use multiple (more than two) sources of data to evaluate the effectiveness of programs, initiatives, and strategies.

The Board will annually make available to the public the collective progress of students toward the goals of the district. The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11  
N.J.A.C. 6A:8-4.1 et seq.  
N.J.A.C. 6A:19-2.6 [**vocational districts**]

Adopted: August 23, 2016  
Revised:



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## 4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The West Windsor-Plainsboro Regional School District Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public. The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person required to have a Page 1 of 21 sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol.



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Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates the Transportation Coordinator as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.

## Violations

Any violation of this Policy may result in discipline, up to and including termination.

## Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

## Testing Procedures



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All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 40, Subparts J, K, L, M and N.

## Definitions

“Alcohol use” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Confirmatory drug test” means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed drug test” means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

“Controlled substances” means those substances identified in 49 CFR 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative (DER)” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

“FMCSA” means Federal Motor Carrier Safety Administration.

“Initial drug test (also known as a “Screening drug test”)” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.



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“Initial specimen validity test” means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

“Medical Review Officer (MRO)” is a licensed physician responsible for receiving and reviewing laboratory results generated by the district’s drug testing program and evaluating medical explanations for certain drug test results.

“Possess” includes, but is not limited to, either in or on the driver’s person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

“Service agent” is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

“Substance Abuse Professional (SAP)” is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.

“Work Site” means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

## Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

### 1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.



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An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that program either:
  - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and



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- f. The results of any tests taken within the previous six months and any other violations.

In accordance with 49 CFR 382.301(d), the Board will conduct pre-employment alcohol tests before the first performance of safety-sensitive functions by a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 CFR 40 et seq. An employee will not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information



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is not available from the previous employer, the DER must seek to obtain this information from the employee.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.

## 2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

## 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:



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- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or



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- (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.



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Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

## 5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to



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duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.307. The SAP will comply with all reporting requirements of 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

## Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.





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## Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

## Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

## Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

## Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.

## Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening



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Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

## Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused



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to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refused to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.



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## Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

## Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.

## Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and



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7. Be subject to the disciplinary Policy and Regulations of the Board.

## Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.

## Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
  - a. Collection logbooks (if used);
  - b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.



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2. Records Related to the Employee's Test Results
  - a. Employer's copy of the alcohol test form, including results;
  - b. Employer's copy of the controlled substance test chain of custody and control form;
  - c. Documents sent to the employer by the MRO;
  - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
  - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies
4. Records Related to Evaluations and Training
  - a. Records pertaining to the SAP's determination of an employee's need for assistance;
  - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;
  - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
  - e. Documentation of supervisor training; and



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- f. Certification that training conducted under this Policy complies with all requirements of the Policy.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, MROs, and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
  - c. Monthly statistical summaries of urinalysis; and
  - d. The employer's drug testing policy and procedures.
6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years



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A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.





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7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
  - (1) The identity of the person designated by the employer to answer employee questions about the materials;
  - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
  - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the employee is required to be in compliance;



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- (4) Specific information concerning employee conduct that is prohibited;
- (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
- (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
- (7) The requirement that an employee submit to alcohol and controlled substance tests;
- (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
- (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Omnibus Transportation Employee Testing Act of 1991

49 CFR 40 et seq.

49 CFR 382 et seq.

49 CFR 395.2

Adopted: May 24, 2016

Revised:



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### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The West Windsor-Plainsboro Regional School District 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



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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



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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.

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



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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. However, in the case of a dispute between the school district and the parent or guardian 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 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.

### 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



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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





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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



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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 without payment of tuition for a period of time not greater than 30 calendar days prior to the anticipated date of residency. If any such student does not become a resident of the school district within four weeks after admission to school, tuition will be charged for attendance commencing the beginning of the fifth week and until such time as the student becomes a resident or withdraws from school.



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Students whose parent or guardian have moved away from the school district on or after May 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after the opening day of school will be permitted to finish the school year in this school district without payment of tuition.

## Children of District Employees

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

## 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

F-1 Visa students will not be admitted to this school district.

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

Adopted: August 23, 2016  
Revised:



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### 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

The West Windsor-Plainsboro Regional School District Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Student Safety Data System , in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.



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The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.



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Pupil Discipline/Code of Conduct  
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Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

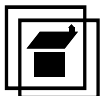
The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 9 November 2010  
Revised: 28 June 2011  
Revised:



# POLICY

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REGIONAL SCHOOL DISTRICT**

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Transgender Students

## **5756 TRANSGENDER STUDENTS**

The West Windsor-Plainsboro Regional School District Board of Education is committed to providing a safe, supportive, and inclusive learning environment for all students. The New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-12(11)(f), generally makes it unlawful for schools to subject individuals to differential treatment based on gender identity or expression. Title IX of the Education Amendments of 1972 (“Title IX”) specifically prohibits discrimination on the basis of sex in Federally-funded education programs and activities [20 U.S.C. § 1681(a)].

N.J.S.A. 18A:36-41 directs the Commissioner of Education to establish guidelines outlined in this Policy to provide direction for schools in addressing common issues concerning the needs of transgender students, and to assist schools in establishing policies and procedures that ensure a supportive and nondiscriminatory environment for transgender students.

### Definitions/Terms

A safe and supportive environment within a school begins with understanding and respect. The Board believes students, teachers, and administrators should be provided with common terminology associated with gender identity. The terms listed below are commonly used by advocacy and human rights groups, however students may prefer other terms to describe their gender identity, appearance, or behavior. It is recommended school personnel discuss with the student the terminology and pronouns each student has chosen.

“Gender identity” means a person’s internal, deeply held sense of gender. All people have a gender identity, not just transgender people. For transgender people, the individual’s internal gender identity is not the same as the gender assigned at birth.

“Gender expression” means external manifestations of gender, expressed through a person’s name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.

“Assigned sex at birth (ASAB)” refers to the biological sex designation recorded on a person’s birth certificate upon the initial issuance of that certificate, should such a record be provided at birth.

“Gender assigned at birth” refers to the gender a child is assigned at birth or assumed to be, based on their biological sex assigned at birth.



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“Sexual orientation” describes a person’s enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person who transitions from male to female and is attracted solely to men may identify as a straight woman.

“Transgender” is a term for an individual whose gender identity and/or gender expression differs from those typically associated with the sex and gender assigned at birth.

“Transition” is the process by which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase “sex change,” as it is an inaccurate description of the transition process; the process is more accurately described as “gender-confirming.”

“LGBTQ” is an acronym for “lesbian, gay, bisexual, transgender, and queer/questioning.”

“Gender nonconforming” describes a person whose gender expression does not conform to the gender expectations of their family or community. Gender nonconformity is not necessarily an indication that a youth is transgender; many non-transgender youth do not conform to stereotypical expectations.

“Gender expansive, Gender diverse, Gender fluid, Gender non-binary, A gender, Gender queer” are terms that convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identity functions as the student’s gender identity.

“Cisgender” refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.

### Student-Centered Approach

The school district shall accept a student’s asserted gender identity; parental consent is not required. A student need not meet any threshold diagnosis or treatment requirements to have his or her gender identity recognized and respected by the school district, school, or school staff members. In addition, a legal or



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court-ordered name change is not required. There is no affirmative duty for any school district staff member to notify a student's parent of the student's gender identity or expression.

The school district believes that families are stronger when parents/guardians partner with schools in support of their children. The Principal or designee will make a reasonable attempt to engage parents when a student informs the school of a name and/or gender change, but the Principal or designee will not risk violating a student's confidentiality.

There may be instances where a parent of a minor student disagrees with the student regarding the name and pronoun to be used at school and in the student's education records. In the event a parent objects to the minor student's name change request, the Superintendent or designee should consult the Board Attorney regarding the minor student's civil rights and protections under the NJLAD. School staff members should continue to refer to the student in accordance with the student's chosen name and pronoun at school and may consider providing resource information regarding family counseling and support services outside of **the school district**.

Confirmation of a student's asserted gender **may also** include a letter from the parent/guardian or adult pupil to the Superintendent of Schools indicating the student is gender non-conforming. Written parent/adult pupil consent will guide the Principal or designee on making legal name and gender changes in the Student Information System, State Testing Documents, Athletic & Extracurricular Documents, etc.

School districts should be mindful of disputes between minor students and parents concerning the student's gender identity or expression. Many support resources are available through advocacy groups and resources from the New Jersey Department of Children and Families and New Jersey Department of Education's "Child Abuse, Neglect, and Missing Children" webpage.

The Principal or designee should have an open, but confidential discussion with the student to ascertain the student's preference on matters such as chosen name, chosen pronoun to use, and parental communications. A transgender student shall be addressed at school by the name and pronoun chosen by the student, regardless of whether a legal name change or change in official school records has occurred. The school shall issue school documentation for a transgender student, such as student identification cards, in the name chosen by the student. A transgender student shall be allowed to dress in accordance with the student's gender identity.

The Principal or designee should also discuss with the student, and any other individuals at the student's request, the risks associated with the student's transgender status being inadvertently disclosed. For example, the Principal or designee should inform the student the transgender status may be revealed due to





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other students' discussions at home. The Principal or designee should work with the transgender student to ensure awareness of activities and events that may inadvertently disclose the transgender student's status.

### Safe and Supportive Environment

The Board developed and adopted this Policy to ensure that its schools provide a safe and supportive learning environment that is free from discrimination and harassment for transgender students, including students going through a gender transition. Gender-based policies, rules, and practices can have the effect of marginalizing, stigmatizing, and excluding students, whether they are gender nonconforming or not.

The Superintendent or designee shall review and update existing policies and procedures, including those regarding classroom activities, school ceremonies, school photographs, and dress codes, to verify transgender students are not excluded. In addition, the school district shall take the following steps to establish and maintain a nondiscriminatory environment for all students, including transgender and transitioning students:

- The school district must comply with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7, which prohibit harassment, intimidation, and bullying. The Board is required to develop, adopt, and implement a Policy in accordance with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7 that prohibits harassment, intimidation, or bullying on school property, at a school-sponsored function, or on a school bus. If harassment, intimidation, or bullying based on gender identity creates a hostile environment, the school must take prompt and effective steps to end the harassment, intimidation, or bullying, prevent its recurrence, and, as appropriate, remedy its effects.
- The Superintendent or designee should ensure training is provided to school staff members on sensitivity and respect towards transgender students.
- Social and Emotional Learning (SEL) concepts should be incorporated into school culture and curricula.
- The school district may seek a variety of professionals, including counselors and school psychologists, to provide emotional supports for all students who demonstrate a need. The Superintendent or designee shall ensure school counselors are knowledgeable regarding issues and concerns relevant to transgender students, students facing other gender identity issues, or students who may be transitioning.



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- Student dress codes should not be enforced more strictly for transgender and gender nonconforming students than for other students.
- The school district shall honor and recognize a student's asserted gender identity, and shall not require any documentation or evidence in any form, including diagnosis, treatment, or legal name change.
- A school's obligation to ensure nondiscrimination on the basis of gender identity requires schools to provide transgender students equal access to educational programs and activities, even in circumstances in which other students, parents, or community members raise objections or concerns.

### Confidentiality and Privacy

School staff members may not disclose information that may reveal a student's transgender status except as allowed by law. The Principal or designee is advised to work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status.

The school district shall keep confidential a current, new, or prospective student's transgender status. Schools should address the student using a chosen name and the student's birth name should be kept confidential by school and school staff members.

Due to a specific and compelling need, such as the health and safety of a student or an incident of bias-related crime, the school district may be obligated to disclose a student's status. In this event, the Principal or designee should inform the student the school or school district intends to disclose the student's transgender status for the student's protection and well-being. Prior to disclosure, the student should be given the opportunity to personally disclose that information. The school district should make every effort to ensure any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment. Those measures may include the facilitation of counseling for the student and the student's family to facilitate the family's acceptance and support of the student's transgender status.

During a harassment, intimidation, or bullying investigation the school district is obligated to develop a procedure to report, verbally and in writing, an act of harassment, intimidation, and bullying committed by an adult or youth against a student, pursuant to N.J.A.C. 6A:16-7.7(a)2viii. In this instance, the Principal or designee should inform the student of the school's obligation to report the findings of the harassment, intimidation, and bullying investigation pursuant to N.J.S.A. 18A:37-15(d), which permits the parents of the



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students who are parties to the investigation to receive information about the investigation in accordance with Federal and State law and regulation. Under harassment, intimidation, and bullying legal requirements, parents are entitled to know the nature of the investigation; whether the district found evidence of harassment, intimidation, or bullying; or whether disciplinary action was imposed or services provided to address the incident of harassment, intimidation, or bullying.

The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense, pursuant to N.J.A.C. 6A:16-7.7(a)2viii(2).

Disclosure of personally identifiable information from a student's education record to other school officials within the school district, whom the school district has determined have a legitimate educational interest in the information, may be permissible under Family Educational Rights and Privacy Act (FERPA) (34 C.F.R. § 99.31(a)(1)). The school district shall make a concerted effort to ensure school officials obtain access to only those education records in which they have legitimate educational interests.

The school district shall comply with all laws and regulations regarding the confidentiality of student records and student privacy, including the requirements set forth at 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7917, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil Records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as all other existing Federal and State laws and rules pertaining to student records and confidentiality.

### School Records

If a student has expressed a preference to be called by a name other than their birth name, permanent student records containing the student's birth name should be kept in a separate, confidential file. This file should only be shared with appropriate school staff members after consultation with a student. A separate file containing records bearing the student's chosen name may also be kept. If the student has previously been



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known at school or in school records by a birth name, the Principal or designee should direct school staff members to use the student's chosen name and not the student's birth name.

To ensure consistency among teachers, school administrators, substitute teachers, and other school staff members, every effort should be made to immediately update student education records (for example, attendance records, transcripts, Individualized Education Programs (IEP), etc.) with the student's chosen name and gender pronouns, consistent with the student's gender identity and expression, and not circulate records with the student's birth name, unless directed by the student.

- The school district shall report to the New Jersey Department of Education (NJDOE) through NJ SMART a student's name or gender based upon that student's chosen name and corresponding gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported.
- If the school district changes a student's name or gender identity, it must also maintain locally a separate record reflecting the student's legal name and sex assigned at birth until receipt of documentation of a legal change of name or gender.

### Activities

With respect to gender-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.

The school district shall:

- Provide transgender students with the same opportunities to participate in physical education as other students in accordance with their gender identity;
- Permit a transgender student to participate in gender-segregated school activities in accordance with the student's gender identity;
- Permit and support the formation of student clubs or programs regarding issues related to lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) youth; and
- Offer support in the creation of peer led educational groups.



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### Use of Facilities

All students are entitled to have access to restrooms, locker rooms, and changing facilities in accordance with their gender identity to allow for involvement in various school programs and activities.

In all cases, the Principal or designee must work with the student and school staff members so all parties are aware of facility policies and understand the student may access the restroom, locker room, and changing facility that corresponds to the student's gender identity. While some transgender students will want this arrangement, others may be uncomfortable with it. Transgender students who are uncomfortable using a sex-segregated restroom should be provided with a safe and adequate alternative, such as a single "unisex" restroom or the nurse's restroom. Similarly, some transgender students may be uncomfortable using the changing facilities that correspond to the student's gender identity. Non-transgender students should also be afforded the option to use a private facility, such as a unisex facility or the nurse's restroom, should they feel uncomfortable.

- The school district shall allow a transgender student to use a restroom or locker room based on the student's gender identity.
- Reasonable alternative arrangements shall be made if needed to ensure a student's safety and comfort. This direction for accommodations should come from the student.

The Superintendent or designee will make available to school staff members a variety of resources regarding professional development opportunities as sourced by the NJDOE as well as developmentally appropriate information for students regarding LGBTQ issues.

The Board adopts this Policy to help school and district administrators take steps to create an inclusive environment in which transgender and gender nonconforming students feel safe and supported, and to ensure each school provides equal educational opportunities for all students, in compliance with N.J.A.C. 6A:7-1.1 et seq.

N.J.S.A. 18A:36-41; 18A:37-15

N.J.A.C. 6A:7-1.1 et seq.; N.J.A.C. 6A:16-7.7

New Jersey Department of Education – October 2018

Transgender Student Guidance for School Districts

Adopted:



# REGULATION

WEST WINDSOR-PLAINSBORO  
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R 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT,  
INTIMIDATION, BULLYING, ALCOHOL,  
AND OTHER DRUG ABUSE

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the Student Safety Data System (SSDS). A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

A. Reporting Violence, Vandalism, Alcohol or Other Drug Use

1. For each incident report of violence, vandalism, or alcohol or other drug abuse, the Principal shall:
  - a. Review the incident report for accuracy in indicating the incident type, offender information, victim information, pupil demographics, and incident location;
  - b. Forward a copy of the incident report to the Superintendent; and
  - c. Notify the Superintendent of the action taken regarding the incident.
2. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.
3. The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46.



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- a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

## B. Reporting Requirements

### 1. The Superintendent shall:

- a. Submit a report to the Department of Education in accordance with the provisions of N.J.S.A. 18A:17-46 of each incident of violence, vandalism and alcohol and other drug abuse in the school district utilizing the SSDS;
  - (1) Prior to submission, the Superintendent shall review the report to verify that it is an accurate and final report of all incidences of violence and vandalism in all of the schools in the school district;
  - (2) Verify that the data entered onto the SSDS are correct and in accordance with N.J.A.C. 6A:16-7.1(a)6; and
  - (3) Provide for the annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

## C. Hearing Requirements

The Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46.

## D. Knowingly Falsifying The Annual Violence and Vandalism Report Required Under N.J.S.A. 18A:17-46

1. Whenever it is alleged that a school employee has knowingly falsified the report, the Board shall make a determination regarding whether the employee committed the act.



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2. Any employee alleged to have knowingly falsified the report shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
  - a. The hearing shall take place within thirty business days of the date on which the employee is notified of the allegation;
  - b. The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and
  - c. The Board shall notify the employee of its determination in writing within five school days of the hearing.
  
3. Upon determination by the Board that an employee has knowingly falsified the report, it shall take one or more of the following actions:
  - a. Impose minor discipline on a tenured or non-tenured employee notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;
  - b. Withhold a tenured or nontenured employee's increment for predominantly disciplinary reasons, which shall be subject to the grievance procedures established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;
  - c. File tenure charges with the Secretary of the Board in writing and with a written statement of evidence under oath to support such charges;
  - d. Terminate employment for an employee:
    - (1) For tenured employees, the termination shall be in accordance with the outcome of the proceedings in D.3.c. above; or
    - (2) Impose such other disciplinary sanctions as may be authorized by law.



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4. Any action taken by the Board pursuant to D.3. above shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.
5. Any employee having been found responsible for the falsification of the report by the Board shall have the right to:
  - a. File a grievance under their respective bargaining agreements;
  - b. Appeal the Board's determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17 and subsequently to the State Board of Education; or
  - c. Appeal the decision to the Superior Court of New Jersey.
6. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

Issued: 17 December 2013

Revised:



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## 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

### A. Definitions

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

### B. Removal of Students for Assaults with Weapons Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.6, any student, other than a student with a disability, who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5 shall be immediately removed from the school’s general education program for a period not exceeding one calendar year.
2. The Superintendent may modify on a case-by-case basis the removal of a general education student.
3. Nothing in N.J.A.C. 6A:16-5.6 shall be construed to prohibit the expulsion of a general education student.



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4. The Board shall immediately remove students with disabilities for assaults with weapons offenses in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.
- C. Procedures – Removal of Students for Assaults with Weapons Offenses
1. The Principal or designee shall:
    - a. Remove a student as set forth in B. above;
    - b. Isolate the student and place him or her under the supervision of school staff until the student’s parent or a law enforcement official takes custody of the student;
    - c. Immediately report to the Superintendent the removal of the student;
    - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
    - e. Notify the student’s parent of the following information:
      - (1) The removal action;
      - (2) The law enforcement notification;
      - (3) The change of custody, if it occurs; and
      - (4) A general education student’s due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.5 or a student with a disability’s due process rights, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
  2. A student, other than a student with a disability, removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.1 et seq.:



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- a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
  3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
  4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to an informal hearing, pursuant to N.J.A.C. 6A:16-7.2 and 7.3, and a hearing before the Board of Education pursuant to N.J.A.C. 6A:16-7.3.
  5. If it is found that the removed student did not commit the offense(s), the student shall be immediately returned to the program from which he or she was removed.
- D. Return to General Education Program
1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria:
    - a. The nature and severity of the offense;
    - b. The Board's removal decision;
    - c. The results of relevant testing, assessment, or evaluation of the student; and
    - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.
- E. Exception
1. The provisions of N.J.A.C. 6A:16-5.6 shall not apply to a student who has obtained the Superintendent's written authorization to lawfully possess a firearm or other weapon while participating in a school-sponsored function.



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- a. The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or weapon or for a crime involving the use of a firearm.

Adopted: November 22, 2016  
Revised:



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## R 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

### A. Definitions

“Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

### B. Removal of Students for Assault on Board Members and Employees



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1. Pursuant to the provisions of N.J.A.C. 6A:16-5.7, any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school Board employee, or Board of Education member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, pursuant to N.J.S.A. 18A:37-2.1 shall be immediately removed from school.
  2. A student, other than a student with a disability, who commits an assault pursuant to B.1. above, shall be immediately removed from school consistent with due process procedures, pending a hearing, pursuant to N.J.A.C. 6A:16-7.2 through 7.5.
    - a. Nothing in N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student.
  3. A student with a disability who commits an assault pursuant to B.1. above shall be removed in accordance with N.J.A.C. 6A:14.
- C. Procedures – Removal of Students for Assault on Board Members and Employees
1. The Principal or designee shall:
    - a. Remove a student as set forth in B. above;
    - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or an appropriate agency takes custody of the student;
    - c. Immediately report to the Superintendent the removal of the student;
    - d. Notify the student's parent of the removal action and the student's due process rights; and
    - e. Notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.



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2. The Board of Education shall provide due process proceedings for all students in accordance with N.J.A.C. 6A:16-7.2, 7.3, 7.4, and 7.5 and for a student with a disability in accordance with N.J.A.C. 6A:14-2.7 and 2.8.

Adopted: 17 July 2012

Revised: 22 November 2016





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## R5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES

### A. Definitions

1. “Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.
2. “Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.
3. “Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.
4. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

### B. Removal of Students for Firearm Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.5, any student, other than a student with a disability, committing the following offenses shall be



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immediately removed from the school's general education program for a period of not less than one calendar year:

- a. Convicted or adjudicated delinquent for possession of a firearm on school grounds;
  - b. Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; and
  - c. Found knowingly in possession of a firearm on school grounds.
2. The Superintendent may modify, on a case-by-case basis, the removal of a general education student.
    - a. The Superintendent shall develop and maintain a written record of case-by-case modifications of the removal requirement of N.J.A.C. 6A:16-5.5(b), which shall be made available to the Commissioner of Education upon request.
  3. Nothing in N.J.A.C. 6A:16-5.5 or this Policy and Regulation shall be construed to prohibit the expulsion of a general education student.
  4. The Board shall immediately remove students with disabilities for offenses involving firearms in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.

## C. Procedures - Removal of Students for Firearm Offenses

1. The Principal shall:
  - a. Remove a student as set forth in B. above;
  - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;



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- c. Immediately report to the Superintendent the removal of the student;
  - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
  - e. Notify the student's parent of the following information:
    - (1) The removal action;
    - (2) The law enforcement notification;
    - (3) The change of custody, if it occurs; and
    - (4) A general education student's due process rights, as set forth in N.J.A.C. 6A:16-7.2 through 7.6, or the due process rights of a student with a disability, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
2. A student, other than a student with a disability, removed from the general education program pursuant N.J.A.C. 6A:16-5.5 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.
    - a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
  3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
  4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to a hearing before the Board of Education in accordance with N.J.A.C. 6A:16-7.3 through 7.5.



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5. If it is found that the removed student did not commit the offenses in B. above, the student shall be immediately returned to the program from which he or she was removed.

## D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program, or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10, based on the following criteria:
  - a. The nature and severity of the offense;
  - b. The Board's removal decision;
  - c. The results of relevant testing, assessment, or evaluation of the student; and
  - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

## E. Exception

1. The provisions of N.J.A.C. 6A:16-5.5 shall not apply to a firearm that is lawfully stored in a locked vehicle on school grounds, or when it is for activities approved and authorized by the Board of Education, as long as the Board adopts appropriate safeguards to ensure student safety.
  - a. All students shall obtain written authorization from the Superintendent to possess a firearm stored inside a locked vehicle on school grounds or used for participation in a school-sponsored function.
    - (1) The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or for a crime involving the use of a firearm.



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Adopted: 17 July 2012  
Revised: 22 November 2016



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## R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

### A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

### B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
  - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
  - b. Create disorder or disruptions on school premises;
  - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
  - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
  - e. Engage in the sexual and/or other harassment of pupils or staff members;



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- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;



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- y. Join a secret society prohibited by law; or
  - z. Commit an act of harassment, intimidation, or bullying; or
  - aa. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
  - b. Enter and leave the bus in an orderly manner;
  - c. Ride only the bus to which they have been assigned;
  - d. Be and remain seated while the bus is in motion;
  - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
  - f. Talk in a reasonable tone of voice and avoid loud noises;
  - g. Extend no portion of the body or other object out a bus window;
  - h. Keep aisles clear at all times;
  - i. Refrain from bringing animals or bulky items such as sports equipment or musical instruments that would interfere with seating for others;
  - j. Refrain from smoking, eating, and drinking on the bus; and
  - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600,





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pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

### C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

#### 1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

#### 2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

#### 3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or



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f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

## 4. Detention

a. The pupil may be required to report before or after the school day to detention for a period of supervised study.

b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).

c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

## 5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

## 6. In-school Suspension

a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.

b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

## 7. Suspension from School

a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.

b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

## 8. Expulsion



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- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

### D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

#### 1. Restitution and Restoration

- a. The pupil may be required, to:
  - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
  - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
- b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

#### 2. Counseling

- a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:
  - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
  - (2) What the consequences of continued misconduct are likely to be, and
  - (3) Appropriate alternate behaviors.



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c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:

- (1) The Child Study Team,
- (2) Intervention and Referral Team,
- (3) A public or private social agency, or
- (4) A legal agency.

### 3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

### 4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or administration.

## E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

### 1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

- (1) Admonishment;
- (2) Temporary removal from the classroom;
- (3) Deprivation of privileges;



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- (4) Classroom or administrative detention;
- (5) Referral to disciplinarian;
- (6) In-school suspension during the school week or the weekend;
- (7) After-school programs;
- (8) Out-of-school suspension (short-term or long-term);
- (9) Reports to law enforcement or other legal action;
- (10) Expulsion; and
- (11) Participating in school district-sponsored programs.

### 2. Remedial Measures

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

### F. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:



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## **K – 5 Elementary Student Code of Conduct**

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into account the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

### Student Rights

Students have the right to:

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports students' development into productive citizens;
- Due process and protections pursuant to law and code.

### Student Responsibilities

- Exhibit self-control on school premises, on the school bus, and at school activities;
- Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect;
- Avoid placing themselves or others in danger of physical harm;
- Help keep the school clean and attractive; and
- Use constructive means to settle disagreements or problems.

### Consequences

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended. School responses



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shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited.

Appropriate disciplinary action will be taken for misbehaviors that

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupts the learning climate of the school.
3. Is directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

For further detail, please see the guidelines on the pages below.

### Behavioral Supports

The West Windsor-Plainsboro Regional School District elementary schools have building based teams which are designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing students' needs (Intervention and Referral Services/Student Assistance Committee). Character Education is an underlying theme of the school culture. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors.

### Bus Safety

Bus transportation is provided by the Board of Education. Each child has been assigned a bus stop. For the safety of your child and others please encourage proper conduct at the bus stop as well as on the bus. Any child who fails to conduct himself in a safe and courteous manner will be reported to the Principal. If the behavior does not improve, a Bus Conduct Form will be completed by the bus driver. The Principal will then meet with your child to discuss the inappropriate behavior. Upon receipt of the conduct report, the Principal will contact the parents to discuss strategies to improve behavior.

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:



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Pupil Misconduct	Procedures	Disciplinary Options/Responses
<p>1. Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. The misbehavior can usually be handled by individual staff member but sometimes requires school support personnel.</p>	<p>There is immediate intervention by the staff member who is supervising the pupil or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference and a conference with the school counselor, child study team, and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<p>Verbal reprimand. Appropriate consequences directly related to misbehavior Special assignment Behavioral contract Counseling Withdrawal of privileges Supervised study Detention</p>
<p>2. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of misbehaviors listed above, require the intervention of personnel on the administrative level because the execution of disciplinary options listed above has failed to correct the situation. Also, included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>The pupil is referred to an administrator for appropriate disciplinary action. The administrator meets with the pupil and staff to investigate the infraction, interviews the pupil, determines the extent of the consequences, to initiate the most appropriate responses: Referral to the guidance counselor, student assistance counselor and or child study team and/or outside agency with parental consent can be considered. The teacher is informed of the administrator's action; parental notification is necessary. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<p>Any of the above actions as appropriate: Detention Schedule change Modified day Extracurricular restriction In school suspension Out of school suspension, short-term suspension (one to ten days)</p>
<p>3. Acts directed against persons or property whose consequences do not seriously endanger the health or safety of others in the school. Acts that are clearly criminal will be reported to the police. Disciplinary action will also be taken.</p>	<p>Following the investigation and verification of the infraction, the administrator meets with the student and parents (if unavailable, a telephone conference and/or written notification is required) to discuss the student's misconduct, explain the resulting administrative action, and review future expectations and timelines. Notification/referral to the child study team is made when appropriate. Notification of local law enforcement authorities is made when appropriate. Restitution of property and damages is required.</p>	<p>All of the above actions as appropriate Temporary removal from class Change in schedule/teacher Modified day Extracurricular restriction In school suspension Out of school suspension Disciplinary Board Hearing to consider long term suspension/ possible expulsion Home instruction/program placement in alternative program</p>





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## **6-8 Middle School Code of Conduct**

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into account the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

### Student Rights

Students have the right to:

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports students' development into productive citizens;
- Due process and protections pursuant to law and code.

### Student Responsibilities

- Exhibit self-control on school premises, on the school bus, and at school activities;
- Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect;
- Avoid placing themselves or others in danger of physical harm;
- Help keep the school clean and attractive; and
- Use constructive means to settle disagreements or problems.

### Consequences

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout



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the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited.

Appropriate disciplinary action will be taken for misbehaviors that:

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupts the learning climate of the school.
3. Is directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

### Behavioral Supports

The West Windsor-Plainsboro Regional School District has building based teams which are designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing students' needs (Intervention and Referral Services/Student Assistance Committee). Character Education is an underlying theme of the school culture. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors.

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:

Prior to an office referral for the infractions mentioned below, the classroom teacher has made several attempts to correct misbehavior including teacher disciplinary action and parental notification. The exceptions to this procedure are infractions occurring outside a classroom situation such as the corridors, cafeteria and outside the school building.

#### Interventions:

1. Warning
2. Student/teacher conference
3. Parent contact via classroom citation slip sent home for parent signature (if not returned, go to #4)
4. Lunch detention or after school detention (Parent will be given notice)
5. Team meeting with student and counselor
6. Team meeting with parent, student, and counselor
7. Discipline referral to administration-conference/after school detention



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All of the consequences below are to be considered minimal guidelines and may be modified depending on specific circumstances.

## Minor Infractions and Consequences

MINOR Infractions	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Persistent refusal to complete homework and other assignments	Teacher discretion as set forth in classroom rules	Administrative Detention(s)	Administrative Detention(s)
2. Insubordination to teachers or other school staff. Disregarding instructions or demonstrating lack of respect for their authority; (includes failure to report to administrative detention)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
3. Continued and willful disobedience: A repeated pattern of failing to abide by school rules	Administrative Detention(s) or Saturday Detention	One day ISS	One day OSS
4. Creating disorder or disruptions on school premises; (examples: attire, vocal expressions)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
5. Acting so recklessly as to endanger the safety of others (example: food throwing)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
6. Inappropriate behavior that violates established school-wide and classroom procedures and routines.	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
7. Inappropriate contact that does not conform to reasonable standards of socially acceptable behavior	Administrative Detention(s) or Saturday Detention	One day ISS	1-3 days ISS/OSS
8. Use of foul, abusive, derogatory or demeaning language, including racial and ethnic remarks	Administrative Detention(s) or Saturday Detention	One day ISS	1-3 days ISS/OSS
9. Use of profanity directed toward a staff member	One day ISS	2 days ISS/OSS	4 days ISS/OSS
10. Cyber bullying	Administrative Detention(s) or Saturday Detention Police notification as warranted	OSS Police notification as warranted	Police notification as warranted



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11. Engaging in illegal gambling - any activity or "game" with object of winning favors, money or other valuable	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
12. Possession of pornographic material	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
13. Unauthorized use of electronic devices such as iPods, mobile phones, or electronic games is prohibited. Laser pointers are prohibited.	Confiscation /Parental notification	Administrative Detention	Administrative or Saturday Detention
14. Convey information about other pupils or staff members known to be false (examples: rumors, slander, etc.)	Administrative Detention(s)	Administrative Detention(s)	Administrative or Saturday Detention
15. Film or picture-taking without consent	Confiscation, Administrative Detention	Administrative or Saturday Detention and/or Police notification	One day ISS and/or Police notification
16. Be truant from school or cutting class(es)	Administrative Detention	Administrative or Saturday Detention	One day ISS
17. Leaving the building without permission of administration or school nurse	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
18. Enter school premises or any specific portion of the premises without permission and without authority (students found on district property other than his/her home school during the school day)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
19. Unauthorized occupancy	Administrative or Saturday Detention and Police notification	One day ISS and Police Notification	1-3 days ISS/OSS and police notification
20. Vandalize school property, real, personal, or digital; (destruction, marring, defacing, or rendering permanently or temporarily unusable school or personal property)	1-4 days OSS Restitution for damaged property and/or Police Notification		



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21. Modifying computer hardware or software in any way, changing/tampering with any computer system settings and/or administrator accounts; and Police notification	1-2 days ISS, restitution, and police notification	1-3 days ISS/OSS, restitution, and Police notification	4-10 days OSS, restitution, and Police notification
22. Installation of games or applications on any school computer or laptop	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
23. Logging onto unauthorized computer websites	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
24. Inappropriate behavior on bus, including insubordinate responses to directions from bus driver	Verbal warning	Administrative Detention	Administrative Detention or Saturday and/or Suspension of bus privileges
25. Create litter on school property	Administrative Detention	Administrative or Saturday Detention	One day ISS
26. Falsify an excuse (Parental notes, hall passes, etc.)	Administrative Detention(s)	Saturday Detention	One day ISS
27. Smoke (or use tobacco products) on school property	Administrative or Saturday Detention	1 day ISS/OSS and court fine	4 days ISS/OSS and court fine
28. Possession of tobacco-related products (lighters, pipes, etc.) Electronic smoking devices, vapor pens or other similar devices	Confiscation; 1day ISS/OSS, Mandatory SAC referral	Confiscation; 2 day ISS/OSS, Mandatory SAC referral	Confiscation; 4 day ISS/OSS, Mandatory SAC referral
29. Violation of building rules or policies not specifically mentioned	Will be determined according to the serious of the offense		





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<p><b><u>If a student is found to be IN POSSESSION of alcohol, controlled dangerous substances or drug-related paraphernalia (including look-alikes):</u></b></p>	<p>Four-day suspension from school; probation for remainder of school year; sixty calendar day suspension from school activities (as of student's return to school); police notification; compliant filed; counseling</p> <p>(Policy No. 5530)</p>	<p>Ten-day suspension; probation for remainder of school year; one-semester suspension from school activities (as of student's return to school); counseling</p> <p><u>In the event of subsequent offense(s):</u> Referral to the superintendent for further action, which may result in referral to the Board of Education to consider expulsion.</p> <p>(Policy No. 5530)</p>
<p><b><u>If a student is found to be SELLING AND/OR INTENT TO DISTRIBUTE alcohol or drugs:</u></b></p>	<p>10 days suspension, Police notification, 1 year suspension of school activities, counseling and behavior contract</p>	<p>Ten-day suspension; police notification</p> <p><u>In the event of subsequent offense(s):</u> Referral to the superintendent for further action, which may result in referral to the Board of Education to consider expulsion.</p>
<p><b><u>Bias/hate actions:</u></b> Any unprovoked behavior designed to intimidate a person or a group via spoken/ written language or gestures. NJ law defines bias/hate crimes as those involving race, ethnicity, religion or sexual orientation.</p>	<p>1-4 days ISS/OSS and Police notification</p>	
<p><b><u>Theft:</u></b> Steal, damage, or deface the property of other pupils, staff members, or the district; (examples: theft of tests or other teacher property; items from dining hall; possessing stolen property; assuming another individual's identity).</p>	<p>1-4 days ISS/OSS Appropriate restitution for stolen/damaged property Police Notification as warranted.</p>	
<p><b><u>Threatening a staff member (statement, gesture, or action)</u></b></p>	<p><u>First Offense:</u> 4-10 days suspension; police notification <u>In the event of subsequent offenses:</u> 10 days suspension; police notification referral to the superintendent for further action, which may result in a referral to the Board of Education to consider expulsion</p>	



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<b>Threatening a student (statement, gesture, or action)</b>	<p><u>First Offense:</u> 1-4 days suspension</p> <p><u>Second Offense:</u> 5-10 days suspension</p> <p><u>In the event of subsequent offenses:</u> 10 days suspension; police notification referral to the superintendent for further action, which may result in a referral to the Board of Education to consider expulsion</p>		
<b>Harassment, Intimidation, Bullying:</b> Engage in the sexual and/or other harassment, intimidation, bullying, or hazing of pupils or staff members; inappropriate touching	1-4 days ISS/OSS; assault up to 10 days OSS with Police notification		
<b>Weapons:</b> Possess or use weapons or any implement intended to harm others; (includes look-alikes)	Up to 10 days OSS and Police notification		
<b>Fire:</b> Sets a fire on school premises	Up to 10 days OSS and Police notification		
<p><b>Gang Behavior:</b> A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity which creates an atmosphere of fear and intimidation. Criminal activity includes juvenile acts that if committed by an adult would be a crime.</p> <p>Actions by students that are designated to promote gang behavior or membership, loyalty, and/or activity are prohibited. Any person who solicits or recruits another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, using gang slang and/or terminology, and/or producing gang graffiti on school district property. Taking pictures on school property and posting them on internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited.</p>	<table border="1"> <tr> <td>Saturday detention Parental Conference Police notification</td> <td>1-4 days ISS/OSS Parental Conference Police notification</td> </tr> </table>	Saturday detention Parental Conference Police notification	1-4 days ISS/OSS Parental Conference Police notification
Saturday detention Parental Conference Police notification	1-4 days ISS/OSS Parental Conference Police notification		
<b>Gang like actions:</b> Any activity, in which more than one person verbally or physically harms, threatens or intimidates another or others.	1-4 days ISS/OSS and Police notification		





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## 9 – 12 High School Student Code of Conduct

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into account the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

### Student Rights

Students have the right to:

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports students' development into productive citizens; and
- Due process and protections pursuant to law and code.

### Student Responsibilities

- Exhibit self-control on school premises, on the school bus, and at school activities; Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect;
- Avoid placing themselves or others in danger of physical harm;
- Help keep the school clean and attractive; and
- Use constructive means to settle disagreements or problems.

### Consequences

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout



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the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited.

Appropriate disciplinary action will be taken for misbehaviors that:

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupts the learning climate of the school.
3. Is directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

### Behavioral Supports

The West Windsor-Plainsboro Regional School District has building based teams which are designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing students' needs (Intervention and Referral Services/Student Assistance Committee). Character Education is an underlying theme of the school culture. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors.

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:

### West Windsor-Plainsboro High School (WWPHS) School Rules

While WWPHS puts great emphasis on responsibility, it is necessary to specify certain behaviors and consequences. It is also understood that a variety of factors may be considered in determining consequences for some behaviors. Administrators are advised that consistency is important, however, they are directed to use their professional judgment in making decisions regarding corrective actions. The individual and the circumstances involved are to be considered.

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity: admonishment; temporary removal from classroom; deprivation of privileges; detention; Saturday detention; suspension from school; expulsion.



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The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services: Restitution and restorations; counseling; parent conferences, alternate educational programs.

Behavior contracts and/or referral to counseling may be requested for any student infractions during the course of the school year.

Definitions:

Any person who commits a violent act on school grounds or during a school activity shall be subject to discipline and/or criminal charges under this policy as follows:

1. Assault - Any middle or high school student who harms, injures, or recklessly strikes with intent to cause harm, or intends to harm or injure any person on school grounds or during a school activity shall be considered to have committed an assault.
2. Fighting - Any middle or high school student who engages in a physical confrontation with another party on school grounds or during a school activity in which both parties harm, injure, or strike with the intent to harm another, but in which instance both parties have substantial culpability for the physical confrontation, shall be considered to have committed an act of fighting.
3. Self Defense - A student who employs physical force only as a last resort, only after having been struck by another party without immediate and clear provocation, who had good reason to believe he or she was in danger of serious physical harm, and who ceases to strike, or harm, or otherwise employ physical force at the first opportunity, shall be considered to have acted in self-defense.

A student who is judged by the Principal or designee to have acted in self-defense under this strict definition of the term shall not be subject to punishment. A student who fails to meet any part of this definition shall be considered to have committed an act of fighting and shall be disciplined as outlined in the handbook.

To render a decision of self-defense, the school administrator will consider the following: 1) the student did not have sufficient time to remove himself/herself from the area or seek assistance, 2) the person was in imminent danger of injury, and 3) the only option for the person was to physically protect himself/herself with the minimum amount of force appropriate to the situation until assistance could be obtained.

4. Assault or Fighting by Party Other Than Student - Any person other than a student of the West Windsor-Plainsboro Regional School District who engages in an act of assault or fighting on school grounds or during a school activity shall be subject to criminal prosecution.



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5. Gang Behavior: A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity which creates an atmosphere of fear and intimidation. Criminal activity includes juvenile acts that if committed by an adult would be a crime. Actions by students that are designated to promote gang behavior or membership, loyalty, and/or activity are prohibited. Any person who solicits or recruits another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, using gang slang and/or terminology, and/or producing gang graffiti on school district property. Taking pictures on school property and posting them on MySpace, Facebook, Twitter, Mindspring or other internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited.
6. Gang - Like Actions: Any activity, in which more than one person verbally or physically harms, threatens or intimidates another or others.
7. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:
  - a. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
  - b. By any other distinguishing characteristic; and
  - c. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property;
  - d. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
8. "Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm.



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9. "Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:
  - a. Deliberately threatens, harasses, intimidates an individual or group of individuals;
  - b. Places an individual in reasonable fear of harm to the individual or damage to the individual's property;
  - c. Has the effect of substantially disrupting the orderly operation of the school.

### Disciplinary Procedures

#### Court Action

Students sixteen years and under are required to attend school (N.J.S.A. 18A:38-25). Students under sixteen years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use a narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons and any other violation of New Jersey statutes.

#### Teacher Assigned Detentions

Any teacher may assign detention to any student for the purpose of correcting a classroom or supervision issue. Teachers will use teacher assigned detentions as a first step in addressing discipline problems, rather than referring a student immediately to an administrator. When a teacher assigns a detention, the student will report to the location designated on the date assigned.

#### Administrative Detention (AD)

When students are assigned after school Administrative Detention, they must report to the detention room no later than 3:00 p.m. on the day assigned. Detention will be dismissed at 4:00 p.m. Failure to report to an Administrative Detention will result in one Saturday Detention.

When students are assigned an Administrative Detention, it is their responsibility to provide transportation. A 4:00 p.m. late bus is provided daily. If students work after school, it is their responsibility to notify their employers that they will be late. Work is not an acceptable reason for failing to report to an assigned detention. If students are ABSENT on the day they have detention, that detention will be rescheduled.

#### Saturday Detention (SD)



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Certain infractions of the discipline rules and regulations result in Saturday Detention (SD). Saturday Detention is held at the high school from 8:30 a.m. to 11:30 a.m. Students who are absent or removed will be subject to further disciplinary action.

## Detention Rules

All students must be in the room and seated on time for attendance. Students will remain quiet, will not talk or attempt to communicate with others, and will do school related work or read material approved by the proctor. Electronic devices are prohibited. Students are not permitted to bring food or drinks into the detention room. Any student dismissed from the room for disciplinary reasons will be referred to the grade level Assistant Principal.

## Out of School Suspension (OSS)

A parent conference may be held before a student may be readmitted to school. Additional suspensions may result in a meeting with the Principal and the possibility of referral to the Board of Education for an expulsion hearing. Any violation of school rules that is also in violation of the law shall be referred to the police for prosecution. Students may not attend or participate in any school-related activity while suspended, nor are they permitted on school property. If the Out-of-School Suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

## Infractions

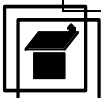
### Legend to Disciplinary Guidelines

Administrative Detention	AD
Saturday Detention	SD
Out-of-School Suspension	OSS
Possible Expulsion Hearing before Board of Education	EXP/P
Expulsion Hearing before Board of Education	EXP/H
Grade of F (zero) for assignment	F
Loss of privileges	LP

Please Note: After the end of the school day, students may only remain in the building under the direct supervision of a staff member.

All of the below are to be considered minimal guidelines and may be modified depending on specific circumstances.

Infraction	Minimum Consequence		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Assault	10 days OSS, Police notification, EXP/H	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
2. Assault of fighting by party other than student	Police notification		



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3. Fighting	4 days OSS	10 days OSS	OSS pending EXP/P
4. Inappropriate use of physical force	1 – 3 days OSS	3 days OSS	4 – 10 days OSS
5. Under the influence of alcohol or a controlled dangerous substance	4 days OSS, Police notification, Student privileges may be suspended for a period of 30 days or the remainder of the semester, counseling and behavior contract.	10 days OSS, EXP/P, Police notification, student privileges will be suspended for a period of for the of the remainder of the semester. counseling, behavior contract	OSS pending EXP/H, Police notification
6. Possession of alcohol, controlled dangerous substances or drug-related paraphernalia (including look-alikes)	4 days OSS/P, Police notification, student privileges may be suspended for a period of 30 days or the remainder of the semester, counseling and behavior contract.	10 days OSS, EXP/P, Police notification, student privileges will be suspended for a period of for the of the remainder of the semester. counseling, behavior contract	OSS pending EXP/H, Police notification
7. Selling and/or intent to distribute drugs, controlled substances or look-alikes	10 days OSS, Police notification, 1 year suspension of school activities, counseling, behavior contract.	OSS pending EXP/P Police notification Complaint filed	OSS pending EXP/H Police notification Complaint filed
8. Smoking	Administrative or Saturday Detention	3 days OSS, Court Fine (local ordinance)	4 days OSS
9. Possession of tobacco-related products (lighters, pipes, etc.) Electronic smoking devices, vapor pens or other similar devices	Confiscation; 1 day ISS/OSS, Mandatory SAC referral	Confiscation; 2 day ISS/OSS, Mandatory SAC referral	Confiscation; 4 day ISS/OSS, Mandatory SAC referral
10. Harassment/Bullying/Intimidation/Cyber-bullying/Hazing/Sexual Harassment	Will be determined according to the seriousness of the offense. May include but not limited to: verbal warning, parent conference, referral for appropriate services, AD,SD, OSS, referral to police, restitution and EXP/P		
11. Inappropriate physical contact/touching	4 days OSS, Police notification	5-10 days OSS, Police Notification	5-10 days OSS, Police notification EXP/H
12. Use of racial and/or ethnic remarks or language	1 day OSS	2 days OSS	4 days OSS
13. Threatening a staff member (statement, gesture, or action)	4 – 10 days OSS, EXP/P, Police notification	10 days OSS, EXP/H, Police notification	OSS pending EXP/H, Police notification
14. Threatening a student member (statement, gesture, or action)	1 – 4 days OSS, EXP/P	5 - 10 days OSS, EXP/P	OSS pending EXP/H
15. Use of profanity directed toward a staff member	1 day OSS	2 days OSS	4 days OSS
16. Use of vulgar language or obscene gestures	Administrative or Saturday Detention	1 day OSS	2 days OSS
17. Gang Behavior	Saturday Detention, Parent conference, Police notification	1 day OSS, Parent conference, Police notification	3 – 5 days OSS, Parent conference, Police notification
18. Gang like actions	4 days OSS, Police notification	5 – 10 days OSS, Police notification	5 – 10 days OSS, Police notification
19. Bias/Hate Actions: any	4 days OSS, Police	5 – 10 days OSS, Police notification	5 – 10 days OSS, Police



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unprovoked behavior designed to intimidate a person or a group	notification		notification, EXP/P
20. Possession and/or use of a weapon (and look-alikes)	10 days OSS, Police notification, EXP/H	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
21. Arson	10 days OSS, Police notification, EXP/P	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
22. False Alarm (sound or cause to be sounded a false alarm for fire, bomb or other hazardous condition)	10 days OSS, Police notification, EXP/P	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
23. Possession/Use of fireworks	4 days OSS, EXP/P	5 – 10 days OSS, EXP/P	OSS pending EXP/H
24. Vandalism of school property	4 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification
25. Modifying computer hardware or software/installation of games/Changing or tampering with any computer system settings and/or administrative accounts	4 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification
26. Logging onto unauthorized computer websites, or utilizing computers for something other than educational purposes	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
27. Filming, audio recording or picture taking without consent	Confiscation, 1 day OSS, Police notification	Confiscation, 2 day OSS, Police notification, police notification	Confiscation, 4 days OSS, Police notification
28. Cheating/Plagiarism/Academic Dishonesty	F, SD, Parent Notification	F, SD, parent notification	F, 1 day OSS, Parent notification
29. Falsify any school document (official school documents such as report cards, transcripts, college recommendations)	10 days OSS, EXP/P	OSS pending EXP/H	OSS pending EXP/H
30. Forgery/Altering Documents/ Providing False ID	SD 1 Day OSS	2 day OSS	4 days OSS
31. Theft from dining hall	SD 1 Day OSS	2 day OSS	4 days OSS, Police notification
32. Theft/Possession of stolen property	4 days OSS, Police notification, restitution	5 – 10 days OSS, Police notification, restitution	5 - 10 days OSS, Police notification, restitution





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33. Procure the property of others by threat or intimidation (extortion)	1 day OSS	2 days OSS	4 days OSS
34. Leaving class without permission	Administrative or Saturday Detention	2 days, Administrative Or Saturday Detention	1 day OSS
35. Class Cutting	Administrative or Saturday Detention	Administrative or Saturday Detention	3 <sup>rd</sup> in course = loss of course credit and 1 SD, may result in loss of co-curricular privileges
36. Leaving the building without permission	Administrative or Saturday Detention	1 day OSS	4 days OSS
37. Truancy	Administrative or Saturday Detention	1 day OSS	2 days OSS
38. Failure to attend Teacher Detention	Administrative or Saturday Detention	Administrative or Saturday Detention	2 days Administrative or Saturday Detention
39. Cutting Administrative Detention	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
40. Cutting Saturday Detention	1 day OSS	2 days OSS	4 days OSS
41. Removal from Saturday Detention	1 day OSS	1 day OSS	1 day OSS
42. Teacher disrespect	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
43. Continued and willful disobedience	1 day OSS	2 days OSS	4 days OSS
44. Unauthorized use of electronic devices such as iPods, mobile phones or electronic games, speakers is prohibited. Laser pointers are prohibited.		Confiscation of device and SD, parent/guardian must pick up item	Confiscation of device and 2 days OSS, parent/guardian must retrieve
45. Inappropriate/dangerous use of vehicle on school grounds	1 day OSS and/or LP	2 days OSS and/or LP	4 days OSS, permanent LP
46. Insubordination/Defiance of authority	Administrative or Saturday Detention	1 day OSS	2 days OSS
47. Disruptive Behavior/ Unacceptable/ Inappropriate Behavior/ Reckless Endangerment	Administrative or Saturday Detention	1 day OSS	2 days OSS
48. Being in an unauthorized area	Administrative or Saturday Detention	1 day OSS	3 days OSS



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49. Trespassing (enter school premises or any specific portion of the premises without permission and without authority (students found on district property other than his/her home school during the school day)	Administrative or Saturday Detention, Police notification	3 days OSS, Police notification	5 days OSS, Police Notification
50. Inappropriate/Dangerous use of vehicle on school grounds	Verbal warning and/or LP	Administrative or Saturday Detention and/or LP	4 days OSS, Permanent LP
51. Inappropriate behavior on a school bus. (AM/PM transportation)	Verbal warning and/or LP	LP and/or SD	Loss of privileges for the remainder of school year
52. Possession of pornographic material  Distribution of pornography	Administrative or Saturday Detention  HIB Investigation 1 Day OSS Police notification	1 day OSS  HIB Investigation 2 Day OSS Police notification	2 days OSS  HIB Investigation 4 Day OSS Police notification
53. Littering on school property	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
54. Gambling/Games of Chance	Administrative or Saturday Detention	1 day OSS	4 days OSS
55. Card playing	Confiscation	Administrative or Saturday Detention	Administrative or Saturday Detention
56. Violation of building rules or policies not specifically mentioned	Will be determined according to the seriousness of the offense.		

All of the above are to be considered minimal guidelines and may be modified depending on specific circumstances.

Law enforcement officials will be notified when required by law or at the discretion of the administration.

Obviously, all possible inappropriate behaviors cannot be listed. Repeated serious behavioral offenses will result in more severe punishments or penalties including referral to the Board of Education for an expulsion hearing. Therefore, the administration reserves the right to address each incident on an individual basis.

## G. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.



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2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
  3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
    - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
    - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
  4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Building Principal.
  5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
  6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
  7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
    - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
    - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
    - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.
    - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.
- H. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement



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Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

### I. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.



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## J. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
  - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
  - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
  - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
  - d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
  - e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

## K. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:



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1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
  - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
  - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Adopted: 9 November 2010  
Revised: 28 June 2011  
Revised: 12 May 2015  
Revised: 22 March 2016  
Revised: 28 June 2016  
Revised: 22 May 2018



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## R 5530 - Substance Abuse

The following procedures are established in implementation of Policy 5530, Substance Abuse.

### A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during



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those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

## B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined in accordance with Policy and Regulation 5600, Pupil Discipline-Code of Conduct.
2. In accordance with N.J.A.C. 6A:16-4.1(c), disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors in accordance with Policy and Regulation 5600, Pupil Discipline-Code of Conduct.





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## C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
  - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
  - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
    - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
    - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
    - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
    - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

## D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)
  - a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal



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and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.

- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
  - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
  - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
  - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
  - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews



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with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.

- f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
    - a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
      - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
      - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
    - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
      - (1) Immediately notify the student's parent and the Superintendent or designee;
      - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether



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the student is under the influence of alcohol or other drugs, other than anabolic steroids; and

- (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
- (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
- (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
  - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
- (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
  - (2) The student's parent, if available, shall also accompany the student.
  - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.



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- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
  - (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
  - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
  
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
  - (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
  - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
  
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
  - (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
  - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).



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- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
  - (1) The student will be returned as soon as possible to the care of the parent;
  - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
    - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
  - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
- l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
  - (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student



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alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

- (a) The findings of the assessment alone shall not prevent a student from attending school; and
- (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.
- m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.
  - (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

## E. Handling of Alcohol or Other Drugs

- 1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
- 2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.



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- a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
  - b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
  - c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
    - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
    - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
  - d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
    - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.
- F. Reporting Students to Law Enforcement Agencies
1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.





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2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
  3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
  4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
  5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
  6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
  7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.
- G. Parent Training Program/Outreach Programs



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1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
  - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
  - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
  - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
  - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
  - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
  - a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

## H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.



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2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
  - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
  - b. Pursuant to a court order;
  - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
  - d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or



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prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Student Safety Data System (SSDS).

Adopted: May 26, 2009

Revised: July 17, 2012

Revised: January 3, 2017



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## 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

### A. Definitions

1. “Affidavit student” means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C. 6A:22-3.2(a).
2. “Appeal” means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. “Applicant” means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. “Commissioner” means the Commissioner of Education or his/her designee.
5. “Guardian” means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian’s school district unless it can be proven that the child does not actually live with the custodian. “Guardian” also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

### B. Eligibility to Attend School – Students Domiciled in the District

1. A student 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, is eligible to attend school in this school district if the student is domiciled within the district:
  - a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.
    - (1) When a student’s parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the



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student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.

- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
  - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.
  - (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to



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attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.

- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
  - b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
  - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
  - d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
  - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.



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- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
  - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
  - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, 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 any of the armed forces of the United States 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. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. 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.

## C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if



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that student is kept in the home of a person other than the student's parent or guardian, and 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.

- a. A student is not eligible to attend this school district pursuant to this provision unless:
  - (1) The student's parent or guardian has filed, 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 that the student is not residing with the other person solely for the purpose of receiving a free public education; and
  - (2) The person keeping the student has filed, if so required by the Board of Education:
    - (a) 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 longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
    - (b) 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.
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.



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- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
  - e. 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 school district commits a disorderly persons offense.
2. A student 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, is eligible to attend school in this school district 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.
    - a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
  3. A student 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, is eligible to attend school in this school district 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.
    - a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;



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- b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f 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.
5. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 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. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b 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. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.



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7. A student 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, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
  - a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, “family crisis” shall include, but not be limited to:
    - (1) An instance of abuse such as domestic violence or sexual abuse;
    - (2) A disruption to the family unit caused by death of a parent or guardian;  
or
    - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
  - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student’s new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student’s continued enrollment in the school district and in the current school of attendance with the provision of transportation.



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- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
  - d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
    - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
    - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.



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- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
  - (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
  - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the



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original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.

- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
  - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
  - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

## D. Housing and Immigration Status

1. A student's eligibility to attend 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.



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2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student 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, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.
  - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).
3. F-1 Visa Students

**[Option – Select One Option**

\_\_\_\_\_ F-1 Visa students will not be admitted to this school district.

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

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student



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to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.

## F. Proof of Eligibility

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
  - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
  - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
  - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
  - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
  - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
  - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
  - g. Documents pertaining to military status and assignment; and



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- h. Any other business record or document issued by a governmental entity.
2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. 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.
4. 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. They include, but are not limited to:
  - a. Income tax returns;
  - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
  - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
  - d. Social security numbers.
5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a 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



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school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

## G. Registration Forms and Procedures for Initial Assessment

1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
  - a. Are consistent with the forms provided by the Commissioner;
  - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
  - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
  - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
  - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
  - a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person



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attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.

- (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
  - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
- b. 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.
3. 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.
- a. 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.
  - b. When a student appears ineligible based on 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 school district's determination and intent to appeal to the Commissioner.
    - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before



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the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

4. 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 that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, 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 purposes of ensuring compliance with compulsory education laws, 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.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. 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.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student’s birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.



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8. 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.
9. 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.

## H. Notice of Ineligibility

1. 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 shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
  - a. 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.
2. Notices of ineligibility shall include:
  - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
    - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
    - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.



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- b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
- c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
- d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
- e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
  - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.



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- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

## I. Removal of Currently Enrolled Students

- 1. Nothing in N.J.A.C. 6A:22 and this Regulation 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.
- 2. 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.
  - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.





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3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an “affidavit student,” has been informed of his or her entitlement to a hearing before the Board of Education.
4. 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.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

## J. Appeal to the Commissioner

1. An applicant may appeal to the Commissioner of Education a school district 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.
  - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of “affidavit student” ineligibility determinations shall be filed by the resident keeping the student.

## K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student 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.



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- a. 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.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student 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 for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.
  - 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 for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student’s ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district’s error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
  - b. An order of the Commissioner assessing tuition is enforceable 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, in accordance with N.J.S.A. 2A:58-10.



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3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Issued: August 23, 2016

Revised:



# REGULATION

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Special Education – Free and Appropriate  
Public Education

## R2460.8 Special Education – Free and Appropriate Public Education

A free and appropriate public education is available to all students with disabilities between the ages of three and twenty-one including students with disabilities who have been suspended or expelled from school.

- A. Procedures regarding the provision of a free and appropriate public education to students with disabilities who are suspended or expelled are as follows:
1. School officials responsible for implementing suspensions/expulsions in the district are the following:
    - a. Grades Nine – Twelve 9-12 Principal/Vice Principal or designee;
    - b. Grades Six – Eight 6-8 Principal/Vice Principal or designee;
    - c. Grades Pre-Kindergarten – Five PreK – 5 Principal/Vice Principal or designee;
  2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. (Notification must be in written format for documentation.)
    - a. Removal for at least half of the school day shall be reported via the Student Safety Data System.
  3. Each Principal or designee will ensure that a system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons. Documentation will include:
    - a. Student's name;
    - b. The infraction;
    - c. Time suspended; and



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- d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
4. When a student is suspended from transportation:
    - a. Suspension from transportation is not counted as a day of removal if the student attended school.
    - b. Suspension from transportation is counted as a day of removal if the student does not attend school.
    - c. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
    - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the student does not attend school.
  5. When a student with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is not considered removal when determining whether a manifestation determination must be conducted if the program provides the following:
    - a. Opportunity for the student to participate and progress in the general curriculum,
    - b. Services and modifications specified in the student's IEP,
    - c. Interaction with peers who are not disabled non-disabled peers to the extent they would have in the current placement, and



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- d. The student is counted as present for the time spent in the in-school suspension program.
6. When a series of short-term removals will accumulate to more than ten school days in the year:
  - a. The Principal/Vice Principal, CST Director and/or Supervisor or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administration and the case manager shall be maintained by the case manager.
  - b. If it is determined that there is no change in placement, the Principal/Vice Principal, CST Director and/or Supervisor or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
    - (1) Enable the student to participate and progress appropriately in the general education curriculum; and
    - (2) Advance appropriately toward achieving the goals set out in the student's IEP.
  - c. Written documentation of the consultation and services provided shall be maintained in the student's file.
7. When a disabled student is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, Individuals with Disabilities Education Act Amendments of 2004, 20 U.S.C. §1415(k). The IEP Team shall:



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- a. Review the behavioral intervention plan and its implementation;
- b. Determine if modifications are necessary; and
- c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

The case manager will document the date and the outcome of the meeting. The documentation shall be placed in the student's file.

## B. Procedures Regarding the Provision of a Free and Appropriate Public Education to Preschool Age Students with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age student suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Preschool Coordinator or District Special Services Department.
2. Upon receipt of the written request, the request shall be dated and signed by the recipient.
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).
4. A file will be initiated for the potentially disabled preschooler:



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- a. The Child Study Team will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
  - b. A "Notice of Referral/Identification Meeting" will be sent to the parent(s);
  - c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;
  - d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and
  - e. A program shall be in place no later than ninety calendar days from the date of consent.
- C. Procedures Regarding the Provision of a Free, Appropriate Public Education to Students with Disabilities Who Are Advancing From Grade to Grade

The Child Study Team, through in-service training, shall ensure students with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the student continues to require specially designed services to progress in the general education curriculum and the use of functional assessment information supports the IEP Team's determination.

- D. Procedures Involving Procedural Safeguards to Students Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to students not yet eligible for special education. The parent(s) and/or adult student may assert any of the protections of the law if the district had knowledge the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Adopted: 25 April 2017





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8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT,  
INTIMIDATION, BULLYING, ALCOHOL,  
AND OTHER DRUG ABUSE

The West Windsor-Plainsboro Regional School District Board of Education shall observe “School Violence Awareness Week” during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for pupil discussion on conflict resolution, issues of pupil diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession and/or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the Student Safety Data System (SSDS).

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident report of violence, vandalism, harassment, intimidation, bullying, alcohol, or other drug abuse, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.



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The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

Two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any pupil engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the Department of Education. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.



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Whenever it is alleged a school employee has knowingly falsified the report on violence, vandalism, harassment, intimidation, or bullying required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(g)2. Upon a determination by the Board that an employee has knowingly falsified the report, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record. Any employee having been found responsible for the falsification of the report by the Board shall have the right to file a grievance under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1

N.J.A.C. 6A:16-5.2; 6A:16-5.3

Adopted: 17 December 2013

Revised:



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## 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

The West Windsor-Plainsboro Regional School District Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or



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receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6;

6A:16-6.1 et seq.; 6A:16-7.1 et seq.;

6A:16-8.1 et seq.; 6A:16-9.1 et seq.;

6A:16-10.2

Adopted: November 22, 2016

Revised:



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Assaults on District Board of Education  
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5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION  
MEMBERS OR EMPLOYEES

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent.



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Assaults on District Board of Education  
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The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2;

6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: July 17, 2012

Revised: November 22, 2016

Revised:



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Removal of Students for

Firearms Offenses

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## 5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES (M)

The West Windsor-Plainsboro Regional School District Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to The Zero Tolerance For Guns Act, N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.

The Superintendent shall make the final determination on whether the general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy is prepared to return to the general education program or will remain in an alternative education program,





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M

pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i).

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-6.1 et seq.;

6A:16-7.1 et seq.; 6A:16-8.1 et seq.;

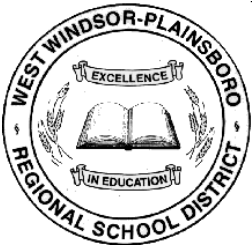
6A:16-9.1 et seq.; 6A:16-10.2

Adopted: 17 July 2012

Revised: 22 November 2016

Revised:





**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
505 Village Road West, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**AUGUST 27, 2019: BOARD OF EDUCATION MEETING**

**Central Office  
321 Village Road East, West Windsor, NJ 08550**

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111  
7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

High School South  
High School North

**Liaison Appointments**

New Jersey School Boards Association: Michele Kaish  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Carol Herts  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Kia Bergman, Director, Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on August 23, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on August 23, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on August 23, 2019.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Negotiations with the WWPAA and WWPSA</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>MID-L-004068-19; OAL DKT NO.: EDS 07748-2019</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters; HIB case # GMS042919001</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.

**II. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Collaborative Monitoring Report findings for ESSA and IDEA

**III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

**IV. BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

**V. MEETING**

**A. ADMINISTRATION**

*To be voted on 08/27/19:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated July 30, 2019, for the following case numbers: HSS041819002; HSS060619001; HSS060619002.
2. Review superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated August 27, 2019, for the following case numbers: GMS032019001; GMS040219001; GMS 041819001; GMS 060719002; CMS212019.

**School Security Drills**

3. Acknowledge the following fire and security drills were performed in July 2019 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
-	-	Dutch Neck Elementary School
-	-	Maurice Hawk Elementary School
7/19/19	7/16/19	Town Center Elementary School
7/26/19	7/24/19	J.V.B. Wicoff Elementary School
7/8/19	7/18/19	Millstone River School
7/2/19	7/10/19	Village School
7/11/19	7/19/19	Community Middle School
-	-	Thomas Grover Middle School

7/1/19	7/2/19	High School North
7/31/19	7/3/19	High School South

- Acknowledge the following fire and security drills were performed in August 2019 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
-	-	Dutch Neck Elementary School
-	-	Maurice Hawk Elementary School
8/5/19	8/7/19	Town Center Elementary School
8/8/19	8/7/19	J.V.B. Wicoff Elementary School
8/2/19	8/9/19	Millstone River School
8/6/19	8/5/19	Village School
8/8/19	8/2/19	Community Middle School
-	-	Thomas Grover Middle School
8/21/19	8/18/19	High School North
8/8/19	8/6/19	High School South

**Nursing Plan - Submission**

- Submit the District’s 2019-2020 Nursing Services Plan to the County Superintendent of Schools as required by the State of New Jersey.

**Articulation Agreements – Thomas J. Rubino Academy**

- Authorize execution of an agreement for the 2019-2020 school year with the Mercer County Technical School District for placement of students in the alternative high school program at the Thomas J. Rubino Academy.
- Authorize execution of an agreement for the 2019-2020 school year with the Mercer County Technical School District for two Interim Alternative Education program placements (total 360 days with individual student placements generally not to exceed 45 days) at the Thomas J. Rubino Academy.

**Professional Services**

- Whereas the Public School Contracts Law (N.J.S.A. 18A: 18A-5) requires a resolution authorizing the award of contracts/agreements for “professional services” without competitive bids; it is recommended that approval be given to adopt the following resolutions for the 2019-2020 school year:
  - Authorize execution of an agreement with the Law Offices of Gurnani & Gurnani, to provide professional services including immigration and recruitment services, court review, appeals, and auditing notice at a total legal fee not to exceed \$10,000.

**Donation – Collaborative Response Graphics (CRGs)**

- To accept and acknowledge a donation from the Mercer County Prosecutors Office for Collaborative Response Graphics (CRGs) for district high schools and middle schools with an estimated value of \$10,000 as part of a county-wide school mapping initiative to improve emergency response capabilities.

**Educational Services Commission of New Jersey**

10. Approve the fifth year of a five-year agreement with Educational Services Commission of New Jersey to provide comprehensive, collaborative educational services.

**CJPRIDE**

11. Approve a shared services and membership agreement for CJPRIDE (Central Jersey Program for the Recruitment of Diverse Educators) with Bernards Township Board of Education, East Windsor Regional School District, Ewing Public Schools, Franklin Township Public Schools, Freehold Regional High School District, Freehold Township Board of Education, Hamilton Township School District, Hopewell Valley Regional School District, Jackson School District, Lawrence Township Public Schools, Mercer County Special Services School District, Mercer County Technical Schools, Millburn Township Board of Education, Montgomery Township Schools, North Brunswick Township Public Schools, Princeton Public Schools, Robbinsville Public School District, South Brunswick School District, Trenton Public School District, Watchung Hills Regional High School District, and West Windsor-Plainsboro Regional School District, for the period September 1, 2019, to June 30, 2020, at a cost of \$50; West Windsor-Plainsboro Regional School District serves as the facilitating school district.

**Policies and Regulations**

First Reading

12. First reading of the following policy:

P1126 Benefits Covering Non-Affiliated Foremen (Category F)

Second Reading

13. Second reading and approval of the following policies and regulations:

Policies

P2415.06 Unsafe School Choice Option (M)  
P2422 Health and Physical Education  
P2431.3 Practice and Pre-Season Heat Acclimation for School-Sponsored Athletics and Extra-Curricular Activities  
P2610 Educational Program Evaluation (M)  
P4219 Commercial Driver Controlled Substances & Alcohol Use Testing (M)  
P5111 Eligibility of Resident-Nonresident Students (M)  
P5600 Pupil Discipline – Code of Conduct  
P5611 Removal of Students for Firearms Offenses  
P5612 Assaults on District Board of Education Members or Employees  
P5613 Removal of Students for Assaults with Weapons Offenses  
P8461 Reporting Violence

Regulations

R2460.8 Special Education–Free and Appropriate Public Education  
R5611 Eligibility of Resident-Nonresident Students  
R5530 Substance Abuse  
R5600 Pupil Discipline-Code of Conduct  
R5611 Removal of Students for Firearms Offenses  
R5612 Assaults on District Board of Education Members or Employees

R5613 Removal of Students for Assaults with Weapons Offenses  
R8461 Reporting Violence

**Nonpublic School Security Aid Program**

14. To approve expenditures for the FY 2019 New Jersey Nonpublic School Security Aid Program as follows:

Montessori Country Day School \$3,600.00

**Contract Approval**

15. To approve a 2019-200 contract with Strauss Esmay Associates, LLP, for online policy alert support services for West Windsor-Plainsboro Regional School District Bylaws, policies, and regulations in the amount of \$4,135, including implementation.

**Membership Resolution**

16. Authorize enrollment of West Windsor-Plainsboro High School North and West Windsor-Plainsboro High School South as members of the Burlington County Scholastic League to participate in the approved interschool athletic program sponsored by the League for the 2019-2020 school year.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 08/27/19:* Recommend approval of the following resolutions:

**Statement of Assurance for District Professional Development Plan and District Mentoring Plan**

1. Submission of the West Windsor-Plainsboro Regional School District Board of Education's District Professional Development Plan and District Mentoring Plan Statement of Assurance for the 2019-2020 school year to the New Jersey Department of Education, pursuant to *N.J.A.C. 6A:9C-4.2*.

**Disposal of Instructional Materials**

2. Disposal of the following obsolete items in accordance with R7300.1:

- a) 628 books from Village School Media Center
- b) 284 books from Community Middle School Media Center
- c) 1,066 books from High School North Media Center
- d) 141 books on tape from High School North Media Center
- e) 47 magazines from High School North Media Center
- f) 547 books from Millstone River Media Center
- g) 2,479 books from Town Center Media Center

All items meet one or more of the following criteria:

- i. Are so worn and/or damaged as to preclude effective use and economical repair or restoration, OR
- ii. Are so outdated as to no longer serve as worthy instructional tools.

**New Textbook Adoption**

3. The following textbook for the course: AP French Language and Culture.

Thèmes AP French Language and Culture, by Vista Higher Learning

**Non-Public Technology Expenditure**

4. Expenditures of the FY 2020 NJ Nonpublic School Technology Initiative as follows:

Montessori Corner at Princeton Meadows \$ 345.77

**Professional Development Consultants**

5. Rosanne Zeppieri to provide a one-day workshop on philosophy and high leverage techniques for Spanish foreign language in elementary schools at a cost not to exceed \$1,000 plus travel.

**Community Education Fall 2019 and 2019-2020 School Year Programs**

6. Community Education Fall 2019 program: Chess Exhibition and Open Play (free family event)

**Donation**

7. Accept and acknowledge a donation from the Society for Science & the Public in the amount of \$2,000 to be used to further support excellence in science, math, and/or engineering education at High School South.

**C. FINANCE**

*To be voted on 08/27/19:* Recommend approval of the following resolutions:

**Resolution determining the form and other details of \$79,875,000 School Bonds of the Board of Education of the West Windsor-Plainsboro Regional School District, New Jersey and providing for their sale.**

1. BE IT RESOLVED by the Board of Education of the West Windsor-Plainsboro Regional School District, New Jersey, as follows:

**Section 1.** \$79,875,000 bonds of The Board of Education of the West Windsor-Plainsboro Regional School District, New Jersey (the “Board”) authorized by virtue of the proposal adopted by the Board on August 21, 2018 and approved by the affirmative vote of a majority of the legal voters present and voting at the school district election held on November 6, 2018 to finance the school facilities project authorized therein pursuant to Title 18A, Education, of the New Jersey Statutes shall be issued as a single issue of school bonds in the amount of \$79,875,000 (the “Bonds”). The Bonds shall mature in the principal amounts on August 1 in each of the years as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Year</u>	<u>Principal Amount</u>
2021	\$2,600,000	2031	\$4,550,000
2022	\$2,825,000	2032	\$4,600,000
2023	\$3,100,000	2033	\$4,650,000
2024	\$3,250,000	2034	\$4,700,000



<u>Year</u>	<u>Principal Amount</u>	<u>Year</u>	<u>Principal Amount</u>
2025	\$3,750,000	2035	\$4,750,000
2026	\$3,850,000	2036	\$4,900,000
2027	\$4,000,000	2037	\$4,950,000
2028	\$4,250,000	2038	\$5,150,000
2029	\$4,350,000	2039	\$5,200,000
2030	\$4,450,000		

The Bonds are subject to redemption prior to their stated maturities in accordance with the Notice of Sale authorized herein. The Bonds shall be nineteen in number, with one certificate being issued for each year of maturity, and shall be numbered R-1 to R-19, inclusive. The Bonds are entitled to the benefits of the New Jersey School Bond Reserve Act, N.J.S.A. 18A:56-17 et seq. (P.L. 1980, c. 72, approved July 16, 1980, as amended by P.L. 2003, c. 118, approved July 1, 2003.)

**Section 2.** The Bonds will be issued in fully registered form. One certificate shall be issued for the aggregate principal amount of Bonds maturing in each year. Both principal of and interest on the Bonds will be payable in lawful money of the United States of America. Each certificate will be registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York, which will act as securities depository (the “Securities Depository”). The certificates will be on deposit with The Depository Trust Company. The Depository Trust Company will be responsible for maintaining a book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants will be responsible for maintaining records regarding the beneficial ownership interests in the Bonds on behalf of individual purchasers. Individual purchases may be made in the principal amount of any multiple of \$5,000 (with a minimum purchase of \$5,000 required) through book-entries made on the books and records of The Depository Trust Company and its participants.

The Bonds will bear interest payable semiannually on the first day of February and August in each year until maturity or earlier redemption, commencing on August 1, 2020, at a rate or rates per annum expressed in a multiple of 1/8 or 1/20 of 1% and proposed by the successful bidder in accordance with the Notice of Sale authorized herein.

The principal of and the interest on the Bonds will be paid to the Securities Depository by the Board or a duly authorized paying agent on the respective maturity dates and due dates and will be credited on the respective maturity dates and due dates to the participants of The Depository Trust Company as listed on the records of The Depository Trust Company as of each next preceding January 15 and July 15 (the “Record Dates” for the Bonds). The Bonds shall be executed by the manual or facsimile signature of the President of the Board under the official seal or facsimile thereof affixed, printed, engraved or reproduced thereon and attested by the manual signature of the Secretary of the Board. The following matters are hereby determined with respect to the Bonds:

Date of Bonds:      Date of Delivery

Interest Payment Dates:      Each February 1 and August 1 until maturity or earlier redemption, commencing on August 1, 2020

**Section 3.** The Bonds shall be substantially in the following form with such additions, deletions and omissions as may be necessary for the Board to deliver and to market the Bonds in accordance with the requirements of The Depository Trust Company and the final terms of sale:

**SAMPLE BOND FORM FOR INFORMATION ONLY-**

**DO NOT COMPLETE OR SIGN**

REGISTERED  
NUMBER R-\_\_\_

REGISTERED  
\$\_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF NEW JERSEY

THE BOARD OF EDUCATION OF  
THE WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

**SCHOOL BOND**

DATED DATE:	MATURITY DATE:	RATE OF INTEREST PER ANNUM:	CUSIP:
___/___/2019	08/01/___	_____%	_____

THE BOARD OF EDUCATION OF THE WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT, New Jersey (the "Board") hereby acknowledges itself indebted and for value received promises to pay to CEDE & CO., as nominee of The Depository Trust Company, which will act as securities depository (the "Securities Depository"), on the Maturity Date specified above, the principal sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_), and to pay interest on such sum from the Dated Date of this bond at the Rate of Interest Per Annum specified above semiannually on the first day of February and August in each year until maturity or earlier redemption, commencing on August 1, 2020. Interest on this bond will be paid to the Securities Depository by the Board or a duly appointed paying agent and will be credited to the participants of The Depository Trust Company as listed on the records of The Depository Trust Company as of the January 15 and July 15 next preceding the date of such payments (the "Record Dates" for such payments). Principal of this bond, upon presentation and surrender to the Board, will be paid to the Securities Depository by the Board and will be credited to the participants of The Depository Trust Company.

This bond is not transferable as to principal or interest except to an authorized nominee of The Depository Trust Company. The Depository Trust Company shall be responsible for maintaining the book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants are responsible for maintaining records regarding the beneficial ownership interests in the bonds on behalf of individual purchasers.

The bonds of this issue maturing prior to August 1, 2027 are not subject to redemption prior to their stated maturities. The bonds of this issue maturing on or after August 1, 2027 are redeemable at the option of the Board in whole or in part on any date on or after August 1, 2026 upon notice as required herein at par, plus in each case unpaid accrued interest to the date fixed for redemption.

Notice of redemption shall be given by mailing by first class mail in a sealed envelope with postage prepaid to the registered owners of the bonds not less than thirty (30) days, nor more than sixty (60) days prior to the date fixed for redemption. Such mailing shall be to the owners of such bonds at their respective addresses as they last appear on the registration books kept for that purpose by the Board or a duly appointed bond registrar. Any failure of the Securities Depository to advise any of its participants or any failure of any participant to notify any beneficial owner of any notice of redemption shall not affect the validity of the redemption proceedings. If the Board determines to redeem a portion of the bonds prior to maturity, the bonds to be redeemed shall be selected by the Board. The bonds to be redeemed having the same maturity shall be selected by the Securities Depository in accordance with its regulations.

If notice of redemption has been given as provided herein, the bonds or the portion thereof called for redemption shall be due and payable on the date fixed for redemption at the redemption price, together with unpaid accrued interest to the date fixed for redemption. Interest shall cease to accrue on the bonds after the date fixed for redemption. Payment shall be made upon surrender of the bonds redeemed.

This bond is one of an authorized issue of bonds and is issued pursuant to Title 18A, Education, of the New Jersey Statutes and a proposal adopted by the Board on August 21, 2018 and approved by the affirmative vote of a majority of the legal voters present and voting at the school district election held on November 6, 2018. Payment of this obligation is secured under the provisions of the New Jersey School Bond Reserve Act, N.J.S.A. 18A:56-17 et seq. (P.L. 1980, c. 72, approved July 16, 1980, as amended by P.L. 2003, c. 118, approved July 1, 2003), in accordance with which an amount equal to 1% of the aggregate outstanding bonded indebtedness (but not to exceed the moneys available in the fund) of New Jersey counties, municipalities and school districts for school purposes as of September 15 of each year is held within the State Fund for the Support of Free Public Schools as a school bond reserve pledged by law to secure payments of principal and interest due on such bonds in the event of the inability of the issuer to make payment.

The full faith and credit of the Board are hereby irrevocably pledged for the punctual payment of the principal of and the interest on this bond according to its terms.

It is hereby certified and recited that all conditions, acts and things required by the constitution or the statutes of the State of New Jersey to exist, to have happened or to have been performed precedent to or in the issuance of this bond exist, have happened and have been performed and that the issue of bonds of which this is one, together with all other indebtedness of the Board, is within every debt and other limit prescribed by such constitution or statutes.

IN WITNESS WHEREOF, THE BOARD OF EDUCATION OF THE WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT, NEW JERSEY has caused this bond to be executed in its name by the manual or facsimile signature of its President, its corporate seal to be hereunto imprinted or affixed, this bond and the seal to be attested by the manual signature of its Secretary and this bond to be dated the Dated Date as specified above.

[SEAL]

THE BOARD OF EDUCATION OF THE  
WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT, NEW  
JERSEY

ATTEST:

By: \_\_\_\_\_ (Facsimile)

President

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

Secretary

**[END OF SAMPLE BOND FORM]**

**Section 4.** The Bonds shall be sold on September 25, 2019 via the “PARITY Electronic Bid System” (PARITY) upon the terms and the conditions set forth in and described in the Full Notice of Sale authorized below and set forth in Exhibit A attached hereto (the “Full Notice of Sale”). The Full Notice of Sale shall be posted in full at [www.munihub.com](http://www.munihub.com) and in The Bond Buyer Online. The Assistant Superintendent for Finance/Board Secretary is hereby directed to arrange for the publication of the Short Notice of Sale authorized below and set forth in Exhibit B attached hereto (the “Short Notice of Sale”) and the Summary Notice of Sale authorized below and set forth in Exhibit C (the “Summary Notice of Sale”). The Notices of Sale shall be posted and published as required by law not less than seven days prior to the date of sale. The Full Notice of Sale shall be substantially in the form attached hereto as Exhibit A, the Short Notice of Sale shall be substantially in the form attached hereto as Exhibit B and the Summary Notice of Sale shall be substantially in the form attached hereto as Exhibit C, each with such additions, deletions and omissions as may be necessary for the Board to market the Bonds in accordance with the requirements of The Depository Trust Company and PARITY and as may be suggested by Bond Counsel. The Short Notice of Sale shall be published in the Board’s local newspaper, and the Summary Notice of Sale shall be published in the Bond Buyer, a financial newspaper published and circulating in the City of New York, New York, and in The Bond Buyer Online.

**Section 5.** The Board hereby designates the Assistant Superintendent for Finance/Board Secretary as the officer to sell and to award the Bonds and to act on behalf of the Board in accordance with the Notices of Sale authorized herein, and the Assistant Superintendent for Finance/Board Secretary shall report in writing the results of the sale to the Board as required by law.

**Section 6.** The Bonds shall have printed thereon a copy of the written opinion with respect to the Bonds that is to be rendered by the law firm of McManimon, Scotland & Baumann, LLC (“Bond Counsel”) complete except for omission of its date.

**Section 7.** Bond Counsel is authorized to arrange for the printing of the Bonds, and Phoenix Advisors, LLC (the “Municipal Advisor”) or Bond Counsel are authorized to arrange for the printing of the Official Statement to be prepared in connection with the sale of the Bonds and to arrange for the distribution of the preliminary Official Statements on behalf of the Board to those financial institutions that customarily submit bids for such Bonds. The Municipal Advisor and Bond Counsel are authorized to prepare the Official Statement necessary in connection with the issuance of the Bonds, and the President of the Board is authorized to execute any certificates necessary in connection with the distribution of the Official Statement. Such Official Statement may be distributed in preliminary form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission on behalf of the Board by the Assistant Superintendent for Finance/Board Secretary or by the President of the Board. Final Official Statements shall be delivered to the purchaser of the Bonds within the earlier of seven business days following the sale of the Bonds or to accompany the purchaser's confirmations that request payment for the Bonds. The Municipal Advisor is further authorized to arrange on behalf of the Board for a rating on the Bonds from S&P Global Ratings, acting through Standard & Poor’s Financial Services LLC, and/or Moody’s Investors Service.

**Section 8.** The Assistant Superintendent for Finance/Board Secretary is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with The Depository Trust Company, New York, New York as may be necessary in order to provide that the Bonds will be eligible for deposit with The Depository Trust Company and to satisfy any obligation undertaken in connection therewith.

**Section 9.** In the event that The Depository Trust Company may determine to discontinue providing its service with respect to the Bonds or is removed by the Board and if no successor Securities Depository is appointed, the Bonds that were previously issued in book-entry form shall be converted to registered bonds (the “Registered Bonds”) in denominations of \$5,000, or

any integral multiple thereof, except that an amount maturing in any one year in excess of the largest principal amount thereof equaling a multiple of \$5,000 will be in denominations of \$1,000, or any integral multiple thereof. The beneficial owner under the book-entry system, upon registration of the Bonds held in the beneficial owner's name, will become the registered owner of the Registered Bonds. The Board shall be obligated to provide for the execution and delivery of the Registered Bonds in certificate form.

**Section 10.** Solely for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the following requirements in accordance with paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the Board shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof:

- (a) On or prior to February 1 of each year, beginning February 1, 2020, electronically to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system or such other repository designated by the Securities and Exchange Commission to be an authorized repository for filing secondary market disclosure information, if any, annual financial information with respect to the Board consisting of the audited financial statements (or unaudited financial statements if audited financial statements are not then available, which audited financial statements will be delivered when and if available) of the Board and certain financial information and operating data consisting of (1) Board indebtedness; (2) property valuation information; and (3) tax rate, levy and collection data. The audited financial statements will be prepared in accordance with generally accepted accounting principles as modified by governmental accounting standards as may be required by New Jersey law;
- (b) If any of the following material events occur regarding the Bonds, a timely notice not in excess of ten business days after the occurrence of the event sent to EMMA:
  - (1) Principal and interest payment delinquencies;
  - (2) Non-payment related defaults, if material;
  - (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
  - (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
  - (5) Substitution of credit or liquidity providers, or their failure to perform;
  - (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
  - (7) Modifications to rights of security holders, if material;
  - (8) Bond calls, if material, and tender offers;
  - (9) Defeasances;
  - (10) Release, substitution, or sale of property securing repayment of the securities, if material;
  - (11) Rating changes;
  - (12) Bankruptcy, insolvency, receivership or similar event of the obligated person;
  - (13) The consummation of a merger, consolidation, or acquisition involving the Board or the sale of all or substantially all of the assets of the Board, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or

the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (15) Incurrence of a Financial Obligation of the Board, if material, or agreement to covenants, events of default, remedies, priority rights or other similar terms of a Financial Obligation, any of which affect holders of the Bonds, if material;
- (16) Default, event of acceleration, termination event, modification of terms or other similar events under a Financial Obligation of the Board, if any such event reflects financial difficulties.

The term "Financial Obligation" as used in subparagraphs (b)(15) and (b)(16) above means a (i) debt obligation, (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation or (iii) guarantee of (i) or (ii); provided, however, that the term "Financial Obligation" shall not include municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with the Rule.

For the purposes of the event identified in subparagraph (12) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

- (c) Notice of failure of the Board to provide required annual financial information on or before the date specified in this resolution shall be sent in a timely manner to EMMA.

**Section 11.** If all or any part of the Rule ceases to be in effect for any reason, then the information required to be provided under this resolution, insofar as the provision of the Rule no longer in effect required the provision of such information, shall no longer be required to be provided.

**Section 12.** The Assistant Superintendent for Finance/Board Secretary shall determine, in consultation with Bond Counsel, the application of the Rule or the exemption from the Rule for each issue of obligations of the Board prior to their offering. Such officer is hereby authorized to enter into additional written contracts or undertakings to implement the Rule and is further authorized to amend such contracts or undertakings or the undertakings set forth in this resolution, provided such amendment is, in the opinion of nationally recognized bond counsel, in compliance with the Rule.

**Section 13.** In the event that the Board fails to comply with the Rule requirements or the written contracts or undertakings specified in this resolution, the Board shall not be liable for monetary damages, remedy being hereby specifically limited to specific performance of the Rule requirements or the written contracts or undertakings therefor.

**Section 14.** The Assistant Superintendent for Finance/Board Secretary is authorized to invest the proceeds of the Bonds in investment obligations or deposits as permitted in accordance with New Jersey law.

**Section 15.** The Assistant Superintendent for Finance/Board Secretary is authorized to pay the costs of issuance at or after the time of closing to the various participants regarding the sale and

issuance of the Bonds, including costs for the publications, preparation and printing of the Official Statement, credit rating, legal services and other miscellaneous costs of issuing the Bonds.

**Section 16.** The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the “Code”), in order to preserve the exemption from taxation of interest on the Bonds, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Bonds. The Board authorizes the Assistant Superintendent for Finance/Board Secretary to act and determine on behalf of the Board whether the Bonds will be designated as “bank qualified” within the meaning of Section 265 of the Code.

**Section 17.** The Assistant Superintendent for Finance/Board Secretary and other appropriate representatives of the Board are authorized to take all other actions on behalf of the Board necessary for the sale and the delivery of the Bonds in accordance with this resolution and the investment of the proceeds thereof in accordance with the requirements of law.

**Section 18.** This resolution shall take effect immediately.

### **Business Services**

2. Payment of bills as follows:

- a) Bills List General for August 27, 2019 (run on 8-22-19) in the amount of \$12,205,558.46.
- b) Bills List Capital for August 27, 2019 (run on 8-20-19) in the amount of \$577,668.76.

3. Budget transfers as follows:

- a) 2019-2020 school year as shown on the expense account adjustments for July 31, 2019 (run on 8-07-19) (Adjustment Numbers 001-106).

4. Accept the following reports this will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of June 30, 2019, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of June 30, 2019.

### **Capital Projects**

#### **Change Orders**

5. Approve Change Order No. 2R – Single overall contract of Unitemp, Inc. for the High School South Natatorium RTU and Generator Replacement as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 4988), to revise the total dollar amount of change order No. 2 from \$13,246.00 to \$8,795.00. The original change order increased the contract amount from \$251,140.75 to \$264,389.75. The revised change order No. 2R increases the contract amount from 251,140.75 to \$259,935.75.

#### **Co-Op Purchases:**

6. Authorize the following Co-Op purchases:

- a) A purchase utilizing NJ Cooperative Bid – ESCNJ18/19-03, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2020.

Quantity	Description	Unit Cost	Total Cost
1	ELA for VMWARE	\$95,000.00	\$95,000.00

Use: Cloud based redundant network to support daily operations as well as disaster recovery.

- b) A purchase utilizing NJ State approved cooperative bid ESCNJ 17/18-16 to WB Mason, Cranbury, NJ as awarded through July 1, 2020 for the furnish and installation of (40) cubicles in the amount of \$44,969.74 at Community Middle School.
- c) A purchase utilizing NJ State Contract T2989 #88740 to Millennium Communications Group, Inc., East Hanover, NJ as awarded through March 19, 2020 for communications wiring services for the following:
- i) Maurice Hawk New IDF – Total Cost \$7,740.00 to furnish and install 1 6F, SM armored plenum cable from MDF to new IDF, furnish and install 1 2-post rack in new IDF, rack mount termination panels w/ SC connections on each end, and terminate 68 existing Cat6 drops on IDF side only.
  - ii) Grover Middle School and Wicoff Elementary School – Total Cost \$49,850.00 to furnish and install fiber lateral relocations, including: Grover Middle School - trench and install 150’ SCH40 PVC conduit from pole #60535P to school (inv 24”), furnish and install 150’ 3-1.25” HDPE innerduct within new conduit, install 1 new riser w/ u-guard on pole #60635P, install 1 new riser w/ wide radius LB on school at 10’ AFF, 1 new 4” core drill into school at 10’ AFF (above interior drop ceiling), install 650’ of new 6f fiber from pole #60635P to Grover MDF, install 1U fiber termination shelf, and install 1 new aerial splice enclosure and preform fiber cutover from existing fiber to new fiber. Testing documentation is included. Wicoff Elementary School - trench and install 200’ SCH40 PVC conduit from pole #JC61721 to school (inv 24”), furnish and install 200’ 3-1.25” HDPE innerduct within new conduit, install 1 new riser w/ u-guard on pole #JC61721, install 1 new riser w/ wide radius LB on school at 10’ AFF, 1 new 4” core drill into school at 10’ AFF (above interior drop ceiling), install 850’ of new 6f fiber from pole #JC61721 to Wicoff MDF, install 1U fiber termination shelf, and install 1 new aerial splice enclosure and preform fiber cutover from existing fiber to new fiber. Testing documentation is included.

### **ESIP and PPA**

7. To approve the following
- a) Phase I of the Investment Grade Audit (IGA) and authorize Schneider Electric to proceed with Phase II of the IGA to develop the final Energy Savings Plan which includes finalizing project scope, cost, and savings.
  - b) Award a solar power purchase agreement (PPA) to Greenskies Renewable Energy, LLC in cooperation with Pfister Energy, based upon the Request for Proposals (RFPs) received on Friday, July 26, 2019.
  - c) Preparation of a request for proposal for a 3<sup>rd</sup> party reviewer for the District’s energy savings improvement program (ESIP), as required by the ESIP law and regulations.



## Equipment Disposal

8. The disposal of obsolete equipment that has met the district's life expectancy.  
[The age and/or physical condition of the equipment rendered it ineffective.]

### High School North

Audio Cassette Duplicator  
AV Switcher  
Control Processor  
Hub/Repeater  
Master Computer  
Modulator, Agile – 4  
Modulator, Audio Video – 3  
Modulator, Fixed Channel  
Printer, HP Deskjet All in one  
Printer, HP Laserjet  
Projector, Opaque  
Stage Lighting fixture and lenses - 62  
Television, Sony  
VCR, Sony – 10  
VCR, Sharp  
VCR, Panasonic – 2  
VideoLabCam

### Millstone River

DVD player, JVC  
DVD player, Panasonic  
DVD/VCR player, Samsung  
Equipment cart  
Projector, Elmo  
Television, Mitsubishi  
Television, NEC  
VCR, Panasonic

### Special Services

Amplifier, Audio Enhancement – 3  
Chromebooks, Dell – 61  
Chromebook Chargers, Dell – 54  
Headphones, Califone  
Headphones, ILive  
Headset, Microsoft  
Headset, School Smart  
iPad, Apple – 15  
iPad Case – 54  
iPad Smart Case – 22  
iPad Charger – 33  
Keyboard, Apple  
Laptop, Dell – 5  
Phone, Cisco IP – 20  
Speaker, Panasonic Wireless

## Transportation

### Adjustment –Bid

9. Adjust the number of days on 2019 – 2020 Student Transportation Contract – Multi Contract Number IR-PUB19-1, route number CPC12A awarded to Irvin Raphael, Inc. on April 30, 2019 to 191 days. Total Adjusted Route Cost \$64,749.00

### Cancellations (Renewal) OR (Bid)

10. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number IR-PUB19-1, route MD12A awarded to Irvin Raphael, Inc. on April 30, 2019. Total route cost is \$1,780.00
11. Cancel 2019 – 2020 Student Transportation Contract Renewal – Multi Contract Number RB-PUB15-4, route TAGGA awarded to Rick Bus Company on June 11, 2019. Total route cost is \$0.00
12. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number IR-PUB19-4, route WWPHEP awarded to Irvin Raphael, Inc. on July 30, 2019. Total route cost is \$0.00
13. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number AB-PUB18-4, route SEDAY12A awarded to ABC Trans Corp. on June 11, 2019. Total route cost is \$17,211.09.

### Agreements/Jointures

14. Approve 2019-2020 School Year Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Lawrence Township Public Schools as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
COLL12A	Collier School	4	2	\$15,018.64

## Travel and Related Expenses Reimbursement

15. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
  - a) A change in location for two Language Arts teachers to attend an AP English Literature and Composition Summer Institute from Ocean County College in Toms River, New Jersey to Point Pleasant High School in Point Pleasant, New Jersey, from July 22, 2019, through July 25, 2019 at a cost of \$1,025 plus mileage.
  - b) Two coaches to attend a Fundamentals of Coaching Workshop in Northern Burlington, New Jersey, on August 1, 2019, and one coach to attend on December 16, 2019, at a cost not to exceed \$85.00, plus mileage. [Fundamentals of Coaching is mandatory for this position].

- c) One teacher to attend a one-week Teachers College Summer Institute at Columbia University, New York, NY, from August 12, 2019 through August 16, 2019, at a cost of \$850 plus mileage.
- d) One coach to attend the NJSIAA Volleyball Coaches Clinic in Livingston, New Jersey on August 25, 2019, at a cost of \$80 plus mileage.
- e) One coach to attend the online course, Coaching Volleyball, at a total cost of \$75.00
- f) One coach to attend online course, New Jersey High School, at a cost of \$20.00
- g) One district employee to attend MS Excel 2016 Classes on September 10, 12, 17 and 19, 2019, in West Windsor, New Jersey, at a cost not to exceed \$500 plus mileage.
- h) One district employee to attend Qualified Purchasing Agent Exam Review classes on October 15, 22, and 29, 2019, at Rutgers University, New Brunswick, New Jersey, at a cost of \$663.

**D. PERSONNEL**

*To be voted on 8/27/19:* Recommend approval of the following resolutions:

**Personnel**

1. Personnel Items:

- A. Administrators
- B. Certificated Staff
- C. Non-Certificated Staff
- D. Substitutes/Other
- E. Extracurricular/Extra Pay
- F. Community Education Staff
- G. Emergent Hiring

**VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 8/27/19:*

- A. June 25, 2019 Executive Session
- B. July 30, 2019 Executive Session
- C. July 30, 2019 Meeting

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**X. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 8/27/2019**

**Deadline for next Agenda: 9/3/2019**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Appoint</b>								
Malakates, Evangelos	Appoint	Assistant Principal		\$113,706.00 (prorated)	GMS	8/28/19	6/30/20	Appoint as Assistant Principal, replacing Jack Colella, who transferred. (Tenure date: TBD)
O'Brien, Megan	Appoint	Assistant Principal		\$122,016.00 (prorated)	HSN	TBD	6/30/20	Appoint as Assistant Principal, replacing Peter James, who transferred. (Tenure date: TBD)
Slavin III, Joseph H.	Appoint	Interim Assistant Principal		\$500.00/day	HSN	TBD	TBD	Appoint as Interim Assistant Principal, replacing Peter James, who transferred.
<b>Change</b>								
Colella, Jack	Change	Assistant Principal		N/C	MH	8/28/19	6/30/20	Change start date from TBD to 8/28/19.
Falk, Erin	Change	Assistant Principal		N/C	MR	8/28/19	6/30/20	Change start date from TBD to 8/28/19.
James, Peter	Change	Assistant Principal		N/C	CMS	8/28/19	6/30/20	Change start date from TBD to 8/28/19.
Stevens, Brian	Change	Interim Assistant Principal		\$500.00/day	MR	8/1/19	8/27/19	Change end date from TBD to 8/27/19.
<b>Payment</b>								
Clark, Julius	Payment	Assistant Principal		\$4,074.77	CMS	8/28/19	8/28/19	Payment for unused vacation days, as per contract.
Skibinski, Lori	Payment	Assistant Principal		\$11,582.58	MR	8/28/19	8/28/19	Payment for unused vacation days, as per contract.
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Araki, Masami	Appoint	School Psychologist	4PhD	\$64,025.00	GMS	TBD	6/30/20	Appoint as School Psychologist, pending employment verification, replacing Viveka Mandhyan, who resigned. (Tenure date: TBD)
Kelley, Jennifer	Appoint	Teacher Spanish	15BA	\$89,550.00	CMS/HSS	9/1/19	6/30/20	Appoint as Spanish teacher, replacing Ashley Warren, who transferred. (Tenure date: 9/2/23)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Miller, Julianna	Appoint	Teacher Elementary	1MA	\$58,000.00	TC	9/1/19	6/30/20	Appoint as Kindergarten teacher, pending employment verification, replacing Kimberlee Holleran, who transferred. (Tenure date: 9/2/23)
Nemeth, Ashley	Appoint	Teacher Elementary	0BA	\$55,500.00	MR	TBD	6/30/20	Appoint as 4th Grade teacher, pending employment verification, replacing Evangelos Malakates, who transferred. (Tenure date: TBD)
Paetow, Devin	Appoint	Teacher Elementary	1BA	\$56,000.00	MR	9/1/19	6/30/20	Appoint as 4th Grade teacher, replacing Delia Fontana, who transferred. (Tenure date: 9/2/23)
Piccini, Ines	Appoint	Teacher Spanish	12BA	\$80,000.00	VIL	9/1/19	6/30/20	Appoint as Spanish teacher, pending employment verification, replacing Cesia Crome, who transferred. (Tenure date: 9/2/23)
Pocino, Sonya	Appoint	Teacher Special Education	1BA	\$56,000.00	CMS	9/1/19	6/30/20	Appoint as Special Education teacher, replacing Kristine Noonan, who resigned. (Tenure date: 9/2/23)
Sreenivasan, Samhitha	Appoint	Teacher Mathematics	1BA	\$56,000.00	HSN	TBD	6/30/20	Appoint as Mathematics teacher, pending employment verification, replacing Denise Shea, who is retiring. (Tenure date: TBD)
Terppe, Brianna	Appoint	Teacher Special Education- 60%	0MA	\$34,500.00 (prorated)	GMS	9/1/19	6/30/20	Appoint as Special Education teacher - 60%, replacing Christopher Barbieri, who resigned. (Tenure date: 9/2/23)
Bartocci, Kathryne	Appoint- Repl.	Teacher Special Education- LR	2BA	\$57,000.00 (prorated)	VIL	TBD	1/30/20	Appoint as leave replacement Special Education teacher, pending employment verification, replacing Victoria Locane, who is on leave.
Flynn, Emily	Appoint- Repl.	Teacher Elementary- LR	0BA	\$55,500.00	DN	TBD	6/30/20	Appoint as leave replacement 3rd Grade teacher, pending employment verification, replacing Amy Hopf, who is on leave.
O'Leary, Tara	Appoint- Repl.	Teacher Special Education- LR	1MA	\$58,000.00	MH	9/1/19	6/30/20	Appoint as leave replacement Special Education teacher, replacing Cindy Ortolano, who is on leave.
<b>Change</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ada Hanifi, Dena	Change	Teacher Resource Specialist- BCBA	0MA+30	\$59,000.00	DIST	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Ambrosino, Austin	Change	School Social Worker	1MA+30	\$59,500.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Batlas, Jenna	Change	Speech Language Specialist	1MA+30	\$59,500.00	HSN/TC	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Bowen, Elissa	Change	Teacher Music	5BA	\$59,600.00	TC/VIL	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Case, Jarrett	Change	Teacher Elementary	2BA	\$57,000.00	MR	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Cubano, Kathryn	Change	Teacher Resource Specialist- Curriculum and Instruction (Gr 6-12)	8BA	\$65,850.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23) Change location from DIST to CMS.
Downs, Jordan	Change	Teacher Health and Physical Education	1MA	\$58,000.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Figuroa, Ivett	Change	Teacher World Language	0BA	\$55,500.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Fiocco, James	Change	Teacher Technology	0BA	\$55,500.00	CMS	TBD	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Greenhouse, Randi	Change	Teacher Language Arts	3MA	\$59,900.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Johnson, Henry	Change	Teacher Social Studies	3MA	\$59,900.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Keyser, Ann	Change	Teacher Resource Specialist- Gifted & Talented	8MA	\$68,475.00	TC/MR/WIC	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Kopeika, Christie	Change	Teacher Special Education	3BA	\$57,850.00	TC	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Massih, Devin	Change	Teacher Communication Arts	1MA	\$58,000.00	CMS/GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Mueller, Devin	Change	Teacher Language Arts	1BA	\$56,000.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Musumeci, Caitlin	Change	Teacher Special Education	0MA	\$57,500.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Nicosia, Victoria	Change	School Psychologist	0MA+30	\$59,000.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Niedermaier, Marissa	Change	Teacher Mathematics	0BA	\$55,500.00	CMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Oliva, Hannah	Change	Teacher Special Education	2BA	\$57,000.00	TC	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Porter, Joseph	Change	Teacher Social Studies	3BA	\$57,850.00	HSS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Skau, Marianne	Change	Teacher Elementary	0PhD	\$60,500.00	MH	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
O'Grady, Lauren	Change	Teacher Special Education- LR	0MA	\$57,500.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Singer, David	Change	School Counselor- LR	2MA	\$58,950.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Stevenson, Shaundrika	Change	Speech Language Specialist		N/C	CMS	12/6/19	3/6/20	Change FMLA/NJFLA/CC from 12/6/19-2/27/20 to 12/6/19-3/6/20 unpaid, with benefits. (RTW: 3/9/20)
Boyce, Patricia	Change	Teacher Elementary		N/C	TC	9/1/19	6/30/20	Change from 1st Grade teacher to 2nd Grade teacher, replacing Carolyn Gardner.
DeVincentz, Jenna	Change	Teacher Life Skills- 60%; Teacher Technology- 40%		N/C	CMS	9/1/19	6/30/20	Change from 100% Teacher Life Skills to 60% Teacher Life Skills, 40% Teacher Technology.
Fontana, Delia	Change	Teacher Basic Skills Reading		N/C	MR	9/1/19	6/30/20	Change from 4th Grade teacher to Basic Skills Reading teacher, replacing Kimberly Lucas, who transferred.
Kidney, Elizabeth	Change	Occupational Therapist- 50%; Occupational Therapist- 50% LR	1MA	\$58,000.00 (prorated)	DIST	9/1/19	12/31/19	Change from 50% Occupational Therapist to 50% Occupational Therapist and 50% leave replacement Occupational Therapist.
Gambatese, Jaedi	Change	Teacher Elementary	2MA	\$58,950.00	TC	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Metal, Stephanie	Change	Teacher Music	3MA	\$59,900.00	DN/MH	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Weinmann, Jeanne	Change	Teacher Science	13PhD	\$94,925.00	GMS	9/1/19	6/30/20	Change salary from MA+30 to PhD as per contract.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Berryman, Gail	Change %	Teacher Computers-120%	12MA	\$99,600.00	CMS	9/1/19	6/30/20	Change salary from 100% to 120% for an additional section.
Biro, Monica	Change %	Teacher Mathematics-100%; Teacher Technology- 20%	15MA	\$115,728.00	HSN	9/1/19	6/30/20	Change salary from 100% to 120% for an additional section.
Haynes, Nicole	Change %	Teacher Technology-110%	10BA	\$79,255.00	GMS	9/1/19	6/30/20	Change salary from 100% to 110% for an additional section.
Jinks, Ellen	Change %	Teacher Life Skills	15BA	\$96,250.00	GMS	9/1/19	6/30/20	Change from 80% Teacher Life Skills to 100% Teacher Life Skills, replacing Susan Mercurio, who transferred.
Kessler, Leslie	Change %	Teacher Technology-110%	15BA	\$104,005.00	GMS	9/1/19	6/30/20	Change salary from 100% to 110% for an additional section.
Kiernen-Stout, James	Change %	Teacher Health & Physical Education- 120%		\$89.55/day	HSN	9/1/19	1/29/20	Additional per diem payment for an extra section.
Mercurio, Susan	Change %	Teacher Life Skills- 80%	15BA	\$76,520.00	GMS	9/1/19	6/30/20	Change from 100% Teacher Life Skills to 80% Teacher Life Skills, replacing Ellen Jinks, who transferred.
Wheeler, Laura	Change %	Teacher Science-80%	3MA	\$47,920.00	HSN	9/1/19	6/30/20	Change from 100% Teacher Science to 80% Teacher Science.
Holleran, Kimberlee	Change Location	Teacher Elementary		N/C	MH	9/1/19	6/30/20	Change from Kindergarten teacher, 100% TC to Kindergarten teacher, 100% MH, replacing Kimberly Moss, who transferred.
Lowden, Kimberly	Change Location	Teacher Resource Specialist-Curriculum and Instruction (Gr 6-12)		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pandolpho, Beth	Change Location	Teacher Resource Specialist-Curriculum and Instruction (Gr 6-12)		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS.
Siano, Deborah	Change Location	Teacher Resource Specialist-Curriculum and Instruction (Gr 6-12)		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS.
<b>Leave of Absence</b>								
Gifford, Jennifer	Leave-FMLA/NJFLA/CC	School Psychologist		N/A	WIC	12/16/19	3/13/20	FMLA/NJFLA/CC: 12/16/19-3/13/20 unpaid, with benefits. (RTW: 3/16/20)
<b>Rescind</b>								
Karbhari, Sanaea	Rescind	School Psychologist	5MA+30	\$63,550.00	HSN	9/1/19	6/30/20	Rescind Reappointment.
<b>Resignation</b>								
King, Amanda	Resign	Teacher Special Education		N/A	TC	10/14/19	10/14/19	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Harris, David	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	9/1/19	6/30/20	Appoint as security officer - "Eyes on the Door", replacing Richard Visovsky.
Baskin, Tammy	Appoint	Cafeteria Aide	0	\$14.24/hr.	DN	9/1/19	6/30/20	Appoint as cafeteria aide, pending employment verification, not to exceed 2.5 hrs/day, replacing Lilia Ruffo, who transferred.
Protinick, Heather	Appoint	Cafeteria Aide	0	\$14.24/hr.	DN	TBD	6/30/20	Appoint as cafeteria aide, pending employment verification, not to exceed 2.5 hrs/day, replacing Sandra Zaintz, who resigned.
Thakkar, Rinkoo	Appoint	Cafeteria Aide	0	\$14.24/hr.	MR	TBD	6/30/20	Appoint as cafeteria aide, pending employment verification, not to exceed 2.5 hrs/day, growth position.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Vannatta, Donna	Appoint	Cafeteria Aide	0	\$14.24/hr.	MR	9/1/19	6/30/20	Appoint as cafeteria aide, pending employment verification, not to exceed 2.5 hrs/day, growth position.
All WWPSA Staff	Appoint	All 10 month, 12 month, Secretary To Staff and Instructional Assistants		As per contract	DIST	9/1/19	6/30/20	Appoint all WWPSA members for extra duty, as needed, as approved by the Supervisor.
<b>Change</b>								
Caudo, Patricia	Change %	Payroll Supervisor		\$78,204.00	CO	7/1/19	6/30/20	Change salary from \$76,000.00 to \$78,204.00.
Rodas, Jhoany	Change	Secretary 12 Months	1	\$43,716.00 (prorated)	HSS	8/19/19	6/30/20	Change start date from TBD to 8/19/19. (Tenure date: 8/20/22)
Visovsky, Richard	Change	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/19	6/30/20	Change from Security Officer - "Eyes on the Door" to substitute Security Officer - "Eyes on the Door", as needed.
Zhao, Maozhu	Change	Instructional Assistant- Dual Language Immersion	1	\$18.83/hr.	MH	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Adams, Loretta	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.25 hrs/day, not to exceed 40 hrs/wk.
Cassidy, Trinity	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.5 hrs/day, not to exceed 40 hrs/wk.
Cheesman, Susanne	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Correa, Cheryl	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Hill, Michael	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 5.0 hrs/day, not to exceed 40 hrs/wk.
Jones, Jeanette	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Livingston, Osborn	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Loius, Jean	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 8.0 hrs/day, not to exceed 40 hrs/wk.
Marcelin, Frito	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Nixon, Brian	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Nixon, Rashad	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 5.0 hrs/day, not to exceed 40 hrs/wk.
Perez, Myrna	Change	Bus Driver		N/C	TRAN	9/1/19	9/3/19	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Rice, Deborah	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 5.0 hrs/day, not to exceed 40 hrs/wk.
Sanic, Norma	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Trower-Brooks, Lucy	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 7.0 hrs/day, not to exceed 40 hrs/wk.
Zimmermann, Laura	Change	Bus Driver		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 5.0 hrs/day, not to exceed 40 hrs/wk.
Carlisi, Tracy	Change	Bus Aide		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 6.5 hrs/day, not to exceed 40 hrs/wk.
Carr, Richard	Change	Bus Aide		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 5.0 hrs/day, not to exceed 40 hrs/wk.
Revolorio, Jason	Change	Bus Aide		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 5.0 hrs/day, not to exceed 40 hrs/wk.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sanic, Billy	Change	Bus Aide		N/C	TRAN	9/1/19	6/30/20	Change discussion to reappoint for 6.5 hrs/day, not to exceed 40 hrs/wk.
Abbas, Munira	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 7.0 hrs/day.
Agnello, Annmarie	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Aloi, Tina	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Arora, Mamta	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 3.5 hrs/day.
Ashokkumar, Shanthi	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Attaar, Farida	Change	Instructional Assistant		N/C	HSS	9/1/19	6/30/20	Change location from DIST to HSS for 7.25 hrs/day.
Bailin, Lori	Change	Instructional Assistant		N/C	WIC	9/1/19	6/30/20	Change location from DIST to WIC for 6.5 hrs/day.
Banerjee, Oormimala	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Barkenbush, Rosemarie	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 6.75 hrs/day.
Basavanahalli, Jyothi	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.5 hrs/day.
Bedser, Lynne	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Bengizu, Angela	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 6.5 hrs/day.
Bhatia, Indu	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.5 hrs/day.
Bhatia, Samita	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 3.25 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Boehm, Ashley	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Bordfeld, Leslie	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 3.25 hrs/day.
Buck, Holly	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Bugge, Michele	Change	Instructional Assistant		N/C	DN	9/1/19	6/30/20	Change location from DIST to DN for 6.5 hrs/day.
Burke, Thea	Change	Instructional Assistant		N/C	WIC	9/1/19	6/30/20	Change location from DIST to WIC for 6.5 hrs/day.
Calotta, Cynthia	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 7.0 hrs/day.
Caracappa, Mary	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Chan, Suzanne	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 3.5 hrs/day.
Chopan, Antoanela	Change	Instructional Assistant		N/C	HSS	9/1/19	6/30/20	Change location from DIST to HSS for 7.25 hrs/day.
Choudhury, Kishwar	Change	Instructional Assistant		N/C	HSS	9/1/19	6/30/20	Change location from DIST to HSS for 7.25 hrs/day.
Cohen, Gaye	Change	Instructional Assistant		N/C	GMS	9/1/19	6/30/20	Change location from DIST to GMS for 7.25 hrs./day.
Cohen, Stuart	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Collins, Eileen	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 6.5 hrs/day.
Colon, Robyn	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Cushman, Kimberly	Change	Instructional Assistant		N/C	WIC	9/1/19	6/30/20	Change location from DIST to WIC for 6.75 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dauer, Adam	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Depaolo, Julie	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
DeSilva, Dona	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.75 hrs/day.
Devincenzo, Terri Ann	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 7.0 hrs/day.
Dey, Sara	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Drago, Rose	Change	Instructional Assistant/Bus Driver		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Duhamel, Margaret	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.75 hrs/day.
Dutta, Pooja	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Forst-Carlson, Linda	Change	Instructional Assistant		N/C	DN	9/1/19	6/30/20	Change location from DIST to DN for 3.75 hrs/day.
Frazier, Angela	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Gamarnik, Aleksandr	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Ganesh, Padmavathy	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 3.5 hrs/day.
Garcia, Ramon	Change	Instructional Assistant		N/C	HSN/HSS	9/1/19	6/30/20	Change location from DIST to 50% HSN, 50% HSS for 7.25 hrs/day .
George, Rachel	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.0 hrs/day.
Gorman, Elizabeth	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Goswami, Sukanya	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 6.5 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Graciani, Joel	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 7.0 hrs/day.
Gupta, Anita	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 7.0 hrs/day.
Gupta, Seema	Change	Instructional Assistant		N/C	DN	9/1/19	6/30/20	Change location from DIST to DN for 3.5 hrs/day.
Harding, Libbi	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 6.5 hrs/day.
Hayes, Leslie	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 6.5 hrs/day.
Jones, Maureen	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 7.0 hrs/day.
Joo, Jennifer	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 3.75 hrs/day.
Josephson, Emily	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Jothi, Jayanthi	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Kamath, Annapoorna	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 7.0 hrs/day.
Kannan, Vaishnavi	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 3.5 hrs/day.
Kastrup, Valerie	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Kelmanovich, Helen	Change	Instructional Assistant		N/C	WIC	9/1/19	6/30/20	Change location from DIST to WIC for 6.5 hrs/day.
Kennen, Barbara	Change	Instructional Assistant		N/C	GMS	9/1/19	6/30/20	Change location from DIST to GMS for 3.5 hrs/day.
Klahre, Patricia	Change	Instructional Assistant		N/C	DN	9/1/19	6/30/20	Change location from DIST to DN for 6.5 hrs/day.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Knott, Dorothea	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Kodali, Vasavi	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Konar, Jaba	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.75 hrs/day.
Krishnan, Rajeswari	Change	Instructional Assistant		N/C	GMS	9/1/19	6/30/20	Change location from DIST to GMS for 3.75 hrs/day.
Lackey, Roxanne	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Lafemina, Christine Marie	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Lapidus, Elsa	Change	Instructional Assistant		N/C	HSS	9/1/19	6/30/20	Change location from DIST to HSS for 7.25 hrs/day.
Lee, Kelly Cathleen	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Lee, Tracey	Change	Instructional Assistant		N/C	WIC	9/1/19	6/30/20	Change location from DIST to WIC for 6.5 hrs/day.
Lincoln, Diane	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 3.5 hrs/day.
Lloyd, Regina	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Lora-Simon, Milagros	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 3.5 hrs/day.
Lupo, Sandra	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Mansfield, Maryann	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Marshall, Hanna	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 3.75 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McElroy, Lisa	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 3.75 hrs/day.
McPhail, Tracy	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Mehta, Kiran	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 3.5 hrs/day.
Mehta, Sweety	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.5 hrs/day.
Messina, Diana	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 6.5 hrs/day.
Mitchell, Tina	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Mitra, Eshika	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.5 hrs/day.
Moore, Franklin Robins	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Morelli, Daneen	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Munsch, Audrie Lynn	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 3.0 hrs/day.
Murray, Stacy	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Nadkarni, Neeta	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 6.5 hrs/day.
Neuls, Patricia	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 6.5 hrs/day.
Nordstrom, Jocelyn	Change	Instructional Assistant		N/C	GMS	9/1/19	6/30/20	Change location from DIST to GMS for 7.25 hrs./day.
Oertel, Linette	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 7.0 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
O'Halloran, Josephine	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 6.75 hrs/day.
Osadchuk, Anna	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Pachas, Annette	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Paradkar, Kirti	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Patten, Catherine	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Perrine, Kimberley	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.5 hrs/day.
Peters, Frances	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Pettus, Evan	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Pherwani, Sunita	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.5 hrs/day.
Pitcherello, Lisa	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 6.5 hrs/day.
Ponader, Keith	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Razi, Bushra	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 3.75 hrs/day.
Rosenbaum, Ellen	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Rosenthal, Wendy	Change	Instructional Assistant		N/C	WIC	9/1/19	6/30/20	Change location from DIST to WIC for 7.0 hrs/day.
Rossi, Mary Lynn	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 4.0 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rupani, Dhara	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 3.75 hrs/day.
Schanz, Jeanne	Change	Instructional Assistant		N/C	GMS	9/1/19	6/30/20	Change location from DIST to GMS for 7.25 hrs./day.
Schuster, Linda	Change	Instructional Assistant		N/C	HSS	9/1/19	6/30/20	Change location from DIST to HSS for 7.25 hrs/day.
Sen, Chandrani	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 3.75 hrs/day.
Shah, Ameer	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 3.5 hrs/day.
Shah, Dipika	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Shah, Netri	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.75 hrs/day.
Shankoff, Wonjoo	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Sharma, Ashoo	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Siano, Wendy	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Silva, Cindy	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Singh, Priyadarshini	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Smith, Lisa Anne	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Sorensen, Karen	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 7.0 hrs/day.
Srivastava, Vaishali	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 3.75 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Stahura, Joanne	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.5 hrs/day.
Stewart, Eric	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Suri, Nirmala	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 6.75 hrs/day.
Thompson, William	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Thoota, Tejasri	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 3.75 hrs/day.
Tindall, Bonnie June	Change	Instructional Assistant		N/C	DN	9/1/19	6/30/20	Change location from DIST to DN for 6.5 hrs/day.
Todd, Bradley	Change	Instructional Assistant		N/C	GMS	9/1/19	6/30/20	Change location from DIST to GMS for 7.25 hrs./day.
Tsui, Lelia-Allison	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from DIST to CMS for 7.25 hrs/day.
Tuan, Borying	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Uppal, Ruchi	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 3.5 hrs/day.
Uppuluri, Madhavi	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.
Vemulapalli, Bharathi	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
Verma, Sushma	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 3.75 hrs/day.
Waghulde, Bhagyashri Prak	Change	Instructional Assistant		N/C	VIL	9/1/19	6/30/20	Change location from DIST to VIL for 3.5 hrs/day.
Walsh, Gina	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from DIST to MR for 7.0 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Warner, Jean	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.5 hrs/day.
Weinberger, Lovelyne	Change	Instructional Assistant		N/C	MH	9/1/19	6/30/20	Change location from DIST to MH for 3.75 hrs/day.
Williams, Margaret	Change	Instructional Assistant		N/C	DN	9/1/19	6/30/20	Change location from DIST to DN for 6.5 hrs/day.
Wilson, Mary	Change	Instructional Assistant		N/C	GMS	9/1/19	6/30/20	Change location from DIST to GMS for 7.25 hrs./day.
Wilson, Meaghan	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from DIST to TC for 6.75 hrs/day.
Wonnell, Frances	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change location from DIST to HSN for 7.25 hrs/day.
<b>Payment</b>								
Leyden, Elizabeth	Payment	Secretary To		\$1,490.98	VIL	8/28/19	8/28/19	Payment for unused vacation days, as per contract.
<b>Resignation</b>								
Krantz, Alexandra	Resign	Instructional Assistant		N/A	TC	8/6/19	8/6/19	Resign from position.
Perez, Myrna	Resign	Bus Driver		N/A	TRAN	9/3/19	9/3/19	Resign from position.
Saville, Beverly	Resign	Instructional Assistant		N/A	TC	8/13/19	8/13/19	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Lavan, Brenda	Appoint	Substitute Nurse		\$210.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Nurse (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Sager, Alyssa R.	Appoint	Substitute Nurse		\$210.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Nurse (County Cert.), pending employment verification, as needed for temporary assignments.
Barry Bigger, Deanna	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bartocci, Kathryne	Appoint	Substitute Teacher		\$95.00/day	DIST	1/30/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Cleary, Thomas J.	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Cortes, Rachel	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Curtis, Rachel A.	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
DePaolo, Jacob	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Dicker, Elizabeth	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Dong, Qing	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Halper, Nicole	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Hart, Yetunde B.	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Jones, Melvin L.	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Kieffer, Raphael	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lichtenstein, Jenna	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Monastersky, Julie	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Murphy, Vanessa	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Pintimalli, Jamie	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Plona, Diane	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Salvador, Stephanie M.	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Sirna, Kelly	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Tipton, Craig	Appoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Ali, Mariam	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Alian, Hebatalla M.	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Anand, Seema	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bamber, David A.	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Bloom, Adam	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Deevela, Radhika	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Elgaz, Tugba	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Goswamy, Sruthi	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Gudeti, Radhika	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Jadhav, Usharani	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Li, Pingxu	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Menninger, Annie	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Morgan, Jennifer	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Mudipalli, Padmaja	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Patel, Mansi	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Prakash, Deepthika	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Raavi, Sandhya Rani	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Sabatino Jr., Salvatore	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Scott, Mariah	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Sharma, Suruchi	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Srinivasan, Deepthi	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Trivedi, Mamta	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Van Arnum, Deborah	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Yao, Ting	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Zelt, Donald	Appoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>Reappoint</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Glass, Thomas	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (New Jersey Cert.), as needed for temporary assignments.
Pappalardo, Anthony	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (New Jersey Cert.), as needed for temporary assignments.
Primmer, Staci	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (New Jersey Cert.), as needed for temporary assignments.
Vogt, Mary	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (New Jersey Cert.), as needed for temporary assignments.
DePaolo, Julie M.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Duhamel, Margaret M.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Kamen, Libby	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mejias, Devin G.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Narula, Shipa	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Schiavo, Rena	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Smith, Lisa Ann	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Titen, Andrew	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Usmani, Naila	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Wesson, Edward	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wilson, Meaghan C.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
<b>Resignation</b>								
Krantz, Alexandra R.	Resign	Substitute Teacher		N/A	DIST	8/13/19	8/13/19	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Bus Duty</b>								
Marshall, Kelly	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 5.5 hrs/wk.
<b>Curriculum</b>								
Davis, Jennifer	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Middle School Math MD/Autism; <b>total program</b> not to exceed 120 hours.
Verhoog, Brianne	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Middle School Math MD/Autism; <b>total program</b> not to exceed 120 hours.
<b>EdCOT Training</b>								
Yeager, Shannon	Extra Duty	Professional Development		\$100.00/day	WIC	8/1/19	8/30/19	EdCOT Training, 1 day (2 half day sessions).
<b>Home Instruction</b>								
Beste, Steven	Extra Duty	Home Instruction		\$47.09/hr.	DIST	6/1/19	6/30/19	Home Instruction for Math and Science, not to exceed 16 hours.
Ferri, Robert	Extra Duty	Home Instruction		\$47.09/hr.	HSS	8/5/19	9/7/19	Home Instruction for Advanced Algebra II, not to exceed 12 hours.
McClendon, Teresa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	7/23/19	8/27/19	Home Instruction for Reading and Language Arts, not to exceed 10 hours.
Raveendran, Jaina	Extra Duty	Home Instruction		\$47.09/hr.	DIST	7/31/19	8/28/19	Home Instruction for Algebra I, not to exceed 8 hours.
Raveendran, Jaina	Extra Duty	Home Instruction		\$47.09/hr.	HSN	6/18/19	6/18/19	Home Instruction for Pre-Calculus, not to exceed 1.5 hours.
Verhoog, Brianne	Extra Duty	Home Instruction		\$47.09/hr.	DIST	7/31/19	9/6/19	Home Instruction for Mathematics, not to exceed 12 hours.
<b>Moving</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Anand, Shagoon	Extra Duty	Moving		\$47.09/hr.	TC	6/22/19	8/30/19	Moving, not to exceed 4 hours.
Boyce, Patricia	Extra Duty	Moving		\$47.09/hr.	TC	7/1/19	8/30/19	Moving, not to exceed 12 hours.
Callea, Natalie	Extra Duty	Moving		\$47.09/hr.	MR	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Chunko, Eileen	Extra Duty	Moving		\$47.09/hr.	TC	6/22/19	8/30/19	Moving, not to exceed 6 hours.
Davis, Tara	Extra Duty	Moving		\$47.09/hr.	DN	8/6/19	9/6/19	Moving, not to exceed 6 hours.
Frounfelker, Brenda	Extra Duty	Moving		\$47.09/hr.	WIC	7/1/19	9/30/19	Moving, not to exceed 12 hours.
Gerber, Hannah	Extra Duty	Moving		\$47.09/hr.	DN	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Goodstein, Amanda	Extra Duty	Moving		\$47.09/hr.	MH/TC	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Gurzau, Vickie	Extra Duty	Moving		\$47.09/hr.	MR	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Haggerty, Maureen	Extra Duty	Moving		\$47.09/hr.	MR	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Lee, Susan	Extra Duty	Moving		\$47.09/hr.	TC	6/22/19	8/30/19	Moving, not to exceed 6 hours.
Meurling, Julia	Extra Duty	Moving		\$47.09/hr.	TC	6/22/19	8/30/19	Moving, not to exceed 4 hours.
Patrone, Michelle	Extra Duty	Moving		\$47.09/hr.	TC	6/22/19	8/30/19	Moving, not to exceed 4 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pollard, Katie	Extra Duty	Moving		\$47.09/hr.	VIL	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Reil, Lizbeth	Extra Duty	Moving		\$47.09/hr.	WIC	6/22/19	8/30/19	Moving, not to exceed 2 hours.
Syltevik, Mali	Extra Duty	Moving		\$47.09/hr.	MR	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Watson, Peggy	Extra Duty	Moving		\$47.09/hr.	MH	6/22/19	8/30/19	Moving, not to exceed 12 hours.
Zara, Alyssa	Extra Duty	Moving		\$47.09/hr.	MR	6/22/19	8/30/19	Moving, not to exceed 12 hours.
<b>Professional Development</b>								
Castro-Verrault, Jessica	Extra Duty	Professional Development		\$100.00/day	DIST	8/30/19	8/30/19	Alternative Evaluation, 1 day.
Hoeflinger, Kimberly	Extra Duty	Professional Development		\$100.00/day	DIST	8/30/19	8/30/19	Alternative Evaluation, 1 day.
Bond, Christopher	Extra Duty	Professional Development		\$50.00/day	DIST	7/11/19	7/25/19	Beyond the Single Narrative: Social Studies Reading Groups, .5 day.
Christie, Laura	Extra Duty	Professional Development		\$50.00/day	DIST	7/11/19	7/25/19	Beyond the Single Narrative: Social Studies Reading Groups, .5 day.
Constanza, Michelle	Extra Duty	Professional Development		\$50.00/day	DIST	7/11/19	7/25/19	Beyond the Single Narrative: Social Studies Reading Groups, .5 day.
Kratz, Emily	Extra Duty	Professional Development		\$50.00/day	DIST	7/11/19	7/25/19	Beyond the Single Narrative: Social Studies Reading Groups, .5 day.
Markley, Kirk	Extra Duty	Professional Development		\$50.00/day	DIST	7/11/19	7/25/19	Beyond the Single Narrative: Social Studies Reading Groups, .5 day.
Christie, Laura	Extra Duty	Professional Development		\$100.00/day	DIST	8/6/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Scott, Mariah	Extra Duty	Professional Development		\$100.00/day	DIST	8/6/19	8/7/19	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10, 2 days.
Chunko, Eileen	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Dolan, Laura	Extra Duty	Professional Development		\$50.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher teacher training, .5 day.
Farber, Marissa	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Gallagher, Lauren	Extra Duty	Professional Development		\$50.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher teacher training, .5 day.
Gill, Holly	Extra Duty	Professional Development		\$50.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher teacher training, .5 day.
Goodstein, Amanda	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Greene, Megan	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Guest, Lawrence	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Guidotti, Cathy-Ann	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Kaplan, Stephanie	Extra Duty	Professional Development		\$50.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher teacher training, .5 day.
King, Amanda	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Lee, Jenna	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lehman, Kristen	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Locane, Victoria	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Methner, Rachel	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Patrone, Michelle	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Sullivan, Kristen	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Verhoog, Brianne	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Weingart, Jessica	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Weston, Kristen	Extra Duty	Professional Development		\$50.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher teacher training, .5 day.
Wilkins, Lauren	Extra Duty	Professional Development		\$50.00/day	TC	6/27/19	6/27/19	"Handle with Care" refresher teacher training, .5 day.
Oertel, Linette	Extra Duty	Professional Development		\$40.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher instructional assistant training, .5 day.
Rosenbaum, Ellen	Extra Duty	Professional Development		\$40.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher instructional assistant training, .5 day.
Shah, Dipika	Extra Duty	Professional Development		\$40.00/day	TC	7/17/19	7/17/19	"Handle with Care" refresher instructional assistant training, .5 day.
Thompson, William	Extra Duty	Professional Development		\$40.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher instructional assistant training, .5 day.





# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Uppuluri, Madhavi	Extra Duty	Professional Development		\$40.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher instructional assistant training, .5 day.
Walsh, Gina	Extra Duty	Professional Development		\$40.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher instructional assistant training, .5 day.
Wilson, Meaghan	Extra Duty	Professional Development		\$40.00/day	TC	7/18/19	7/18/19	"Handle with Care" refresher instructional assistant training, .5 day.
Maher, Jody	Extra Duty	Professional Development		\$100.00/day	DIST	7/30/19	7/30/19	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect, 1 day.
Bange, Tara	Extra Duty	Professional Development		\$50.00/day	DIST	7/31/19	7/31/19	Mathematics and Global Competence, .5 day.
Miller, Melissa	Extra Duty	Professional Development		\$50.00/day	DIST	8/21/19	8/21/19	Phonics Jump Start!, .5 day.
<b>Professional Development Planning</b>								
Davis, Jennifer	Extra Duty	Professional Development Planning		\$47.09/hr.	TC	7/15/19	7/18/19	Presenting "Handle With Care" refresher training workshop, not to exceed 8 hours.
Kitson, Mary	Extra Duty	Professional Development Planning		\$47.09/hr.	TC	7/15/19	7/18/19	Presenting "Handle With Care" refresher training workshop, not to exceed 8 hours.
<b>Social Emotional Learning Teacher Leader</b>								
Belmonte, Colleen	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
Greiner, Melissa	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
Hart, Shannon	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
Hughes, Anne Marie	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
Jinks, Melissa	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kieffer, Amy	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
Malakates, Evangelos	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	8/27/19	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 6 hours.
McMullen, Alison	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
Rogala, Gwendolyn	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
Sheffield, April	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 12 hours.
<b>Summer Guidance</b>								
Singer, David	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	GMS	8/8/19	8/30/19	Summer Guidance, not to exceed 25 hours.
<b>Summer Screening</b>								
Holleran, Kimberlee	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/31/19	8/31/19	Summer Screening Kindergarten, <b>total program</b> not to exceed 12 hours.
<b>Summer Testing</b>								
Moncada, Brandy	Extra Duty	Summer Testing-Spanish		\$47.09/hr.	HSS	7/1/19	8/30/19	Summer Testing - Spanish, not to exceed 6 hours.
<b>Supervision</b>								
Natoli, Kimberly	Extra Duty	Supervision		\$19.48/hr.	CMS	9/1/19	6/30/20	Supervision, as necessary, not to exceed 4 hrs/week.
Shah, Hetal	Extra Duty	Supervision		\$19.48/hr.	CMS	9/1/19	6/30/20	Supervision, as necessary, not to exceed 2.5 hrs/week.
<b>Title I</b>								
Baer, Debra	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop Lead Presenter for FAST Grant Program, not to exceed 60 hours.
Anas, Erica	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Baer, Debra	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Gura, Elizabeth	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Keenan, Beth	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Stevenson, Shaundrika	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Valeriani, Lisa	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Anas, Erica	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Gura, Elizabeth	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Keenan, Beth	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Stevenson, Shaundrika	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Valeriani, Lisa	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	7/1/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Haley, Kaitlyn	Extra Duty	Title I Parent Link		\$47.09/hr.	DIST	7/1/19	6/30/20	Parent Link Title I grant funded, <b>total program</b> not to exceed 100 hours.
D'Alfonso, Michelle	Extra Duty	Title I Parent Program		\$10.00/hr.	DIST	8/27/19	8/27/19	Parent Program - Title I grant funded, not to exceed 3 hours.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Hughes, Dianna	Extra Duty	Title I Parent Program		\$10.00/hr.	DIST	8/27/19	8/27/19	Parent Program - Title I grant funded, not to exceed 3 hours.
Kesavabhotla, Padmavathi	Extra Duty	Title I Parent Program		\$10.00/hr.	DIST	8/27/19	8/27/19	Parent Program - Title I grant funded, not to exceed 3 hours.
O'Cone, Colleen	Extra Duty	Title I Parent Program		\$10.00/hr.	DIST	8/27/19	8/27/19	Parent Program - Title I grant funded, not to exceed 3 hours.
Prabhakar, Girija	Extra Duty	Title I Parent Program		\$10.00/hr.	DIST	8/27/19	8/27/19	Parent Program - Title I grant funded, not to exceed 3 hours.
Sherron, Marion	Extra Duty	Title I Parent Program		\$10.00/hr.	DIST	8/27/19	8/27/19	Parent Program - Title I grant funded, not to exceed 3 hours.
Twum-Barima, Maame	Extra Duty	Title I Parent Program		\$10.00/hr.	DIST	8/27/19	8/27/19	Parent Program - Title I grant funded, not to exceed 3 hours.
<b>Title III</b>								
Chang, Inja	Extra Duty	Title III		\$47.09/hr.	DIST	7/18/19	7/18/19	ESL Camp Nurse. (Paid through Title III grant funds.)
<b>Change</b>								
Kahn, Justin	Change	Guidance-Summer Hours		\$47.09/hr.	GMS	7/1/19	8/30/19	Change Summer Guidance, from not to exceed 25 hours to not to exceed 38 hours.
Fisher, Michelle	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (LDTC) work, as approved by the Supervisor, from <b>not to exceed 20 days to not to exceed 22.5 days.</b>
Heiser, Diane	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (School Social Worker) work, as approved by the Supervisor, from <b>not to exceed 20 days to not to exceed 30 days.</b>
Hyman, Joanne	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (Speech Language Specialist) work, as approved by the Supervisor, from <b>not to exceed 20 days to not to exceed 30 days.</b>



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Nash, Laura	Change	Child Study Team- Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (School Psychologist) work, as approved by the Supervisor, from <b>not to exceed 20 days to not to exceed 30 days.</b>
<b>E. Stipend Athletic</b>								
<b>Cheerleading</b>								
Palmer, Morgan	Stipend- Athletic	Cheerleading- Coach		\$3,018.00	CMS	Winter 2019-2020	Winter 2019- 2020	Cheerleading - Coach, 0 yrs. exp., paid in FULL in March.
Palmer, Morgan	Stipend- Athletic	Volunteer Cheerleading		\$0.00	HSN	Fall 2019	Fall 2019	Volunteer Cheerleading.
<b>Cross Country</b>								
Villacres, Veronica	Stipend- Athletic	Cross Country- Assistant Coach		\$4,024.00	HSS	Fall 2019	Fall 2019	Cross Country - Assistant Coach, 0 yr. exp., paid in FULL in Dec.
<b>Field Hockey</b>								
Kellerman, Kacie	Stipend- Athletic	Field Hockey- Assistant Coach		\$4,024.00	HSN	Fall 2019	Fall 2019	Field Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in Dec.
Shnaider, Avital	Stipend- Athletic	Volunteer Field Hockey		\$0.00	HSN	TBD	Fall 2019	Volunteer Field Hockey.
Stein, Anne	Stipend- Athletic	Volunteer Field Hockey		\$0.00	HSN	Fall 2019	Fall 2019	Volunteer Field Hockey.
Tessein, Paula	Stipend- Athletic	Volunteer Field Hockey		\$0.00	HSN	Fall 2019	Fall 2019	Volunteer Field Hockey.
<b>Fitness Supervisor</b>								
Pettus, Evan	Stipend- Athletic	Fitness Supervisor		\$3,018.00	HSN	Fall 2019	Fall 2019	Fitness Supervisor, 0 yrs. exp., paid in FULL in Dec.
<b>Football</b>								
Harris, Nimrod	Stipend- Athletic	Volunteer Football		\$0.00	HSN/HSS	Fall 2019	Fall 2019	Volunteer Football.
Johnson, Olin	Stipend- Athletic	Volunteer Football		\$0.00	HSN/HSS	Fall 2019	Fall 2019	Volunteer Football.
<b>NJSIAA Independent Athletic Chaperone</b>								



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Moncada, Brandy	Stipend- Athletic	NJSIAA Independent Athletic Chaperone "Coach"		\$100.00/per meet	HSS	Fall 2019	Fall 2019	NJSIAA Independent Athletic Chaperone "Coach" - Gymnastics.
Greiner, Melissa	Stipend- Athletic	NJSIAA Independent Athletic Chaperone "Coach"		\$100.00/per meet	HSS	Fall 2019	Fall 2019	NJSIAA Independent Athletic Chaperone "Coach" - Gymnastics.
<b>Soccer</b>								
Downs, Jordan	Stipend- Athletic	Soccer- Girls Coach		\$3,018.00	GMS	Fall 2019	Fall 2019	Soccer - Girls Coach, 0 yrs. exp., paid in FULL in Dec.
Kuczmarci, Patricia	Stipend- Athletic	Volunteer Soccer		\$0.00	HSN	TBD	Fall 2019	Volunteer Soccer.
Mackenzie, Kevin	Stipend- Athletic	Volunteer Soccer		\$0.00	HSN	Fall 2019	Fall 2019	Volunteer Soccer.
<b>Tennis</b>								
Mao, Gary	Stipend- Athletic	Volunteer Tennis		\$0.00	HSN	TBD	Fall 2019	Volunteer Tennis.
<b>Volleyball</b>								
Colon, Marissa	Stipend- Athletic	Volleyball- Girls Assistant Coach		\$4,024.00	HSS	Fall 2019	Fall 2019	Volleyball - Girls Assistant Coach, 0 yr. exp., paid in FULL in Dec.
<b>Change</b>								
Heeman, Zach	Change	Football- Assistant Coach		\$5,031.00	HSN	Fall 2019	Fall 2019	Change start date from TBD to Fall 2019.
Porter, Joseph	Change	Football- Assistant Coach		\$5,031.00	HSN	Fall 2019	Fall 2019	Change start date from TBD to Fall 2019.
<b>Rescind</b>								
Kellerman, Kacie	Rescind	Field Hockey- Girls Coach		\$3,018.00	CMS	Fall 2019	Fall 2019	Rescind Field Hockey - Girls Coach, 1 yr. exp.
<b>E. Stipend Non-Athletic</b>								
<b>District Evaluation Advisory Committee</b>								
Kleckner Wray, Kara	Stipend Non-Athletic	District Evaluation Advisory Committee		\$1,000.00	DIST	9/1/19	6/30/20	District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ku, Brittany	Stipend Non-Athletic	District Evaluation Advisory Committee		\$1,000.00	DIST	9/1/19	6/30/20	District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June.
Leventhal, Nathan	Stipend Non-Athletic	District Evaluation Advisory Committee		\$1,000.00	DIST	9/1/19	6/30/20	District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June.
Salmestrelli, Bruce	Stipend Non-Athletic	District Evaluation Advisory Committee		\$1,000.00	DIST	9/1/19	6/30/20	District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June.
<b>Lunch Duty</b>								
Carroll, Kathryn	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Connolly, Thomas	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Czelusniak, Steven	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Hannon, Christa	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
McMichael, Ryan	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Olson, David	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Paulsson, Albert	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Santoro, Michael	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Serughetti, Beth	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Stanley, Adrienne	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Stubbs, Arthur	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Thyrum, Axel	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Vostal, Kelly	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Warner, Trevor	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
<b>Mentor</b>								
Berryman, Gail	Stipend Non-Athletic	Mentor		\$2,010.00	CMS	9/1/19	6/30/20	Mentor for Luke Capritti, paid 1/2 in Dec. & 1/2 in June.
Boley, Kimberly	Stipend Non-Athletic	Mentor		\$2,010.00	HSN	9/1/19	6/30/20	Mentor for Dena Ada Hanifi, paid 1/2 in Dec. & 1/2 in June.
Bresnahan, Marie	Stipend Non-Athletic	Mentor		\$2,010.00	VIL	9/1/19	6/30/20	Mentor for Ilian Irving, paid 1/2 in Dec. & 1/2 in June.
Dailey, Tara	Stipend Non-Athletic	Mentor		\$2,010.00	DN	9/1/19	6/30/20	Mentor for Emily Flynn, paid 1/2 in Dec. & 1/2 in June.
Davis, Jennifer	Stipend Non-Athletic	Mentor		\$2,010.00	CMS	9/1/19	6/30/20	Mentor for Caitlin Musumeci, paid 1/2 in Dec. & 1/2 in June.
DiCarlo, Stephanie	Stipend Non-Athletic	Mentor		\$2,010.00	GMS	9/1/19	6/30/20	Mentor for Lauren O'Grady, paid 1/2 in Dec. & 1/2 in June.
Elliott, Janice	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	VIL	9/1/19	1/31/20	Mentor for Alexis Rothstein, paid 1/2 in Dec. & 1/2 in June.
Fontana, Delia	Stipend Non-Athletic	Mentor		\$2,010.00	MR	9/1/19	6/30/20	Mentor for Ashley Nemeth, paid 1/2 in Dec. & 1/2 in June.
Hicks, Lori	Stipend Non-Athletic	Mentor		\$2,010.00	CMS	9/1/19	6/30/20	Mentor for Priya Bhavsar, paid 1/2 in Dec. & 1/2 in June.
Kessler, Leslie	Stipend Non-Athletic	Mentor		\$2,010.00	GMS	9/1/19	6/30/20	Mentor for Shirley Hecht, paid 1/2 in Dec. & 1/2 in June.
Laurenzo, Shea	Stipend Non-Athletic	Mentor		\$2,010.00	GMS	9/1/19	6/30/20	Mentor for Stephanie Thomas, paid 1/2 in Dec. & 1/2 in June.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McLelland-Crawley, Rebecca	Stipend Non-Athletic	Mentor		\$2,010.00	CMS	9/1/19	6/30/20	Mentor for James Fiocco, paid 1/2 in Dec. & 1/2 in June.
Sheffield, April	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	VIL	9/1/19	2/21/20	Mentor for Carly Meyers, paid 1/2 in Dec. & 1/2 in June.
Shin, Rachel	Stipend Non-Athletic	Mentor		\$2,010.00	VIL	9/1/19	6/30/20	Mentor for Mariah Scott, paid 1/2 in Dec. & 1/2 in June.
Small, Lauren	Stipend Non-Athletic	Mentor		\$2,010.00	GMS	9/1/19	6/30/20	Mentor for Marissa Colon, paid 1/2 in Dec. & 1/2 in June.
<b>High School North</b>								
Foley, Katie	Stipend Non-Athletic	Class Advisor, 9th Grade-Shared		\$1,383.39	HSN	9/2/19	6/30/20	Class Advisor, 9th Grade - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Poquette, Haley	Stipend Non-Athletic	Class Advisor, 9th Grade-Shared		\$1,383.39	HSN	9/2/19	6/30/20	Class Advisor, 9th Grade - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Costanza, Michelle	Stipend Non-Athletic	Model Congress-Shared		\$1,131.86	HSN	9/1/19	6/30/20	Model Congress Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Kamen, Libby	Stipend Non-Athletic	Robotics Advisor		\$4,275.93	HSN	9/1/19	6/30/20	Robotics Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>High School South</b>								
Kamen, Libby	Stipend Non-Athletic	Robotics Advisor		\$4,275.93	HSS	9/1/19	6/30/20	Robotics Advisor, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Community Middle School</b>								
McGuinness, Catherine	Stipend Non-Athletic	8th Grade Hershey Park Coordinator		\$500.00	CMS	9/1/19	6/30/20	8th Grade Hershey Park Coordinator, paid in FULL in June.
Jones, Christopher	Stipend Non-Athletic	Orchestra		\$2,112.81	CMS	9/1/19	6/30/20	Chamber Orchestra Advisor, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Capritti, Luke	Stipend Non-Athletic	Stage Crafts		\$2,263.73	CMS	9/1/19	6/30/20	School Play Stage Crafts, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Davis, Jennifer	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58	CMS	9/1/19	6/30/20	Community Promotes Acceptance Together (CPAT) Advisor - shared 50%, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Millstone River School</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Jones, Michael	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	MR	9/1/19	6/30/20	Coordinator, Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Liput, Ashley	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	MR	9/1/19	6/30/20	Coordinator, Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Jones, Michael	Stipend Non-Athletic	Coordinator, Human Relations- Shared		\$844.00	MR	9/1/19	6/30/20	Coordinator, Human Relations - shared 50%, paid 1/2 in Dec. & 1/2 in June.
King, L. Rebecca	Stipend Non-Athletic	Coordinator, Human Relations- Shared		\$844.00	MR	9/1/19	6/30/20	Coordinator, Human Relations - shared 50%, paid 1/2 in Dec. & 1/2 in June.
<b>Village School</b>								
Obst, Alysha	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	VIL	9/1/19	6/30/20	Coordinator, Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Redelico, Rachel	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	VIL	9/1/19	6/30/20	Coordinator, Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
DeNotta, Jessica	Stipend Non-Athletic	Coordinator, Human Relations- Shared		\$562.67	VIL	9/1/19	6/30/20	Coordinator, Human Relations - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
Nass, Alison	Stipend Non-Athletic	Coordinator, Human Relations- Shared		\$562.67	VIL	9/1/19	6/30/20	Coordinator, Human Relations - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
Shute, Maria	Stipend Non-Athletic	Coordinator, Human Relations- Shared		\$562.67	VIL	9/1/19	6/30/20	Coordinator, Human Relations - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
<b>Dutch Neck Elementary School</b>								
Drummond, Alexis	Stipend Non-Athletic	Character Education Coordinator- Shared		\$321.00	DN	9/1/19	6/30/20	Character Education Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.
McGowan, Elizabeth	Stipend Non-Athletic	Character Education Coordinator- Shared		\$321.00	DN	9/1/19	6/30/20	Character Education Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McCormick, Gabrielle	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	DN	9/1/19	6/30/20	Coordinator Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
O'Connell, Sarah	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	DN	9/1/19	6/30/20	Coordinator Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Dowling, Jennifer	Stipend Non-Athletic	Coordinator, Special Projects- Shared		\$775.00	DN	9/1/19	6/30/20	Coordinator Special Projects, DN Garden - shared 50%, paid 1/2 in Dec. & 1/2 in June.
MacPhie, Michelle	Stipend Non-Athletic	Coordinator, Special Projects- Shared		\$775.00	DN	9/1/19	6/30/20	Coordinator Special Projects, DN Garden - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Daub, Alyssa	Stipend Non-Athletic	Evening Event Coordinator- Shared		\$321.50	DN	9/1/19	6/30/20	Evening Event Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Johnson, Juliana	Stipend Non-Athletic	Evening Event Coordinator- Shared		\$321.50	DN	9/1/19	6/30/20	Evening Event Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Faulkner, Melanie	Stipend Non-Athletic	Grade Level Leader, Kindergarten- Shared		\$775.00	DN	9/1/19	6/30/20	Grade Level Leader, Kindergarten - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Kieffer, Amy	Stipend Non-Athletic	Grade Level Leader, Kindergarten- Shared		\$775.00	DN	9/1/19	6/30/20	Grade Level Leader, Kindergarten - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Episcopo, Kelsey	Stipend Non-Athletic	Grade Level Leader, 1st- Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, 1st - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Singleton-Baldrey, Rebecca	Stipend Non-Athletic	Grade Level Leader, 1st- Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, 1st - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Healy, Samantha	Stipend Non-Athletic	Grade Level Leader, 2nd- Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, 2nd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Larios, Nicole	Stipend Non-Athletic	Grade Level Leader, 2nd- Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, 2nd - shared 50%, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dailey, Tara	Stipend Non-Athletic	Grade Level Leader, 3rd-Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, 3rd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Rogala, Gwendolyn	Stipend Non-Athletic	Grade Level Leader, 3rd-Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, 3rd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Dunne, Nancy	Stipend Non-Athletic	Grade Level Leader, Special Areas- Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, Special Areas - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Nodong, Pema	Stipend Non-Athletic	Grade Level Leader, Special Areas- Shared		\$1,119.50	DN	9/1/19	6/30/20	Grade Level Leader, Special Areas - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Kovatch, Anthony	Stipend Non-Athletic	Safety Patrol		\$515.00	DN	9/1/19	6/30/20	Dexter Safety Patrol Coordinator, paid 1/2 in Dec. & 1/2 in June.
McCormick, Gabrielle	Stipend Non-Athletic	School Day Event Coordinator		\$385.00	DN	9/1/19	6/30/20	STEAM Day Event Coordinator, paid 1/2 in Dec. & 1/2 in June.
O'Connell, Sarah	Stipend Non-Athletic	School Day Event Coordinator		\$385.00	DN	9/1/19	6/30/20	STEAM Day Event Coordinator, paid 1/2 in Dec. & 1/2 in June.
Drummond, Alexis	Stipend Non-Athletic	School Day Event Coordinator-Shared		\$192.50	DN	9/1/19	6/30/20	Spirit Committee Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.
McGowan, Elizabeth	Stipend Non-Athletic	School Day Event Coordinator-Shared		\$192.50	DN	9/1/19	6/30/20	Spirit Committee Coordinator - shared 50%, paid 1/2 in Dec. & 1/2 in June.
<b>Maurice Hawk Elementary School</b>								
Fruhling, Marla	Stipend Non-Athletic	Character Education Coordinator		\$642.00	MH	9/1/19	6/30/20	Character Education/School Climate Coordinator, paid 1/2 in Dec. & 1/2 in June.
Yi, Julie	Stipend Non-Athletic	Character Education Coordinator		\$642.00	MH	9/1/19	6/30/20	Character Education/School Climate Coordinator, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Piergrossi, Melinda	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	MH	9/1/19	6/30/20	Coordinator Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Stevens, Kayla	Stipend Non-Athletic	Coordinator Elementary Science- Shared		\$861.00	MH	9/1/19	6/30/20	Coordinator Elementary Science - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Bugher, Linda	Stipend Non-Athletic	Evening Event Coordinator		\$643.00	MH	9/1/19	6/30/20	Evening Event Coordinator, paid 1/2 in Dec. & 1/2 in June.
Rizziello, Lisa	Stipend Non-Athletic	Evening Event Coordinator		\$643.00	MH	9/1/19	6/30/20	Evening Event Coordinator, paid 1/2 in Dec. & 1/2 in June.
McMullen, Alison	Stipend Non-Athletic	Grade Level Leader, Kindergarten-Shared		\$948.50	MH	9/1/19	6/30/20	Grade Level Leader, Kindergarten - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Wriede, Michelle	Stipend Non-Athletic	Grade Level Leader, Kindergarten-Shared		\$948.50	MH	9/1/19	6/30/20	Grade Level Leader, Kindergarten - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Robinson, Christine	Stipend Non-Athletic	Grade Level Leader, 1st-Shared		\$1,119.50	MH	9/1/19	6/30/20	Grade Level Leader, 1st - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Witkowski, Amanda	Stipend Non-Athletic	Grade Level Leader, 1st-Shared		\$1,119.50	MH	9/1/19	6/30/20	Grade Level Leader, 1st - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Maher, Jody	Stipend Non-Athletic	Grade Level Leader, 2nd-Shared		\$1,119.50	MH	9/1/19	6/30/20	Grade Level Leader, 2nd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Ralston, Christine	Stipend Non-Athletic	Grade Level Leader, 2nd-Shared		\$1,119.50	MH	9/1/19	6/30/20	Grade Level Leader, 2nd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
McGuinness, Tara	Stipend Non-Athletic	Grade Level Leader, 3rd-Shared		\$1,119.50	MH	9/1/19	6/30/20	Grade Level Leader, 3rd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Oriole, Steffanie	Stipend Non-Athletic	Grade Level Leader, 3rd-Shared		\$1,119.50	MH	9/1/19	6/30/20	Grade Level Leader, 3rd - shared 50%, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Jones, Nicole	Stipend Non-Athletic	Grade Level Leader, Special Areas		\$2,585.00	MH	9/1/19	6/30/20	Grade Level Leader - Special Areas, paid 1/2 in Dec. & 1/2 in June.
Piergrossi, Melinda	Stipend Non-Athletic	Literary Magazine		\$643.00	MH	9/1/19	6/30/20	Literary Magazine Coordinator - 2nd grade, paid 1/2 in Dec. & 1/2 in June.
Elfo, Brianne	Stipend Non-Athletic	Literary Magazine		\$643.00	MH	9/1/19	6/30/20	Literary Magazine Coordinator - 3rd grade, paid 1/2 in Dec. & 1/2 in June.
Milman, Evan	Stipend Non-Athletic	Math Club		\$1,029.00	MH	9/1/19	6/30/20	Math Club Advisor, paid 1/2 in Dec. & 1/2 in June.
Wriede, Michelle	Stipend Non-Athletic	Media Coordinator		\$1,722.00	MH	9/1/19	6/30/20	Media Coordinator, paid 1/2 in Dec. & 1/2 in June.
Elfo, Brianne	Stipend Non-Athletic	Reading Club		\$1,029.00	MH	9/1/19	6/30/20	Reading Club Coordinator, paid 1/2 in Dec. & 1/2 in June.
Ralston, Christine	Stipend Non-Athletic	Reading Club		\$1,029.00	MH	9/1/19	6/30/20	Reading Club Coordinator, paid 1/2 in Dec. & 1/2 in June.
Jones, Nicole	Stipend Non-Athletic	Safety Patrol		\$515.00	MH	9/1/19	6/30/20	Hawk Patrol Coordinator, paid 1/2 in Dec. & 1/2 in June.
Marshall, Kelly	Stipend Non-Athletic	Safety Patrol		\$515.00	MH	9/1/19	6/30/20	Hawk Patrol Coordinator, paid 1/2 in Dec. & 1/2 in June.
Elfo, Brianne	Stipend Non-Athletic	School Day Event Coordinator		\$385.00	MH	9/1/19	6/30/20	PD Calendar Coordinator, paid 1/2 in Dec. & 1/2 in June.
Hughes, Anne Marie	Stipend Non-Athletic	School Day Event Coordinator		\$385.00	MH	9/1/19	6/30/20	School Day Event Coordinator, paid 1/2 in Dec. & 1/2 in June.
Mulhall, Maureen	Stipend Non-Athletic	School Day Event Coordinator		\$385.00	MH	9/1/19	6/30/20	School Day Event Coordinator, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Elfo, Brianne	Stipend Non-Athletic	Student Activities Coordinator		\$1,722.00	MH	9/1/19	6/30/20	Hawk Walker Club Coordinator, paid 1/2 in Dec. & 1/2 in June.
<b>Town Center Elementary School</b>								
Anas, Erica	Stipend Non-Athletic	Character Education Coordinator		\$642.00	TC	9/1/19	6/30/20	Character Education Coordinator, paid 1/2 in Dec. & 1/2 in June.
Coleman, Bradford	Stipend Non-Athletic	Coordinator Elementary Science		\$1,722.00	TC	9/1/19	6/30/20	Coordinator Elementary Science, paid 1/2 in Dec. & 1/2 in June.
Mansfield, Mildred	Stipend Non-Athletic	Coordinator, Special Projects-Shared		\$1,550.00	TC	9/1/19	6/30/20	Coordinator Special Projects, TC Garden, paid 1/2 in Dec. & 1/2 in June.
Boyce, Patricia	Stipend Non-Athletic	Evening Event Coordinator		\$643.00	TC	9/1/19	6/30/20	Evening Event Coordinator, paid 1/2 in Dec. & 1/2 in June.
Gambatese, Jaedi	Stipend Non-Athletic	Grade Level Leader, Kindergarten		\$1,897.00	TC	9/1/19	6/30/20	Grade Level Leader, Kindergarten, paid 1/2 in Dec. & 1/2 in June.
Paul, Julia	Stipend Non-Athletic	Grade Level Leader, 1st		\$2,239.00	TC	9/1/19	6/30/20	Grade Level Leader, 1st, paid 1/2 in Dec. & 1/2 in June.
Lazarus, Amy	Stipend Non-Athletic	Grade Level Leader, 2nd		\$2,239.00	TC	9/1/19	6/30/20	Grade Level Leader, 2nd, paid 1/2 in Dec. & 1/2 in June.
Elmer, Sara	Stipend Non-Athletic	Grade Level Leader, Special Areas		\$2,239.00	TC	9/1/19	6/30/20	Grade Level Leader, Special Areas, paid 1/2 in Dec. & 1/2 in June.
DiLorenzo, Stephanie	Stipend Non-Athletic	Media Coordinator-Shared		\$574.00	TC	9/1/19	6/30/20	Media Coordinator - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
Mansfield, Mildred	Stipend Non-Athletic	Media Coordinator-Shared		\$574.00	TC	9/1/19	6/30/20	Media Coordinator - shared 1/3, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rao, Shobha	Stipend Non-Athletic	Media Coordinator-Shared		\$574.00	TC	9/1/19	6/30/20	Media Coordinator - shared 1/3, paid 1/2 in Dec. & 1/2 in June.
Knoblock, Jennifer	Stipend Non-Athletic	School Day Event Coordinator		\$385.00	TC	9/1/19	6/30/20	School Day Event Coordinator, paid 1/2 in Dec. & 1/2 in June.
<b>Wicoff Elementary School</b>								
Incollingo, Ellen	Stipend Non-Athletic	Character Education Coordinator		\$642.00	WIC	9/1/19	6/30/20	Character Education Coordinator, paid 1/2 in Dec. & 1/2 in June.
Collins, Melissa	Stipend Non-Athletic	Coordinator Elementary Science		\$1,722.00	WIC	9/1/19	6/30/20	Coordinator Elementary Science, paid 1/2 in Dec. & 1/2 in June.
Pinner, Gerald	Stipend Non-Athletic	Evening Event Coordinator		\$1,286.00	WIC	9/1/19	6/30/20	Family Math Evening Event Coordinator - 2 sessions, paid 1/2 in Dec. & 1/2 in June.
Reil, Lizbeth	Stipend Non-Athletic	Evening Event Coordinator		\$1,286.00	WIC	9/1/19	6/30/20	Family Math Evening Event Coordinator - 2 sessions, paid 1/2 in Dec. & 1/2 in June.
Wheeler, Rashmi	Stipend Non-Athletic	Evening Event Coordinator		\$1,286.00	WIC	9/1/19	6/30/20	Family Math Evening Event Coordinator - 2 sessions, paid 1/2 in Dec. & 1/2 in June.
Miller, Kristin	Stipend Non-Athletic	Grade Level Leader, Kindergarten		\$1,550.00	WIC	9/1/19	6/30/20	Grade Level Leader, Kindergarten, paid 1/2 in Dec. & 1/2 in June.
Shwom, Heather	Stipend Non-Athletic	Grade Level Leader, 1st		\$1,897.00	WIC	9/1/19	6/30/20	Grade Level Leader, 1st, paid 1/2 in Dec. & 1/2 in June.
Pinner, Gerald	Stipend Non-Athletic	Grade Level Leader, 2nd		\$1,897.00	WIC	9/1/19	6/30/20	Grade Level Leader, 2nd, paid 1/2 in Dec. & 1/2 in June.
Hopkins, Katlyn	Stipend Non-Athletic	Grade Level Leader, 3rd		\$1,897.00	WIC	9/1/19	6/30/20	Grade Level Leader, 3rd, paid 1/2 in Dec. & 1/2 in June.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Incollingo, Ellen	Stipend Non-Athletic	Grade Level Leader, Special Areas		\$1,897.00	WIC	9/1/19	6/30/20	Grade Level Leader, Special Areas, paid 1/2 in Dec. & 1/2 in June.
Lewis, Joan	Stipend Non-Athletic	Reading Club		\$1,029.00	WIC	9/1/19	6/30/20	Wake Up Wicoff Coordinator, paid 1/2 in Dec. & 1/2 in June.
Incollingo, Ellen	Stipend Non-Athletic	Safety Patrol		\$515.00	WIC	9/1/19	6/30/20	Rainbow Patrol Coordinator, paid 1/2 in Dec. & 1/2 in June.
Lewis, Joan	Stipend Non-Athletic	School Day Event Coordinator-Shared		\$513.33	WIC	9/1/19	6/30/20	Math/Science Day Coordinator - shared 1 1/3, paid 1/2 in Dec. & 1/2 in June.
McKenna, Maureen	Stipend Non-Athletic	School Day Event Coordinator-Shared		\$513.33	WIC	9/1/19	6/30/20	Math/Science Day Coordinator - shared 1 1/3, paid 1/2 in Dec. & 1/2 in June.
Shields, Vanessa	Stipend Non-Athletic	School Day Event Coordinator-Shared		\$513.33	WIC	9/1/19	6/30/20	Math/Science Day Coordinator - shared 1 1/3, paid 1/2 in Dec. & 1/2 in June.
<b>Special Services</b>								
Nowak, Beth Ann	Stipend Non-Athletic	Coordinator, Speech Therapists		\$1,688.00	DIST	9/1/19	6/30/20	Coordinator, Speech Therapists, paid 1/2 in Dec. & 1/2 in June.
Hoeflinger, Kimberly	Stipend Non-Athletic	Head Teacher		\$1,420.00	GMS	9/1/19	6/30/20	Head Teacher, paid 1/2 in Dec. & 1/2 in June.
Keller, Elizabeth	Stipend Non-Athletic	Head Teacher		\$1,420.00	CMS	9/1/19	6/30/20	Head Teacher, paid 1/2 in Dec. & 1/2 in June.
Campbell, Alexander	Stipend Non-Athletic	Head Coach, Special Olympics		\$2,195.00	MR	9/1/19	6/30/20	Head Coach - Special Olympics, paid 1/2 in Dec. & 1/2 in June.
Davis, Jennifer	Stipend Non-Athletic	Head Coach, Special Olympics		\$2,195.00	CMS	9/1/19	6/30/20	Head Coach - Special Olympics, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
King, Amanda	Stipend Non-Athletic	Head Coach, Special Olympics		\$2,195.00	HSN	9/1/19	6/30/20	Head Coach - Special Olympics, paid 1/2 in Dec. & 1/2 in June.
Campbell, Alexander	Stipend Non-Athletic	Coordinator, Special Olympics		\$1,688.00	HSN	9/1/19	6/30/20	Coordinator - Special Olympics, paid 1/2 in Dec. & 1/2 in June.
Davis, Jennifer	Stipend Non-Athletic	Coordinator, Special Olympics		\$1,688.00	MR	9/1/19	6/30/20	Coordinator - Special Olympics, paid 1/2 in Dec. & 1/2 in June.
King, Amanda	Stipend Non-Athletic	Coordinator, Special Olympics		\$1,688.00	CMS	9/1/19	6/30/20	Coordinator - Special Olympics, paid 1/2 in Dec. & 1/2 in June.
<b>Change</b>								
Cabarle, Christine	Change	Peer Counseling		\$2,028.00	HSN	9/1/19	6/30/20	Change Peer Counseling from shared 50% to 100%, 2 yrs. exp., paid 1/2 in Dec. & 1/2 in June. Change salary from \$1,014.00 to \$2,028.00.
Castro-Verrault, Jessica	Change	Class Advisor, 12th Grade-Shared		\$2,628.44	HSN	9/1/19	6/30/20	Change Class Advisor, 12th Grade - shared 50%, from 3 yrs. exp. to 6 yrs. exp., paid 1/2 in Dec. & 1/2 in June. Change salary from \$2,508.96 to \$2,628.44.
Hauge, Kristin	Change	Orchestra		\$2,012.20	GMS	9/1/19	6/30/20	Change Chamber Orchestra Advisor from shared 50% to 100%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June. Change salary from \$1,006.10 to \$2,012.20.
Hoyt, Carolyn	Change	South Asian American Student Association		\$1,509.15	HSN	9/1/19	6/30/20	Change South Asian American Student Association Advisor from shared 50%, 7 yrs. exp., to 100%, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June. Change salary from \$867.76 to \$1,509.15.
Lim, Teresa	Change	Orchestra		\$2,012.20	GMS	9/1/19	6/30/20	Change Chamber Orchestra Advisor from shared 50% to 100%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June. Change salary from \$1,006.10 to \$2,012.20.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mangone, Marilyn	Change	Drama, Spring Musical- Assistant Choreographer		\$4,087.28	HSS	9/1/19	6/30/20	Change Drama, Spring Musical - Assistant Choreographer, from 6 yrs. exp. to 25 yrs. exp., paid in FULL in June. Change salary from \$3,596.81 to \$4,087.28.
<b>Rescind</b>								
Cavadas-Fonseca, Jenna	Rescind	Peer Counseling- Shared		\$1,014.00	HSN	9/1/19	6/30/20	Rescind Peer Counseling - shared 50%, 7 yrs. exp.
Cruz, Angelica	Rescind	Marching Band Color Guard Assistant Advisor		\$2,515.25	HSN	7/1/19	6/1/20	Rescind Marching Band Color Guard Assistant Advisor, 2 yrs. exp.
<b>F. Community Education</b>								
<b>Appoint</b>								
Lebon, Carla	Appoint	CE EDP Nurse		\$47.09/hr.	VIL	9/1/19	6/30/20	Appoint as a CE EDP Nurse.
Chang, Inja	Appoint	CE Summer Nurse		\$47.09/hr.	CMS	8/1/19	8/16/19	Appoint as a CE Summer Nurse.
Lee, Kelly	Appoint	EDP Group Leader		\$16.50/hr.	CE	9/1/19	6/30/20	Appoint as a part-time EDP Group Leader.
Garretson, Barbara	Appoint	EDP Group Leader		\$12.00/hr.	DN	9/1/19	6/30/19	Appoint as an EDP Group Leader, pending employment verification.
<b>Change</b>								
Beauchamp, Marissa	Change	EDP Site Supervisor		N/C	VIL	9/1/19	6/30/20	Change location from DN to VIL.
Nelson, Heather	Change	EDP Site Supervisor		N/C	DN	9/1/19	6/30/20	Change location from VIL to DN.
Hughes, Dianna	Change	EDP Group Leader		N/C	DN	9/1/19	6/30/19	Change location from MR to DN.
Jadhav, Usha	Change	EDP Group Leader		N/C	MR	9/1/19	6/30/20	Change location from MH to MR.
Mukhopadhyay, Nandini	Change	EDP Group Leader		N/C	TC	9/1/19	6/30/19	Change location from DN to TC.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ono, Haurhisa	Change	EDP Group Leader		N/C	MH	12/2/19	6/30/19	Change start date from 9/1/19 to 12/2/19.
Singh, Bandana	Change	EDP Group Leader		N/C	MR/CMS	9/1/19	6/30/19	Change location from TC to MR and CMS.
<b>Resignation</b>								
DeAngelis, Christina	Resign	EDP Group Leader		N/A	VIL	7/29/19	7/29/19	Resign from position.
Dinesha, Jyothi	Resign	EDP Group Leader		N/A	MH	8/12/19	8/12/19	Resign from position.
Smith, Harrison	Resign	EDP High School Assistant		N/A	MH	8/1/19	8/1/19	Resign from position.
Vena, Amy	Resign	EDP Group Leader		N/A	CE	8/20/19	8/20/19	Resign from position.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Allen-Crystal, Jamie	Appoint	Student Assistance Counselor	3MA	\$59,900.00	HSN	TBD	6/30/20	Appoint as Student Assistance Counselor, pending employment verification, replacing Jenna Cavadas-Fonseca, who resigned. (Tenure date: TBD)
<b>Change</b>								
Piccini, Ines	Change	Teacher Spanish	12BA	\$80,000.00	VIL	TBD	6/30/20	Change start date from 9/1/19 to TBD. (Tenure date: TBD)
Araki, Masami	Change	School Psychologist	4PhD	\$64,025.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Lavan, Brenda	Change	School Nurse	1MA	\$58,000.00	DN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Sreenivasan, Samhitha	Change	Teacher Mathematics	1BA	\$56,000.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Flynn, Emily	Change	Teacher Elementary- LR	0BA	\$55,500.00	DN	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Clementson, Danielle	Change %	Teacher Mathematics- 80%	15MA	\$78,192.00	HSN	9/1/19	6/30/20	Change from 100% Teacher Mathematics to 80% Teacher Mathematics.
Poquette, Haley	Change %	Teacher Science- 120%	2BA	\$68,400.00	HSN	9/1/19	6/30/20	Change salary from 100% to 120% for an additional section.
Belmonte, Colleen	Change Location	Teacher Resource Specialist- BCBA		N/C	MH	9/1/19	6/30/20	Change location from TBD to MH.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Kalkan, Guler	Appoint	Instructional Assistant	1	\$18.83/hr.	TC	TBD	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Demetrius Simmons, who resigned, for 6.75 hrs/day.
Manzoori, Hoorah	Appoint	Instructional Assistant	1	\$18.83/hr.	TC	9/1/19	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Beverly Saville, who resigned, for 6.75 hrs/day.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bright, Jarrod	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".
Franceschino, John	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".
Marcinkowski, Taylor	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".
Moran, William	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".
Pitts, Ernest	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".
Salvador, Stephanie	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".
Rundbaken, MaryAnn	Appoint	Substitute Bus Aide		\$12.00/hr.	TRAN	TBD	6/30/20	Appoint as substitute bus aide, pending employment verification, as needed for temporary assignments.
<b>Change</b>								
Banerjee, Oormimala	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change hrs/day from 6.75 hrs/day to 6.5 hrs/day.
Bhatia, Indu	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change hrs/day from 3.5 hrs/day to 3.75 hrs/day.
Cushman, Kimberly	Change	Instructional Assistant		N/C	WIC	9/1/19	6/30/20	Change hrs/day from 6.75 hrs/day to 6.5 hrs/day.
Gupta, Anita	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from VIL to CMS. Change hrs/day from 7.0 hrs/day to 7.25 hrs/day.
Hayes, Leslie	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from MH to TC for 6.5 hrs/day.
Mehta, Kiran	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from MR to CMS for 3.5 hrs/day.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sen, Chandrani	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change location from VIL to TC for 3.75 hrs/day.
Thoota, Tejasri	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change location from MR to CMS. Change hrs/day from 3.75 hrs/day to 3.5 hrs/day.
Rossi, Mary Lynn	Change Location	Cafeteria Aide		N/C	TC	9/1/19	6/30/20	Change location from MH to TC for 2.5 hrs/day, replacing Tooba Zia, who transferred.
Zia, Tooba	Change Location	Cafeteria Aide		N/C	MH	9/1/19	6/30/20	Change location from TC to MH for 2.5 hrs/day, replacing Mary Lynn Rossi, who transferred.
<b>Resignation</b>								
Duhamel, Margaret	Resign	Instructional Assistant		N/A	TC	9/6/19	9/6/19	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Professional Development Planning</b>								
Adams, Michael	Extra Duty	Professional Development Planning		\$47.09/hr.	HSN	8/26/19	8/26/19	Planning and Presenting the Ropes Course team building session, not to exceed 3 hours.
Agnella, Laura	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	7/1/19	8/30/19	Presenting EdCOT training, not to exceed 15 hours.
Cook, Jaime	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	7/1/19	8/30/19	Presenting EdCOT training, not to exceed 15 hours.
<b>Change</b>								
Cianci, Rachaele	Change	Child Study Team- Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (LDTC) work, as approved by the Supervisor, from <b>not to exceed 20 days</b> to <b>not to exceed 33 days</b> .
<b>E. Stipend Athletic</b>								
<b>Field Hockey</b>								
Perez, Cassandra	Stipend-Athletic	Field Hockey- Assistant Coach		\$4,024.00	HSS	TBD	Fall 2019	Field Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in Dec.
<b>Change</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kuczmariski, Patricia	Change	Volunteer Soccer		\$0.00	HSN	TBD	Fall 2019	Volunteer Soccer.
<b>E. Stipend Non-Athletic</b>								
<b>Lunch Duty</b>								
Lagomarsino, Ryan	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Buck, Eugene	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Gandy, Heather	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Thomas, Stephanie	Stipend Non-Athletic	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
<b>Mentor</b>								
Allen, Arvid	Stipend Non-Athletic	Mentor		\$2,010.00	HSN	9/1/19	6/30/20	Mentor for Nabil Jemal, paid 1/2 in Dec. & 1/2 in June.
Regal, Karina	Stipend Non-Athletic	Mentor		\$2,010.00	HSN	9/1/19	6/30/20	Mentor for Jessica Figueroa, paid 1/2 in Dec. & 1/2 in June.
<b>Town Center Elementary School</b>								
Coleman, Bradford	Stipend Non-Athletic	Grade Level Leader, 2nd-Shared		\$1,119.50	TC	9/1/19	6/30/20	Grade Level Leader, 2nd - shared 50%, paid 1/2 in Dec. & 1/2 in June.
<b>Change</b>								
Lazarus, Amy	Change	Grade Level Leader, 2nd-Shared		\$1,119.50	TC	9/1/19	6/30/20	Change Grade Level Leader, 2nd, from 100% to shared 50%, paid 1/2 in Dec. & 1/2 in June. Change salary from \$2,239.00 to \$1,119.50.
<b>Rescind</b>								
King, Amanda	Rescind	Head Coach, Special Olympics		\$2,195.00	HSN	9/1/19	6/30/20	Rescind Head Coach - Special Olympics stipend.
King, Amanda	Rescind	Coordinator, Special Olympics		\$1,688.00	CMS	9/1/19	6/30/20	Rescind Coordinator - Special Olympics stipend.





It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Small, Lauren	Rescind	Lunch Duty		\$1,988.00	GMS	9/1/19	6/30/20	Rescind Lunch Duty stipend.
<b>G. Emergent Hires</b>								
<b>Appoint</b>								
Hvisdock, Diana	Appoint	Instructional Assistant	1	\$17.37/hr.	TC	9/1/19	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Ann Marie Jaeger, who resigned, for 7.0 hrs/day.
<b>Change</b>								
Slavin, Joseph	Change	Interim Assistant Principal		\$500.00/day	HSN	8/28/19	TBD	Change start date from TBD to 8/28/19.
Bartocci, Kathryne	Change	Teacher Special Education- LR	2BA	\$57,000.00 (prorated)	VIL	9/1/19	1/30/20	Change start date from TBD to 9/1/19.
Nemeth, Ashley	Change	Teacher Elementary	0BA	\$55,500.00	MR	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Thakkar, Rinkoo	Change	Cafeteria Aide	0	\$14.24/hr.	MR	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)



# POLICY

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BENEFITS COVERING NON-AFFILIATED (**CATEGORY F**)

FOREMEN

## 1126 BENEFITS COVERING FOREMEN - **Category #F**

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

Titles:

Operation Foreman  
Tradesmen Foreman  
Maintenance Foreman  
Utility Foreman  
Plumber

Benefits for these employees shall be as follows:

### A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. For purposes of this policy, full time is defined as regularly scheduled to work thirty (30) hours or more in a week.
2. The Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
  - a) Eligible employees will be provided coverage, at Board expense and subject to the contributions set forth in P.L. 2011, c. 78, at the lowest cost HMO plan (currently HMO 2035).



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FOREMEN

- b) The Board shall assume the cost of premiums for prescription coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.
  - c) The Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for dental insurance.
3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form and providing the required documentation.

To the extent permitted by law, a full time employee who waives coverage shall receive payment equal to twenty-five percent (25%) of the cost of the premium the Board would have paid had the employee not waived coverage. Such payment will not exceed three thousand dollars (\$3,000).

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

## B. Leave of Absence

1. Employees shall be credited with ten (10) days cumulative sick leave at the beginning of each school year.
2. To the extent permitted by law, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Such compensation



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shall be capped at \$10,000, regardless of the number of sick days accumulated.

3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
  - a. Religious holidays;
  - b. Closing on the purchase of a home;
  - c. Moving day;
  - d. Court appearance or other legal matters;
  - e. Entering offspring in college;
  - f. Attending graduation of offspring or spouse;
  - g. Attending wedding of member of immediate family;
  - h. Marriage;
  - i. Adoption;
  - j. Other Emergency or Urgent Reason Not Listed Above.

A full-time employee shall be granted up to three (3) days of personal leave per year with full pay. Personal business shall not be used to extend a school holiday or vacation period without approval of the Superintendent or his/her designee. A request for personal business leave made for a time occurring immediately preceding or following a vacation period or holiday will of necessity, therefore, require the reason for said leave be set forth in the application in order that the Superintendent's discretion may be exercised. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than (15) fifteen sick days may be accumulated in any one year.



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4. A full-time employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.
5. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three (3) days for other close relatives, and up to one (1) day per year for relative not a member of the immediate family.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, or daughter-in-law.

## C. Vacation

1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon Employment	10 days per year
After four (4) full school years of employment	15 days per year
After nine (9) full school years of employment	20 days per year
After fourteen (14) full years of employment	22 days per year
2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent/designee.
3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for



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the employee's final school year of employment. (Example: an employee entitled to twenty (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.

4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay.
5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
6. Carryover of vacation days is limited to one year of accumulated vacation and is subject to the limitation of state law found at *N.J.S.A. 18A:30-9.1* and any other prevailing law.

## D. Holidays

1. Employees shall receive the sixteen (16) holidays as listed in the annual holiday schedule.

## E. Working Conditions

1. The Board shall supply operations employees with five uniforms per year. Employees shall receive a proper fitting jacket every three years and all employees required to work outdoors shall be provided with proper rain and foul weather gear.
2. There shall be one chemical apron available for use in each school.
3. Overalls shall be supplied for dirty work and ear and eye protection shall be provided as needed. These protections are required to be worn.



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4. Employees shall be reimbursed an amount not to exceed \$225 per school year for the purchase of work shoes. All shoes must be steel toed and be approved by the Director of Building and Grounds. Receipts for shoe purchases must be submitted by October 30. New employees must submit receipts within two weeks of commencing employment.
5. No employee shall be expected to work in an unsafe or unhealthy condition. When an employee feels such a condition exists, the employee shall notify the Director of Buildings and Grounds. If the Director of Buildings and Grounds cannot resolve the problem, he/she shall notify the Superintendent who shall determine whether to alter the workday or workstation.
6. Employees called back to work shall be paid a minimum of two hours.
7. Snow Day/ Emergency Closing Provisions
  - a. There are two categories of snow days/ emergency shutdowns:
    - i. Total shutdown; total shutdown of the district declared by the Superintendent. Employees are required to report to work unless otherwise notified. Employees must report to work even when the state or municipality has declared a state of emergency unless the state emergency declaration specifically bans driving.
    - ii. School Closings; school closings for students. Employees are required to report to work unless otherwise notified
  - b. Employee shall be paid time and one-half for each hour work during a total shutdown. During school closings, employees called to remove snow or perform other emergency services shall be paid time and a half for hours work after nonemergency staff have been sent home, if they have worked at least eight hours. If they have not worked eight hours, the work hours will be paid at the regular rate.
  - c. Employees are required to bring in a medical note if they use a sick day during an emergency shut down.



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d. When there is a delayed opening or other emergent operational need, employees may be required to report to work earlier than their regularly start time at the discretion of the Director of Building and Grounds.

E. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by state law or regulation.





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### 2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA. The Superintendent is required to certify compliance with this USCO Policy to the NJDOE in the application for ESSA funds.

#### USCO Policy Provision I - Persistently Dangerous Schools (PDS)

1. Criteria for Determining PDS.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the NJDOE for three consecutive years and is part of a school district that receives funds under ESSA. The NJDOE will use the most current available data from the Student Safety Data System (SSDS) to identify PDS on or before July 31 of each year.

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within



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fifteen calendar days of the date of the notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected students and parents.

### 3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. Additionally, the district is required to develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide the school with guidance for its corrective action plan, as well as monitor the school district's timely completion of the approved plan.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing its corrective action plan and compare the current



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year's incidents of violence, as reported on the SSDS, to the criteria for determining PDS. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by September 30 of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year in accordance with 2. above.

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect.

#### 4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of the pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval a school safety plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The school safety plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide an early warning school with guidance for its school safety plan, as well as



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monitor the school's timely completion of the approved plan. A school receiving an "early warning" notice is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing its school safety plan and compare the current year's incidents of violence, as reported on the SSDS, to the criteria for determining PDS. The school will be notified of its status on or before July 31 of the respective year.

A school that no longer meets the criteria for PDS for one school year, the year in which the school safety plan was in effect, will no longer be required to submit a school safety plan.

A school that meets the criteria for PDS for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year and provide the transfer option to students in the school designated as persistently dangerous.

### 5. Schools Not Receiving ESSA Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive Federal funds under ESSA, but meet any one of the criteria for PDS will be contacted by the NJDOE and be required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide the school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan.

## USCO Policy Provision II – Victims of Violent Criminal Offenses

The Unsafe School Choice Option provision under the ESSA requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.



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The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)13*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

### 1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
  - (1) Law enforcement officials have filed formal charges against the offender(s) for commission of the violent crime; or
  - (2) The offender(s) has received sanctions in accordance with the Board of Education's Code of Student Conduct; or
  - (3) The offender(s) either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators



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such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or

(4) The pre-existence of a restraining order against the offender(s).

### 2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the individual choice option provision. The district must offer, within fourteen calendar days of the incident, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

### 3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of this Policy are identified and explained below. The offenses apply to completed offenses, as well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of the school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.



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#### 4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A student is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.
- c. Sexual Assault [N.J.S.A. 2C:14-2] - A student is a victim of a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of an act of sexual penetration under any of the following circumstances:
  - (1) The victim is less than thirteen years old.
  - (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.



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- (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
  - (4) The actor uses physical force or coercion.
  - (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
- d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
- (1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
    - (a) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or





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- (b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.
  
- e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under this Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in this Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
  
- f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; threatens the victim with or purposely puts the victim in fear of immediate bodily injury.
  
- g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time with any of the following purposes: to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
  
- h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor purposely or knowingly starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.



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## Miscellaneous Provisions of USCO

### 1. Transfer Time Period – PDS

The transfer may be in effect longer and the district will consider the educational needs of the student, as well as other factors affecting the student's ability to succeed if returned to the transferring school. (i.e. The school district may allow a student to complete his or her education through the highest grade level at the receiving school if the student would otherwise be required to return to their original school.)

### 2. Charter School Transfer Option

While ESSA permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public local education agencies (LEA's), pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the



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charter school must select students to attend using a random selection process for enrollment.

### 3. Funding Sources for USCO

The USCO statute does not authorize resources specifically to help cover USCO costs associated with transferring a student from a PDS. However, under certain circumstances Federal funds may be used. For example, ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)] may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home. In addition, ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)] funds may be used to help cover costs such as tuition or transportation related to the USCO or expansion of public school choice.

### 4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

### 5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district will explore other appropriate options such as an agreement with a neighboring school district to accept transfer students.

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided



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for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.

Title VIII, Part F, Subpart 2, SEC. 8532  
Every Student Succeeds Act (ESSA) of 2015

Adopted: 17 July 2012  
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### 2422 HEALTH AND PHYSICAL EDUCATION

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

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

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention. -
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.



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7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) 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



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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.
1746. 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 mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school



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culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

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

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

Adopted: 17 July 2012  
Revised:





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## 2431.3 PRACTICE AND PRE-SEASON HEAT-ACCLIMATION FOR INTERSCHOLASTIC ATHLETICS

The West Windsor-Plainsboro Regional School District Board of Education adopts this Policy as a measure to protect the safety, health and welfare of pupils participating in school-sponsored interscholastic athletic programs. The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance the student-athlete's health, performance, and well-being.

For the purposes of this Policy, “practice time,” means the time a player engages in physical activity. Warm-up, stretching, conditioning, weight training, and “cool-down” periods shall be calculated in practice time.

For the purposes of this Policy “walk-through” means practice time where no protective equipment or strenuous activity is permitted and only balls and field markers (cones) may be used.

The first five days of the Board approved pre-season practice shall consist of no more than three hours of practice time. This three-hour practice time during the first five days may be divided into multiple sessions, but total practice time shall not exceed three hours. Full protective gear required for any athletic program may only be worn by student-athletes on the third day of practice and thereafter. Activities during the first two days of practice will be limited to those activities where full protective gear is not needed or required. Protective headgear may be worn on the first two days. Full equipment shall not be worn for any practice that is held before the NJSIAA official start of practice date.

A student-athlete shall not be permitted to participate in a scrimmage for any sport until he/she has completed six complete days of practice.

An athletic team may not practice for more than six consecutive days and one twenty-four hour rest period must be included within a seven-day period. After the fifth day of practice, the maximum allotted time per day for practice shall not exceed five hours. The five-hour practice time may be divided into multiple sessions but total practice time in any day shall not exceed five hours. A five-hour practice day may not be followed by a practice day greater than three hours. Therefore, practice days may follow a 3-5-3-5 format. A minimum of a three-hour recovery period



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shall be provided after any session of greater than two hours in length and a three-hour recovery period should be provided before a walk-through.

The Superintendent of Schools may reduce the practice times in this Policy in the event the weather and/or temperature warrants such action.

New Jersey State Interscholastic Athletic Association Pre-Season Heat-Acclimation Guidelines

Adopted: 17 July 2012  
Revised:



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Educational Program Evaluation  
M

## 2610 EDUCATIONAL PROGRAM EVALUATION (M)

The West Windsor-Plainsboro Regional School District Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. The Superintendent shall employ such tests and methods that will ensure decision making is data driven and a variety of sources of data are used to analyze and monitor student achievement and progress, as well as evaluate school programs. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board that evaluate the progress of students and the effectiveness of staff members. The Superintendent shall use multiple (more than two) sources of data to monitor student achievement and the progress of students. The Superintendent shall also use multiple (more than two) sources of data to evaluate the effectiveness of programs, initiatives, and strategies.

The Board will annually make available to the public the collective progress of students toward the goals of the district. The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11  
N.J.A.C. 6A:8-4.1 et seq.  
N.J.A.C. 6A:19-2.6 [**vocational districts**]

Adopted: August 23, 2016  
Revised:



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## 4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The West Windsor-Plainsboro Regional School District Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public. The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person required to have a Page 1 of 21 sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol.



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Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates the Transportation Coordinator as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.

## Violations

Any violation of this Policy may result in discipline, up to and including termination.

## Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

## Testing Procedures



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All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 40, Subparts J, K, L, M and N.

## Definitions

“Alcohol use” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Confirmatory drug test” means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed drug test” means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

“Controlled substances” means those substances identified in 49 CFR 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative (DER)” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

“FMCSA” means Federal Motor Carrier Safety Administration.

“Initial drug test (also known as a “Screening drug test”)” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.



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“Initial specimen validity test” means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

“Medical Review Officer (MRO)” is a licensed physician responsible for receiving and reviewing laboratory results generated by the district’s drug testing program and evaluating medical explanations for certain drug test results.

“Possess” includes, but is not limited to, either in or on the driver’s person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

“Service agent” is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

“Substance Abuse Professional (SAP)” is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.

“Work Site” means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

## Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

### 1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.



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An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that program either:
  - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and



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- f. The results of any tests taken within the previous six months and any other violations.

In accordance with 49 CFR 382.301(d), the Board will conduct pre-employment alcohol tests before the first performance of safety-sensitive functions by a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 CFR 40 et seq. An employee will not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information



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is not available from the previous employer, the DER must seek to obtain this information from the employee.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.

## 2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

## 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:



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- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or



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- (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.



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Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

## 5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to



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duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.307. The SAP will comply with all reporting requirements of 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

## Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.



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## Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

## Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

## Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

## Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.

## Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening



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Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

## Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused



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to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refused to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.



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## Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

## Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.

## Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and



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7. Be subject to the disciplinary Policy and Regulations of the Board.

## Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.

## Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
  - a. Collection logbooks (if used);
  - b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.



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2. Records Related to the Employee's Test Results
  - a. Employer's copy of the alcohol test form, including results;
  - b. Employer's copy of the controlled substance test chain of custody and control form;
  - c. Documents sent to the employer by the MRO;
  - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
  - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies
4. Records Related to Evaluations and Training
  - a. Records pertaining to the SAP's determination of an employee's need for assistance;
  - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;
  - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
  - e. Documentation of supervisor training; and



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- f. Certification that training conducted under this Policy complies with all requirements of the Policy.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, MROs, and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
  - c. Monthly statistical summaries of urinalysis; and
  - d. The employer's drug testing policy and procedures.
6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years



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A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.



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7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
  - (1) The identity of the person designated by the employer to answer employee questions about the materials;
  - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
  - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the employee is required to be in compliance;



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- (4) Specific information concerning employee conduct that is prohibited;
- (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
- (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
- (7) The requirement that an employee submit to alcohol and controlled substance tests;
- (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
- (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Omnibus Transportation Employee Testing Act of 1991

49 CFR 40 et seq.

49 CFR 382 et seq.

49 CFR 395.2

Adopted: May 24, 2016

Revised:





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### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The West Windsor-Plainsboro Regional School District 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



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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



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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.

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



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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. However, in the case of a dispute between the school district and the parent or guardian 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 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.

### 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



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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



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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



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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 without payment of tuition for a period of time not greater than 30 calendar days prior to the anticipated date of residency. If any such student does not become a resident of the school district within four weeks after admission to school, tuition will be charged for attendance commencing the beginning of the fifth week and until such time as the student becomes a resident or withdraws from school.





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Students whose parent or guardian have moved away from the school district on or after May 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after the opening day of school will be permitted to finish the school year in this school district without payment of tuition.

## Children of District Employees

A child of a non-resident employee may attend the district's schools without the payment of tuition provided the child's family participated in the district enrollment program as of July 1, 1993. Enrollment is subject to the terms of any applicable collective bargaining agreement.

## 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

F-1 Visa students will not be admitted to this school district.

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

Adopted: August 23, 2016  
Revised:





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### 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

The West Windsor-Plainsboro Regional School District Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Student Safety Data System , in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.



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## WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

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Pupil Discipline/Code of Conduct  
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The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.



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Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 9 November 2010  
Revised: 28 June 2011  
Revised:



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## 5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES (M)

The West Windsor-Plainsboro Regional School District Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to The Zero Tolerance For Guns Act, N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.

The Superintendent shall make the final determination on whether the general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy is prepared to return to the general education program or will remain in an alternative education program,



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pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i).

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-6.1 et seq.;

6A:16-7.1 et seq.; 6A:16-8.1 et seq.;

6A:16-9.1 et seq.; 6A:16-10.2

Adopted: 17 July 2012

Revised: 22 November 2016

Revised:



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Assaults on District Board of Education  
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## 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent.



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The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1  
N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2;  
6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: July 17, 2012  
Revised: November 22, 2016  
Revised:



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## 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

The West Windsor-Plainsboro Regional School District Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or



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receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6;

6A:16-6.1 et seq.; 6A:16-7.1 et seq.;

6A:16-8.1 et seq.; 6A:16-9.1 et seq.;

6A:16-10.2

Adopted: November 22, 2016

Revised:



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## 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG ABUSE

The West Windsor-Plainsboro Regional School District Board of Education shall observe “School Violence Awareness Week” during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for pupil discussion on conflict resolution, issues of pupil diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession and/or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the Student Safety Data System (SSDS).

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident report of violence, vandalism, harassment, intimidation, bullying, alcohol, or other drug abuse, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.



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The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

Two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any pupil engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the Department of Education. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.



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Whenever it is alleged a school employee has knowingly falsified the report on violence, vandalism, harassment, intimidation, or bullying required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(g)2. Upon a determination by the Board that an employee has knowingly falsified the report, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record. Any employee having been found responsible for the falsification of the report by the Board shall have the right to file a grievance under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1

N.J.A.C. 6A:16-5.2; 6A:16-5.3

Adopted: 17 December 2013

Revised:



# REGULATION

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Special Education – Free and Appropriate  
Public Education

## R2460.8 Special Education – Free and Appropriate Public Education

A free and appropriate public education is available to all students with disabilities between the ages of three and twenty-one including students with disabilities who have been suspended or expelled from school.

- A. Procedures regarding the provision of a free and appropriate public education to students with disabilities who are suspended or expelled are as follows:
1. School officials responsible for implementing suspensions/expulsions in the district are the following:
    - a. Grades Nine – Twelve 9-12 Principal/Vice Principal or designee;
    - b. Grades Six – Eight 6-8 Principal/Vice Principal or designee;
    - c. Grades Pre-Kindergarten – Five PreK – 5 Principal/Vice Principal or designee;
  2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. (Notification must be in written format for documentation.)
    - a. Removal for at least half of the school day shall be reported via the Student Safety Data System.
  3. Each Principal or designee will ensure that a system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons. Documentation will include:
    - a. Student's name;
    - b. The infraction;
    - c. Time suspended; and



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- d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
4. When a student is suspended from transportation:
    - a. Suspension from transportation is not counted as a day of removal if the student attended school.
    - b. Suspension from transportation is counted as a day of removal if the student does not attend school.
    - c. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
    - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the student does not attend school.
  5. When a student with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is not considered removal when determining whether a manifestation determination must be conducted if the program provides the following:
    - a. Opportunity for the student to participate and progress in the general curriculum,
    - b. Services and modifications specified in the student's IEP,
    - c. Interaction with peers who are not disabled non-disabled peers to the extent they would have in the current placement, and



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- d. The student is counted as present for the time spent in the in-school suspension program.
6. When a series of short-term removals will accumulate to more than ten school days in the year:
  - a. The Principal/Vice Principal, CST Director and/or Supervisor or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administration and the case manager shall be maintained by the case manager.
  - b. If it is determined that there is no change in placement, the Principal/Vice Principal, CST Director and/or Supervisor or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
    - (1) Enable the student to participate and progress appropriately in the general education curriculum; and
    - (2) Advance appropriately toward achieving the goals set out in the student's IEP.
  - c. Written documentation of the consultation and services provided shall be maintained in the student's file.
7. When a disabled student is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, Individuals with Disabilities Education Act Amendments of 2004, 20 U.S.C. §1415(k). The IEP Team shall:



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- a. Review the behavioral intervention plan and its implementation;
- b. Determine if modifications are necessary; and
- c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

The case manager will document the date and the outcome of the meeting. The documentation shall be placed in the student's file.

## B. Procedures Regarding the Provision of a Free and Appropriate Public Education to Preschool Age Students with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age student suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Preschool Coordinator or District Special Services Department.
2. Upon receipt of the written request, the request shall be dated and signed by the recipient.
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).
4. A file will be initiated for the potentially disabled preschooler:





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Special Education - Free and Appropriate  
Public Education

- a. The Child Study Team will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
  - b. A "Notice of Referral/Identification Meeting" will be sent to the parent(s);
  - c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;
  - d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and
  - e. A program shall be in place no later than ninety calendar days from the date of consent.
- C. Procedures Regarding the Provision of a Free, Appropriate Public Education to Students with Disabilities Who Are Advancing From Grade to Grade

The Child Study Team, through in-service training, shall ensure students with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the student continues to require specially designed services to progress in the general education curriculum and the use of functional assessment information supports the IEP Team's determination.

- D. Procedures Involving Procedural Safeguards to Students Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to students not yet eligible for special education. The parent(s) and/or adult student may assert any of the protections of the law if the district had knowledge the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Adopted: 25 April 2017



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## 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

### A. Definitions

1. “Affidavit student” means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C. 6A:22-3.2(a).
2. “Appeal” means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. “Applicant” means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. “Commissioner” means the Commissioner of Education or his/her designee.
5. “Guardian” means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian’s school district unless it can be proven that the child does not actually live with the custodian. “Guardian” also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

### B. Eligibility to Attend School – Students Domiciled in the District

1. A student 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, is eligible to attend school in this school district if the student is domiciled within the district:
  - a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.
    - (1) When a student’s parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the



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student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.

- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
  - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.
  - (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to



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attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.

- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
  - b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
  - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
  - d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
  - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.



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- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
  - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
  - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, 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 any of the armed forces of the United States 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. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. 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.

## C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if



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that student is kept in the home of a person other than the student's parent or guardian, and 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.

- a. A student is not eligible to attend this school district pursuant to this provision unless:
  - (1) The student's parent or guardian has filed, 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 that the student is not residing with the other person solely for the purpose of receiving a free public education; and
  - (2) The person keeping the student has filed, if so required by the Board of Education:
    - (a) 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 longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
    - (b) 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.
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.



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- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
  - e. 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 school district commits a disorderly persons offense.
2. A student 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, is eligible to attend school in this school district 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.
    - a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
  3. A student 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, is eligible to attend school in this school district 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.
    - a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;



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- b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f 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.
5. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 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. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b 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. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.





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7. A student 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, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
  - a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, “family crisis” shall include, but not be limited to:
    - (1) An instance of abuse such as domestic violence or sexual abuse;
    - (2) A disruption to the family unit caused by death of a parent or guardian;  
or
    - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
  - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student’s new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student’s continued enrollment in the school district and in the current school of attendance with the provision of transportation.



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- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
  - d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
    - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
    - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.



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- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
  - (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
  - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the



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original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.

- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
  - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
  - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

## D. Housing and Immigration Status

1. A student's eligibility to attend 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.



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2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student 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, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.
  - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school (“F-1” Visa).
3. F-1 Visa Students

**[Option – Select One Option**

\_\_\_\_\_ F-1 Visa students will not be admitted to this school district.

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

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student



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to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.

## F. Proof of Eligibility

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
  - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
  - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
  - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
  - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
  - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
  - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
  - g. Documents pertaining to military status and assignment; and



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- h. Any other business record or document issued by a governmental entity.
2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. 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.
4. 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. They include, but are not limited to:
  - a. Income tax returns;
  - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
  - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
  - d. Social security numbers.
5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a 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



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school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

## G. Registration Forms and Procedures for Initial Assessment

1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
  - a. Are consistent with the forms provided by the Commissioner;
  - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
  - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
  - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
  - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
  - a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person





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attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.

- (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
  - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
- b. 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.
3. 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.
- a. 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.
  - b. When a student appears ineligible based on 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 school district's determination and intent to appeal to the Commissioner.
    - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before



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the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

4. 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 that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, 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 purposes of ensuring compliance with compulsory education laws, 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.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. 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.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student’s birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.



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8. 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.
9. 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.

## H. Notice of Ineligibility

1. 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 shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
  - a. 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.
2. Notices of ineligibility shall include:
  - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
    - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
    - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.



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- b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
- c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
- d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
- e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
  - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.



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- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

## I. Removal of Currently Enrolled Students

- 1. Nothing in N.J.A.C. 6A:22 and this Regulation 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.
- 2. 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.
  - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.



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3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an “affidavit student,” has been informed of his or her entitlement to a hearing before the Board of Education.
4. 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.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

## J. Appeal to the Commissioner

1. An applicant may appeal to the Commissioner of Education a school district 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.
  - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of “affidavit student” ineligibility determinations shall be filed by the resident keeping the student.

## K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student 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.



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- a. 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.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student 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 for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.
  - 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 for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student’s ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district’s error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
  - b. An order of the Commissioner assessing tuition is enforceable 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, in accordance with N.J.S.A. 2A:58-10.



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3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

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## R 5530 - Substance Abuse

The following procedures are established in implementation of Policy 5530, Substance Abuse.

### A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during



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those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

## B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined in accordance with Policy and Regulation 5600, Pupil Discipline-Code of Conduct.
2. In accordance with N.J.A.C. 6A:16-4.1(c), disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors in accordance with Policy and Regulation 5600, Pupil Discipline-Code of Conduct.



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## C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
  - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
  - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
    - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
    - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
    - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
    - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

## D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)
  - a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal



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and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.

- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
  - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
  - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
  - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
  - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews



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with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.

- f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
    - a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
      - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
      - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
    - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
      - (1) Immediately notify the student's parent and the Superintendent or designee;
      - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether



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the student is under the influence of alcohol or other drugs, other than anabolic steroids; and

- (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
- (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
- (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
  - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
- (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
  - (2) The student's parent, if available, shall also accompany the student.
  - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.



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- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
- (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
  - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
- (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
  - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
- (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
  - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).



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- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
  - (1) The student will be returned as soon as possible to the care of the parent;
  - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
    - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
  - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
- l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
  - (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student





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alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

(a) The findings of the assessment alone shall not prevent a student from attending school; and

(2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

## E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.



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- a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
- b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
- c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
  - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
  - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
- d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
  - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

## F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.



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2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
  3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
  4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
  5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
  6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
  7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.
- G. Parent Training Program/Outreach Programs



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1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
  - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
  - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
  - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
  - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
  - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
  - a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

## H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.



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2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
  - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
  - b. Pursuant to a court order;
  - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
  - d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or



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prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Student Safety Data System (SSDS).

Adopted: May 26, 2009

Revised: July 17, 2012

Revised: January 3, 2017



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## R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

### A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

### B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
  - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
  - b. Create disorder or disruptions on school premises;
  - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
  - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
  - e. Engage in the sexual and/or other harassment of pupils or staff members;



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- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;





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- y. Join a secret society prohibited by law; or
  - z. Commit an act of harassment, intimidation, or bullying; or
  - aa. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
  - b. Enter and leave the bus in an orderly manner;
  - c. Ride only the bus to which they have been assigned;
  - d. Be and remain seated while the bus is in motion;
  - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
  - f. Talk in a reasonable tone of voice and avoid loud noises;
  - g. Extend no portion of the body or other object out a bus window;
  - h. Keep aisles clear at all times;
  - i. Refrain from bringing animals or bulky items such as sports equipment or musical instruments that would interfere with seating for others;
  - j. Refrain from smoking, eating, and drinking on the bus; and
  - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600,



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pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

### C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

#### 1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

#### 2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

#### 3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or



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f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

#### 4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

#### 5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

#### 6. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

#### 7. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

#### 8. Expulsion



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- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

### D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

#### 1. Restitution and Restoration

- a. The pupil may be required, to:
  - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
  - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
- b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

#### 2. Counseling

- a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:
  - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
  - (2) What the consequences of continued misconduct are likely to be, and
  - (3) Appropriate alternate behaviors.



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c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:

- (1) The Child Study Team,
- (2) Intervention and Referral Team,
- (3) A public or private social agency, or
- (4) A legal agency.

### 3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

### 4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or administration.

## E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

### 1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

- (1) Admonishment;
- (2) Temporary removal from the classroom;
- (3) Deprivation of privileges;



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- (4) Classroom or administrative detention;
- (5) Referral to disciplinarian;
- (6) In-school suspension during the school week or the weekend;
- (7) After-school programs;
- (8) Out-of-school suspension (short-term or long-term);
- (9) Reports to law enforcement or other legal action;
- (10) Expulsion; and
- (11) Participating in school district-sponsored programs.

### 2. Remedial Measures

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

### F. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:



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### **K – 5 Elementary Student Code of Conduct**

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into account the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

#### Student Rights

Students have the right to:

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports students' development into productive citizens;
- Due process and protections pursuant to law and code.

#### Student Responsibilities

- Exhibit self-control on school premises, on the school bus, and at school activities;
- Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect;
- Avoid placing themselves or others in danger of physical harm;
- Help keep the school clean and attractive; and
- Use constructive means to settle disagreements or problems.

#### Consequences

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended. School responses



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shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited.

Appropriate disciplinary action will be taken for misbehaviors that

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupts the learning climate of the school.
3. Is directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

For further detail, please see the guidelines on the pages below.

### Behavioral Supports

The West Windsor-Plainsboro Regional School District elementary schools have building based teams which are designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing students' needs (Intervention and Referral Services/Student Assistance Committee). Character Education is an underlying theme of the school culture. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors.

### Bus Safety

Bus transportation is provided by the Board of Education. Each child has been assigned a bus stop. For the safety of your child and others please encourage proper conduct at the bus stop as well as on the bus. Any child who fails to conduct himself in a safe and courteous manner will be reported to the Principal. If the behavior does not improve, a Bus Conduct Form will be completed by the bus driver. The Principal will then meet with your child to discuss the inappropriate behavior. Upon receipt of the conduct report, the Principal will contact the parents to discuss strategies to improve behavior.

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:





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Pupil Misconduct	Procedures	Disciplinary Options/Responses
<p>1. Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. The misbehavior can usually be handled by individual staff member but sometimes requires school support personnel.</p>	<p>There is immediate intervention by the staff member who is supervising the pupil or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference and a conference with the school counselor, child study team, and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<p>Verbal reprimand. Appropriate consequences directly related to misbehavior Special assignment Behavioral contract Counseling Withdrawal of privileges Supervised study Detention</p>
<p>2. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of misbehaviors listed above, require the intervention of personnel on the administrative level because the execution of disciplinary options listed above has failed to correct the situation. Also, included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>The pupil is referred to an administrator for appropriate disciplinary action. The administrator meets with the pupil and staff to investigate the infraction, interviews the pupil, determines the extent of the consequences, to initiate the most appropriate responses: Referral to the guidance counselor, student assistance counselor and or child study team and/or outside agency with parental consent can be considered. The teacher is informed of the administrator's action; parental notification is necessary. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<p>Any of the above actions as appropriate: Detention Schedule change Modified day Extracurricular restriction In school suspension Out of school suspension, short-term suspension (one to ten days)</p>
<p>3. Acts directed against persons or property whose consequences do not seriously endanger the health or safety of others in the school. Acts that are clearly criminal will be reported to the police. Disciplinary action will also be taken.</p>	<p>Following the investigation and verification of the infraction, the administrator meets with the student and parents (if unavailable, a telephone conference and/or written notification is required) to discuss the student's misconduct, explain the resulting administrative action, and review future expectations and timelines. Notification/referral to the child study team is made when appropriate. Notification of local law enforcement authorities is made when appropriate. Restitution of property and damages is required.</p>	<p>All of the above actions as appropriate Temporary removal from class Change in schedule/teacher Modified day Extracurricular restriction In school suspension Out of school suspension Disciplinary Board Hearing to consider long term suspension/ possible expulsion Home instruction/program placement in alternative program</p>



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### **6-8 Middle School Code of Conduct**

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into account the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

#### Student Rights

Students have the right to:

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports students' development into productive citizens;
- Due process and protections pursuant to law and code.

#### Student Responsibilities

- Exhibit self-control on school premises, on the school bus, and at school activities;
- Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect;
- Avoid placing themselves or others in danger of physical harm;
- Help keep the school clean and attractive; and
- Use constructive means to settle disagreements or problems.

#### Consequences

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout



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the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited.

Appropriate disciplinary action will be taken for misbehaviors that:

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupts the learning climate of the school.
3. Is directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

### Behavioral Supports

The West Windsor-Plainsboro Regional School District has building based teams which are designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing students' needs (Intervention and Referral Services/Student Assistance Committee). Character Education is an underlying theme of the school culture. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors.

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:

Prior to an office referral for the infractions mentioned below, the classroom teacher has made several attempts to correct misbehavior including teacher disciplinary action and parental notification. The exceptions to this procedure are infractions occurring outside a classroom situation such as the corridors, cafeteria and outside the school building.

#### Interventions:

1. Warning
2. Student/teacher conference
3. Parent contact via classroom citation slip sent home for parent signature (if not returned, go to #4)
4. Lunch detention or after school detention (Parent will be given notice)
5. Team meeting with student and counselor
6. Team meeting with parent, student, and counselor
7. Discipline referral to administration-conference/after school detention



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All of the consequences below are to be considered minimal guidelines and may be modified depending on specific circumstances.

### Minor Infractions and Consequences

MINOR Infractions	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Persistent refusal to complete homework and other assignments	Teacher discretion as set forth in classroom rules	Administrative Detention(s)	Administrative Detention(s)
2. Insubordination to teachers or other school staff. Disregarding instructions or demonstrating lack of respect for their authority; (includes failure to report to administrative detention)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
3. Continued and willful disobedience: A repeated pattern of failing to abide by school rules	Administrative Detention(s) or Saturday Detention	One day ISS	One day OSS
4. Creating disorder or disruptions on school premises; (examples: attire, vocal expressions)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
5. Acting so recklessly as to endanger the safety of others (example: food throwing)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
6. Inappropriate behavior that violates established school-wide and classroom procedures and routines.	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
7. Inappropriate contact that does not conform to reasonable standards of socially acceptable behavior	Administrative Detention(s) or Saturday Detention	One day ISS	1-3 days ISS/OSS
8. Use of foul, abusive, derogatory or demeaning language, including racial and ethnic remarks	Administrative Detention(s) or Saturday Detention	One day ISS	1-3 days ISS/OSS
9. Use of profanity directed toward a staff member	One day ISS	2 days ISS/OSS	4 days ISS/OSS
10. Cyber bullying	Administrative Detention(s) or Saturday Detention Police notification as warranted	OSS Police notification as warranted	Police notification as warranted



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11. Engaging in illegal gambling - any activity or "game" with object of winning favors, money or other valuable	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
12. Possession of pornographic material	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS/OSS
13. Unauthorized use of electronic devices such as iPods, mobile phones, or electronic games is prohibited. Laser pointers are prohibited.	Confiscation /Parental notification	Administrative Detention	Administrative or Saturday Detention
14. Convey information about other pupils or staff members known to be false (examples: rumors, slander, etc.)	Administrative Detention(s)	Administrative Detention(s)	Administrative or Saturday Detention
15. Film or picture-taking without consent	Confiscation, Administrative Detention	Administrative or Saturday Detention and/or Police notification	One day ISS and/or Police notification
16. Be truant from school or cutting class(es)	Administrative Detention	Administrative or Saturday Detention	One day ISS
17. Leaving the building without permission of administration or school nurse	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
18. Enter school premises or any specific portion of the premises without permission and without authority (students found on district property other than his/her home school during the school day)	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
19. Unauthorized occupancy	Administrative or Saturday Detention and Police notification	One day ISS and Police Notification	1-3 days ISS/OSS and police notification
20. Vandalize school property, real, personal, or digital; (destruction, marring, defacing, or rendering permanently or temporarily unusable school or personal property)	1-4 days OSS Restitution for damaged property and/or Police Notification		



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21. Modifying computer hardware or software in any way, changing/tampering with any computer system settings and/or administrator accounts; and Police notification	1-2 days ISS, restitution, and police notification	1-3 days ISS/OSS, restitution, and Police notification	4-10 days OSS, restitution, and Police notification
22. Installation of games or applications on any school computer or laptop	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
23. Logging onto unauthorized computer websites	Administrative Detention(s)	Administrative or Saturday Detention	One day ISS
24. Inappropriate behavior on bus, including insubordinate responses to directions from bus driver	Verbal warning	Administrative Detention	Administrative Detention or Saturday and/or Suspension of bus privileges
25. Create litter on school property	Administrative Detention	Administrative or Saturday Detention	One day ISS
26. Falsify an excuse (Parental notes, hall passes, etc.)	Administrative Detention(s)	Saturday Detention	One day ISS
27. Smoke (or use tobacco products) on school property	Administrative or Saturday Detention	1 day ISS/OSS and court fine	4 days ISS/OSS and court fine
28. Possession of tobacco-related products (lighters, pipes, etc.) Electronic smoking devices, vapor pens or other similar devices	Confiscation; 1day ISS/OSS, Mandatory SAC referral	Confiscation; 2 day ISS/OSS, Mandatory SAC referral	Confiscation; 4 day ISS/OSS, Mandatory SAC referral
29. Violation of building rules or policies not specifically mentioned	Will be determined according to the serious of the offense		





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<p><b><u>If a student is found to be IN POSSESSION of alcohol, controlled dangerous substances or drug-related paraphernalia (including look-alikes):</u></b></p>	<p>Four-day suspension from school; probation for remainder of school year; sixty calendar day suspension from school activities (as of student's return to school); police notification; compliant filed; counseling</p> <p>(Policy No. 5530)</p>	<p>Ten-day suspension; probation for remainder of school year; one-semester suspension from school activities (as of student's return to school); counseling</p> <p><u>In the event of subsequent offense(s):</u> Referral to the superintendent for further action, which may result in referral to the Board of Education to consider expulsion.</p> <p>(Policy No. 5530)</p>
<p><b><u>If a student is found to be SELLING AND/OR INTENT TO DISTRIBUTE alcohol or drugs:</u></b></p>	<p>10 days suspension, Police notification, 1 year suspension of school activities, counseling and behavior contract</p>	<p>Ten-day suspension; police notification</p> <p><u>In the event of subsequent offense(s):</u> Referral to the superintendent for further action, which may result in referral to the Board of Education to consider expulsion.</p>
<p><b><u>Bias/hate actions:</u></b> Any unprovoked behavior designed to intimidate a person or a group via spoken/ written language or gestures. NJ law defines bias/hate crimes as those involving race, ethnicity, religion or sexual orientation.</p>	<p>1-4 days ISS/OSS and Police notification</p>	
<p><b><u>Theft:</u></b> Steal, damage, or deface the property of other pupils, staff members, or the district; (examples: theft of tests or other teacher property; items from dining hall; possessing stolen property; assuming another individual's identity).</p>	<p>1-4 days ISS/OSS Appropriate restitution for stolen/damaged property Police Notification as warranted.</p>	
<p><b><u>Threatening a staff member (statement, gesture, or action)</u></b></p>	<p><u>First Offense:</u> 4-10 days suspension; police notification <u>In the event of subsequent offenses:</u> 10 days suspension; police notification referral to the superintendent for further action, which may result in a referral to the Board of Education to consider expulsion</p>	





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<b>Threatening a student (statement, gesture, or action)</b>	<p><u>First Offense:</u> 1-4 days suspension</p> <p><u>Second Offense:</u> 5-10 days suspension</p> <p><u>In the event of subsequent offenses:</u> 10 days suspension; police notification referral to the superintendent for further action, which may result in a referral to the Board of Education to consider expulsion</p>		
<b>Harassment, Intimidation, Bullying:</b> Engage in the sexual and/or other harassment, intimidation, bullying, or hazing of pupils or staff members; inappropriate touching	1-4 days ISS/OSS; assault up to 10 days OSS with Police notification		
<b>Weapons:</b> Possess or use weapons or any implement intended to harm others; (includes look-alikes)	Up to 10 days OSS and Police notification		
<b>Fire:</b> Sets a fire on school premises	Up to 10 days OSS and Police notification		
<p><b>Gang Behavior:</b> A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity which creates an atmosphere of fear and intimidation. Criminal activity includes juvenile acts that if committed by an adult would be a crime.</p> <p>Actions by students that are designated to promote gang behavior or membership, loyalty, and/or activity are prohibited. Any person who solicits or recruits another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, using gang slang and/or terminology, and/or producing gang graffiti on school district property. Taking pictures on school property and posting them on internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited.</p>	<table border="1"> <tr> <td>Saturday detention Parental Conference Police notification</td> <td>1-4 days ISS/OSS Parental Conference Police notification</td> </tr> </table>	Saturday detention Parental Conference Police notification	1-4 days ISS/OSS Parental Conference Police notification
Saturday detention Parental Conference Police notification	1-4 days ISS/OSS Parental Conference Police notification		
<b>Gang like actions:</b> Any activity, in which more than one person verbally or physically harms, threatens or intimidates another or others.	1-4 days ISS/OSS and Police notification		



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### 9 – 12 High School Student Code of Conduct

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into account the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

#### Student Rights

Students have the right to:

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports students' development into productive citizens; and
- Due process and protections pursuant to law and code.

#### Student Responsibilities

- Exhibit self-control on school premises, on the school bus, and at school activities; Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect;
- Avoid placing themselves or others in danger of physical harm;
- Help keep the school clean and attractive; and
- Use constructive means to settle disagreements or problems.

#### Consequences

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout



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the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited.

Appropriate disciplinary action will be taken for misbehaviors that:

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupts the learning climate of the school.
3. Is directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

### Behavioral Supports

The West Windsor-Plainsboro Regional School District has building based teams which are designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing students' needs (Intervention and Referral Services/Student Assistance Committee). Character Education is an underlying theme of the school culture. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors.

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:

### West Windsor-Plainsboro High School (WWPHS) School Rules

While WWPHS puts great emphasis on responsibility, it is necessary to specify certain behaviors and consequences. It is also understood that a variety of factors may be considered in determining consequences for some behaviors. Administrators are advised that consistency is important, however, they are directed to use their professional judgment in making decisions regarding corrective actions. The individual and the circumstances involved are to be considered.

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity: admonishment; temporary removal from classroom; deprivation of privileges; detention; Saturday detention; suspension from school; expulsion.



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The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services: Restitution and restorations; counseling; parent conferences, alternate educational programs.

Behavior contracts and/or referral to counseling may be requested for any student infractions during the course of the school year.

Definitions:

Any person who commits a violent act on school grounds or during a school activity shall be subject to discipline and/or criminal charges under this policy as follows:

1. Assault - Any middle or high school student who harms, injures, or recklessly strikes with intent to cause harm, or intends to harm or injure any person on school grounds or during a school activity shall be considered to have committed an assault.
2. Fighting - Any middle or high school student who engages in a physical confrontation with another party on school grounds or during a school activity in which both parties harm, injure, or strike with the intent to harm another, but in which instance both parties have substantial culpability for the physical confrontation, shall be considered to have committed an act of fighting.
3. Self Defense - A student who employs physical force only as a last resort, only after having been struck by another party without immediate and clear provocation, who had good reason to believe he or she was in danger of serious physical harm, and who ceases to strike, or harm, or otherwise employ physical force at the first opportunity, shall be considered to have acted in self-defense.

A student who is judged by the Principal or designee to have acted in self-defense under this strict definition of the term shall not be subject to punishment. A student who fails to meet any part of this definition shall be considered to have committed an act of fighting and shall be disciplined as outlined in the handbook.

To render a decision of self-defense, the school administrator will consider the following: 1) the student did not have sufficient time to remove himself/herself from the area or seek assistance, 2) the person was in imminent danger of injury, and 3) the only option for the person was to physically protect himself/herself with the minimum amount of force appropriate to the situation until assistance could be obtained.

4. Assault or Fighting by Party Other Than Student - Any person other than a student of the West Windsor-Plainsboro Regional School District who engages in an act of assault or fighting on school grounds or during a school activity shall be subject to criminal prosecution.



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5. Gang Behavior: A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity which creates an atmosphere of fear and intimidation. Criminal activity includes juvenile acts that if committed by an adult would be a crime. Actions by students that are designated to promote gang behavior or membership, loyalty, and/or activity are prohibited. Any person who solicits or recruits another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, using gang slang and/or terminology, and/or producing gang graffiti on school district property. Taking pictures on school property and posting them on MySpace, Facebook, Twitter, Mindspring or other internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited.
6. Gang - Like Actions: Any activity, in which more than one person verbally or physically harms, threatens or intimidates another or others.
7. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:
  - a. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
  - b. By any other distinguishing characteristic; and
  - c. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property;
  - d. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
8. "Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm.



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9. "Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:
  - a. Deliberately threatens, harasses, intimidates an individual or group of individuals;
  - b. Places an individual in reasonable fear of harm to the individual or damage to the individual's property;
  - c. Has the effect of substantially disrupting the orderly operation of the school.

### Disciplinary Procedures

#### Court Action

Students sixteen years and under are required to attend school (N.J.S.A. 18A:38-25). Students under sixteen years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use a narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons and any other violation of New Jersey statutes.

#### Teacher Assigned Detentions

Any teacher may assign detention to any student for the purpose of correcting a classroom or supervision issue. Teachers will use teacher assigned detentions as a first step in addressing discipline problems, rather than referring a student immediately to an administrator. When a teacher assigns a detention, the student will report to the location designated on the date assigned.

#### Administrative Detention (AD)

When students are assigned after school Administrative Detention, they must report to the detention room no later than 3:00 p.m. on the day assigned. Detention will be dismissed at 4:00 p.m. Failure to report to an Administrative Detention will result in one Saturday Detention.

When students are assigned an Administrative Detention, it is their responsibility to provide transportation. A 4:00 p.m. late bus is provided daily. If students work after school, it is their responsibility to notify their employers that they will be late. Work is not an acceptable reason for failing to report to an assigned detention. If students are ABSENT on the day they have detention, that detention will be rescheduled.

#### Saturday Detention (SD)



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Certain infractions of the discipline rules and regulations result in Saturday Detention (SD). Saturday Detention is held at the high school from 8:30 a.m. to 11:30 a.m. Students who are absent or removed will be subject to further disciplinary action.

## Detention Rules

All students must be in the room and seated on time for attendance. Students will remain quiet, will not talk or attempt to communicate with others, and will do school related work or read material approved by the proctor. Electronic devices are prohibited. Students are not permitted to bring food or drinks into the detention room. Any student dismissed from the room for disciplinary reasons will be referred to the grade level Assistant Principal.

## Out of School Suspension (OSS)

A parent conference may be held before a student may be readmitted to school. Additional suspensions may result in a meeting with the Principal and the possibility of referral to the Board of Education for an expulsion hearing. Any violation of school rules that is also in violation of the law shall be referred to the police for prosecution. Students may not attend or participate in any school-related activity while suspended, nor are they permitted on school property. If the Out-of-School Suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

## Infractions

### Legend to Disciplinary Guidelines

Administrative Detention	AD
Saturday Detention	SD
Out-of-School Suspension	OSS
Possible Expulsion Hearing before Board of Education	EXP/P
Expulsion Hearing before Board of Education	EXP/H
Grade of F (zero) for assignment	F
Loss of privileges	LP

Please Note: After the end of the school day, students may only remain in the building under the direct supervision of a staff member.

All of the below are to be considered minimal guidelines and may be modified depending on specific circumstances.

Infraction	Minimum Consequence		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Assault	10 days OSS, Police notification, EXP/H	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
2. Assault of fighting by party other than student	Police notification		



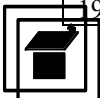
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3. Fighting	4 days OSS	10 days OSS	OSS pending EXP/P
4. Inappropriate use of physical force	1 – 3 days OSS	3 days OSS	4 – 10 days OSS
5. Under the influence of alcohol or a controlled dangerous substance	4 days OSS, Police notification, Student privileges may be suspended for a period of 30 days or the remainder of the semester, counseling and behavior contract.	10 days OSS, EXP/P, Police notification, student privileges will be suspended for a period of for the of the remainder of the semester. counseling, behavior contract	OSS pending EXP/H, Police notification
6. Possession of alcohol, controlled dangerous substances or drug-related paraphernalia (including look-alikes)	4 days OSS/P, Police notification, student privileges may be suspended for a period of 30 days or the remainder of the semester, counseling and behavior contract.	10 days OSS, EXP/P, Police notification, student privileges will be suspended for a period of for the of the remainder of the semester. counseling, behavior contract	OSS pending EXP/H, Police notification
7. Selling and/or intent to distribute drugs, controlled substances or look-alikes	10 days OSS, Police notification, 1 year suspension of school activities, counseling, behavior contract.	OSS pending EXP/P Police notification Complaint filed	OSS pending EXP/H Police notification Complaint filed
8. Smoking	Administrative or Saturday Detention	3 days OSS, Court Fine (local ordinance)	4 days OSS
9. Possession of tobacco-related products (lighters, pipes, etc.) Electronic smoking devices, vapor pens or other similar devices	Confiscation; 1 day ISS/OSS, Mandatory SAC referral	Confiscation; 2 day ISS/OSS, Mandatory SAC referral	Confiscation; 4 day ISS/OSS, Mandatory SAC referral
10. Harassment/Bullying/Intimidation/Cyber-bullying/Hazing/Sexual Harassment	Will be determined according to the seriousness of the offense. May include but not limited to: verbal warning, parent conference, referral for appropriate services, AD,SD, OSS, referral to police, restitution and EXP/P		
11. Inappropriate physical contact/touching	4 days OSS, Police notification	5-10 days OSS, Police Notification	5-10 days OSS, Police notification EXP/H
12. Use of racial and/or ethnic remarks or language	1 day OSS	2 days OSS	4 days OSS
13. Threatening a staff member (statement, gesture, or action)	4 – 10 days OSS, EXP/P, Police notification	10 days OSS, EXP/H, Police notification	OSS pending EXP/H, Police notification
14. Threatening a student member (statement, gesture, or action)	1 – 4 days OSS, EXP/P	5 - 10 days OSS, EXP/P	OSS pending EXP/H
15. Use of profanity directed toward a staff member	1 day OSS	2 days OSS	4 days OSS
16. Use of vulgar language or obscene gestures	Administrative or Saturday Detention	1 day OSS	2 days OSS
17. Gang Behavior	Saturday Detention, Parent conference, Police notification	1 day OSS, Parent conference, Police notification	3 – 5 days OSS, Parent conference, Police notification
18. Gang like actions	4 days OSS, Police notification	5 – 10 days OSS, Police notification	5 – 10 days OSS, Police notification
19. Bias/Hate Actions: any	4 days OSS, Police	5 – 10 days OSS, Police notification	5 – 10 days OSS, Police





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unprovoked behavior designed to intimidate a person or a group	notification		notification, EXP/P
20. Possession and/or use of a weapon (and look-alikes)	10 days OSS, Police notification, EXP/H	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
21. Arson	10 days OSS, Police notification, EXP/P	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
22. False Alarm (sound or cause to be sounded a false alarm for fire, bomb or other hazardous condition)	10 days OSS, Police notification, EXP/P	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
23. Possession/Use of fireworks	4 days OSS, EXP/P	5 – 10 days OSS, EXP/P	OSS pending EXP/H
24. Vandalism of school property	4 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification
25. Modifying computer hardware or software/installation of games/Changing or tampering with any computer system settings and/or administrative accounts	4 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification	5 – 10 days OSS, restitution, Police notification
26. Logging onto unauthorized computer websites, or utilizing computers for something other than educational purposes	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
27. Filming, audio recording or picture taking without consent	Confiscation, 1 day OSS, Police notification	Confiscation, 2 day OSS, Police notification, police notification	Confiscation, 4 days OSS, Police notification
28. Cheating/Plagiarism/Academic Dishonesty	F, SD, Parent Notification	F, SD, parent notification	F, 1 day OSS, Parent notification
29. Falsify any school document (official school documents such as report cards, transcripts, college recommendations)	10 days OSS, EXP/P	OSS pending EXP/H	OSS pending EXP/H
30. Forgery/Altering Documents/ Providing False ID	SD 1 Day OSS	2 day OSS	4 days OSS
31. Theft from dining hall	SD 1 Day OSS	2 day OSS	4 days OSS, Police notification
32. Theft/Possession of stolen property	4 days OSS, Police notification, restitution	5 – 10 days OSS, Police notification, restitution	5 - 10 days OSS, Police notification, restitution



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33. Procure the property of others by threat or intimidation (extortion)	1 day OSS	2 days OSS	4 days OSS
34. Leaving class without permission	Administrative or Saturday Detention	2 days, Administrative Or Saturday Detention	1 day OSS
35. Class Cutting	Administrative or Saturday Detention	Administrative or Saturday Detention	3 <sup>rd</sup> in course = loss of course credit and 1 SD, may result in loss of co-curricular privileges
36. Leaving the building without permission	Administrative or Saturday Detention	1 day OSS	4 days OSS
37. Truancy	Administrative or Saturday Detention	1 day OSS	2 days OSS
38. Failure to attend Teacher Detention	Administrative or Saturday Detention	Administrative or Saturday Detention	2 days Administrative or Saturday Detention
39. Cutting Administrative Detention	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
40. Cutting Saturday Detention	1 day OSS	2 days OSS	4 days OSS
41. Removal from Saturday Detention	1 day OSS	1 day OSS	1 day OSS
42. Teacher disrespect	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
43. Continued and willful disobedience	1 day OSS	2 days OSS	4 days OSS
44. Unauthorized use of electronic devices such as iPods, mobile phones or electronic games, speakers is prohibited. Laser pointers are prohibited.		Confiscation of device and SD, parent/guardian must pick up item	Confiscation of device and 2 days OSS, parent/guardian must retrieve
45. Inappropriate/dangerous use of vehicle on school grounds	1 day OSS and/or LP	2 days OSS and/or LP	4 days OSS, permanent LP
46. Insubordination/Defiance of authority	Administrative or Saturday Detention	1 day OSS	2 days OSS
47. Disruptive Behavior/ Unacceptable/ Inappropriate Behavior/ Reckless Endangerment	Administrative or Saturday Detention	1 day OSS	2 days OSS
48. Being in an unauthorized area	Administrative or Saturday Detention	1 day OSS	3 days OSS



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49. Trespassing (enter school premises or any specific portion of the premises without permission and without authority (students found on district property other than his/her home school during the school day)	Administrative or Saturday Detention, Police notification	3 days OSS, Police notification	5 days OSS, Police Notification
50. Inappropriate/Dangerous use of vehicle on school grounds	Verbal warning and/or LP	Administrative or Saturday Detention and/or LP	4 days OSS, Permanent LP
51. Inappropriate behavior on a school bus. (AM/PM transportation)	Verbal warning and/or LP	LP and/or SD	Loss of privileges for the remainder of school year
52. Possession of pornographic material  Distribution of pornography	Administrative or Saturday Detention  HIB Investigation 1 Day OSS Police notification	1 day OSS  HIB Investigation 2 Day OSS Police notification	2 days OSS  HIB Investigation 4 Day OSS Police notification
53. Littering on school property	Administrative or Saturday Detention	Administrative or Saturday Detention	1 day OSS
54. Gambling/Games of Chance	Administrative or Saturday Detention	1 day OSS	4 days OSS
55. Card playing	Confiscation	Administrative or Saturday Detention	Administrative or Saturday Detention
56. Violation of building rules or policies not specifically mentioned	Will be determined according to the seriousness of the offense.		

All of the above are to be considered minimal guidelines and may be modified depending on specific circumstances.

Law enforcement officials will be notified when required by law or at the discretion of the administration.

Obviously, all possible inappropriate behaviors cannot be listed. Repeated serious behavioral offenses will result in more severe punishments or penalties including referral to the Board of Education for an expulsion hearing. Therefore, the administration reserves the right to address each incident on an individual basis.

## G. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.



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2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
  3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
    - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
    - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
  4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Building Principal.
  5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
  6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
  7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
    - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
    - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
    - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.
    - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.
- H. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement



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Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

### I. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.



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### J. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
  - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
  - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
  - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
  - d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
  - e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

### K. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:



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1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
  - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
  - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Adopted: 9 November 2010  
Revised: 28 June 2011  
Revised: 12 May 2015  
Revised: 22 March 2016  
Revised: 28 June 2016  
Revised: 22 May 2018



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## REGIONAL SCHOOL DISTRICT STUDENTS

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Removal of Students for  
Firearms Offenses  
(M)

### R5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES

#### A. Definitions

1. “Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.
2. “Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.
3. “Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.
4. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

#### B. Removal of Students for Firearm Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.5, any student, other than a student with a disability, committing the following offenses shall be



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immediately removed from the school's general education program for a period of not less than one calendar year:

- a. Convicted or adjudicated delinquent for possession of a firearm on school grounds;
  - b. Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; and
  - c. Found knowingly in possession of a firearm on school grounds.
2. The Superintendent may modify, on a case-by-case basis, the removal of a general education student.
    - a. The Superintendent shall develop and maintain a written record of case-by-case modifications of the removal requirement of N.J.A.C. 6A:16-5.5(b), which shall be made available to the Commissioner of Education upon request.
  3. Nothing in N.J.A.C. 6A:16-5.5 or this Policy and Regulation shall be construed to prohibit the expulsion of a general education student.
  4. The Board shall immediately remove students with disabilities for offenses involving firearms in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.
- C. Procedures - Removal of Students for Firearm Offenses
1. The Principal shall:
    - a. Remove a student as set forth in B. above;
    - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;



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- c. Immediately report to the Superintendent the removal of the student;
  - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
  - e. Notify the student's parent of the following information:
    - (1) The removal action;
    - (2) The law enforcement notification;
    - (3) The change of custody, if it occurs; and
    - (4) A general education student's due process rights, as set forth in N.J.A.C. 6A:16-7.2 through 7.6, or the due process rights of a student with a disability, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
2. A student, other than a student with a disability, removed from the general education program pursuant N.J.A.C. 6A:16-5.5 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.
    - a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
  3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
  4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to a hearing before the Board of Education in accordance with N.J.A.C. 6A:16-7.3 through 7.5.



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5. If it is found that the removed student did not commit the offenses in B. above, the student shall be immediately returned to the program from which he or she was removed.

## D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program, or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10, based on the following criteria:
  - a. The nature and severity of the offense;
  - b. The Board's removal decision;
  - c. The results of relevant testing, assessment, or evaluation of the student; and
  - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

## E. Exception

1. The provisions of N.J.A.C. 6A:16-5.5 shall not apply to a firearm that is lawfully stored in a locked vehicle on school grounds, or when it is for activities approved and authorized by the Board of Education, as long as the Board adopts appropriate safeguards to ensure student safety.
  - a. All students shall obtain written authorization from the Superintendent to possess a firearm stored inside a locked vehicle on school grounds or used for participation in a school-sponsored function.
    - (1) The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or for a crime involving the use of a firearm.



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Adopted: 17 July 2012  
Revised: 22 November 2016



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Assaults on District

Board of Education Members or Employees  
(M)

## R 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

### A. Definitions

“Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

### B. Removal of Students for Assault on Board Members and Employees



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Board of Education Members or Employees  
(M)

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.7, any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school Board employee, or Board of Education member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, pursuant to N.J.S.A. 18A:37-2.1 shall be immediately removed from school.
  2. A student, other than a student with a disability, who commits an assault pursuant to B.1. above, shall be immediately removed from school consistent with due process procedures, pending a hearing, pursuant to N.J.A.C. 6A:16-7.2 through 7.5.
    - a. Nothing in N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student.
  3. A student with a disability who commits an assault pursuant to B.1. above shall be removed in accordance with N.J.A.C. 6A:14.
- C. Procedures – Removal of Students for Assault on Board Members and Employees
1. The Principal or designee shall:
    - a. Remove a student as set forth in B. above;
    - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or an appropriate agency takes custody of the student;
    - c. Immediately report to the Superintendent the removal of the student;
    - d. Notify the student's parent of the removal action and the student's due process rights; and
    - e. Notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.



# REGULATION

WEST WINDSOR-PLAINSBORO

REGIONAL SCHOOL DISTRICT

FIRST READING: 7-30-19  
SECOND READING: 8-27-19

**STUDENTS**

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Assaults on District

Board of Education Members or Employees

(M)

2. The Board of Education shall provide due process proceedings for all students in accordance with N.J.A.C. 6A:16-7.2, 7.3, 7.4, and 7.5 and for a student with a disability in accordance with N.J.A.C. 6A:14-2.7 and 2.8.

Adopted: 17 July 2012

Revised: 22 November 2016



# REGULATION

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

FIRST READING: 7-30-19  
SECOND READING: 8-27-19

## STUDENTS

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Removal of Students for Assaults  
with Weapons Offenses  
M

### 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

#### A. Definitions

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

#### B. Removal of Students for Assaults with Weapons Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.6, any student, other than a student with a disability, who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5 shall be immediately removed from the school’s general education program for a period not exceeding one calendar year.
2. The Superintendent may modify on a case-by-case basis the removal of a general education student.
3. Nothing in N.J.A.C. 6A:16-5.6 shall be construed to prohibit the expulsion of a general education student.





# REGULATION

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REGIONAL SCHOOL DISTRICT

FIRST READING: 7-30-19  
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## STUDENTS

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Removal of Students for Assaults  
with Weapons Offenses  
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4. The Board shall immediately remove students with disabilities for assaults with weapons offenses in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.
- C. Procedures – Removal of Students for Assaults with Weapons Offenses
1. The Principal or designee shall:
    - a. Remove a student as set forth in B. above;
    - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;
    - c. Immediately report to the Superintendent the removal of the student;
    - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
    - e. Notify the student's parent of the following information:
      - (1) The removal action;
      - (2) The law enforcement notification;
      - (3) The change of custody, if it occurs; and
      - (4) A general education student's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.5 or a student with a disability's due process rights, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
  2. A student, other than a student with a disability, removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.1 et seq.:



# REGULATION

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## STUDENTS

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Removal of Students for Assaults  
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- a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
  3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
  4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to an informal hearing, pursuant to N.J.A.C. 6A:16-7.2 and 7.3, and a hearing before the Board of Education pursuant to N.J.A.C. 6A:16-7.3.
  5. If it is found that the removed student did not commit the offense(s), the student shall be immediately returned to the program from which he or she was removed.
- D. Return to General Education Program
1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria:
    - a. The nature and severity of the offense;
    - b. The Board's removal decision;
    - c. The results of relevant testing, assessment, or evaluation of the student; and
    - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.
- E. Exception
1. The provisions of N.J.A.C. 6A:16-5.6 shall not apply to a student who has obtained the Superintendent's written authorization to lawfully possess a firearm or other weapon while participating in a school-sponsored function.



# REGULATION

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REGIONAL SCHOOL DISTRICT

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## STUDENTS

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Removal of Students for Assaults  
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- a. The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or weapon or for a crime involving the use of a firearm.

Adopted: November 22, 2016

Revised:



# REGULATION

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

FIRST READING: 7-30-19  
SECOND READING: 8-27-19

OPERATIONS

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Reporting Violence, Vandalism, Harassment,  
Intimidation, Bullying, Alcohol,  
and Other Drug Abuse  
**M**

R 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT,  
INTIMIDATION, BULLYING, ALCOHOL,  
AND OTHER DRUG ABUSE

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the Student Safety Data System (SSDS). A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

A. Reporting Violence, Vandalism, Alcohol or Other Drug Use

1. For each incident report of violence, vandalism, or alcohol or other drug abuse, the Principal shall:
  - a. Review the incident report for accuracy in indicating the incident type, offender information, victim information, pupil demographics, and incident location;
  - b. Forward a copy of the incident report to the Superintendent; and
  - c. Notify the Superintendent of the action taken regarding the incident.
2. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.
3. The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46.



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# REGULATION

WEST WINDSOR-PLAINSBORO

REGIONAL SCHOOL DISTRICT

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Reporting Violence, Vandalism, Harassment,  
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- a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

## B. Reporting Requirements

### 1. The Superintendent shall:

- a. Submit a report to the Department of Education in accordance with the provisions of N.J.S.A. 18A:17-46 of each incident of violence, vandalism and alcohol and other drug abuse in the school district utilizing the SSDS;
  - (1) Prior to submission, the Superintendent shall review the report to verify that it is an accurate and final report of all incidences of violence and vandalism in all of the schools in the school district;
  - (2) Verify that the data entered onto the SSDS are correct and in accordance with N.J.A.C. 6A:16-7.1(a)6; and
  - (3) Provide for the annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

## C. Hearing Requirements

The Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46.

## D. Knowingly Falsifying The Annual Violence and Vandalism Report Required Under N.J.S.A. 18A:17-46

1. Whenever it is alleged that a school employee has knowingly falsified the report, the Board shall make a determination regarding whether the employee committed the act.



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# REGULATION

WEST WINDSOR-PLAINSBORO  
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Reporting Violence, Vandalism, Harassment,  
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**M**

2. Any employee alleged to have knowingly falsified the report shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
  - a. The hearing shall take place within thirty business days of the date on which the employee is notified of the allegation;
  - b. The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and
  - c. The Board shall notify the employee of its determination in writing within five school days of the hearing.
  
3. Upon determination by the Board that an employee has knowingly falsified the report, it shall take one or more of the following actions:
  - a. Impose minor discipline on a tenured or non-tenured employee notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;
  - b. Withhold a tenured or nontenured employee's increment for predominantly disciplinary reasons, which shall be subject to the grievance procedures established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;
  - c. File tenure charges with the Secretary of the Board in writing and with a written statement of evidence under oath to support such charges;
  - d. Terminate employment for an employee:
    - (1) For tenured employees, the termination shall be in accordance with the outcome of the proceedings in D.3.c. above; or
    - (2) Impose such other disciplinary sanctions as may be authorized by law.



# REGULATION

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OPERATIONS

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Reporting Violence, Vandalism, Harassment,  
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**M**

4. Any action taken by the Board pursuant to D.3. above shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.
5. Any employee having been found responsible for the falsification of the report by the Board shall have the right to:
  - a. File a grievance under their respective bargaining agreements;
  - b. Appeal the Board's determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17 and subsequently to the State Board of Education; or
  - c. Appeal the decision to the Superior Court of New Jersey.
6. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

Issued: 17 December 2013

Revised:



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## **ADMINISTRATION ADDENDUM**

### **A. ADMINISTRATION**

*To be voted on 8/27/19:* Recommend approval of the following resolution:

#### **Legal Settlement**

1. Accept and approve the Settlement Agreement and Release for special education student 061003 dated 8/21/2019.



## **FINANCE ADDENDUM**

### **RECOMMENDATION**

#### **C. FINANCE**

*To be voted on 8/27/19:* Recommend approval of the following resolutions:

##### **Capital Project Bid Award**

1. Award the August 22, 2019 bid 2019-01 for ADA Curb and Sidewalk Improvements at Town Center Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5166C) for a single overall contract to Seacoast Construction, Inc., East Brunswick, New Jersey, for a total lump sum bid award of \$84,100.00 contingent upon attorney review and approval of bid documents.

Other Bids:	Diamond Construction	\$ 96,000
	Berto Construction	\$ 119,119
	S. Batata Construction	\$ 123,000
	Golden Crown Contractors, Inc.	\$ 152,496
	Abhzeen Design	\$ 199,800

##### **Purchase Over the Bid Limit**

2. Authorize a purchase utilizing Somerset County Co-Op NJ State Approved #2 SOCCP, Landscape Chemical Treatment & Fertilization, Contract #CC-0110-17 to TruGreen Limited Partnership, South Plainfield, NJ as awarded through June 30, 2020 for the supply and installation of fertilizer, broadleaf weed, crabgrass control, applications Early Spring, Late Spring and Early Fall, district wide at a total project cost of \$41,040.00.

## FINANCE SUBSTITUTION

### RECOMMENDATION

#### C. FINANCE

*To be voted on 08/27/19:* Recommend approval of the following substitute resolution:

#### ESIP and PPA

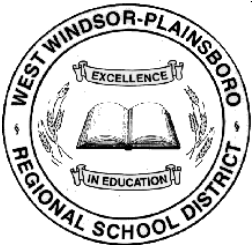
7. To approve the following

- b) Award a solar power purchase agreement (PPA) to Greenskies Renewable Energy, LLC in cooperation with Pfister Energy, based upon the Request for Proposals (RFPs) received on Friday, July 26, 2019 as follows:

<u>Scenario #3</u>	<u>Legacy Install</u>	<u>Post Transition Install</u>
Year 1 Price per KWH	\$0.032	\$0.042
Annual Escalation Rate	1.5%	1.5%
Length of PPA	15 Years	15 Years

Other Proposals – Scenario #3:

<u>Company</u>	<u>Year 1 per KWH</u> <u>Legacy Install</u>	<u>Year 1 per KWH</u> <u>Post Transition</u>	<u>Escalation</u> <u>Rate</u>
Advanced Solar Products	\$0.0425	\$0.0642	1.8%
EZENERGY	N/A	N/A	N/A
HESP Solar	.055	.055	1.9%
Infiniti Energy Services	.0486	.0486	1.0%
Sunlight General	.075	.075	1.5%



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
505 Village Road West, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**SEPTEMBER 17, 2019: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Michele Kaish  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Carol Herts  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on September 13, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on September 13, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on September 13, 2019.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Negotiations with the WWPAA and WWPSA</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	<b>Discussion of Real Property</b>
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>MID-L-004068-19; MER-L-1828-17 (J.N.); OCR # 02-19-1038; OAL Docket No. EDS 08390-2018 S; OAL Docket No. EDS 17336-2018 S; EDS-03079-14</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters; HIB case # GMS042919001</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. High School Student Representatives Reports
- D. Referendum and Facility Project Overview
- E. Review of Summer Curriculum Documents

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

IV. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

V. **MEETING**

A. **ADMINISTRATION**

*To be voted on 09/17/19:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated August 27, 2019, for the following case numbers: GMS032019001; GMS040219001; GMS041819001; GMS060719002; CMS212019.
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for the following case numbers: N/A.

**Policy and Regulations: Second Reading**

3. Second reading of the following policies and regulation:

P5111 & R5111	Eligibility of Resident/Nonresident Students
P1126	Benefits Covering Non-Affiliated Foremen (Category F)

**Special Services**

4. Accept initial state aid funding under Chapters 192 & 193 laws of 1977 as amended.

- a) State aid for services under Chapter 192 as follows:

Compensatory Education	\$2,434.00
Transportation	\$1,496.00

b) State aid for services under Chapter 193 as follows:

Initial exam and class	\$6,498.00
Annual exam and class	\$1,117.00
Corrective Speech	\$10,937.00
Supplementary Instruction	\$4,857.00

**Send Hunger Packing**

5. Approve the Memorandum of Agreement with Mercer Street Friends for the 2019-2020 Send Hunger Packing Program. The program provides weekend meals for participating families.

**Special Services-Private School Agreements**

6. Authorize the execution of tuition agreements with the following public and private schools for students with disabilities:

- a) The Devereux Foundation, Glenholme School
- b) SEARCH Day Program
- c) Hamilton Township School District
- d) Toms River Public School District

**Special Services – Consultants/Evaluators**

7. Approve the following consultants/evaluators:

- a) Mercer County Special Services; home instruction services/\$92 session.
- b) Monmouth Ocean Educational Services Commission; up to \$650 Virtual School Ed.

**IDEA Basic and Preschool**

8. To accept a grant from the State of New Jersey Department of Education Office of Special Educations under its combined Public and Non-Public IDEA Part B FY20 funds as follows:

Basic (3-21 yr. olds)	\$1,798,965 (Public)	\$19,373 (Non-Public)
Preschool (3-5 yr. olds)	\$56,048 (Public)	\$0 (Non-Public)

**Nonpublic School Security Aid Program**

9. To approve expenditures for the FY 2019 New Jersey Nonpublic School Security Aid Program as follows:

The Laurel School of Princeton	\$673.04
Montessori Country Day School	\$195.62

**Anti-Bullying Specialist**

10. Appoint Jamie Crystal as the High School North Anti-Bullying Specialist for the 2019-2020 school year.

## **B. CURRICULUM AND INSTRUCTION**

*To be voted on 09/17/19:* Recommend approval of the following resolutions:

### **Curriculum**

1. Approve the following new and/or revised curricula:
  - a) Math K
  - b) Math 1
  - c) Math 2
  - d) Math 3
  - e) Math 4
  - f) Math 5
  - g) Math 6
  - h) Math 7 / Math 7 Honors
  - i) Pre-Algebra H&A
  - j) Algebra 1 H&A
  - k) Advanced Algebra 2
  - l) Precalculus Honors
  - m) AP Statistics
  - n) Consumer Math 1, 2, 3
  - o) Middle School Math MD/Autism
  - p) Community Based Instruction – Middle School
  - q) Community Based Instruction – High School
  - r) AP United States History
  - s) Science Kindergarten
  - t) Science Grade 1
  - u) Science Grade 2
  - v) Science Grade 3
  - w) Science Grade 4
  - x) Science Grade 5
  - y) Accounting
  - z) Digital Communication
  - aa) Senior Internship/Practicum
  - bb) Culinary Arts
  - cc) International Foods
  - dd) Job Skills A
  - ee) Job Skills B
  - ff) Media Center Kindergarten
  - gg) Media Center Grade 1
  - hh) Media Center Grade 2
  - ii) Media Center Grade 3

### **Professional Development**

2. Approve entering into a contract with Flemington-Raritan Regional School District to provide 2019-2020 Reading Recovery professional development and technical support for ten (10) reading recovery teachers at a cost of \$9,000 plus mileage.
3. Approve entering into an agreement with Flemington-Raritan Regional School District to provide 2019-2020 Reading Recovery professional development for one new Reading Recovery teacher at a cost of \$15,428.75, a portion of which to be paid directly to Lesley University.

## **Community Education**

4. Approve the following Community Education Winter After-School Enrichment programs.

### **Winter After-School Enrichment Programs**

Chess Club  
CodeWizards Coding & Programming (Online)  
Creative Pottery Painting  
Design the Future & Robotics EV3: da Vinci Designs Combo  
Detective Science  
Elite Acting  
Engineering of Medieval Times & Jr. Robotics Apprentice Combo  
Fundamentals of Baseball & Softball  
Introduction of JavaScript  
Kings & Queens Chess  
Let's Dance Bollywood  
Mindful Movements with Jackie  
Musical Theater Dance Styles  
Mythical Creatures: Mixed Media Art  
On the Court Basketball X-perience  
Sculpted Jewelry  
Sewing & Fashion Basics  
Sewing & Technology  
Sockey  
Space Explorers & Star Wars with WeDo 2.0  
TGA Flag Football  
TGA Tennis  
Theater Games  
World of Science  
Young Rembrandts Elementary Drawing Lessons

### **SAT Programs**

Kaplan SAT  
Lentz & Lentz SAT  
Princeton Review

## **Field Trips**

5. Approve and overnight filed trip for Future Problem Solvers (grades 6 – 12) to the University of Massachusetts, in Amherst, Massachusetts, from June 4, 2020 to June 7, 2020. The cost of the trip is approximately \$800 per student.

## **Disposal of Instructional Materials**

6. Disposal of the following obsolete items in accordance with R7300.1:
- a) ½ cello, Wenzel Kohler, SN# V-1 from Village School
  - b) 1/8 bass, Rumano Solano, SN# J20.41 from Village School
  - c) ½ cello, unlabeled, SN# CE97 from Village School
  - d) 1/8 bass, Wenzel Kohler, SN# WK1 from Village School
  - e) ¾ cello, Kedem, no serial number from Village School
  - f) 979 books from Maurice Hawk Media Center
  - g) 674 books from High School South Media Center
  - h) 1,526 books from Millstone River Media Center

All items meet one or more of the below criteria:



- i. Are so worn and/or damaged as to preclude effective use and economical repair or restoration, OR
- ii. Are so outdated as to no longer serve as worthy instructional tools

**Non-Public Technology Expenditure**

7. Expenditures of the FY 2020 NJ Nonpublic School Technology Initiative as follows:

Montessori Country Day	\$20.95
Montessori Country Day	\$54.42
Montessori Country Day	\$1008.54

**C. FINANCE**

*To be voted on 09/17/19:* Recommend approval of the following resolutions:

**Business Services**

1. Payment of bills as follows:

- a) Bills List General for September 17, 2019 (run on 9-12-19) in the amount of \$9,903,372.14.
- b) Bills List Capital for September 17, 2019 (run on 9-09-19) in the amount of \$77,175.00.

2. Budget transfers as follows:

- a) 2019-2020 school year as shown on the expense account adjustments for August 2019 (run on 9-05-19) (Adjustment Numbers 107-158).

3. Accept the following reports this will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of July 31, 2019, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of July 31, 2019.

**Corrective Action Plan - Collaborative Monitoring Report**

4. In response to the New Jersey Department of Education's findings regarding the Collaborative Monitoring Report for ESSA and IDEA covering the period July 1, 2018 through May 31, 2019,

Be it resolved that the West Windsor-Plainsboro Board of Education hereby;

- a) Certifies the findings of the report were discussed at the public meeting held on August 27, 2019, and
- b) Adopts the attached corrective action plan (CAP) to address the issues raised in the findings. A copy of the findings of the Collaborative Monitoring Report and the Board of Education's CAP shall be posted on the school district website.

## **Donation**

5. Acknowledge a donation, in lieu of property taxes, from Princeton Theological Seminary, in the amount of \$72,000.

## **Equipment Disposal**

6. The disposal of obsolete equipment that has met the district's life expectancy. [The age and/or physical condition of the equipment rendered it ineffective.]

### Community Middle School

Desk, office, wood

### Millstone River Elementary School

Chair, desk

### Special Services

Amplifier, Bag of Sound, Audio Enhancement

Amplifier, FM, Solo Solutions

iPad case, Armorbox

Keyboard, Adapted, AlphaSmart

Speaker, Panasonic

## **Purchase over Bid Limit**

7. Authorized the following purchase utilizing NJ State Contract T2989 #88740 to Millennium Communications Group, Inc., East Hanover, NJ as awarded through March 19, 2020 for communications wiring services for the following:

### Maurice Hawk – Total Cost \$23,903.59

#### Bus Entrance and Main Entrance

- (1) LP1501 door controller w/ nema enclosure to be installed in IDF
- (1) iCLASS SE R15 Contactless Smart Card Reader
- (1) Surface mount door strike or the relay will be connected to the automatic door opener (wire to the motor)

#### Man Trap Entrance

- (1) Aiphone JP-DV surface mounted door station w/ video
- (2) Aiphone JP series desk stations, 1 in security office, 1 in main office area
- (1) Power supply 12VDC or 24 VDC, 4A wall mount for access control

#### Existing Doors

- (3) Existing card readers and (1) Aiphone unit to be reinstalled and connected into the Genetec system
  - (3) Power supply 12 VDC or 24VDC, 4A wall mount for access control
- Existing Aiphone desk stations to be relocated to new office areas
- (1) JP-8Z Distribution adapter w/ PS2420-UL power supply to be mounted in IDF for Aiphone connections

### **Change Orders**

8. Change Order No. 1 – Lump sum bid award of Innovative Electrical Contracting, Inc. for Generator and Related Work at Village Elementary, Millstone River, Grover Middle School and Community Middle School (Architects/Planners Project No. 5063A2 5063C1, 5063G2, and 5063I2), as recommended by Fraytak Veisz Hopkins Duthie, to upgrade the generator at Village school from 125kw to 150kw with one 175a 3-pole and one 100a 3-pole breaker, and upgrade the generator at Millstone River school from 125 kw to 150 kw with one 125a 3-pole and two 100a 3-pole breakers, in the amount of \$33,100. This change order increases the contract amount of \$768,888 to \$801,988.

### **Travel and Related Expenses Reimbursement**

9. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
  - a) One district employee and one administrator to attend the Public School Purchasing Course at Rutgers University in New Brunswick, New Jersey on October 9 & 16, 2019, at a cost of \$453 per person.
  - b) Two staff members to attend the Restorative Discipline Conference in Voorhees, New Jersey, on December 3, 2019, at a cost not to exceed \$321 including mileage.

### **Travel and Related Expenses Reimbursement**

10. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following travel for administrators:
  - a) Seven district administrators to attend the annual New Jersey School Boards Association Workshop in Atlantic City, New Jersey, between October 22 and October 25, 2018, at a total district registration cost of \$1,600 for all attendees. Travel and related expenses are authorized in connection with this workshop in accordance with *N.J.A.C. 6A:23A-7.11(f)* and not to exceed \$500 per person.

**Travel and Related Expenses Reimbursement - BOE**

11. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. To approve the following travel for Board of Education members:

- a) Two days attendance for three Board of Education members representing West Windsor Township at the annual New Jersey School Boards Association Workshop in Atlantic City, New Jersey, on October 22-24, 2019, and authorize overnight travel and related expenses particular to attendance at these workshops. The costs include a total district registration fee for all attendees plus individual costs, in accordance with *N.J.A.C. 6A:23A-7.11(f)*, not to exceed \$500 per person.
- b) Two days attendance for one Board of Education member representing Plainsboro Township at the annual New Jersey School Boards Association Workshop in Atlantic City, New Jersey, on October 22-24, 2019, and authorize overnight travel and related expenses particular to attendance at these workshops. The costs include a total district registration fee for all attendees plus individual costs, in accordance with *N.J.A.C. 6A:23A-7.11(f)*, not to exceed \$500 per person.

**Travel and Related Expenses Reimbursement**

12. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. To approve the following travel for Board of Education members:

- a) Four district administrators to participate in the 2019 Chinese Bridge Delegation to China in partnership with College Board and the Confucius Institute Headquarters in Hanban, China, from October 20, 2019 through October 29, 2019, at a cost not to exceed \$1,500 per person (reimbursement as per WWPAAC contract).

**Transportation**

**Bid Award (Special Education)**

13. Award the August 20, 2019, Bid Number PUB19-6, Multi Contract Number RB-PUB19-6 to Rick Bus Company for the 2019-2020 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u>#Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
SEARCH12A	Search Day Program (Robertsville Elem School)	\$349.00	181	\$77.00	\$4.00

Agreements/Jointures

14. Approve the following agreements/jointures payable by the West Windsor-Plainsboro Regional School District to Lawrence Township School District for the 2019-2020 school year as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
BRIDPCD	Bridge Academy	1	\$11,130.00

15. Approve 2019-2020 Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Cranbury Pubic Schools as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
SPND	Notre Dame HS	73	1	\$1000.00

Quotes –To and From School

16. Award the 2019-2020 Student Transportation Contract-Multi Contract Number HS27/MH14 to George Dapper, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HS27/MH14	High School South/ Maurice Hawk Elem Sch	\$424.60	46	N/A	\$2.50

17. Award the 2019-2020 Student Transportation Contract-Multi Contract Number DNK82/91 to George Dapper, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
DNK82/91	Dutch Neck Elem Sch	\$123.60	46	N/A	\$2.50

18. Award the 2019-2020 Student Transportation Contract-Multi Contract Number WWPHEPP to A-1 Limousine, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
WWPHEPP	Hamilton Education Program	\$73.90	180	N/A	\$2.75

Addendums – Negotiated Aide/ Additional Mileage

19. Award 2019-2020 Student Transportation Contract Addendum Multi-Contract Number RB-PUB18-4, route NC56A, awarded to Rick Bus Company on June 11, 2019. Original route cost \$236.38 per day for 180 days, with an adjustment of \$104.00 per day-negotiated aide for 180 days for an adjusted route cost of \$340.38 per diem. The final adjusted cost is \$61,268.40.
20. Award 2019-2020 Student Transportation Contract Addendum Multi-Contract Number TB-PUB19-3, route EAMT12A, awarded to Three Brother Transportation, LLP on June 11, 2019. Original route cost \$259.00 per day for 211 days, with an adjustment of \$6.97 per day additional mileage for 179 days for an adjusted route cost of \$265.97 per diem. The final adjusted cost is \$55,896.63.

Cancellation (Bid)

21. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number RB-PUB19-1, route NEW12A awarded to Rick Bus Company on April 30, 2019. Cancelling Route effective September 1, 2019. Total route cost is \$11,370.00.

**D. PERSONNEL**

*To be voted on 09/17/19:* Recommend approval of the following resolutions:

**Personnel**

1. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 09/17/19:*

- A. August 27, 2019 Meeting
- B. August 27, 2019 Closed Executive Session

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**X. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 9/17/2019**

**Deadline for next Agenda: 9/18/2019**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Appoint</b>								
Garcia, Kerwin	Appoint	Assistant Director of Buildings and Grounds		\$95,887.00 (prorated)	CO	10/2/19	6/30/20	Appoint as Assistant Director of Buildings and Grounds, growth position.
<b>B. Certificated Staff</b>								
<b>Change</b>								
Cavadas-Fonseca, Jenna	Change	Student Assistance Counselor		N/A	HSN	9/6/19	9/6/19	Change resignation date from 9/24/19 to 9/6/19.
Figueroa, Jessica	Change	Teacher Spanish	OBA	\$55,500.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Scott, Mariah	Change	Teacher Elementary	OMA	\$57,500.00	VIL	9/1/19	6/30/20	Change start date from TBD to 9/1/19. (Tenure date: 9/2/23)
Jemal, Nabil	Change	Teacher Mathematics- LR	OBA	\$55,500.00	HSN	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Villacres, Veronica	Change	Teacher Spanish	2MA	\$58,950.00	HSS	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Wickizer, Genevieve	Change	Teacher Social Studies	3MA	\$59,900.00	CMS	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Bresnahan, Marie	Change %	Teacher Basic Skills- 103.4%	15MA	\$101,890.36	VIL	9/1/19	6/30/20	Change salary from 100% to 103.4% for an additional section.
Bugge, Danielle	Change %	Teacher Science- 101%	8MA+30	\$71,331.25	HSS	9/1/19	6/30/20	Change salary from 100% to 101% for additional time.
Coppola, Melissa	Change %	Teacher Art- 120%	15BA	\$114,300.00	CMS	9/1/19	6/30/20	Change salary from 100% to 120% for an additional section.
Cornell, John	Change %	Teacher Mathematics- 120%	15MA+30	\$121,890.00 (prorated)	HSN	9/9/19	6/30/20	Change salary from 100% to 120% for an additional section.
Krause, Alexander	Change %	Teacher Mathematics- 120%	6MA	\$76,740.00	HSS	9/1/19	6/30/20	Change salary from 100% to 120% for an additional section.
Rodrigo, Jose	Change %	Teacher Spanish- 120%	15MA+30	\$120,690.00 (prorated)	GMS	9/6/19	6/30/20	Change salary from 100% to 120% for an additional section.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Samber, Elizabeth	Change %	Teacher Basic Skills- 103.4%	13BA	\$86,442.40	VIL	9/1/19	6/30/20	Change salary from 100% to 103.4% for an additional section.
Serughetti, David	Change %	Teacher Art- 110%	15MA	\$107,954.00	CMS	9/1/19	6/30/20	Change salary from 100% to 110% for an additional section.
<b>Leave of Absence</b>								
Eagles, Melissa	Leave- FMLA/NJFLA/CC	School Psychologist		N/A	TC	10/7/19	11/15/19	FMLA/NJFLA/CC: 10/7/19-11/15/19 unpaid, with benefits. (RTW: 11/18/19)
Lang, Janine	Leave- FMLA	Teacher Basic Skills Math		N/A	WIC	9/1/19	9/25/19	FMLA: 9/1/19-9/25/19 unpaid, with benefits.
Musleh, Jessica	Leave- FMLA	Teacher Language Arts		N/A	GMS	9/1/19	9/20/19	FMLA: 9/1/19-9/20/19 unpaid, with benefits.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Adam, Jean	Appoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as substitute security officer - "Eyes on the Door", as needed.
Dimanche, Jean	Appoint	Bus Driver	1	\$25.14/hr.	TRAN	9/16/19	6/30/20	Appoint as Bus Driver for 5.0 hrs/day, not to exceed 40 hrs/wk, replacing Myrna Perez, who resigned.
Tejwani, Pooja	Appoint	Instructional Assistant	1	\$17.37/hr.	MR	TBD	6/30/20	Appoint as Instructional Assistant for 3.5 hrs/day, replacing Donna Pasquerella, who transferred.
Vellore, Ramamalini	Appoint	Instructional Assistant for ESL	1	\$18.83/hr.	TC	TBD	6/30/20	Appoint as Instructional Assistant for ESL for 3.25 hrs/day, growth position.
Wilson, Nancy	Appoint	Instructional Assistant	1	\$17.37/hr.	MR	TBD	6/30/20	Appoint as Instructional Assistant for 3.5 hrs/day, replacing Reshma Sharma, who transferred.
<b>Change</b>								
Bright, Jarrod	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	9/6/19	6/30/20	Change start date from TBD to 9/6/19.
Salvador, Stephanie	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	9/1/19	6/30/20	Change start date from TBD to 9/1/19.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Protinick, Heather	Change	Cafeteria Aide	0	\$14.24/hr.	DN	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Stec, Matthew	Change	Summer Computer Assistant		N/C	DIST	6/10/19	9/20/19	Change end date from 9/6/19 to 9/20/19 for Summer Computer Assistant.
Marcinkowski, Taylor	Change	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	TBD	6/30/20	Change from security officer - "Eyes on the Door" to substitute security officer - "Eyes on the Door", as needed.
Ashokkumar, Shanthi	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.75 hrs/day.
Bordfeld, Leslie	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 3.25 hrs/day to 3.5 hrs/day.
Caracappa, Mary	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.75 hrs/day.
Chan, Suzanne	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change hrs/day from 3.5 hrs/day to 3.75 hrs/day.
George, Rachel	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change hrs/day from 3.0 hrs/day to 2.0 hrs/day.
Gupta, Anita	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.75 hrs/day.
Kannan, Vaishnavi	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change hrs/day from 3.5 hrs/day to 3.75 hrs/day.
Lackey, Roxanne	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.5 hrs/day.
Mansfield, Maryann	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.75 hrs/day.
Morelli, Daneen	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.5 hrs/day.
Shah, Dipika	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.5 hrs/day.
Siano, Wendy	Change	Instructional Assistant		N/C	CMS	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.75 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Singh, Priyadarshini	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.5 hrs/day.
Stewart, Eric	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.75 hrs/day.
Tuan, Borying	Change	Instructional Assistant		N/C	HSN	9/1/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.75 hrs/day.
Verma, Sushma	Change	Instructional Assistant		N/C	TC	9/1/19	6/30/20	Change hrs/day from 3.75 hrs/day to 3.5 hrs/day.
Weinberger, Lovelyne	Change Location	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change location from MH to MR.
<b>Leave of Absence</b>								
Sherman, Annette	Leave- FMLA	Secretary 12 Months		N/A	DN/MR/VIL	10/21/19	1/6/20	FMLA: 10/21/19 (1/2 pm)-1/6/20 unpaid, with benefits. (RTW: 1/7/20)
<b>Rescind</b>								
Moran, William	Rescind	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	8/28/19	8/28/19	Rescind appointment as security officer - "Eyes on the Door".
<b>Resignation</b>								
Kastrup, Valerie	Resign	Instructional Assistant		N/A	TC	9/20/19	9/20/19	Resign from position.
Rupani, Dhara	Resign	Instructional Assistant		N/A	MR	9/3/19	9/3/19	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Heeman, Zachary M.	Appoint	Substitute Teacher		\$85.00/day	DIST	9/18/19	6/30/20	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Perez, Cassandra N.	Appoint	Substitute Teacher		\$95.00/day	DIST	9/18/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert), pending employment verification, as needed for temporary assignments.
<b>Reappoint</b>								
Nordstrom, Jocelyn	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/18/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.), as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ojili, Priyanka	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/18/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.), as needed for temporary assignments.
Santos, Steven	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/18/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.), as needed for temporary assignments.
Kuser, John W.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/18/19	6/30/20	Reappoint as a Substitute Teacher (NJ Cert.), as needed for temporary assignments.
<b>Change</b>								
Bailin, Jenna	Change	Substitute Teacher		\$95.00/day	DIST	9/1/19	6/30/20	Change from County Substitute Teacher to New Jersey Certified Substitute Teacher.
<b>Resignation</b>								
Achanta, Vijaya	Resign	Substitute Teacher		N/A	DIST	9/9/19	9/9/19	Resign from position.
Kumar, Sailani	Resign	Substitute Teacher		N/A	DIST	9/4/19	9/4/19	Resign from position.
Middleton, Anne	Resign	Substitute Teacher		N/A	DIST	9/2/19	9/2/19	Resign from position.
Prakash, Deepthika	Resign	Substitute Teacher		N/A	DIST	9/5/19	9/5/19	Resign from position.
Monastersky, Julie	Resign	Substitute Teacher		N/A	DIST	8/29/19	8/29/19	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Bus Duty</b>								
Balasubramanian, Shobhana	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.
Bores, Jenna	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.
Lee, Amanda	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Nodong, Pema	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.
Piccirillo, Maria	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.
Sanic, Jennifer	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.
Stevens, Timothy	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.
Tindall, Bonnie	Extra Duty	Bus Duty		\$15.84/hr.	DN	9/1/19	6/30/20	Bus Duty, not to exceed 4 hrs/wk.
Metal, Stephanie	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 4.5 hrs/wk.
Neuls, Patricia	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
Dowling, Linda	Extra Duty	Bus Duty		\$15.84/hr.	TC	9/1/19	6/30/20	Bus Duty, not to exceed 5.0 hrs/wk.
George, Rachel	Extra Duty	Bus Duty		\$15.84/hr.	TC	9/1/19	6/30/20	Bus Duty, not to exceed 5.0 hrs/wk.
Kelly, Elaine	Extra Duty	Bus Duty		\$15.84/hr.	TC	9/1/19	6/30/20	Bus Duty, not to exceed 5.0 hrs/wk.
Layne, Sharon	Extra Duty	Bus Duty		\$15.84/hr.	TC	9/1/19	6/30/20	Bus Duty, not to exceed 5.0 hrs/wk.
Wilson, Meaghan	Extra Duty	Bus Duty		\$15.84/hr.	TC	9/1/19	6/30/20	Bus Duty, not to exceed 1.5 hrs/wk.
Butterfield, Ruthann	Extra Duty	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Bus Duty, not to exceed 2.5 hrs/wk.
<b>Curriculum</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Walling, Barbra	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Reading Recovery Summer Support; <b>total program</b> not to exceed 20 hours per school.
<b>DLI Orientation</b>								
Warren, Ashley	Extra Duty	DLI Orientation		\$47.09/hr.	DIST	8/20/19	8/26/19	Dual Language Immersion Parent/Student Orientation Program, not to exceed 4 hours.
<b>Home Instruction</b>								
McClendon, Teresa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	8/28/19	10/5/19	Home Instruction for Reading and Language Arts, not to exceed 12 hours.
Verhoog, Brianne	Extra Duty	Home Instruction		\$47.09/hr.	DIST	9/7/19	10/5/19	Home Instruction for Mathematics, not to exceed 10 hours.
<b>Moving</b>								
Crome, Cesia	Extra Duty	Moving		\$47.09/hr.	VIL	7/1/19	8/30/19	Moving, not to exceed 6 hours.
Jenkins, Cynthia	Extra Duty	Moving		\$47.09/hr.	VIL	7/1/19	8/30/19	Moving, not to exceed 6 hours.
<b>Professional Development</b>								
Bossio, Deborah	Extra Duty	Professional Development		\$50.00/day	DIST	8/22/19	8/22/19	Unpacking New Literacy Units of Study 3-5, .5 day.
Wheeler, Rashmi	Extra Duty	Professional Development		\$50.00/day	DIST	8/20/19	8/20/19	Unpacking New Literacy Units of Study K-2, .5 day.
<b>Social Emotional Learning</b>								
Greene, Christopher	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 6 hours.
<b>Title I</b>								
Collins, Melissa	Extra Duty	Title I Parent Link		\$47.09/hr.	DIST	8/27/19	8/27/19	Parent Link Title I grant funded Evening Presentation, not to exceed 5 hours.
<b>Change</b>								
Barkenbush, Rosemarie	Change	Bus Duty		\$15.84/hr.	MH	9/1/19	6/30/20	Change Bus Duty, from not to exceed 2.5 hrs/wk to not to exceed 5.5 hrs/wk.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gallagher, Daniel	Change	Professional Development Planning		\$47.09/hr.	DIST	6/24/19	8/30/19	Change Planning and Presenting Google Parent Training, from not to exceed 3 hours to not to exceed 6 hours.
Jenkins, Cynthia	Change	Nurse- Summer Hours		\$47.09/hr.	DN	7/1/19	8/30/19	Change Summer Nurse, from not to exceed 25 hours to not to exceed 33 hours.
Jenkins, Cynthia	Change	School Nurse Coordinator-Summer		\$47.09/hr.	DIST	7/1/19	8/30/19	Change Summer School Nurse Coordinator, from not to exceed 33 hours to not to exceed 46 hours.
Levine, Randi	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (School Social Worker) work, as approved by the Supervisor, from <b>not to exceed 20 days to not to exceed 20.5 days.</b>
Methner, Rachel	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (School Social Worker) work, as approved by the Supervisor, from <b>not to exceed 20 days to not to exceed 21 days.</b>
Reil, Lizbeth	Change	Bus Duty		\$15.84/hr.	WIC	9/1/19	9/6/19	Change end date from 6/30/20 to 9/6/19 for Bus Duty, not to exceed 2.5 hrs/wk.
<b>Rescind</b>								
Tsui, Lelia-Allison	Rescind	Bus Duty		\$15.84/hr.	WIC	9/1/19	6/30/20	Rescind Bus Duty, not to exceed 2.5 hrs/wk.
<b>E. Stipend Athletic</b>								
<b>Change</b>								
Perez, Cassandra	Change	Field Hockey-Assistant Coach		\$4,024.00 (prorated)	HSS	9/6/19	Fall 2019	Change start date from TBD to 9/6/19 for Field Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in Dec.
<b>E. Stipend Non-Athletic</b>								
<b>Lunch Duty</b>								
Downs, Jordan	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Kiernen-Stout, James	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSN	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
<b>Mentor</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Barletta, Melissa	Stipend Non-Athletic	Mentor		\$2,010.00	TC	9/1/19	6/30/20	Mentor for Christie Kopeika, paid 1/2 in Dec. & 1/2 in June.
Chiocca, Diane	Stipend Non-Athletic	Mentor- Shared		\$1,005.00	GMS	9/1/19	6/30/20	Mentor, shared 50%, for Shi Ding, paid 1/2 in Dec. & 1/2 in June.
Ditzel, Marina	Stipend Non-Athletic	Mentor		\$2,010.00	GMS	9/1/19	6/30/20	Mentor for Brianna Terppe, paid 1/2 in Dec. & 1/2 in June.
Kemo, Kerry	Stipend Non-Athletic	Mentor		\$2,010.00	HSS	9/1/19	6/30/20	Mentor for Michael Hawkins, paid 1/2 in Dec. & 1/2 in June.
Lau-Tyson, Alison	Stipend Non-Athletic	Mentor- Shared		\$1,005.00	GMS	9/1/19	6/30/20	Mentor, shared 50%, for Shi Ding, paid 1/2 in Dec. & 1/2 in June.
Piotrowski, Jaimie	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	GMS	9/1/19	12/31/19	Mentor for Devin Mueller, paid in FULL in Dec.
<b>High School North</b>								
Lackey, Roxanne	Stipend Non-Athletic	Larkability		\$1,509.15	HSN	9/1/19	6/30/20	Larkability Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Rescind</b>								
Olson, David	Stipend Non-Athletic	Rescind		\$1,988.00	HSN	9/1/19	6/30/20	Rescind Lunch Duty stipend.
Stanley, Adrienne	Stipend Non-Athletic	Rescind		\$1,988.00	HSN	9/1/19	6/30/20	Rescind Lunch Duty stipend.
<b>F. Community Education</b>								
<b>Appoint</b>								
Burby, Cindy	Appoint	EDP Group Leader		\$12.00/hr.	MR	9/18/19	6/30/20	Appoint as a part-time EDP Group Leader.
Kannan, Vaishnavi	Appoint	EDP 1-to-1 Assistant		As per contract	CE	9/18/19	6/30/20	Appoint as an EDP 1 to 1 Assistant.
Mehta, Sweety	Appoint	EDP 1-to-1 Assistant		As per contract	CE	9/18/19	6/30/20	Appoint as an EDP 1 to 1 Assistant.
Twum-Barima, Nana	Appoint	EDP High School Assistant		\$10.00/hr.	MR/TC	9/1/19	6/30/20	Appoint as an EDP High School Assistant
<b>Reappoint</b>								





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Oertel, Linette	Reappoint	EDP 1-to-1 Assistant		As per contract	VIL	9/1/19	6/30/20	Reappoint as an EDP 1 to 1 Assistant.
Warner, Jean	Reappoint	EDP 1-to-1 Assistant		As per contract	CMS	9/1/19	6/30/20	Reappoint as an EDP 1 to 1 Assistant.
<b>Change</b>								
Prabhakar, Girija	Change	EDP Site Supervisor		\$19,222.80	WIC	9/1/19	6/30/20	Change position from full-time EDP Group Leader to full-time EDP Site Supervisor, replacing Lilia Ruffo who resigned.
Zutty, Haley	Change	EDP Group Leader		\$15,890.00 (prorated)	WIC/GMS	9/18/19	6/30/20	Change from part-time EDP Group Leader to full-time EDP Group Leader, replacing Girija Prabhakar, who transferred.
<b>G. Emergent Hires</b>								
<b>Change</b>								
Damour, Judith	Change	Teacher French	14MA	\$89,600.00 (prorated)	HSN	9/13/19	6/30/20	Change start date from TBD to 9/13/19. (Tenure date: 9/14/23)
Ding, Shi	Change	Teacher Chinese-80%	0MA	\$46,000.00	GMS	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Franceschino, John	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	9/3/19	6/30/20	Change start date from TBD to 9/3/19.
Kalkan, Guler	Change	Instructional Assistant	1	\$18.83/hr.	TC	9/9/19	6/30/20	Change start date from TBD to 9/9/19.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Change</b>								
Crystal, Jamie	Change	Student Assistance Counselor	3MA	\$59,900.00 (prorated)	HSN	10/1/19	6/30/20	Change start date from TBD to 10/1/19. (Tenure date: 10/2/23)
Coleman, Bradford	Change	Teacher Elementary	3MA	\$59,900.00	TC	9/1/19	6/30/20	Change salary from BA to MA as per contract.
Costello, Kathleen	Change %	Teacher Special Education-120%	15MA	\$115,728.00 (prorated)	HSS	9/6/19	1/31/20	Change salary from 100% to 120% for an additional section.
Ferri, Robert	Change %	Teacher Special Education-120%	15BA	\$115,020.00 (prorated)	HSS	9/6/19	1/31/20	Change salary from 100% to 120% for an additional section.
Mastroianni, Elisa	Change %	Teacher Mathematics-100%; Teacher Special Education-20%	1BA	\$67,200.00 (prorated)	HSS	9/6/19	1/31/20	Change salary from 100% to 120% for an additional section.
Raveendran, Jaina	Change %	Teacher Special Education-120%	7BA	\$76,260.00 (prorated)	HSS	9/6/19	1/31/20	Change salary from 100% to 120% for an additional section.
Tafoya, Stacey	Change %	Teacher Special Education-120%	15MA	\$115,728.00 (prorated)	HSS	9/6/19	1/31/20	Change salary from 100% to 120% for an additional section.
Moore, Jessica	Change Location	Teacher Reading Recovery		N/C	MH	9/1/19	6/30/20	Change location 50% MH, 50% WIC to 100% MH.
<b>Leave of Absence</b>								
Kearns, Valerie	Leave-FMLA/NJFLA/CC	Teacher Social Studies		N/A	HSS	2/25/20	5/22/20	FMLA/NJFLA/CC: 2/25/20-5/22/20 unpaid, with benefits. CC: 5/25/20-6/30/20 unpaid, no benefits. (RTW: 9/1/20)
MacPhie, Michelle	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	DN	2/4/20	5/1/20	FMLA/NJFLA/CC: 2/4/20-5/1/20 unpaid, with benefits. (RTW: 5/4/20)
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Rice, Xavier	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Salvador, Helder	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door".
<b>Change</b>								
Frost, Cory	Change	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/19	6/30/20	Change from Security Officer - "Eyes on the Door" to substitute Security Officer - "Eyes on the Door", as needed.
Goswami, Sukanya	Change	Instructional Assistant		N/C	MR	9/1/19	6/30/20	Change hrs/day from 6.5 hrs/day to 7.0 hrs/day.
Polizzi, Kristen	Change	Secretary 12 Months	7	\$50,993.00 (prorated)	HSN	TBD	6/30/20	Change from Secretary 10 Months, 100% HSS to Secretary 12 months, 100% HSN. Change salary from \$42,851.00 to \$50,993 (prorated).
Tejwani, Pooja	Change	Instructional Assistant	1	\$18.83/hr.	MR	TBD	6/30/20	Change salary from \$17.37/hr. to \$18.83/hr.
Vellore, Ramamalini	Change	Instructional Assistant for ESL	1	\$18.83/hr.	TC	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Harding, Libbi	Change	Instructional Assistant		N/C	TC	9/19/19	6/30/20	Change location from MH to TC.
Swern, Donna	Change Location	Secretary 12 Months		N/C	HSS	TBD	6/30/20	Change location from HSN to HSS.
<b>E. Extracurricular / Extra Pay</b>								
<b>DLI Orientation</b>								
Ruffo, Lilia	Extra Duty	DLI Orientation		\$17.37/hr.	DIST	8/20/19	8/26/19	Dual Language Immersion Parent/Student Orientation Program, not to exceed 3 hours.
<b>Change</b>								
Wilson, Meaghan	Change	Bus Duty		\$15.84/hr.	TC	9/1/19	6/30/20	Change Bus Duty, from not to exceed 1.5 hrs/wk to not to exceed 5.0 hrs/wk.
<b>E. Stipend Athletic</b>								
<b>Field Hockey</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Terppe, Brianna	Stipend-Athletic	Field Hockey-Girls Coach		\$3,018.00	CMS	Fall 2019	Fall 2019	Field Hockey - Girls Coach, 0 yrs. exp., paid in FULL in Dec.
<b>Soccer</b>								
Ramaprasad, Venkat	Stipend-Athletic	Volunteer Soccer		\$0.00	HSN	Fall 2019	Fall 2019	Volunteer Soccer.
<b>Volleyball</b>								
Hansen, Amy	Stipend-Athletic	Volunteer Volleyball		\$0.00	HSN	TBD	Fall 2019	Volunteer Volleyball.
<b>E. Stipend Non-Athletic</b>								
<b>Marching Band</b>								
Chan, Derek	Stipend Non-Athletic	Volunteer Marching Band		\$0.00	HSS	9/18/19	6/30/20	Volunteer Marching Band.
<b>Grade Level Leader</b>								
MacPhie, Michelle	Stipend Non-Athletic	Grade Level Leader, Special Services-Shared		\$775.00	DN	9/1/19	6/30/20	Grade Level Leader, Special Services - shared 50%, paid 1/2 in Dec. & 1/2 in June.
McGowan, Elizabeth	Stipend Non-Athletic	Grade Level Leader, Special Services-Shared		\$775.00	DN	9/1/19	6/30/20	Grade Level Leader, Special Services - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Hayden Caitlin	Stipend Non-Athletic	Grade Level Leader, Special Services-Shared		\$948.50	MH	9/1/19	6/30/20	Grade Level Leader, Special Services - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Watson, Peggy	Stipend Non-Athletic	Grade Level Leader, Special Services-Shared		\$948.50	MH	9/1/19	6/30/20	Grade Level Leader, Special Services - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Maloney, Krystina	Stipend Non-Athletic	Grade Level Leader, Special Services-Shared		\$2,585.00	MR	9/1/19	6/30/20	Grade Level Leader, Special Services, paid 1/2 in Dec. & 1/2 in June.
Lee, Jenna	Stipend Non-Athletic	Grade Level Leader, Special Services		\$2,585.00	TC	9/1/19	6/30/20	Grade Level Leader, Special Services, paid 1/2 in Dec. & 1/2 in June.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rokita, Kaitlyn	Stipend Non-Athletic	Grade Level Leader, Special Services		\$2,239.00	VIL	9/1/19	6/30/20	Grade Level Leader, Special Services, paid 1/2 in Dec. & 1/2 in June.
Reil, Lizbeth	Stipend Non-Athletic	Grade Level Leader, Special Services		\$1,897.00	WIC	9/1/19	6/30/20	Grade Level Leader, Special Services, paid 1/2 in Dec. & 1/2 in June.
<b>F. Community Education</b>								
<b>Appoint</b>								
Bello, Feyisara	Appoint	EDP High School Assistant		\$11.00/hr.	DN	9/18/19	6/30/20	Appoint as a CE High School Assistant.



## **PERSONNEL ADDENDUM #2**

### **RECOMMENDATION**

#### **D. PERSONNEL**

*To be voted on 09/17/19:* Recommend approval of the following resolution:

#### **Collective Negotiations Agreement**

1. Approve a successor Collective Negotiations Agreement between the West Windsor-Plainsboro Regional School District Board of Education (Board) and the West Windsor-Plainsboro Administrators Association (“WWPAA”) covering the period July 1, 2019, through June 30, 2024, in accordance with the terms and conditions set forth in the Memorandum of Agreement dated August 15, 2019, as follows:

IT IS HEREBY RESOLVED that the Board adopts, approves, and ratifies the Memorandum of Agreement and salary guides which sets forth the terms for a successor collective negotiation agreement with the WWPAA; and

IT IS FURTHER RESOLVED that the Board authorizes the Board President to sign the successor Collective Negotiation Agreement on behalf of the Board of Education

## **PERSONNEL ADDENDUM #3**

### **RECOMMENDATION**

#### **D. PERSONNEL**

*To be voted on 09/17/19:* Recommend approval of the following resolution:

#### **Separation Agreement**

1. To approve a separation agreement between the Board of Education and Employee #9198 with resignation effective September 6, 2019.

**Personnel Addendum 3**

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Leave of Absence</b>								
Lang, Janine	Leave	Teacher Basic Skills Math		N/A	WIC	9/26/19	TBD	Leave of absence, unpaid, with benefits.





**Personnel Addendum 2**

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Leave of Absence</b>								
Musleh, Jessica	Leave	Teacher Language Arts		N/A	GMS	9/23/19	12/31/19	Leave of absence, unpaid, no benefits.



## **ADMINISTRATION ADDENDUM**

### **A. ADMINISTRATION**

*To be voted on 09-17-19: Recommend approval of the following resolution:*

#### **Harassment, Intimidation, and Bullying**

1. Resolved by the Board to modify the HIB findings and reject the parental appeal in matter GMS042919001 as discussed in executive session.

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME West Windsor-Plainsboro Regional School District COUNTY Mercer.

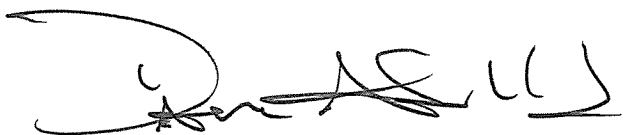
TYPE OF EXAMINATION: NJ Department of Education Collaborative Monitoring Report

DATE OF BOARD MEETING: September 17, 2019 OFAC Case # CM-005-19.

CONTACT PERSON Dr. David Aderhold, Superintendent.

TELEPHONE NUMBER 609-716-5000 x 5041 FAX NUMBER 609-716-5012.

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1. The selected Title I allowable uses did not align with the identified academic needs, nor were specific and quantifiable details included for each identified need aligned to the Title I, Part A grant program.	The district will ensure that all selected Title I allowable uses align to the identified Title I needs as articulated in the Needs Assessment.	The Assistant Superintendent will provide more exact and specific details regarding each identified need when completing the Needs Assessment.	Assistant Superintendent for Pupil Services/ Planning	September 30, 2019
2. Although the district provided evidence of a school-parent compact, this evidence did not verify the school-parent compact was developed in conjunction with Title I parents and families.	The district will ensure that parents, families and students will be included in the development of the school-parent compacts.	The Assistant Superintendent will keep all documentation such as recorded agenda, meeting minutes, and sign-in sheets for on file.	Assistant Superintendent of Pupil Services/ Planning	October 31, 2019



Chief School Administrator

09/17/2019

Date



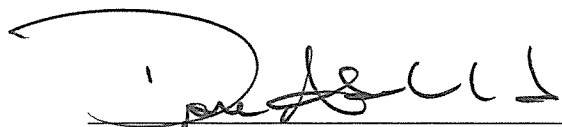
Board Secretary/Business Administrator

09/17/2019

Date

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN**

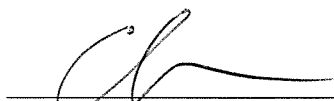
<p>3. The district provided evidence of distribution of the required Parents Right to Know Letter; however, the letter referenced the No Child Left Behind Act of 2001 (NCLB) instead of the Elementary and Education Act of 1965 (ESEA).</p>	<p>The district will update the Parents Right to Know Letter, as well as all other ESEA correspondence to include reference to ESEA rather than NCLB.</p>	<p>The Assistant Superintendent for Pupil Services/Planning will correct all letters and correspondence to reflect the up to date reference of the ESEA for fiscal year 19/20.</p>	<p>Assistant Superintendent for Pupil Services/Planning</p>	<p>October 31, 2019</p>
<p>4. The district selected the following allowable uses in the Title I Program Plan: Equipment for Title I Program, Professional Development Activities, and Parent and Family Engagement; however, the district's needs assessment did not identify specific needs aligned with any of the aforementioned allowable uses.</p>	<p>The district will ensure that the Needs Assessment shows specific identified needs that are aligned to all selected allowable uses in the Title I Program Plan.</p>	<p>The Assistant Superintendent for Pupil Services/Planning verifies all expenses to make sure they align with the identified needs that are articulated in the Needs Assessment.</p>	<p>Assistant Superintendent for Pupil Services/Planning</p>	<p>September 30, 2019</p>
<p>5. The district selected the following allowable uses in the Title I Program Plan: Professional Development Activities and Parent and Family Engagement and budgeted Title I funds for associated costs, however, neither allowable use was aligned to an identified need as articulated in the Needs Assessment.</p>	<p>The district will ensure that the selected allowable uses are aligned to specific identified needs prior to budgeting Title I funds.</p>	<p>The Assistant Superintendent for Pupil Services/Planning verifies all budgeted funds for the purpose of selected allowable uses align with the identified needs that are articulated in the Needs Assessment.</p>	<p>Assistant Superintendent of Pupil Services/Planning</p>	<p>September 30, 2019</p>



Chief School Administrator

09/17/2019

Date



Board Secretary/Business Administrator

09/17/2019

Date

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN**

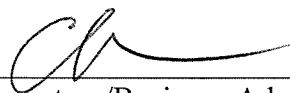
<p>6. The district selected Equipment for the Title I Program as an allowable use in the Title I Program Plan; however, zero Title I funds were budgeted for this purpose.</p>	<p>The district will ensure that funds are budgeted only for the selected allowable uses that are aligned to specific identified needs.</p>	<p>The Assistant Superintendent for Pupil Services/Planning verifies all budgeted funds for the purpose of selected allowable uses align with the identified needs that are articulated in the Needs Assessment.</p>	<p>Assistant Superintendent for Pupil Services/ Planning</p>	<p>September 30, 2019</p>
<p>7. The district budgeted the following cost amounts under account number 100 Instructional Expenditures and 200 Non-Instructional Expenditures and the cost descriptions were insufficient in their detail. 100-300: Annual software contract (\$11,623) 100-600: Instructional consumables (\$16,409) 100-800: Instructional supplies (\$20,386) 200-600: Supplies for parent program (\$3,126)</p>	<p>The district will ensure all cost descriptions include more specific details on the exact types of instructional and non-instructional expenditure costs being budgeted with Title I, Part A funds.</p>	<p>The Assistant Superintendent for Pupil Services/Planning verifies all cost descriptions are thoroughly detailed before submission of the Title I Part A grant application.</p>	<p>Assistant Superintendent for Pupil Services/ Planning</p>	<p>September 30, 2019</p>
<p>8. The district did not provide the required supporting documents to verify the time and activity for the Read 180 teacher whose salary was supported with Title I funds.</p>	<p>The district will ensure that the time and activity documentation properly reflects what the staff is doing, when and where they are working, their funded percentage, as well as be signed by the staff member and supervisor.</p>	<p>The Assistant Superintendent for Pupil Services/Planning verifies all time and activity documentation for required information.</p>	<p>Assistant Superintendent for Pupil Services/ Planning</p>	<p>Immediate</p>



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CORRECTIVE ACTION PLAN**

<p>9. In the district's FY 2019 ESEA Consolidated Subgrant Application, salaries for 55 teachers were budgeted under 100-100 FICA Only, with a total Base Salary of \$130,000; however, the total amount of Title I funds budgeted equaled \$157,500.</p>	<p>The district will ensure that the Subgrant Application funds match the Title I funds budgeted.</p>	<p>The Assistant Superintendent for Pupil Services/Planning verifies that all funds budgeted match the Consolidated Subgrant Application.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Assistant Superintendent for Finance</p>	<p>Immediate</p>
<p>10. In the district's FY 2019 ESEA Consolidated Subgrant Application, salaries for 30 teachers were budgeted under 200-100 FICA Only, with a total Base Salary of \$19,000; however, the total amount of Title I funds dgeted equaled \$22,570.</p>	<p>The district will ensure that the Subgrant Application funds match the Title I funds budgeted.</p>	<p>The Assistant Superintendent verifies that all funds budgeted match the Consolidated Subgrant Application.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Assistant Superintendent for Finance</p>	<p>Immediate</p>
<p>11. The district did not provide nonpublic school documentation including, but not limited to: Affirmation of Consultation and Refusal of Services forms, agenda for all consultation meetings, and sign-in sheets from these meetings to verify its consultation process with nonpublic school officials was timely, ongoing and meaningful.</p>	<p>The district will maintain all required documentation to verify that consultation was timely, ongoing, and meaningful, covered all appropriate topics, and resulted in program designs that have a reasonable expectation of success.</p>	<p>The Assistant Superintendents work together to provide enhanced record keeping protocols and verifications that all necessary documentation is being maintained.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Assistant Superintendent for Curriculum &amp; Instruction</p>	<p>October 30, 2019</p>



Chief School Administrator

09/17/2019

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**NEW JERSEY DEPARTMENT OF EDUCATION  
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<p>12. The district counted 25 students from Puerto Rico and 1 student from Northern Mariana Islands as immigrant students.</p>	<p>The district will remove these students from their immigrant count.</p>	<p>The Assistant Superintendent will review all countries associated with our immigrant students to make sure none of them are US territories.</p>	<p>Assistant Superintendent for Curriculum &amp; Instruction  Director of Technology</p>	<p>October 15, 2019</p>
<p>13. The district did not consistently document in the IEPs of students removed from the general education setting for more than twenty percent of the school day, including students placed in separate settings, consideration of placement in the least restrictive environment (LRE). Specifically, IEP's did not consistently include: supplementary aids and services considered, an explanation of why the supplementary aids and services were rejected, and the potentially beneficial or harmful effects, which a placement in general education may have on the students with disabilities or other students in the class.</p>	<p>The district will ensure that when determining the educational placement of a child with a disability that the IEP team considers the general education class first and that all required decisions are documented in the IEP.</p>	<p>Training will be provided to all CST case managers to ensure that, in determining the educational placement of students with disabilities who are removed from GE classes for more than 20% of the day, incl. students placed in separate settings, IEPs document the thoughtful consideration of LRE placement. Considerations will incl.:</p> <ul style="list-style-type: none"> <li>• Documentation of all supplementary aides &amp; services considered, and</li> <li>• an explanation of why the supplementary aides &amp; services considered were rejected, and</li> <li>• the potentially beneficial or harmful effects which a placement in GE may have on students w/ disabilities or other students in the class.</li> </ul>	<p>Assistant Superintendent for Pupil Services/ Planning  Director of Special Services  Special Services Supervisors</p>	<p>Immediate</p>

  
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Chief School Administrator

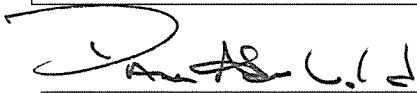
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Date

  
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Board Secretary/Business Administrator


09/17/2019  
Date

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN**

<p>14. The district did not consistently complete all required transition planning components for students ages 14 and above and document decisions in the IEP.</p>	<p>The district will ensure that transition is discussed at every IEP meeting for students age 14 or above, and that those decisions are documented in the IEP.</p>	<p>Training will be provided to all CST case managers to ensure all transition planning components are completed, and decisions, for students ages 14 are documented in IEPs, beginning with the IEP in place for the school year when the student will turn 14, or younger, if appropriate.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Director of Special Services  Special Services Supervisors</p>	<p>Immediate</p>
<p>15. IDEA (Special Education) Finding # 15 (3):</p> <p>The district did not:</p> <ul style="list-style-type: none"> <li>* document all required considerations and statements in each IEP for ESERS and ESLs students;</li> <li>* ESERS IEPs did not consistently include G&amp;Os for all subjects where the student is removed from GE, and the specific location where related services will be provided.</li> <li>* ESLs IEPs did not consistently include an explanation of the extent a student will not participate with nondisabled students in nonacademic and extracurricular activities.</li> </ul>	<p>The district will ensure that each IEP contains the required considerations and statements.</p>	<p>Training will be provided to all CST and SLP case managers to ensure all required considerations and statements are documented in each ESERS &amp; ESLs IEPs;</p> <p>Training will be provided to all CST case managers to ensure G&amp;Os are included for all subjects where student is removed from GE, and the specific location where related services are provided.</p> <p>Training will be provided to all SLP case managers to ensure IEPs include an explanation of the extent a student will not participate with nondisabled students in nonacademic and extracurricular activities.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Director of Special Services  Special Services Supervisors</p>	<p>Immediate</p>

  
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Chief School Administrator

09/17/2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary/Business Administrator

09/17/2019  
\_\_\_\_\_  
Date



**NEW JERSEY DEPARTMENT OF EDUCATION  
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<p>16. The district did not consistently provide to students beginning at age 14, written invitations to meetings where post-school transition was being discussed.</p>	<p>The district will ensure that each student with an IEP age 14 or above is provided with a written invitation to any IEP meeting where transition to adult life will be discussed.</p>	<p>Training will be provided to all CST case managers to ensure written invitations are sent to all students, beginning at age 14, where post-transition planning is to be discussed.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Director of Special Services  Special Services Supervisors</p>	<p>Immediate</p>
<p>17. The district did not consistently conduct multi-disciplinary initial evaluations for students referred for speech-language services by obtaining a written educational impact statement from the classroom teacher after the parent provided written parental consent to conduct an evaluation.</p>	<p>The district will ensure that a multi-disciplinary evaluation is conducted for students referred for speech-language services by obtaining a written statement from the general education teacher that details the educational impact of the speech problem on the student's progress in general education.</p>	<p>Training will be provided to all SLP case managers to ensure that, in addition to the Classroom Impact statements currently included in all speech evaluation reports, the SLP obtains from the classroom teacher a written statement of educational impact after parental consent for evaluation is provided.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Director of Special Services  Special Services Supervisors</p>	<p>Immediate</p>
<p>18. The district did not comply with required timekeeping standards for federally funded grants.</p>	<p>The district will ensure that employees submit personal activity reports that have been verified by supervisors as required.</p>	<p>The district will provide personal activity report templates that are fully compliant with the uniform grant guidance.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Director of Special Services  Special Services Supervisors</p>	<p>Immediate</p>



Chief School Administrator

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<p>19. The district failed to adhere to New Jersey Public School Contracts Law (PSCL) and federal regulations when purchasing certain professional development services over the bid threshold. The district failed to have a competitive process as required.</p>	<p>The district will comply with current federal and state procurement regulations by having a competitive process.</p>	<p>The Curriculum department and the Purchasing Specialist will work together to ensure purchases are made in compliance with purchasing regulations, including solicitation of competitive bids when necessary.</p>	<p>Assistant Superintendent for Curriculum &amp; Instruction  Assistant Superintendent for Finance</p>	<p>Immediate</p>
<p>20. The monitors noted that the district had expended little of their federal funding for FY 2018/2019 for Title III, Title III Immigrant and Title IV.</p>	<p>The district charged where possible appropriate expenditures to the grants by June 30, 2019.</p>	<p>The district researched various program expenditures and allocated eligible expenses to each grant.</p>	<p>Assistant Superintendent for Pupil Services/ Planning  Assistant Superintendent for Curriculum &amp; Instruction  Comptroller</p>	<p>June 30, 2019</p>



Chief School Administrator

09/17/2019

Date



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The seal of West Windsor - Plainsboro Regional School District is circular. The outer ring contains the text "West Windsor - Plainsboro" at the top and "Regional School District" at the bottom. Inside the ring, there are two banners. The upper banner reads "EXCELLENCE" and the lower banner reads "IN EDUCATION".

# Curriculum Review

September 2019

# Curriculum and the Strategic Goals:

We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support our students' growth, empowering them to value their individual learning journeys

## **Goal 1**

Understanding that all students have diverse needs, backgrounds, and approaches to learning, we will integrate tools and structures to appropriately challenge and enable students to realize their full potential.

## **Goal 2**

Embracing a rapidly changing world, we will empower learners to assume active roles in their communities, to face and engage global challenges and to contribute proactively toward a more peaceful, just, inclusive, and secure world.

## **Goal 3**

Recognizing that children need to balance physical, social, emotional and academic needs, we will maintain a supportive culture and build structures for the health, safety, and well-being of the Whole Child.

**Goal 1: Voice and Choice - *Student Centered Learning Environments***



Summer Curriculum Postings-2019

JOB #	Content Area/Job Description	Coordinator	Start
<b>Business Curriculum</b>			
748	Senior Internship/Practicum	Russell Wray	6.24
899	Accounting	Russell Wray	6.24
1063	Digital Communication	Russell Wray	6.24
<b>ESL - Curriculum Articulation</b>			
1314	Sheltered Instruction for English Language Learners	Cathy Reilly/Penny Fisher	6.24
<b>Family and Consumer Science</b>			
1087	Culinary Arts	Russell Wray	6.24
1126	International Foods	Russell Wray	6.24
<b>Gifted &amp; Talented</b>			
679	G&T Curriculum Addendum Development	Susan Totaro	6.24
<b>Guidance Curriculum Articulation</b>			
260	Elementary Guidance Curriculum	Lee McDonald	6.24
1574	Middle School Guidance Curriculum	Lee McDonald	6.24
1800	High School Guidance Curriculum	Lee McDonald	6.24
<b>Mathematics - Curriculum Articulation</b>			
1741	Math 7/Math 7 Honors	Andrea Bean	6.24
1535	Algebra 1 H&A	Andrea Bean	6.24
738	AP Statistics	Andrea Bean	6.24
1536	Precalculus Honors	Andrea Bean	6.24
1537	Advanced Algebra 2	Andrea Bean	6.24
538	Pre-Algebra H&A	Andrea Bean	6.24
938	Math 6	Andrea Bean	6.24
977	Precalculus	Andrea Bean	6.24
888	Math 7 RC	Andrea Bean	6.24
<b>Media Center-Curriculum Articulation</b>			
1350	Grade PK Library	Allan Johnson	6.24
1351	Grade K Library	Allan Johnson	6.24
1530	Grade 1 Library	Allan Johnson	6.24
1583	Grade 2 Library	Allan Johnson	6.24
1584	Grade 3 Library	Allan Johnson	6.24
<b>Science - Curriculum Articulation</b>			
1082	Kindergarten NGSS Alignment	Richard Stec	6.24
1064	First Grade NGSS Alignment	Richard Stec	6.24
1278	Second Grade NGSS Revision	Richard Stec	6.24
1291	Third Grade NGSS Alignment	Richard Stec	6.24
1612	Fourth Grade NGSS Alignment	Richard Stec	6.24
318	Fifth Grade NGSS Alignment	Richard Stec	6.24
<b>Social Studies - Curriculum Articulation</b>			
1349	Content Area Support for Elementary Unit Development	Richard Stec	6.24
<b>Special Services - Curriculum Articulation</b>			
2100	AP United States History	Carl Cooper	6.24
1179	Consumer Math 1, 2, 3	Melissa Levine	6.24
2743	Community Based Instruction - High School	Melissa Levine	6.24
868	Skills A	Melissa Levine	6.24
872	Skills B	Melissa Levine	6.24

Summer Curriculum Postings-2019

2106	Middle School Math MD/Autism	Karen Abrams	6.24.19
179	Community Based Instruction- Middle School	Karen Abrams	6.24.19

2019 Summer Professional Development Opportunities

JOB #	Content Area/Job Description	Coordinator	1st Day	Last Day
<b>Language Arts K-5</b>				
1364	Unpacking New Literacy Units Study K-2	Penny Fisher		8.20.19 AM
1656	Unpacking New Literacy Units of Study 3-5	Penny Fisher		8.22.19 AM
2028	Phonics Jump Start!	Penny Fisher		8.21.19 AM
<b>Language Arts 6-12</b>				
1319	Equity, Inclusion, & Instruction	Cathy Reilly	6.26.19	6.27.19
<b>Mathematic K-5</b>				
1345	Math Institute Grades 3-5	Melissa Pearson	6.24.19	6.28.19
1346	Mathematics and Global Connections	Melissa Pearson/Sue Totaro		7.31.19 AM
<b>Mathematics 6-12</b>				
1347	Math Institute for Middle School	Andrea Bean	7.22.19	7.26.19
<b>Social Studies</b>				
609	Thinking Like a Historian and Engaging as a Citizen in 4th and 5th Grade Social Studies	Carl Cooper/Penny Fisher	8.20.19 AM	
735	Beyond the Simple Narrative: Social Studies Reading Groups	Carl Cooper	7.1.19; 7.18.19; 7.22.19	
1344	Wake Amon! How to Help Your Elementary Students Make the World a Better Place	Carl Cooper/Janet Bowes	7.1.19	
2028	Time Action! How to Help Your 6-12 Students Make the World a Better Place	Carl Cooper/Janet Bowes		7.24.19
<b>Technology</b>				
871	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10	Allan Johnson	6.27.19	6.28.19
1230	From Theory to Practice: 1:1 Learning Institute for 11 <sup>th</sup> and 12 <sup>th</sup> grade teachers and new teachers Grades 5-10	Allan Johnson	8.6.19	8.7.19
<b>Miscellaneous</b>				
959	WW-P and America to Me Part I	Shauna Carter		7.23.19
246	WW-P and America to Me Part II	Shauna Carter		7.24.19
2092	Equity: Conversations, Reflection, and Action	Susan Totaro/Barbara Gould	7.16.19; 8.1.19; 8.21.19	
751	Gifted and Talented Education Strategies	Susan Totaro		7.18.19
1276	Know Me Before You Teach Me: Creating a Culture of Rapport and Respect	Susan Totaro/Shaua Carter		7.30.19

Curriculum

Professional Development

***The tools are available!***



# Math K-5:

Place Value of Whole Numbers	
Content Area: Mathematics	
Course & Grade Level: Mathematics, Grade 4	
<b>Summary and Rationale</b>	
Numeric reasoning involves fluency and facility with numbers.	
<b>Recommended Pacing</b>	
19 Days	
<b>New Jersey Student Learning Standards for Mathematics</b>	
Standard 4.NBT.A. Generalize place value understanding for multi-digit whole numbers.	
Standard #	Standard
4.NBT.A.1	Recognize that in a multi-digit whole number, a digit in one place represents ten times what it represents in the place to its right.
4.NBT.A.2	Read and write multi-digit whole numbers using base-ten numerals, number names, and expanded form. Compare two multi-digit numbers based on meanings of the digits in each place, using $>$ , $=$ , $<$ symbols to record the results of comparisons.
4.NBT.A.3	Use place value understanding to round multi-digit whole numbers to any place.
<b>New Jersey Student Learning Standards for 21<sup>st</sup> Century Life and Careers</b>	
<b>Career Ready Practices</b>	
Standard #	Standard
CRP2.	Apply appropriate academic technical skills.
CRP4.	Communicate clearly and effectively with reason.
CRP8.	Utilize critical thinking to make sense of problems and persevere in solving them.
CRP11.	Use technology to enhance productivity
<b>9.2 Career Awareness, Exploration, and Preparation</b>	
Standard #	Standard
9.2.A.A.4	Explain why knowledge and skills acquired in the elementary grades lay the foundation for future academic and career success.
<b>New Jersey Student Learning Standards for Technology</b>	
Standard #	Standard
8.1	All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
<b>Instructional Focus</b>	
<b>Unit Enduring Understandings</b>	
<ul style="list-style-type: none"> <li>Number sense can be based on place value patterns.</li> </ul>	
<b>Unit Essential Questions</b>	
<ul style="list-style-type: none"> <li>How does the position of a digit in a number affect its value?</li> <li>What are strategies for comparing the value of numbers?</li> </ul>	

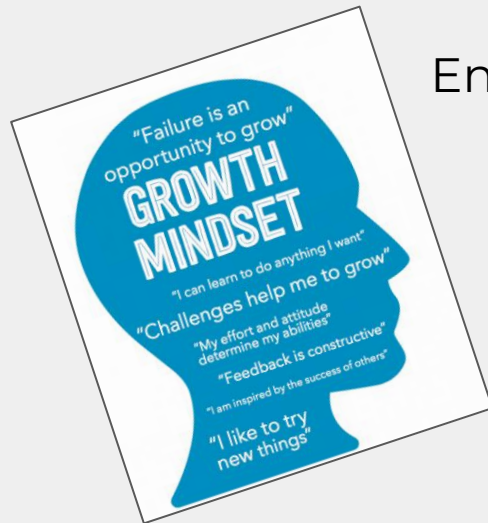
<b>Objectives</b>
<b>Students will know:</b>
<ul style="list-style-type: none"> <li>Place value in whole numbers up to and including the hundred thousand's place</li> <li>How to identify patterns in digits and periods</li> <li>Place value up to and including the hundred thousand's place in standard, expanded and word form</li> <li>Vocabulary: digit, rounding, about, expanded form, standard form, word form, place value, period</li> </ul>
<b>Students will be able to:</b>
<ul style="list-style-type: none"> <li>Use number sense, place value, and estimation understandings to solve problems.</li> <li>Recognize that in multi-digit numbers, a digit in one place represents ten times what it represents in the place to its right</li> <li>Identify, express, and model place value up to and including the hundred thousand's place in standard, expanded and word form</li> <li>Round multi-digit whole numbers to any place</li> <li>Compare and order numbers up to and including the hundred thousand's place</li> <li>Estimate items up to 1000 using base 10 knowledge</li> <li>Recognize that the place and period of a digit determines its value</li> </ul>
<b>Resources</b>
<b>Primary Text:</b>
enVision Math
<b>Instructional &amp; Professional Resources:</b>
<ul style="list-style-type: none"> <li>Exemplars, <i>Problem Solving for the 21<sup>st</sup> Century</i></li> <li>K-5 Math Teaching Resources</li> <li><i>Math in Practice: Teaching Fourth Grade Math</i> by Kay B. Sammons, Susan O'Connell, &amp; John SanGiovanni</li> <li><i>Math Workshop: Five Steps to Implementing Guided Math, Learning Stations, Reflection, and More</i> by Jennifer Lemp</li> <li><i>Mathematical Mindsets: Unleashing Students' Potential through Creative Math, Inspiring Messages and Innovative Teaching</i> by Jo Boaler</li> <li><i>Mathset: Mathematical Concepts: Visualizing and Understanding Big Ideas, Grade 4</i> by Jo Boaler, Jen Munson, &amp; Cathy Williams</li> <li><i>Close the Gap for Mathematical Understanding, 3-5</i> by John J. SanGiovanni</li> <li><i>Teaching Student-Centered Mathematics: Developmentally Appropriate Instruction for Grades 3-5 (Volume II)</i> by John A. Van de Walle, Karen S. Karp, LouAnn H. Lovin, &amp; Jennifer M. Bay-Williams</li> </ul>



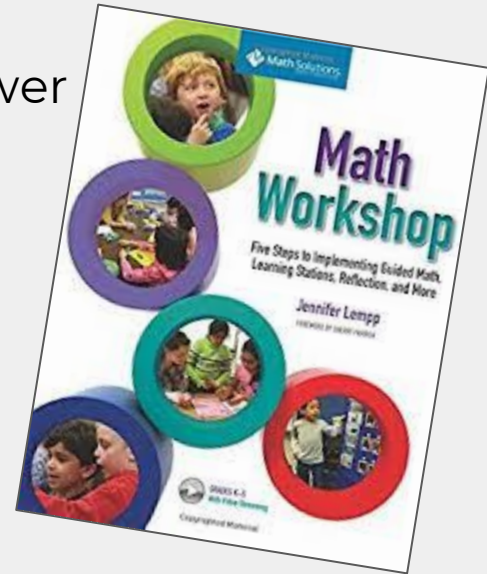
# Connecting C&I with Strategic Goals

## **\*Math Workshop Model:**

Equity, Voice and Choice, Small Group Instruction... to meet all students' needs!



Environments that empower and build SEL everyday by design.



**Math MS/HS:**

# Quality and Compliance

- Interdisciplinary Connections
- Integration of 21st Century Skills
- Integration of Technology and
- Career Education
- Financial Literacy Standards



**Special Education Focused:**

**Middle School Math MD/Autism**


**Community Based Instruction (MS and HS)**

**Consumer Math 1, 2, 3**

**Job Skills A and B**



# Science K-5:



**NEXT GENERATION  
SCIENCE  
STANDARDS**  
For States, By States

THE STANDARDS

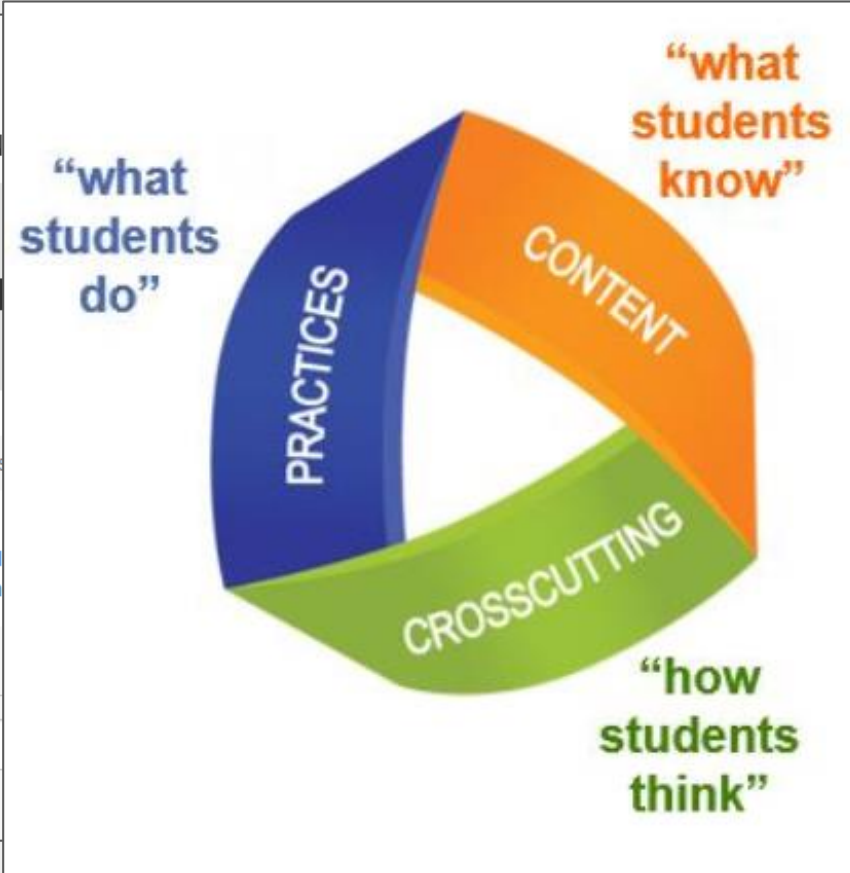
## Read the Standards

The Standards / Read the Standards

To learn more about the standards, click here.  
To learn more about the NGSS Appendices, click here.

**KEYWORD SEARCH**

FILTER BY



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**STANDARDS BY DCI** >

**DOWNLOAD DCI ARRANGEMENTS (4 MB)** >

**STANDARDS BY TOPIC** >

**Career and Technology Focused:**

Accounting

Digital Communications

Culinary Arts

International Foods

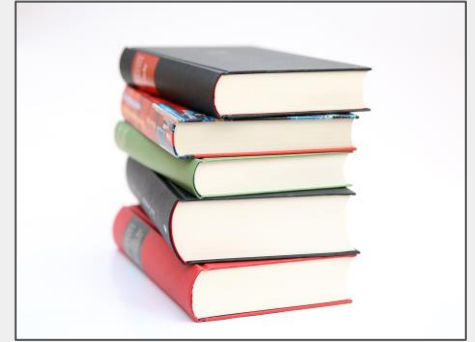
Senior Internship/Practicum

# Media Center/Library/Makerspace

## Program Review Work - Previous Decisions

### Space will serve:

- Information Literacy / Research Skills (AASL)
- Maker Spaces
  - Next gen Science Standards
  - Tech standards (design and engineering)
  - 4C's: Soft Skills
    - Critical thinking
    - Creativity
    - Collaboration
    - Communication



## Media Center/Library/Makerspace





# Media Center K-3:





# West Windsor- Plainsboro Regional School District

## Referendum Services FVHD #5063

### Referendum Project Update

September 17, 2019



# Fire Alarm System Replacement Project

- Maurice Hawk ES and Town Center ES are completed!!
- Village ES work will commence in October with completion by end of year.
- Dutch Neck ES and Millstone River ES to follow- completion Spring/Summer 2020.
- Community MS, HS South and Wicoff ES new systems will be coordinated with construction projects.



# Emergency Generator Project

- Work underway at all sites (Thomas Grover MS, Community MS, Village ES, Millstone River ES)
- Generators have been ordered and delivery is expected in November.
- Completion of project by end of 2019.
- HS South generator will be installed with new construction project.

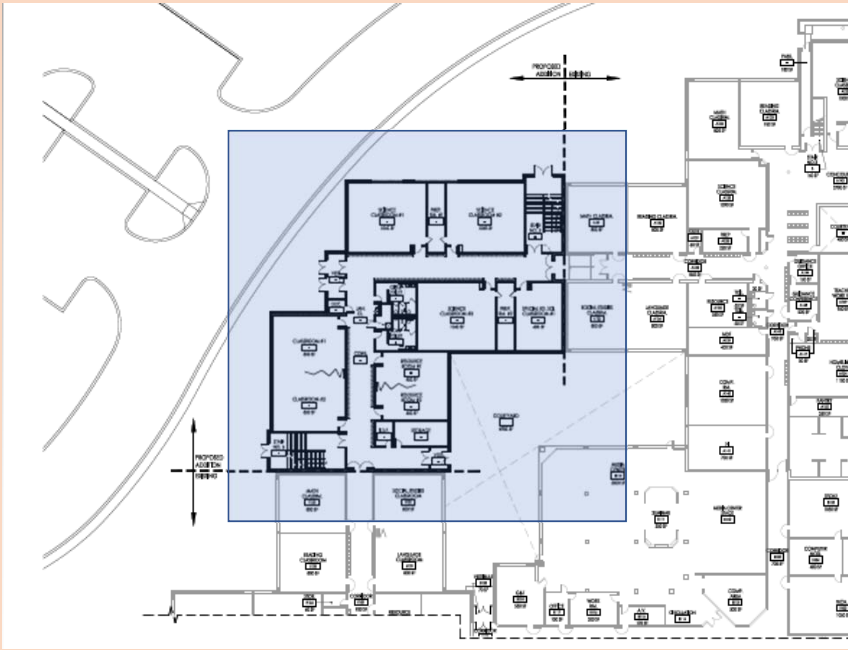




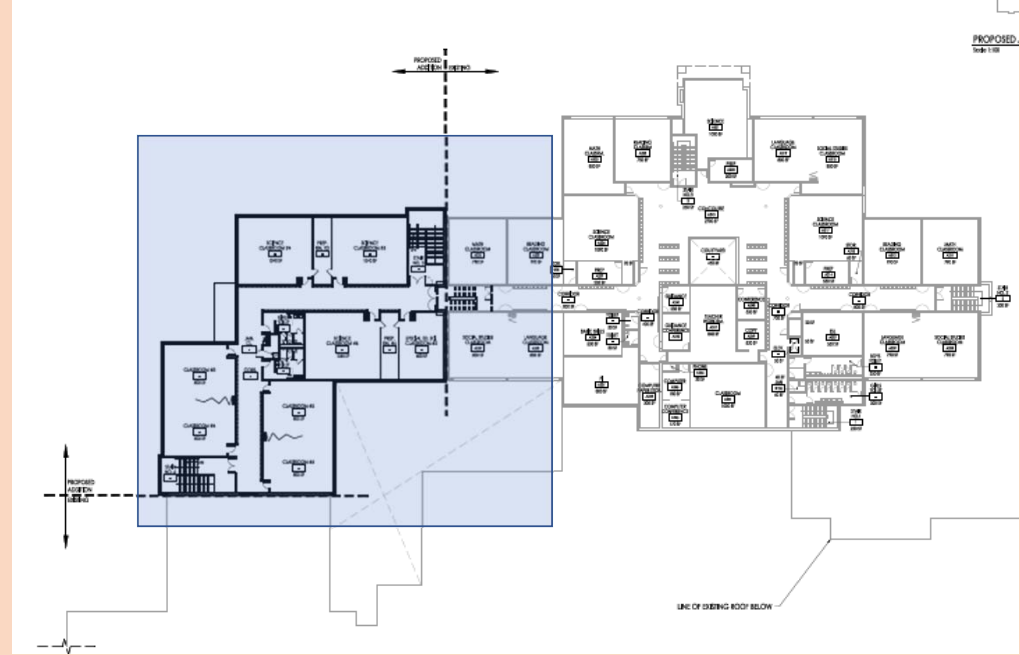
# Thomas Grover Middle School- Schedule Ready to Start!!

Event	Date
Advertise for Bids	<i>October 1, 2019</i>
Open Bids/Award Project	<i>November 19, 2019</i>
Start Construction- Weather Dependent	<i>On/about March 2, 2020</i>
Complete Construction	<i>June 25, 2021</i>

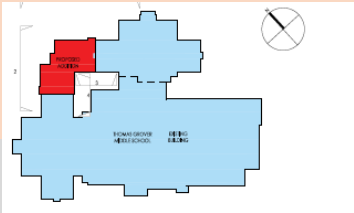




**First Floor**



**Second Floor**



# Thomas Grover MS- Floor Plan





# Community Middle School- Overall Schedule

Event	Date
Advertise for Bids	<i>November 4, 2019</i>
Open Bids/Award Project	<i>December 17, 2019</i>
Start Construction- Weather Dependent	<i>On/about March 2, 2020</i>
Complete Construction	<i>December 2022</i>

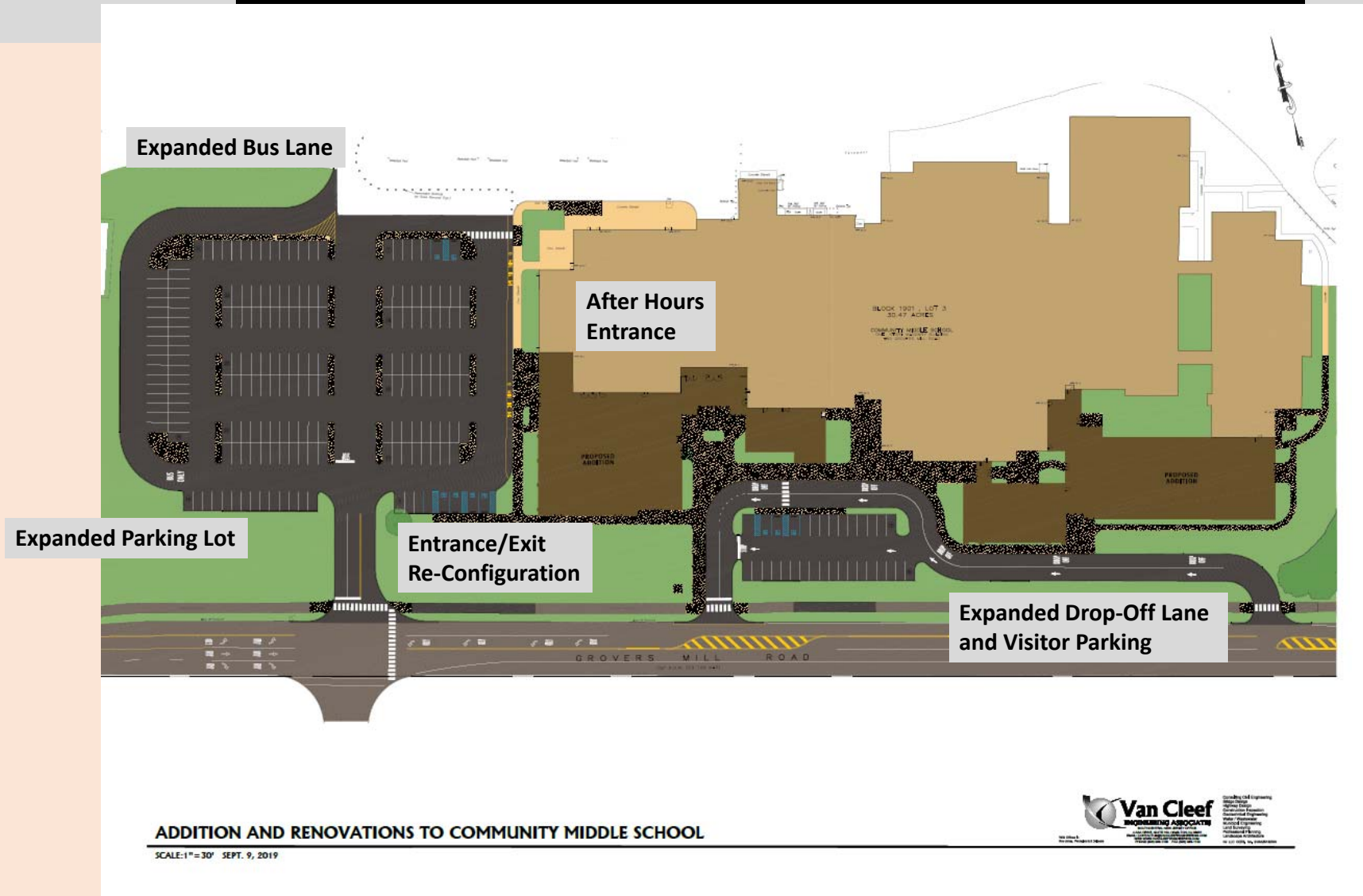


# Community Middle School- Project Phasing

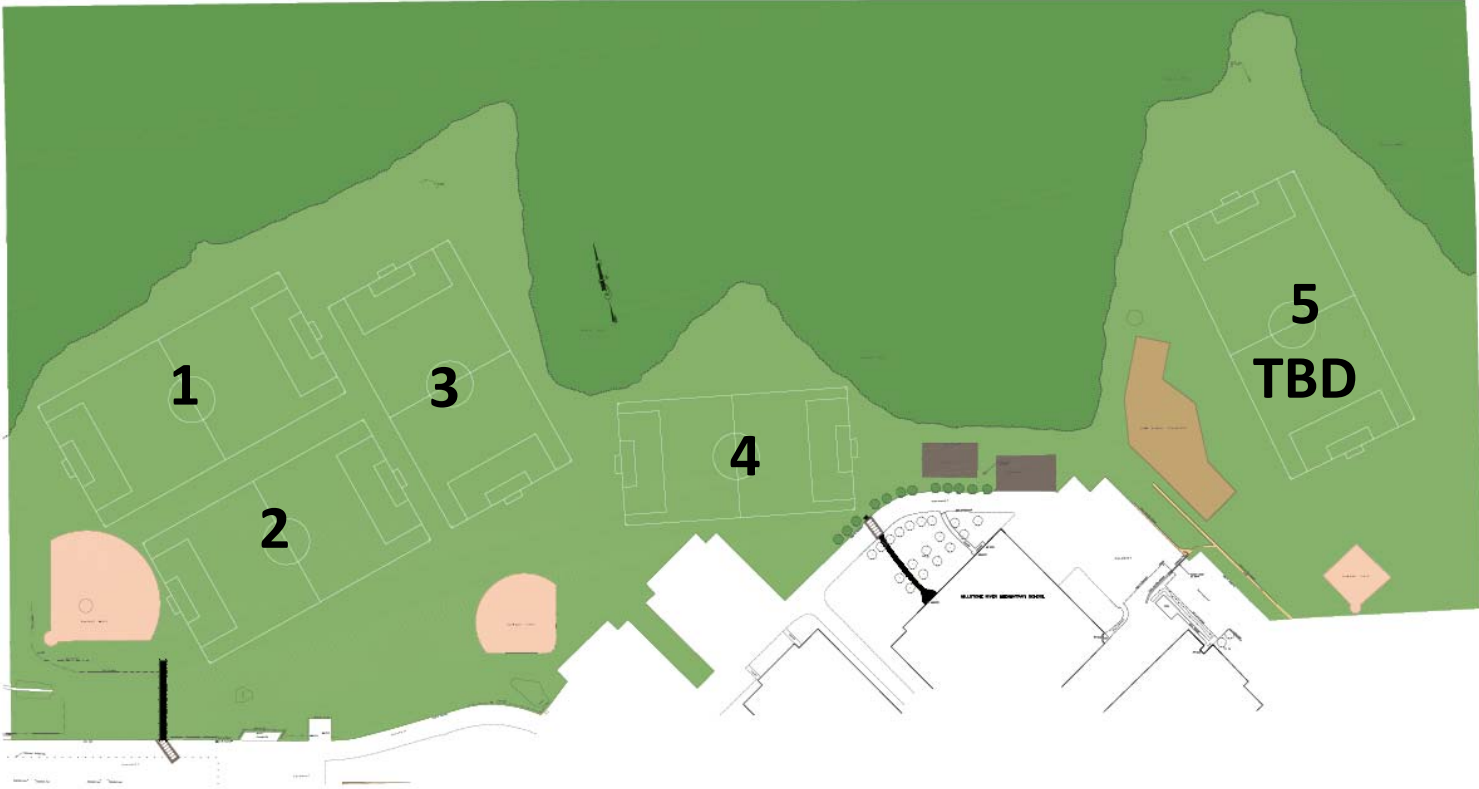
Event	Date
Start Construction- Weather Dependent	<i>On about March 2, 2020</i>
Complete New Additions	<i>August 14, 2021</i>
Renovations <u>Phase 1A</u> - Girls Locker Room, Main Office	<i>June 22, 2021 – August 28, 2021</i>
Renovations <u>Phase 1B</u> (Pending New Addition)- Gym, Music Areas, Science	<i>June 22, 2021 – July 29, 2022</i>
Renovations <u>Phase 2A</u> - Kitchen	<i>June 27, 2022 – August 26, 2022</i>
Renovations <u>Phase 2B</u> - Art/General Music, Technology Classroom and Auditorium	<i>June 27, 2022 – December 30, 2022</i>
Complete All Construction	<i>December 30, 2022</i>



# Community MS- Site Improvements



# Community MS- Athletic Fields



**ATHLETIC FIELD IMPROVEMENTS TO COMMUNITY MIDDLE SCHOOL**

SCALE: 1" = 50' SEPT. 9, 2019



# Community Middle School

## *First Floor Work Areas by Function*

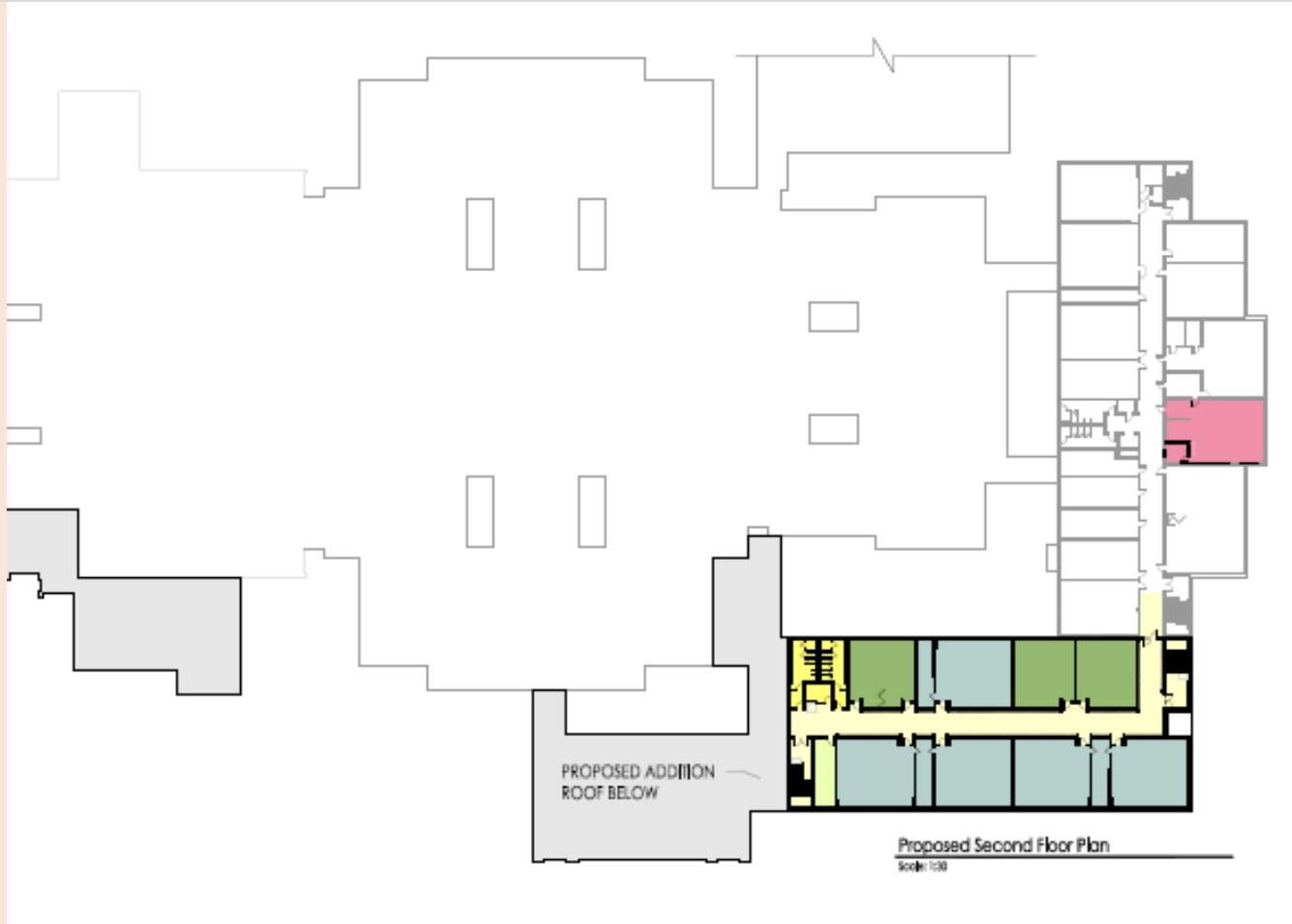


### PLAN LEGEND: AREA DESIGNATIONS

- ACADEMIC CLASSROOMS
- TECHNOLOGY CLASSROOMS
- PERFORMING ARTS
- LIBRARY/ MEDIA SPACES
- ADMINISTRATION
- PHYSICAL EDUCATION
- FOOD SERVICES
- SERVICES
- BUILDING SERVICES
- CIRCULATION
- EXISTING SPACES
- NO PROPOSED CHANGES

# Community Middle School

## *Second Floor Work Areas by Function*



### PLAN LEGEND: AREA DESIGNATIONS

- ACADEMIC CLASSROOMS
- TECHNOLOGY CLASSROOMS
- PERFORMING ARTS
- LIBRARY/ MEDIA SPACES
- ADMINISTRATION
- PHYSICAL EDUCATION
- FOOD SERVICES
- SERVICES
- BUILDING SERVICES
- CIRCULATION
- EXISTING SPACES
- NO PROPOSED CHANGES

# Other Referendum Projects- Construction

**Additions/Renovations to HS  
South**

Bid March 2020  
**Complete Dec 2021**

**Additions/Renovations to HS  
North**

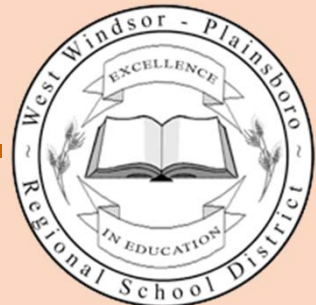
Bid Fall 2020  
**Complete Aug 2021**

**Additions/Renovations and  
HVAC Improvements to Wicoff  
ES**

Bid Fall 2020  
**Complete Aug 2021**



**West Windsor- Plainsboro Regional School District  
Referendum Project Update**



# Other Referendum Projects

**Misc Renovations (Toilet Rooms,  
Secure Vestibules, Etc.)**

Bid January 2020  
**Complete Aug 2020**

**Media Center Renovations at All  
Elementary Schools**

Bid Group 1 January 2020  
**Complete Aug 2020**

Bid Group 2 January 2021  
**Complete Aug 2021**



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**West Windsor- Plainsboro Regional School District**  
**Referendum Project Update**





# Other Referendum Projects

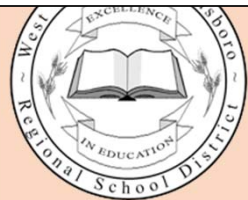
**HVAC Improvements at HS  
North, Millstone River**

**Bid Fall 2019  
Complete August 2021**

<b>Event</b>	<b>Date</b>
<b>Advertise for Bids on/about</b>	<b><i>October 1, 2019</i></b>
<b>Open Bids/Award Project</b>	<b><i>November 19, 2019</i></b>
<b>Chiller Replacement</b>	<b><i>On/about March 2, 2020</i></b>
<b>Boiler Replacement</b>	<b><i>March 2020 – September 2020</i></b>
<b>Phase 1 Classroom Areas</b>	<b><i>Summer 2020</i></b>
<b>Phase 2 All Other Areas</b>	<b><i>Summer 2021</i></b>



**West Windsor- Plainsboro Regional School District  
Referendum Project Update**





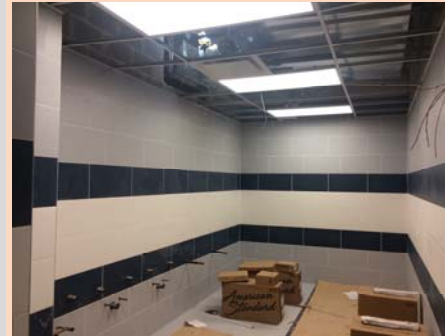
# *Under Construction- Maurice Hawk School*

- **Renovation areas completed and re-occupied for new school year.**
- **New addition is behind schedule but progressing. Anticipated completion by mid- November.**



# Town Center School- Under Construction

- Renovation areas completed and re-occupied for new school year.
- Work on new addition is progressing well.
- Anticipated completion prior to end of November.

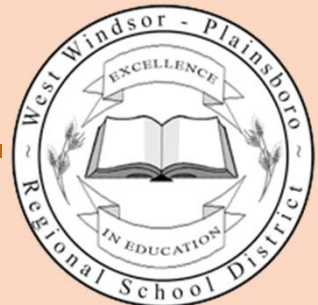


# Referendum Project Status Report

## Thank You!!



**West Windsor- Plainsboro Regional School District**  
**Referendum Project Update**



# POLICY

WEST WINDSOR-PLAINSBORO

REGIONAL  
BOARD OF EDUCATION

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BENEFITS COVERING NON-AFFILIATED (**CATEGORY F**)

FOREMEN

## 1126 BENEFITS COVERING FOREMEN - **Category #F**

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

Titles:

Operation Foreman  
Tradesmen Foreman  
Maintenance Foreman  
Utility Foreman  
Plumber

Benefits for these employees shall be as follows:

### A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. For purposes of this policy, full time is defined as regularly scheduled to work thirty (30) hours or more in a week.
2. The Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
  - a) Eligible employees will be provided coverage, at Board expense and subject to the contributions set forth in P.L. 2011, c. 78, at the lowest cost HMO plan (currently HMO 2035).





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FOREMEN

- b) The Board shall assume the cost of premiums for prescription coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.
  - c) The Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for dental insurance.
3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form and providing the required documentation.

To the extent permitted by law, a full time employee who waives coverage shall receive payment equal to twenty-five percent (25%) of the cost of the premium the Board would have paid had the employee not waived coverage. Such payment will not exceed three thousand dollars (\$3,000).

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

## B. Leave of Absence

1. Employees shall be credited with ten (10) days cumulative sick leave at the beginning of each school year.
2. To the extent permitted by law, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Such compensation



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FOREMEN

shall be capped at \$10,000, regardless of the number of sick days accumulated.

3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
  - a. Religious holidays;
  - b. Closing on the purchase of a home;
  - c. Moving day;
  - d. Court appearance or other legal matters;
  - e. Entering offspring in college;
  - f. Attending graduation of offspring or spouse;
  - g. Attending wedding of member of immediate family;
  - h. Marriage;
  - i. Adoption;
  - j. Other Emergency or Urgent Reason Not Listed Above.

A full-time employee shall be granted up to three (3) days of personal leave per year with full pay. Personal business shall not be used to extend a school holiday or vacation period without approval of the Superintendent or his/her designee. A request for personal business leave made for a time occurring immediately preceding or following a vacation period or holiday will of necessity, therefore, require the reason for said leave be set forth in the application in order that the Superintendent's discretion may be exercised. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than (15) fifteen sick days may be accumulated in any one year.



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BENEFITS COVERING NON-AFFILIATED (**CATEGORY F**)

FOREMEN

4. A full-time employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.
5. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three (3) days for other close relatives, and up to one (1) day per year for relative not a member of the immediate family.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, or daughter-in-law.

## C. Vacation

1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon Employment	10 days per year
After four (4) full school years of employment	15 days per year
After nine (9) full school years of employment	20 days per year
After fourteen (14) full years of employment	22 days per year
2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent/designee.
3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for



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the employee's final school year of employment. (Example: an employee entitled to twenty (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.

4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay.
5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
6. Carryover of vacation days is limited to one year of accumulated vacation and is subject to the limitation of state law found at *N.J.S.A. 18A:30-9.1* and any other prevailing law.

## D. Holidays

1. Employees shall receive the sixteen (16) holidays as listed in the annual holiday schedule.

## E. Working Conditions

1. The Board shall supply operations employees with five uniforms per year. Employees shall receive a proper fitting jacket every three years and all employees required to work outdoors shall be provided with proper rain and foul weather gear.
2. There shall be one chemical apron available for use in each school.
3. Overalls shall be supplied for dirty work and ear and eye protection shall be provided as needed. These protections are required to be worn.





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4. Employees shall be reimbursed an amount not to exceed \$225 per school year for the purchase of work shoes. All shoes must be steel toed and be approved by the Director of Building and Grounds. Receipts for shoe purchases must be submitted by October 30. New employees must submit receipts within two weeks of commencing employment.
5. No employee shall be expected to work in an unsafe or unhealthy condition. When an employee feels such a condition exists, the employee shall notify the Director of Buildings and Grounds. If the Director of Buildings and Grounds cannot resolve the problem, he/she shall notify the Superintendent who shall determine whether to alter the workday or workstation.
6. Employees called back to work shall be paid a minimum of two hours.
7. Snow Day/ Emergency Closing Provisions
  - a. There are two categories of snow days/ emergency shutdowns:
    - i. Total shutdown; total shutdown of the district declared by the Superintendent. Employees are required to report to work unless otherwise notified. Employees must report to work even when the state or municipality has declared a state of emergency unless the state emergency declaration specifically bans driving.
    - ii. School Closings; school closings for students. Employees are required to report to work unless otherwise notified
  - b. Employee shall be paid time and one-half for each hour work during a total shutdown. During school closings, employees called to remove snow or perform other emergency services shall be paid time and a half for hours work after nonemergency staff have been sent home, if they have worked at least eight hours. If they have not worked eight hours, the work hours will be paid at the regular rate.
  - c. Employees are required to bring in a medical note if they use a sick day during an emergency shut down.



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d. When there is a delayed opening or other emergent operational need, employees may be required to report to work earlier than their regularly start time at the discretion of the Director of Building and Grounds.

E. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by state law or regulation.



# POLICY

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### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The West Windsor-Plainsboro Regional School District 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



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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



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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.

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



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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. However, in the case of a dispute between the school district and the parent or guardian 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 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.

### 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



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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





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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



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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 without payment of tuition for a period of time not greater than 30 calendar days prior to the anticipated date of residency. If any such student does not become a resident of the school district within four weeks after admission to school, tuition will be charged for attendance commencing the beginning of the fifth week and until such time as the student becomes a resident or withdraws from school.



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Students whose parent or guardian have moved away from the school district on or after May 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after the opening day of school will be permitted to finish the school year in this school district without payment of tuition.

## 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

F-1 Visa students will not be admitted to this school district.

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

Adopted: August 23, 2016  
Revised:



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## 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

### A. Definitions

1. “Affidavit student” means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C. 6A:22-3.2(a).
2. “Appeal” means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. “Applicant” means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. “Commissioner” means the Commissioner of Education or his/her designee.
5. “Guardian” means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian’s school district unless it can be proven that the child does not actually live with the custodian. “Guardian” also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

### B. Eligibility to Attend School – Students Domiciled in the District

1. A student 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, is eligible to attend school in this school district if the student is domiciled within the district:
  - a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.
    - (1) When a student’s parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the



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student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.

- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
  - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.
  - (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to



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attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.

- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
  - b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
  - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
  - d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
  - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.



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- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
  - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
  - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, 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 any of the armed forces of the United States 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. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. 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.

## C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if



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that student is kept in the home of a person other than the student's parent or guardian, and 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.

- a. A student is not eligible to attend this school district pursuant to this provision unless:
  - (1) The student's parent or guardian has filed, 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 that the student is not residing with the other person solely for the purpose of receiving a free public education; and
  - (2) The person keeping the student has filed, if so required by the Board of Education:
    - (a) 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 longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
    - (b) 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.
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.



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- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
  - e. 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 school district commits a disorderly persons offense.
2. A student 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, is eligible to attend school in this school district 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.
    - a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
  3. A student 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, is eligible to attend school in this school district 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.
    - a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;





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- b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f 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.
5. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 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. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student 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, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b 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. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.



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7. A student 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, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
  - a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, “family crisis” shall include, but not be limited to:
    - (1) An instance of abuse such as domestic violence or sexual abuse;
    - (2) A disruption to the family unit caused by death of a parent or guardian;  
or
    - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
  - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student’s new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student’s continued enrollment in the school district and in the current school of attendance with the provision of transportation.



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- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
  - d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
    - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
    - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.



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- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
  - (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
  - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the



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original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.

- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
  - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
  - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

## D. Housing and Immigration Status

1. A student's eligibility to attend 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.



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REGIONAL SCHOOL DISTRICT

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2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student 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, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.

- a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school (“F-1” Visa).

3. F-1 Visa Students

F-1 Visa students will not be admitted to this school district.

E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.

F. Proof of Eligibility

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student’s eligibility for enrollment in the school district:
  - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;



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- b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
  - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
  - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
  - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
  - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an “affidavit student,” adult student, person(s) with whom a family is living, or others, as appropriate;
  - g. Documents pertaining to military status and assignment; and
  - h. Any other business record or document issued by a governmental entity.
2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
  3. 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.
  4. 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



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legitimate basis for determining eligibility to attend school. They include, but are not limited to:

- a. Income tax returns;
  - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
  - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
  - d. Social security numbers.
5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a 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 the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

## G. Registration Forms and Procedures for Initial Assessment

1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
  - a. Are consistent with the forms provided by the Commissioner;
  - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;



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- c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
  - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
  - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
  - a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.
    - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
    - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.



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- b. 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.
  3. 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.
    - a. 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.
    - b. When a student appears ineligible based on 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 school district's determination and intent to appeal to the Commissioner.
      - (1) 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.
  4. 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 that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and



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Families, a potential instance of “neglect” for purposes of ensuring compliance with compulsory education laws, 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.

5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. 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.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student’s birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
8. 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.
9. 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.

## H. Notice of Ineligibility



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1. 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 shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
  - a. 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.
2. Notices of ineligibility shall include:
  - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
    - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
    - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
  - b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
  - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
  - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;



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- e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
  - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission



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based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

## I. Removal of Currently Enrolled Students

1. Nothing in N.J.A.C. 6A:22 and this Regulation 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.
2. 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.
  - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.
4. 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.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the



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Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

## J. Appeal to the Commissioner

1. An applicant may appeal to the Commissioner of Education a school district 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.
  - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of “affidavit student” ineligibility determinations shall be filed by the resident keeping the student.

## K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student 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.
  - a. 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.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student 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 for the period during which the hearing and decision on appeal were



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pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.

- 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 for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
  - b. An order of the Commissioner assessing tuition is enforceable 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, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
  4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.





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Issued: August 23, 2016

Revised:





**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**OCTOBER 1, 2019: PUBLIC HEARING & BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION WILL BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 PM Public Hearing on Annual Report of Violence and Vandalism, and HIB & Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Michele Kaish  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Carol Herts  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on September 27, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on September 27, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on September 27, 2019.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Negotiations with the WWPSA</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	<b>Discussion of Real Property</b>
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>MID-L-004068-19; GRC No. 2016-241</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

II. **SPECIAL PUBLIC HEARING ON THE 2018-2019 ANNUAL DISTRICT REPORT OF VIOLENCE AND VANDALISM, AND HARASSMENT, INTIMIDATION, AND BULLYING**

III. **SPECIAL OPPORTUNITY FOR PUBLIC COMMENT ON THE 2018-2019 ANNUAL DISTRICT REPORT OF VIOLENCE AND VANDALISM, AND HARASSMENT, INTIMIDATION, AND BULLYING**

Three minutes per speaker for a maximum of ten minutes will be provided for public comments on the items under violence and vandalism report, and harassment, intimidation, and bullying.

**APPROVAL OF THE REPORT**

*To be voted on 10/01/19:* Recommend approval of the following resolution:

1. To accept the “2018-2019 Annual District Report of Violence and Vandalism and Harassment, Intimidation, and Bullying” as required by the New Jersey State Department of Education (*N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3(f)*).

IV. **ADJOURNMENT OF SPECIAL PUBLIC HEARING ON THE 2018-2019 ANNUAL DISTRICT REPORT OF VIOLENCE AND VANDALISM, AND HARASSMENT, INTIMIDATION, AND BULLYING**

V. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representatives' Comments

VI. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

VII. **MEETING**

A. **ADMINISTRATION**

*To be voted on 10/01/19:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for the following case numbers: N/A.
2. Review the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated Oct. 1, 2019, for the following case numbers: CMS012019, CMS022019, CMS032019, GMS092319001, GMS092419001, HSN012019, HSS091919001, CMS042019, HSN022019, HSN032019, GMS092619001, MHE092719001

**School Security Drills**

3. Acknowledge the following fire and security drills were performed in September 2019 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
9/12/19	9/19/19	Dutch Neck Elementary School
9/19/19	9/25/19	Maurice Hawk Elementary School
9/11/19	9/25/19	Town Center Elementary School
9/13/19	9/25/19	J.V.B. Wicoff Elementary School
9/12/19	9/13/19	Millstone River School
9/24/19	9/10/19	Village School
9/9/19	9/13/19	Community Middle School
9/9/19	9/20/19	Thomas Grover Middle School
9/16/19	9/17/19	WW-P High School North
9/10/19	9/23/19	WW-P High School South

**Special Services – Consultants/Evaluators**

4. Approve the following IDEA Coordinated Early Intervening Services (CEIS) consultants at a rate of \$400 per day, not to exceed a total of 160 total days for all consultants combined from October 2, 2019, to June 30, 2020, partially funded through IDEA FY 20 CEIS funds:
- a) Susan Mitcheltree, Special Education Consultant
  - b) Suzanne McMaster, School Psychologist
  - c) Karen Kelley, Learning Consultant
  - d) Cheryl Lowenbraun, School Psychologist
5. Approve DeMonte Therapy Services, L.L.C. at \$150 per visit.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 10/01/19:* Recommend approval of the following resolution:

**Professional Development**

1. Approve The Southern Regional Institute and ETTC at Stockton University to provide training that offers schools and districts the resources to support buildings and district staff in the effective implementation of I&RS best practices training on October 29, 2019, at a total cost of \$1,306.00.
2. Approve Dr. Luyi Lien to provide guidance and support to the Chinese first grade dual language immersion teacher for 4 days during the 2019-2020 school year at a cost of \$7,524.66.

**C. FINANCE**

*To be voted on 10/01/19:* Recommend approval of the following resolutions:

**Business Services**

1. Payment of bills as follows:
  - a) Bills List General for October 1, 2019 (run on 09-26-19) in the amount of \$13,217,432.19.
  - b) Bills List Capital for October 1, 2019 (run on 09-24-19) in the amount of \$501,387.03

**Equipment Disposal**

2. Disposal of obsolete equipment that has met the district’s life expectancy. [The age and/or physical condition of the equipment render it ineffective.]

Community Middle School

Cabinet, Filing  
Salad Bar, Plastic  
Tripod

Grover Middle School

Cart, Laptop Charging  
Cart, Metal, Rolling – 2  
Chairs, Teacher, Rolling – 2  
Microwave. GE  
Projector, overhead  
Stool, Classroom  
VCR, Panasonic

High School North

Cabinet, Serving – 2  
Pole Vault Standards – 2

High School South

Chromebook, Samsung  
Microfiche Reader/Printer, Minolta – 3  
Television, Philips  
Television, JVC – 3  
Television, Sharp  
Television, Panasonic

Special Services

IPad, Apple

**Purchase Over the Bid Limit**

3. Authorize the following purchase utilizing NJ Cooperative Bid ESCNJ18/19-03, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2020.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
400	Tripp Lite Cat6 Cat5e Gigabit Molded Patch Cable	\$2.53	\$1,012.00
3	Cisco Catalyst 9300 Switch	\$6,299.00	\$18,897.00
3	Cisco Network Advantage Term License – 48 Ports	\$1,499.00	\$4,497.00

3	Cisco Config 1 Secondary Power Supply	\$999.00	\$2,997.00
3	Cisco Catalyst 9300 Series Series Network Module	\$345.79	\$1,037.37
6	Cisco – SFP Transceiver Module	\$285.00	\$1,710.00
6	Cisco – SFP Transceiver Module	\$299.00	\$1,794.00
25	Cisco Aironet Wireless Access Pt.	\$1,125.00	\$28,125.00
3	C2G Duplex Multimode Fiber Cable – Orange	\$15.21	\$45.63
3	Cisco StackWise Cable	\$70.49	\$211.47
20	Vizio E-Series LED TV	\$871.63	\$17,432.60
20	Tripp Lite Wall Monitor Mount	\$119.07	\$2,381.40
20	Tripp Lite HDMI Cable	\$7.60	\$152.00
20	Installation	\$445.00	\$8,900.00
	<b>Total</b>		<b>\$348,986.47</b>

### **Change Orders**

4. Change Order No. 1 – Lump sum bid award of QPI Electrical Corp., for Contract No. 5 Electrical Work for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, for incorporation of NJDCA plan review requirements, change to Notifier fire alarm system, install new conduit for owner’s fiber optic line, work associated with relocation of electrical service and Verizon requirements, additional data wiring per drawings, install two new EM panels per owner request and add outlets for power and data in 7 locations and add power for door operator, in the amount of \$64,454. This change order increases the contract amount of \$1,287,000 to \$1,351,454.

### **Travel and Related Expenses Reimbursement**

5. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district’s travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
  - a) One district employee to attend the Rutgers University Center for Government Services Financial Operations program on October 5, 12, 19, 26, 2019 and November 2 and 9, 2019 in Howell, New Jersey at a cost of \$586.00 plus mileage.
  - b) One district employee to attend the Rutgers University Center for Government Services Codes, Statutes, and Regulations program on October 5, 12, 19, 26, 2019 and November 2, 2019 in Howell, New Jersey at a cost of \$490.00 plus mileage.
  - c) Three staff members to attend the Autism NJ Conference, October 17 & 18, 2019 at Harrah’s Conference Center, Atlantic City, New Jersey at a cost not to exceed \$632 per person, including mileage.
  - d) Two central office administrators to attend the annual New Jersey School Boards Association Workshop in Atlantic City, New Jersey, between October 22 and October 25, 2019, at a total district registration cost of \$1,600 for all attendees. Travel and

related expenses are authorized in connection with this workshop in accordance with N.J.A.C. 6A:23A-7.11(f) and not to exceed \$500 per person.

- e) One central office administrator to attend the New Jersey School Boards Association Law Forum in Atlantic City, New Jersey, on October 24, 2019, at a cost not to exceed \$75.
- f) One district employee to attend the GPANJ general membership meetings on October 24 and December 5, 2019, in Hamilton, New Jersey, at a cost not to exceed \$50 per meeting.
- g) One district employee to attend the Human Resources Institute on October 30, November 14, and November 21, 2019, in Monroe, New Jersey, at a cost not to exceed \$450 plus mileage.
- h) Five staff members to attend the Picture Exchange Communication System (PECS) Level 1 training on October 28 and 29, 2019 in Philadelphia, Pennsylvania, at a cost not to exceed \$389 per person, plus mileage.

**Transportation**

Quotes – Special Education OR To and From School

- 6. Award the 2019-2020 Student Transportation Contract-Multi Contract Number KCMC to A-1 Limousine, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
KCMC	High School North	\$149.30	106	N/A	\$2.50

- 7. Award the 2019-2020 Student Transportation Contract-Multi Contract Number KCBB to Good Dove, LLC as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
KCBB	High School North	\$55.00	70	N/A	N/A

- 8. Award the 2019-2020 Student Transportation Contract-Multi Contract Number LATECAR to Good Dove, LLC as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
LATECAR	Thomas Grover MS	\$43.00	75	\$0.00	N/A

Quotes – School Related Activities

- 9. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22861 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
22861	University of Delaware, Colonial Williamsburg, and Busch Gardens	\$3980.15	2	N/A



Cancellation – Quote

10. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number DNK82/91, route DNK82/91 awarded to George Dapper, Inc. on September 17, 2019. Total route cost is \$988.80

**D. PERSONNEL**

*To be voted on 10/01/19:* Recommend approval of the following resolutions:

**Intern**

1. Approve a child study team intern for fall 2019, with no requirement for edTPA videotaping, pending background clearances:

Esther Ghodski: Millstone Elementary School (The University of Cincinnati)

**Personnel**

2. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**VIII. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 10/01/19:*

- A. September 17, 2019 Meeting

**IX. BOARD LIAISON REPORTS**

**X. NEW BUSINESS**

**XI. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**XII. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 10/1/2019**

**Deadline for next Agenda: 10/16/2019**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Change</b>								
O'Brien, Megan	Change	Assistant Principal		\$122,016.00 (prorated)	HSN	10/23/19	6/30/20	Change start date from TBD to 10/22/19. Change tenure date from TBD to 10/24/23.
Slavin, Joseph	Change	Interim Assistant Principal		\$500.00/day	HSN	8/28/19	10/22/19	Change end date from TBD to 10/22/19.
<b>B. Certificated Staff</b>								
<b>Change</b>								
Piccini, Ines	Change	Teacher Spanish	12BA	\$80,000.00 (prorated)	VIL	10/14/19	6/30/20	Change start date from TBD to 10/14/19. Change tenure date from TBD to 10/15/23.
Acampado, Joshua	Change %	Teacher Music-103.4%	1BA	\$57,904.00	CMS/MR	9/1/19	6/30/20	Change salary from 100% to 103.4% for an additional section.
Connolly, Thomas	Change %	Teacher Technology-120%	15MA	\$119,208.00	HSN	9/18/19	TBD	Change salary from 100% to 120% for an additional section.
Blejwas, Ellen	Change Location	Teacher Spanish		N/C	HSN	9/1/19	6/30/20	Change location from 40% HSN, 60% HSS to 100% HSN.
Elmer, Sara	Change Location	Teacher Music		N/C	TC/DN	9/1/19	6/30/20	Change location from 86% TC, 14% WIC to 90% TC, 10% DN.
Gans, Samantha	Change Location	Teacher Music		N/C	MR/WIC	9/1/19	6/30/20	Change location from 86% MR, 14% DN to 90% MR, 10% WIC.
Heiser, Diane	Change Location	School Social Worker		N/C	VIL	9/1/19	6/30/20	Change location from 80% VIL, 20% WIC to 100% VIL.
Martin, Eva	Change Location	Teacher French		N/C	HSN/HSS	9/1/19	6/30/20	Change location from 60% CMS, 40% HSS to 20% HSN, 80% HSS.
Moncada, Brandy	Change Location	Teacher Spanish		N/C	HSS	9/1/19	6/30/20	Change location from 40% HSN, 60% HSS to 100% HSS.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Slovak, Rachel	Change Location	Teacher Spanish		N/C	CMS	9/1/19	6/30/20	Change location from 80% CMS, 20% GMS to 100% CMS.
<b>Leave of Absence</b>								
Anas, Erica	Leave-FMLA/NJFLA/CC	School Counselor		N/A	TC	2/26/20	5/26/20	FMLA/NJFLA/CC: 2/26/20-5/26/20 unpaid, with benefits. (RTW: 5/27/20)
McCormick, Gabrielle	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	DN	3/3/20	5/29/20	FMLA/NJFLA/CC: 3/3/20-5/29/20 unpaid, with benefits. (RTW: 6/1/20)
Sinha, Kavita	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	DN	4/6/20	6/30/20	FMLA/NJFLA/CC: 4/6/20-6/30/20 unpaid, with benefits. (RTW: 9/1/20)
<b>C. Non Certificated Staff</b>								
<b>Change</b>								
Lackey, Roxanne	Change	Instructional Assistant		N/C	HSN	9/6/19	6/30/20	Change hrs/day from 7.5 hrs/day to 7.75 hrs/day.
Pettus, Evan	Change	Instructional Assistant		N/C	HSN/CMS	9/18/19	6/30/20	Change hours from 7.25 hrs/day to 7.75 hrs/day. Change location from 100% HSN to 94% HSN, 6% CMS.
Shah, Dipika	Change	Instructional Assistant		N/C	HSN	9/6/19	6/30/20	Change hrs/day from 7.5 hrs/day to 7.75 hrs/day.
Tejwani, Pooja	Change	Instructional Assistant		N/C	MR	9/25/19	6/30/20	Change start date from TBD to 9/25/19.
Nixon, Rashad	Change	Bus Driver		N/C	TRAN	9/23/19	6/30/20	Change from 5.0 hrs/day to 7.0 hrs/day, not to exceed 40 hrs/wk.
Rundbaken, MaryAnn	Change	Substitute Bus Aide		N/C	TRAN	9/20/19	6/30/20	Change start date from TBD to 9/20/19.
Adam, Jean	Change	Security Officer "Eyes on the Door"- Substitute		N/C	DIST	9/18/19	6/30/20	Change start date from TBD to 9/18/19.
Coleman, Terrence	Change	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/19	6/30/20	Change from Security Officer - "Eyes on the Door" to substitute Security Officer - "Eyes on the Door", as needed.
Marcinkowski, Taylor	Change	Security Officer "Eyes on the Door"- Substitute		N/C	DIST	9/1/19	6/30/20	Change start date from TBD to 9/1/19.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pitts, Ernest	Change	Security Officer "Eyes on the Door"		N/C	DIST	9/1/19	6/30/20	Change start date from TBD to 9/1/19.
Rice, Xavier	Change	Security Officer "Eyes on the Door"		N/C	DIST	9/25/19	6/30/20	Change start date from TBD to 9/25/19.
<b>Resignation</b>								
Bright, Jarrod	Resign	Security Officer "Eyes on the Door"		N/A	DIST	9/18/19	9/18/19	Resign from position.
Hayes, Leslie	Resign	Instructional Assistant		N/A	TC	12/31/19	12/31/19	Resign, after 25 years in the district, for the purpose of retirement.
Marshall, Hanna	Resign	Instructional Assistant		N/A	MR	9/20/19	9/20/19	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Williams-Lewis, Joseph	Appoint	Substitute Teacher		\$85.00/day	DIST	9/27/19	6/30/20	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>AVID</b>								
Hankh, Nicolette	Extra Duty	AVID Planning		\$47.09/hr.	DIST	9/24/19	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.
Kearns, Valerie	Extra Duty	AVID Planning		\$47.09/hr.	DIST	9/24/19	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.
Odzakovic, Aleksandra	Extra Duty	AVID Planning		\$47.09/hr.	DIST	9/24/19	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.
Pyle, Maria	Extra Duty	AVID Planning		\$47.09/hr.	DIST	9/24/19	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.
Silva, Samantha	Extra Duty	AVID Planning		\$47.09/hr.	DIST	9/24/19	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.
Walsh, Michelle	Extra Duty	AVID Planning		\$47.09/hr.	DIST	9/24/19	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.
<b>Chaperone</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Shah, Netri	Extra Duty	Chaperone		\$51.95/event	CMS	9/1/19	6/30/20	Chaperone, as necessary.
<b>Curriculum</b>								
Thyrum, Cherylanne	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/24/19	8/31/19	Advanced Algebra 2, <b>total program</b> not to exceed 100 hours.
<b>Lighting and Sound</b>								
Collins, Scott	Extra Duty	Lighting & Sound Technician		\$50.00/hr.	DIST	9/1/19	6/30/20	Lighting and Sound event coverage, as needed.
Mastrangeli, Pietro	Extra Duty	Lighting & Sound Technician		\$50.00/hr.	DIST	9/1/19	6/30/20	Lighting and Sound event coverage, as needed.
O'Cone, Colleen	Extra Duty	Lighting & Sound Technician		\$50.00/hr.	DIST	9/1/19	6/30/20	Lighting and Sound event coverage, as needed.
Stec, Matthew	Extra Duty	Lighting & Sound Technician		\$50.00/hr.	DIST	9/1/19	6/30/20	Lighting and Sound event coverage, as needed.
<b>Moving</b>								
Edmonds, Melanie	Extra Duty	Moving		\$47.09/hr.	MH	9/12/19	9/30/19	Moving, not to exceed 12 hours.
Farber, Marissa	Extra Duty	Moving		\$47.09/hr.	MH	9/12/19	9/30/19	Moving, not to exceed 12 hours.
Goodstein, Amanda	Extra Duty	Moving		\$47.09/hr.	MH	9/12/19	9/30/19	Moving, not to exceed 12 hours.
Mato, Cristina	Extra Duty	Moving		\$47.09/hr.	VIL	6/22/19	8/30/19	Moving, not to exceed 12 hours.
McMahon-Nester, Maryann	Extra Duty	Moving		\$47.09/hr.	MH	9/26/19	10/11/19	Moving, not to exceed 12 hours.
<b>Orientation</b>								
Guidotti, Cathy	Extra Duty	Kindergarten and New Student Orientation		\$47.09/hr.	DN	8/27/19	8/27/19	Kindergarten and New Student Orientation, not to exceed 2 hours.
<b>Supervision</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Boland, Margaret	Extra Duty	Supervision		\$19.48/hr.	CMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 4 hrs/week.
Thoota, Tejasri	Extra Duty	Supervision		\$19.48/hr.	CMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 1.5 hrs/week.
<b>Title 1</b>								
Resnick, Joan	Extra Duty	Title I: Academic Support Tutor Program Coordinator		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor Coordinator, <b>total program</b> not to exceed 382 hours.
Colpini, Jana	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Gore, Matthew	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Hankh, Nicolette	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Hannon, Christa	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Lukacher, Alyson	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
McMichael, Ryan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Raveendran, Jaina	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Resnick, Joan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Romero, Carl	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Taberner, Nicholas	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/2/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
<b>Change</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Burgess, Ellen	Change	Guidance-Summer Hours		\$47.09/hr.	CMS	7/1/19	8/30/19	Change Summer Guidance, from not to exceed 62.5 hours to not to exceed 68.5 hours.
Scibienski, Faith	Change	Guidance-Summer Hours		\$47.09/hr.	CMS	7/1/19	8/30/19	Change Summer Guidance, from not to exceed 62.5 hours to not to exceed 68.5 hours.
Hughes, Elissa	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (School Psychologist) work, as approved by the Supervisor, from <b>not to exceed 20 days</b> to <b>not to exceed 21.5 days</b> .
Methner, Rachel	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (School Social Worker) work, as approved by the Supervisor, from <b>not to exceed 21 days</b> to <b>not to exceed 31 days</b> .
Pollard, Katie	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (LDTC) work, as approved by the Supervisor, from <b>not to exceed 21.5 days</b> to <b>not to exceed 24 days</b> .
Washington, Rosalyn	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (LDTC) work, as approved by the Supervisor, from <b>not to exceed 20 days</b> to <b>not to exceed 21 days</b> .
<b>E. Stipend Athletic</b>								
<b>Athletic Coordinator</b>								
Maggio, Vincent	Stipend- Athletic	Athletic Coordinator		\$4,628.00	CMS	Winter 2019-2020	Winter 2019-2020	Athletic Coordinator, 7 yrs. exp., paid in FULL in March.
O'Shea, Owen	Stipend- Athletic	Athletic Coordinator		\$4,226.00	GMS	Winter 2019-2020	Winter 2019-2020	Athletic Coordinator, 4 yrs. exp., paid in FULL in March.
<b>Basketball</b>								
Stevens, Timothy	Stipend- Athletic	Basketball- Boys Head Coach		\$9,659.00	HSN	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Head Coach, 10 yrs. exp., paid in FULL in March.
Lagomarsino, Ryan	Stipend- Athletic	Basketball- Boys Assistant Coach		\$5,031.00	HSN	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Assistant Coach, 1 yr. exp., paid in FULL in March.
Moore, Franklin	Stipend- Athletic	Basketball- Girls Head Coach		\$9,257.00	HSN	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Head Coach, 7 yrs. exp., paid in FULL in March.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kratz, Emily	Stipend- Athletic	Basketball- Girls Assistant Coach		\$5,031.00	HSN	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Assistant Coach, 1 yr. exp., paid in FULL in March.
Hussong, Michael	Stipend- Athletic	Basketball- Boys Head Coach		\$8,451.00	HSS	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Head Coach, 4 yrs. exp., paid in FULL in March.
Gambino, Joseph	Stipend- Athletic	Basketball- Boys Assistant Coach		\$5,031.00	HSS	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Assistant Coach, 1 yr. exp., paid in FULL in March.
Gero, Christopher	Stipend- Athletic	Basketball- Boys Assistant Coach		\$5,031.00	HSS	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Assistant Coach, 2 yrs. exp., paid in FULL in March.
Fisher, Bryan	Stipend- Athletic	Basketball- Girls Head Coach		\$8,451.00	HSS	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Head Coach, 4 yrs. exp., paid in FULL in March.
Fitzpatrick, Beth	Stipend- Athletic	Basketball- Girls Assistant Coach		\$5,532.00	HSS	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Assistant Coach, 6 yrs. exp., paid in FULL in March.
Small, Lauren	Stipend- Athletic	Basketball- Girls Assistant Coach		\$5,283.00	HSS	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Assistant Coach, 4 yrs. exp., paid in FULL in March.
Jackson, Michael	Stipend- Athletic	Basketball- Boys Coach		\$3,773.00	CMS	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Coach, 13 yrs. exp., paid in FULL in March.
Simpson, Michael	Stipend- Athletic	Basketball- Boys Coach		\$3,018.00	CMS	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Coach, 2 yrs. exp., paid in FULL in March.
DelSignore, Glenn	Stipend- Athletic	Basketball- Boys Coach		\$3,773.00	GMS	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Coach, 14 yrs. exp., paid in FULL in March.
Thompson, Jay	Stipend- Athletic	Basketball- Boys Coach		\$3,773.00	GMS	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Coach, 24 yrs. exp., paid in FULL in March.
Giordano, Julia	Stipend- Athletic	Basketball- Girls Coach		\$3,169.00	GMS	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Coach, 4 yrs. exp., paid in FULL in March.
<b>Cheerleading</b>								
Kitson, Mary	Stipend- Athletic	Cheerleading- Head Coach		\$5,734.00	HSN	Winter 2019-2020	Winter 2019-2020	Cheerleading - Head Coach, 10 yrs. exp., paid in FULL in March.
Davis, Jennifer	Stipend- Athletic	Cheerleading- Assistant Coach		\$3,698.00	HSN	Winter 2019-2020	Winter 2019-2020	Cheerleading - Assistant Coach, 3 yrs. exp., paid in FULL in March.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Holleran, Kimberlee	Stipend- Athletic	Cheerleading- Head Coach		\$4,779.00	HSS	Winter 2019-2020	Winter 2019-2020	Cheerleading - Head Coach, 0 yrs. exp., paid in FULL in March.
Silva, Samantha	Stipend- Athletic	Cheerleading- Assistant Coach		\$3,521.00	HSS	Winter 2019-2020	Winter 2019-2020	Cheerleading - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Palmer, Morgan	Stipend- Athletic	Cheerleading- Coach		\$3,018.00	CMS	Winter 2019-2020	Winter 2019-2020	Cheerleading - Coach, 0 yrs. exp., paid in FULL in March.
Churinkas, Linda	Stipend- Athletic	Cheerleading- Coach		\$3,018.00	GMS	Winter 2019-2020	Winter 2019-2020	Cheerleading - Coach, 2 yrs. exp., paid in FULL in March.
<b>Diving</b>								
Hemmel, Shannen	Stipend- Athletic	Diving- Head Coach		\$5,532.00	HSS	TBD	TBD	Diving - Head Coach, 1 yr. exp., paid in FULL in March.
<b>Fencing</b>								
Chang, Richard	Stipend- Athletic	Fencing- Head Coach		\$5,811.00	HSN	Winter 2019-2020	Winter 2019-2020	Fencing - Head Coach, 4 yrs. exp., paid in FULL in March.
Lewis, Kyle	Stipend- Athletic	Fencing- Head Coach		\$5,532.00	HSS	Winter 2019-2020	Winter 2019-2020	Fencing - Head Coach, 1 yr. exp., paid in FULL in March.
<b>Fitness Supervisor</b>								
Reilly, Jeffrey	Stipend- Athletic	Fitness Supervisor		\$3,321.00	HSN	Winter 2019-2020	Winter 2019-2020	Fitness Supervisor, 5 yrs. exp., paid in FULL in March.
Brack, Daniel	Stipend- Athletic	Fitness Supervisor- Shared		\$1,584.50	HSS	Winter 2019-2020	Winter 2019-2020	Fitness Supervisor - shared 50%, 3 yrs. exp., paid in FULL in March.
Garzio, Michael	Stipend- Athletic	Fitness Supervisor- Shared		\$1,509.00	HSS	Winter 2019-2020	Winter 2019-2020	Fitness Supervisor - shared 50%, 0 yrs. exp., paid in FULL in March.
<b>Ice Hockey</b>								
Nobilio, James	Stipend- Athletic	Ice Hockey- Head Coach		\$5,784.00	HSS	Winter 2019-2020	Winter 2019-2020	Ice Hockey - Head Coach, 1 yr. exp., paid in FULL in March.
<b>Indoor Track</b>								
Gould, Brian	Stipend- Athletic	Indoor Track- Head Coach		\$7,231.00	HSN	Winter 2019-2020	Winter 2019-2020	Indoor Track - Head Coach, 17 yrs. exp., paid in FULL in March.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Barnes, Tyler	Stipend- Athletic	Indoor Track- Assistant Coach		\$4,024.00	HSN	Winter 2019-2020	Winter 2019-2020	Indoor Track - Assistant Coach, 1 yr. exp., paid in FULL in March.
Musso, Michael	Stipend- Athletic	Indoor Track- Assistant Coach		\$4,024.00	HSN	Winter 2019-2020	Winter 2019-2020	Indoor Track - Assistant Coach, 1 yr. exp., paid in FULL in March.
Warren, Matthew	Stipend- Athletic	Indoor Track- Assistant Coach		\$4,426.00	HSN	Winter 2019-2020	Winter 2019-2020	Indoor Track - Assistant Coach, 5 yrs. exp., paid in FULL in March.
Colon, David	Stipend- Athletic	Indoor Track- Assistant Coach		\$4,024.00	HSS	Winter 2019-2020	Winter 2019-2020	Indoor Track - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Haughton, Jessica	Stipend- Athletic	Indoor Track- Assistant Coach		\$4,426.00	HSS	Winter 2019-2020	Winter 2019-2020	Indoor Track - Assistant Coach, 5 yrs. exp., paid in FULL in March.
<b>Soccer</b>								
Ely, Jaime	Stipend- Athletic	Soccer- Boys Coach		\$3,018.00	GMS	Fall 2019	Fall 2019	Soccer - Boys Coach, 1 yr. exp., paid in FULL in Dec.
<b>Swimming</b>								
Robinson, Todd	Stipend- Athletic	Swimming- Head Coach		\$10,061.00	HSN	Winter 2019-2020	Winter 2019-2020	Swimming - Head Coach, 11 yrs. exp., paid in FULL in March.
Markley, Kirk	Stipend- Athletic	Swimming- Assistant Coach		\$5,784.00	HSN	Winter 2019-2020	Winter 2019-2020	Swimming - Assistant Coach, 7 yrs. exp., paid in FULL in March.
Reca, Cheryl	Stipend- Athletic	Swimming- Assistant Coach		\$6,288.00	HSN	Winter 2019-2020	Winter 2019-2020	Swimming - Assistant Coach, 17 yrs. exp., paid in FULL in March.
Bidwell, Jessica	Stipend- Athletic	Swimming- Head Coach		\$8,451.00	HSS	Winter 2019-2020	Winter 2019-2020	Swimming - Head Coach, 4 yrs. exp., paid in FULL in March.
Bower, Daniel	Stipend- Athletic	Swimming- Assistant Coach		\$5,031.00	HSS	Winter 2019-2020	Winter 2019-2020	Swimming - Assistant Coach, 1 yr. exp., paid in FULL in March.
Reilly, Kathleen	Stipend- Athletic	Swimming- Assistant Coach		\$5,283.00	HSS	Winter 2019-2020	Winter 2019-2020	Swimming - Assistant Coach, 3 yrs. exp., paid in FULL in March.
<b>Wrestling</b>								
Pettus, Evan	Stipend- Athletic	Wrestling- Head Coach		\$6,036.00	HSN	Winter 2019-2020	Winter 2019-2020	Wrestling - Head Coach, 0 yrs. exp., paid in FULL in March.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gerstacker, Warren	Stipend- Athletic	Wrestling- Head Coach		\$6,337.00	HSS	Winter 2019-2020	Winter 2019-2020	Wrestling - Head Coach, 3 yrs. exp., paid in FULL in March.
Moscatello, Michael	Stipend- Athletic	Wrestling- Coach		\$3,018.00	CMS	Winter 2019-2020	Winter 2019-2020	Wrestling - Coach, 2 yrs. exp., paid in FULL in March.
Valentine, Daniel	Stipend- Athletic	Wrestling- Coach		\$3,471.00	GMS	Winter 2019-2020	Winter 2019-2020	Wrestling - Coach, 7 yrs. exp., paid in FULL in March.
<b>Change</b>								
Hansen, Amy	Change	Volunteer Volleyball		\$0.00	HSN	9/23/19	Fall 2019	Change start date from TBD to 9/23/19.
Kuczarski, Patricia	Change	Volunteer Soccer		\$0.00	HSN	9/17/19	Fall 2019	Change start date from TBD to 9/17/19.
<b>Rescind</b>								
Ely, Justin	Rescind	Soccer- Boys Coach		\$3,018.00	GMS	Fall 2019	Fall 2019	Rescind Soccer - Boys Coach, 1 yr. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Lunch Duty</b>								
Bartolone, Anthony	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Bower, Daniel	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Brosious, Jonathan	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Kotch, Raina	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Pena, Jennifer	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Shapteban, Susan	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Stein, Jacob	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sternotti, Cynthia	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Suozzo, Erin	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Walter, Brian	Stipend Non-Athletic	Lunch Duty		\$1,988.00	CMS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
<b>Mock Trial</b>								
Mehno, Christopher	Stipend Non-Athletic	Volunteer Mock Trial		\$0.00	HSS	TBD	6/30/20	Mock Trial Volunteer.
<b>High School North</b>								
Glass, Thomas	Stipend Non-Athletic	Ultimate Frisbee		\$2,515.25	HSN	9/1/19	6/30/20	Ultimate Frisbee Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Sreenivasan, Samhitha	Stipend Non-Athletic	Math League		\$2,515.25	HSN	9/1/19	6/30/20	Math League Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Community Middle School</b>								
Scibienski, Faith	Stipend Non-Athletic	End of Year Video		\$3,521.35	CMS	9/1/19	6/30/20	End of Year Video Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Lee, Kelly	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	CMS	9/1/19	6/30/20	Hands Across the Water Club Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Hornick, Stephanie	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58 (prorated)	CMS	9/1/19	6/30/20	Community C.A.R.E.S. (Character, Acceptance, Respect, Encouragement & Service) Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Sacca, Lisa	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58 (prorated)	CMS	9/1/19	6/30/20	Community C.A.R.E.S. (Character, Acceptance, Respect, Encouragement & Service) Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Dratch, Marnie	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58 (prorated)	CMS	9/1/19	6/30/20	Panther Press Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Salvador, Edward	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58 (prorated)	CMS	9/1/19	6/30/20	Panther Press Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Grover Middle School</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ferrara, Shannon	Stipend Non-Athletic	Drama Assistant		\$2,263.73	GMS	9/1/19	6/30/20	Drama Assistant (Pit), 2 yrs. exp. paid 1/2 in Dec. & 1/2 in June.
Hecht, Shirley	Stipend Non-Athletic	Stage Crafts		\$2,263.73	GMS	9/1/19	6/30/20	Stage Crafts Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Oldehoff, Robert	Stipend Non-Athletic	Standard Club Advisor		\$754.58 (prorated)	GMS	9/1/19	6/30/20	Flag Football Club Advisor (Fall only), 0 yrs. exp., paid in FULL in Dec.
Chiocca, Diane	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Hands Across the Water Club Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Gautieri, Alyssa	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Math Problem Solving Club Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Gandy, Heather	Stipend Non-Athletic	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Scroll Saw Club Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Graffin, Valerie	Stipend Non-Athletic	Standard Club Advisor		\$754.58 (prorated)	GMS	9/1/19	1/31/20	Sign Language Club Advisor (Fall only), 0 yrs. exp., paid in FULL in Dec.
Tummillo, Nancy	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58 (prorated)	GMS	9/1/19	6/30/20	Environmental Club Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Wachtin, Heidi	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58 (prorated)	GMS	9/1/19	6/30/20	Environmental Club Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Alley, Wendy	Stipend Non-Athletic	Standard Club Advisor- Shared		\$792.30 (prorated)	GMS	9/1/19	6/30/20	Gay Straight Student Alliance Club Advisor - shared 50%, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Dolcimascolo, Justin	Stipend Non-Athletic	Standard Club Advisor- Shared		\$754.58 (prorated)	GMS	9/1/19	6/30/20	Gay Straight Student Alliance Club Advisor - shared 50%, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Rescind</b>								
Capritti, Luke	Rescind	Stage Crafts		\$2,263.73	CMS	9/1/19	6/30/20	Rescind School Play Stage Crafts, 0 yrs. exp.
Gore, Matthew	Rescind	Ultimate Frisbee		\$2,515.25	HSN	9/1/19	6/30/20	Rescind Ultimate Frisbee Advisor, 1 yr. exp.
Kumor, Zachary	Rescind	Standard Club Advisor		\$1,509.15	GMS	9/1/19	6/30/20	Rescind Math Problem Solving Club Advisor, 1 yr. exp.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lyczkowski, Janice	Rescind	Standard Club Advisor		\$1,584.61	CMS	9/1/19	6/30/20	Rescind Panther Press Advisor, 4 yrs. exp.
<b>F. Community Education</b>								
<b>Appoint</b>								
Wilson, Nancy	Appoint	EDP Group Leader		\$12.00/hr.	MR	10/2/19	6/30/20	Appoint as an EDP Group Leader.
Wilson, Nancy	Appoint	EDP 1-to-1 Assistant		As per contract	MR	10/2/19	6/30/20	Appoint as an EDP 1 to 1 Assistant.
<b>Change</b>								
Twum-Barima, Nana	Change	EDP High School Assistant		\$11.00/hr.	MR/TC	9/1/19	6/30/20	Change salary from \$10.00/hr. to \$11.00/hr.
<b>G. Emergent Hires</b>								
<b>Change</b>								
Wilson, Nancy	Change	Instructional Assistant	1	\$17.37/hr.	MR	9/25/19	6/30/20	Change start date from TBD to 9/25/19.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Change</b>								
Gould, Barbara	Change	Principal		N/A	VIL	9/5/19	10/14/19	Change FMLA/NJFLA/CC from 9/5/19-10/18/19 to 9/5/19-10/14/19 unpaid, with benefits. (RTW: 10/15/19)
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Dong, Qing	Appoint	Teacher Dual Language Immersion-Chinese	OMA	\$57,500.00 (prorated)	MH	9/27/19	6/30/20	Appoint as Dual Language Immersion Teacher - Chinese, 1st grade, replacing Susan Hsueh, who transferred.
<b>Change</b>								
Ding, Shi	Change	Teacher Dual Language Immersion-Chinese	OMA	\$57,500.00 (prorated)	MH	9/27/19	6/30/20	Change from Chinese Teacher, 80% GMS to Dual Language Immersion Teacher - Chinese, 1st grade, 100% MH.
Hsueh, Susan	Change	Teacher Chinese		N/C	GMS	10/1/19	6/30/20	Change from Dual Language Immersion Teacher - Chinese, 1st grade, 100% MH to Chinese Teacher, 100% GMS, replacing Shi Ding, who transferred.
<b>Leave of Absence</b>								
Gould, Brian	Leave-NJFLA	Teacher Special Education		N/A	HSN	11/4/19	12/20/19	NJFLA: 11/4/19-12/20/19 unpaid, with benefits. (RTW: 12/23/19)
Pacholec, Kendis	Leave-FMLA/NJFLA/CC	Teacher German		N/A	HSS	2/24/20	5/22/20	FMLA/NJFLA/CC: 2/24/20-5/22/20 unpaid, with benefits. (RTW: 5/26/20)
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Cheesman, Austin	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door", replacing Jarrod Bright, who resigned.
<b>Change</b>								
Sherman, Annette	Change	Secretary 12 Months		N/A	DN/MR/VIL	10/10/19	1/6/20	Change FMLA from 10/21/19 (1/2 pm)-1/6/20 to 10/10/19-1/6/20 unpaid, with benefits. (RTW: 1/7/20)
<b>Resignation</b>								





It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Messina, Diana	Resign	Instructional Assistant		N/A	MH	12/31/19	12/31/19	Resign, after 20 years in the district, for the purpose of retirement.
Thakkar, Rinkoo	Resign	Cafeteria Aide		N/A	MR	10/2/19	10/2/19	Resign from position.
<b>E. Stipend Non-Athletic</b>								
<b>Mentor</b>								
Robinson, Christine	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	MH	10/1/19	6/30/20	Mentor for Shi Ding, paid 1/2 in Dec. & 1/2 in June.
Robinson, Christine	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	MH	10/1/19	6/30/20	Mentor for Qing Dong, paid 1/2 in Dec. & 1/2 in June.
<b>Change</b>								
Chiocca, Diane	Change	Mentor- Shared		\$1,005.00 (prorated)	GMS	9/1/19	9/30/19	Change end date from 6/30/20 to 9/30/19 for Mentor, shared 50%, for Shi Ding, paid in FULL.
Lau-Tyson, Alison	Change	Mentor- Shared		\$1,005.00 (prorated)	GMS	9/1/19	9/30/19	Change end date from 6/30/20 to 9/30/19 for Mentor, shared 50%, for Shi Ding, paid in FULL.
<b>G. Emergent Hires</b>								
<b>Change</b>								
Salvador, Helder	Change	Security Officer "Eyes on the Door"		N/C	DIST	9/27/19	6/30/20	Change start date from TBD to 9/27/19.



# West Windsor – Plainsboro Regional School District



## 2018-2019 Student Safety Report

# Mission Statement

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Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.

# Week of Respect Activities

October 7-11, 2019

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- The week of October 7 to October 11 is designated as the **Week of Respect** in accordance with the Anti-Bullying Bill of Rights. School districts throughout the state are required to observe the week by providing age appropriate instruction focusing on preventing **Harassment, Intimation or Bullying**.

# Elementary Activities

## Dutch Neck

**Morning Announcements** - The theme of Respect will be highlighted each morning during announcements.

- **Monday, October 7th - World Bullying Prevention Day - WEAR BLUE TODAY** (Students and Staff). We will be joining schools across the nation as we all try to put a stop to bullying.
- **Tuesday, October 8th - Kick Off our Kindness Tree project** - It's time to start filling up our kindness tree for the 2018-19 school year. Students can fill out a kind act that was done for them and put it in the box outside Mrs. Dunne's door. One kind act will be read during morning announcements each day and we will start filling up our Kindness tree outside of the gym.
- **Wednesday, October 9th - Sock It To Bullying** - Let's all show our support for the Anti-Bullying movement by wearing crazy, colorful, and/or fun socks today!
- **Thursday, October 10th - Read a Story that shows respect** - Teachers may pick something from the list provided to encourage a classroom discussion about respectful behavior.
- **Friday, October 11th - I'm Too Bright to Bully - WEAR BRIGHT COLORS!** Staff will be wearing pink for Breast Cancer awareness today.

# Elementary Activities

## MAURICE HAWK SCHOOL

- Our daily announcement will focus specifically on respect for others.
- We will have daily themes related to bring respectful:
  - Monday- ***“Orange” you glad we’re a bully free school*** - Wear orange to school
  - Tuesday- ***Team up against bullying*** - Wear team jerseys or uniforms
  - Wednesday- ***I’m too bright to bully*** - Wear bright colors
  - Thursday- ***Sock it to bullying*** - Wear crazy or mismatched socks
  - Friday- ***Hats off to being respectful*** – wear a hat to school
- Win-Win guideline posters will be placed in every classroom and in the hallways of Hawk School.
- Morning Meetings will include review of Win-Win guidelines and discussion.
- Each class will recite and sign an anti-bullying pledge.
- The school counselor will continue to present lessons concentrated on conflict resolution, friendship and acceptance.
- Grade level anti-bullying presentations will have been presented to all students by this week with a focus on being kind, respectful and making good choices.
- We will create a display stating “I Put the I in Kind” that will be up for the month.

# Elementary Activities

## Town Center

- Monday
  - “Blue Shirt Day” for World Bullying Prevention
  - Sign the Classroom anti-bullying pledge
  - Gator News - Message
- Tuesday
  - Message over the loudspeaker
  - Roll out classroom challenges
- Thursday
  - Message over loudspeaker
- Friday
  - Crazy Sock and Shoe Day for “Stomping Out Bullying”
  - Gator News - Message
- All week:
  - Classroom read-alouds
  - Morning meeting slideshow
  - Classroom challenges
  - Classroom guidance lessons on respect/empathy
  - Posters about respect
  - Posters for Blue Shirt Day

# Elementary Activities

## Wicoff School

- The Life Skill, **Self Awareness** was introduced at the first faculty meeting. Some underlying skills which will be emphasized are : empathy, respect for others, appreciating diversity and perspective taking.
- Wicoff will participate in **National Walk Your Child to School Day** on October 2nd in coordination with the Plainsboro Police Dept. The students will make posters with safety tips which will be displayed along the route of the walk. Staff will emphasize **respect for community members** and **working together**.
- **Wake Up Wicoff** – students will make weekly announcements during Wicoff’s news program incorporating **quotes about respect**.
- We will kick off our **Bus Buddies Program** (bus safety & respecting each other on the school bus).
- **Morning meetings** will be initiated with various topics including **respect & kindness**.
- The guidance counselor will teach **anti-bullying lessons** in each of the classrooms. The focus will be on **respecting each other and spreading kindness**. This is a follow-up to the grade level anti-bullying presentations facilitated by the Principal, Assistant Principal and Guidance Counselor on September 13<sup>th</sup>.
- The **SEL School Committee** is being formed and other activities are being planned for the school year.
- We will continue with our “**Choose Kind**” school-wide theme this year.



# Elementary Activities

## **Millstone River School**

- Counselors will visit classrooms to facilitate a lesson focusing on respect for self and others.
- Respect “challenges” will be read each day during the morning announcements. Teachers are encouraged to discuss with their class and encourage their students to complete the challenge.
- Students will sign a class Friendship and pledge. Teachers are encouraged to post the pledge(s) in the classroom.
- Teachers are provided two classroom lessons and a list of follow-up respect activities for use in the classroom and during daily Morning Meeting discussions.
- Teachers are provided an annotated “Respect” bibliography of books available in our Media Center.

## **Village School**

- Guidance lessons focused on problem-solving
- Principal/assistant principal visiting classrooms for read alouds
- School spirit day - Friday 10/11 - “superheroes of kindness”
- The question of the week will target responsible behaviors: “Think about what you could do today to feel like a leader. Where might you be? What would you be doing? Try to visualize yourself in that place.”
- Mindfulness activities

# Middle School Activities

## Community Middle School

### Weekly Activity Schedule:

**Monday 10/7:** 6<sup>th</sup> & 7<sup>th</sup> Grade Assemblies – “If Not Me, Then Who...” and School Spirit Day

**Activity:** A representative from the Trevor Manion Foundation will present the “If Not Me, Then Who...” assembly to the 6<sup>th</sup> and 7<sup>th</sup> graders. The 8<sup>th</sup> grade students will be answering the question “What does respect mean to you?” during their FLEX, which will help inform their special assembly on Friday. Students and staff are also asked to come to school decked out in their red & black Panther gear for a day full of school spirit.

**Tuesday 10/8:** 2<sup>nd</sup> Floor Chalk It Up Project

**Activity:** Students will be invited during their recess period to write and draw positive messages/symbols with chalk on the sidewalks in front of the school with Ms. E. The phone number of the 2<sup>nd</sup> Floor Hotline will also be displayed in the Commons, hallways and sidewalks. \*\*\*If it is raining, students will write/draw on a couple of large sheets of paper that will be displayed in the Commons\*\*\*

**Thursday 10/10:** Blue Pinky Promise & #BlueUp Day

**Activity:** During lunch, students and staff are welcome to paint their pinky nails blue to symbolize a pinky promise to stand up against bullying. Everyone who paints their pinky nail will also receive a sticker to put on their water bottle, agenda, binder, etc. Staff and students are also encouraged to wear BLUE to join the CMS community in solidarity against bullying.

**Friday 10/11:** Anti-Bullying Pledge and 8<sup>th</sup> Grade Assembly

**Activity:** During lunch, all students and staff are invited to sign an anti-bullying pledge in the Commons. All signed pledges will be displayed on the bulletin board in the hallway. The 8<sup>th</sup> graders will be receiving a special assembly regarding the Week of Respect and they will be redoing an art installation in one of our atriums.

# Middle School Activities

## Grover Middle School

### Week of Respect Announcements:

- **Monday 10/7:** Today Grover stands against bullying, showing unity by wearing blue! Look for the table in lunch where you can sign the “Pinky Promise” and get a pinky nail painted blue to signify we stand together against unkind behavior!  
Tomorrow is Patriotic Day: Wear Red, White and Blue!
- **Tuesday 10/8:** Today Grover stands united to show the respect we have for our country where we are free to express ourselves! Let’s rise above any divisive news and show that we stand together at Grover!  
Tomorrow is Wellness Wednesday: Wear Green!
- **Wednesday 10/9:** Today is Wellness Wednesday. Take one action to improve your physical and/or emotional well-being. Breathe! Be mindful. Go for a walk. Meditate. Dance! Sing! Play with abandon! Laugh (not at anyone’s expense). Be kind to yourself!  
Tomorrow is Diversity Rainbow Day! Dress in rainbows of color, tie-dye, or mixed and matched clothes and patterns!
- **Thursday 10/10:** Today we wear a rainbow of colors to illustrate the diversity of race, culture, religion, shape, size and self-expression within our school community. Let’s celebrate that each of us is unique, and contributes something special!
- To honor GLSEN’s “Ally Day”, we invite you to visit the table in the cafeteria during lunch to sign the “Ally Pledge” to keep our school safe for LGBTQ students. All who sign will receive a rainbow ribbon to wear. Let’s keep Grover safe, supportive and welcoming for all students!
- Tomorrow: break out your team attire, Jag wear, and dress in black and gold or Jag spots to show school spirit and gratitude for Grover!
- **Friday 10/11:** Today ends the official “Week of Respect,” but let’s pledge to continue being mindful to be accepting, kind, and supportive to one another. We wear school colors to demonstrate our pride in our school and our spirit as “Team Grover.” Going forward, be mindful of the character traits on the pillars, and strive to be a good citizen of our school and a good friend. Make someone’s day today, and every day!

# High School Activities

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## High School North

**Monday** - This week is the Week of Respect in New Jersey. Schools everywhere are taking steps to help students feel comfortable and safe. Each day this week we will announce a quote to raise awareness about the importance of respecting yourself and others. Today's quote is: *"Respect for ourselves guides our morals, respect for other guides our manners."*

**Tuesday** - Today's quote is: *"It is not our purpose to become each other; it is to recognize each other, to learn to see the other and honor him for what he is"*

**Wednesday** - Today's quote is: *"When you are content to be simply yourself and don't compare or compete, everybody will respect you"*

**Thursday** - Today's quote is: *"Try to leave the Earth a better place than when you arrived"*

**Friday** - Today's quote is: *"One of the most sincere forms of respect is actually listening to what another has to say"*

Peer Group Discussions – This year PL will continue with their groups, but will use HSS model with the theme of conflict vs bullying.

# High School Activities

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## High School South

### AM Announcements

#### Monday:

- “Show respect even to people who don’t deserve it; not as a reflection of their character, but as a reflection of yours”

#### Tuesday:

- “I firmly believe that respect is a lot more important, and a lot greater, than popularity”  
–Julius Erving  
\*\*Make someone’s day today and treat them with kindness and respect

#### Wednesday

- “I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel”  
– Maya Angelou  
\*\*Make someone’s day today and reach out to a fellow pirate who might be having a tough time

#### Thursday

- “To be one, to be united is a great thing. But to respect the right to be different is maybe even greater”  
\*\*Make someone’s day today and get to know someone new

#### Friday

- “I am not concerned with your liking or disliking me...All I ask is that you respect me as a human being”  
– Jackie Robinson  
\*\*Make someone’s day today and give a sincere compliment

Peer Group Discussions – This year PL will continue with their groups using the theme of conflict vs bullying.

# Definition of HIB

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“Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students“

# Evidence of HIB:

The student knowingly engaged in racist, homophobic, or other stereotyping behavior with the specific objective of hurting, intimidating or harassing another student

The student knowingly engaged in behavior with the specific objective of hurting, intimidating, or harassing another student

The student knowingly engaged in harassing, intimidating, or bullying behavior but was not aware of the potential negative impact on the victim

The student unknowingly engaged in harassing, intimidating, or bullying behavior and had no awareness of the potential negative impact on the victim

The student was “showing off” with friends or reacting to a personal (emotional) situation, and the victim was arbitrarily and impulsively targeted

The student engaged in harassing, intimidating, or bullying behavior in direct response to a real or imagined threat initiated by the other student

The student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines

The student did not engage in any behavior which meets the definition of HIB. Student has been cleared of any actionable offense.

The student was a victim of an HIB incident.  
OR The student was not a victim of an HIB incident.

# Factual Findings

**Intentional (with hate speech) and designed to harass, intimidate, or bully**

**Intentional (without hate speech) and designed to Harass, intimidate or bully**

**Intentional, but not designed to harass, intimidate or bully**

**Unintentional**

**Unrelated**

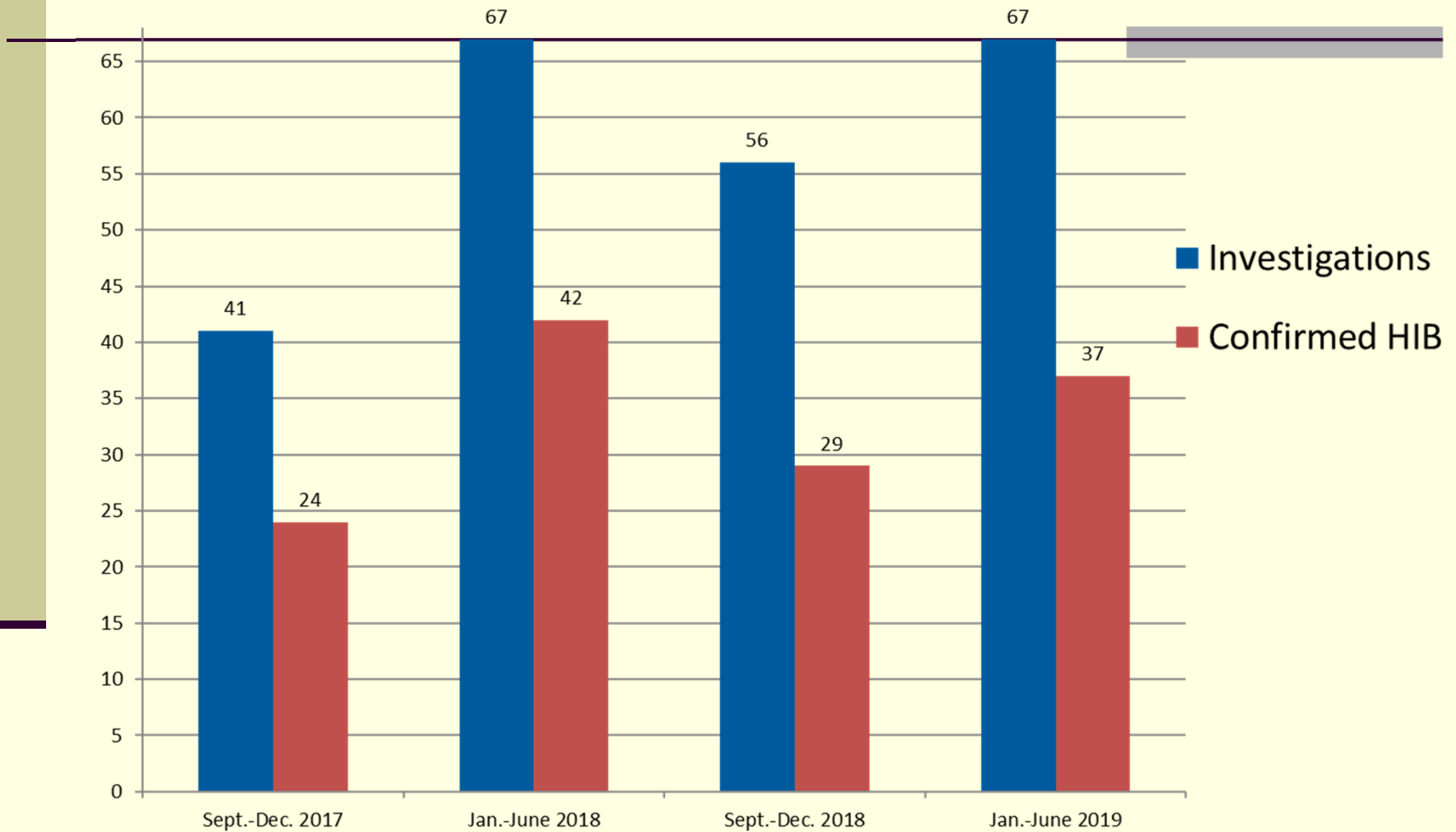
**Self-Defense / Retaliation**

**Non-Actionable HIB**

**Non-HIB**

**HIB-Victim**

# WWPRSD Investigations / Confirmed HIB 2017-2018 vs. 2018-2019





# Patterns & Trends

- Investigations Slightly Up / Confirmed HIB Even
- HIB Intentional Down / Non-HIB Up
- Other Distinguishing Characteristics
- Insulted Effect
- Verbal Mode
- Unstructured Activities
- Minimally Supervised Settings



DATA



KNOWLEDGE



ACTION

# Count of Incidents by Reporting Category

	<u>17-18</u>	<u>18-19</u>
HIB	71	73
Violence	27	25
Vandalism	4	16
Weapons	1	4
Substance abuse	18	33
Total	121	151

Total incidents - Violence, Vandalism, Substances, Weapons, HIB Confirmed

Violence - Assault, Fight, Kidnapping, Robbery/Extortion, Sexual Assault, Sexual Contact, Threat/Simple, Threat/Criminal

Vandalism - Arson, Computer Trespass, Damage to Property, False Public Alarm, Theft, Trespass

Incident category totals may differ from total incidents due to multiple offenses selected for one incident.

# Incident Category Totals by School

(Middle Schools & High Schools)

School Name	Violence	Vandalism	Weapons	Substance Abuse
Middle Schools	12	5	1	1
High Schools	6	3	3	32
<b>Total</b>	<b>18</b>	<b>8</b>	<b>4</b>	<b>33</b>

\*Does not include elementary

# In-District Activities To Recognize School Violence and Vandalism Awareness Week

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## WICOFF

- The **Wicoff Crisis Action Team** met to review and update all safety drill plans and procedures. Practice drills will take place throughout the school year. This includes lockdowns, active shooter, bomb threat, and evacuation drills.
- **Developmental guidance lessons** will be taught by the counselor throughout the kindergarten through third grade classrooms. Morning meetings will be initiated and various topics will be included such as **peacemaking skills and conflict resolution skills**.
- Review ideas for **School Violence Awareness Week with staff** at the faculty meeting on Oct. 1st.

# In-District Activities To Recognize School Violence and Vandalism Awareness Week

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## **Town Center**

- Daily announcements over loud speaker or Gator News about Peacemaking
- Classroom read-alouds
- Character theme of respect/empathy for the month of October
- Guidance lessons on respect/acceptance/empathy during the month of October
- Morning Meeting discussion slideshow on peacemaking

## **Maurice Hawk**

- In an ongoing effort to create a conflict free environment, the staff uses Responsive Classroom techniques and reinforces peacemaking techniques with our students.
- We will have a Crisis Committee Meeting to discuss the effectiveness of our crisis plan, and to review our safety procedures.
- At our October morning shares, we will have staff members share responsive classroom techniques/strategies used in the classroom to prevent bullying and to promote a sense of community in the classroom and throughout the school
- The guidance counselor will continue to present classroom lessons on conflict resolution, anti-bullying, friendship, and acceptance.
- Our PTA supports assemblies with an anti-bullying message.
- We are hosting Bagel and Books for our staff and parents. Themes such as acceptance, diversity, respect and friendship will be featured.
- We will have a School Safety Team meeting to discuss school climate.

# In-District Activities To Recognize School Violence and Vandalism Awareness Week

## Dutch Neck

- Dutch Neck School will continue to focus on the character theme of Respect throughout October.
- Morning announcements will focus on support students in developing conflict resolution skills.
- Classroom teachers will continue to hold morning meetings and utilize Responsive Classroom techniques to further develop appropriate social skills and a sense of community.
- The school counselor will teach conflict resolution and problem-solving skills during her class lessons. This will include reminders to use DEBUG strategies that Dutch neck student use to solve problems peacefully with friends.
- The assistant principal continues to work with lunch aides to familiarize them with Responsive Classroom techniques.
- We met with students to promote “Bucket Filling”, focusing on positive behavior and doing kind deeds for others.

# In-District Activities To Recognize School Violence and Vandalism Awareness Week

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## Village

- Guidance lessons focused on problem-solving
- Principal/assistant principal visiting classrooms for read alouds
- The question of the week will target helpful behaviors: “Think about what you could do today to feel helpful. Where might you be? What would you be doing? Try to visualize yourself in that place.”
- Mindfulness activities

## Millstone River

- Continuation of Week of Respect lessons focusing on I Messages and Active Listening Responses as a respectful form of communication to resolve conflict
- Highlight Character Education theme this month of Citizenship which focuses on being a respectful member of our school community
- Establishment of group work focusing on managing stress and identifying various strategies to cope with uncomfortable feelings.
- Coffee with Counselors program to build community with parents

# In-District Activities To Recognize School Violence and Vandalism Awareness Week

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## Community Middle School (6-8)

**All Week** - Morning announcements will be made with quotes reflecting themes of peace and anti-violence within the schools

**Monday, Monday, 10-21:** *Panthers for Peace*

At lunch, students will be signing their names and creating an orange chain to signify those who stand for peace here at CMS

**Tuesday, 10-22:** *Panthers for Peace (continued)*

At lunch, students will be signing their names and creating an orange chain to signify those who stand for peace here at CMS.

**Wednesday, 10-23:** *Get to Know Officer Gary*

Our Class III Officer will hold a Q&A with the students during lunches for kids to learn more about him and the role of police officers in the schools, especially his role here at CMS.

**Thursday, 10/24:** *Plainsboro Police Play*

Members of the Plainsboro Police Department will be present during all lunch/recess periods to play basketball and interact with the students

**Friday, 10/25:** *Superhero Day*

Be a superhero and show everyone how you stand up and fight to protect CMS against violence and bullying. Everyone is encouraged to wear their best superhero gear for the day.



# In-District Activities To Recognize School Violence and Vandalism Awareness Week

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## Grover Middle School (6-8)

- GSA & Bystander cast will facilitate activities during recess with a focus on kindness and acceptance. (Spread the love chalking, Mindful coloring, etc.),
- “Pawsitivity is contagious” message board- students will write positive messages on pawprints for display on the bulletin board.
- Daily announcements will be read to focus on peaceful resolution to conflict, mindfulness, and acceptance..
- ABS will teach lessons in 6th grade cycle on relevant topic based on the core competencies of the CASEL framework: empathy & active listening.
- Message will be communicated to practice COURAGE (character pillar) “If you see something, say something.” (announcements and signage)
- October 24th Grover will celebrate “Unity Day” with our “Orange U glad 2B at Grover” activity.

# In-District Activities To Recognize School Violence and Vandalism Awareness Week

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## **High School South (9-12)**

**Monday:** “No one is born hating another person because of the color of his skin, or his background, or his religion. People must learn to hate, and if they can learn to hate, they can be taught to love, for love comes more naturally to the human heart than its opposite” - Nelson Mandela

**Tuesday:** “Be selective in your battles. Sometimes being at peace is better than being right”

**Wednesday:** “Compassionate people are geniuses in the art of living, more necessary to the dignity, security and joy of humanity than the discoverers of knowledge” - Albert Einstein

**Thursday:** “Peace is not merely a distant goal that we seek, but a means by which we arrive at that goal” -Dr. Martin Luther King, Jr.

**Friday:** “Peace begins with a smile” - Mother Theresa

- AM Quotes
- Email to staff
- PL Discussion
- Pirates for Peace: Orange chain with names of students who are for a peaceful south

### PL Activity

- Have PLs draft kids into “their groups” without explanation, for completely arbitrary reasons. In a large PG, it could be done in smaller groups with 2 pls each. Then, ask the last few unpicked people how they feel about not being picked, and then bring the group together to talk about exclusion.
- What does it mean, what does it feel like, why does it happen, what can we do, collectively and individually?

# In-District Activities To Recognize School Violence and Vandalism Awareness Week

## High School North (9-12)

### Announcements October 21-25 The Principal's Principles

- Monday - This week Violence Awareness Week in New Jersey. Schools everywhere are taking steps to help students feel comfortable and safe. Each day this week we will announce a quote to raise awareness about a safe and healthy climate/world.  
*Today's quote is—"One individual can begin a movement that turns the tide of history. Martin Luther King in the civil rights movement, Mohandas Ganhi in India, Nelson Mandela in South Africa are examples of people standing up with courage and non-violence to bring about needed changes." - Jack Canfield*
  - Tuesday - Today's quote is- *Non-violence is not a garment to be put on and off at will. Its seat is in the heart, and it must be an inseparable part of our being.* Mahatma Gandhi
  - Wednesday - Today's quote is: -*"Non-violence is a permanent attitude we bring to the breakfast table and bring to bed at night."* Coretta Scott King
  - Thursday - Today's quote is *"Compassion is the signature of Higher Consciousness. Non-violence is the tool to evolve into the Higher Consciousness."* Amit Ray
  - Friday - Today's quote is *"Non-violence doesn't mean staying silent in the face of evil, rather it means acting out of the sense of responsibility, instead of reacting out of circumstantial impulse."*
  - — Abhijit Naskar-
- 
- Peer Group discussions
  - How to recognize when someone is being mistreated
  - When to get involved
  - When to reach out for help

# Proactive Programs for Student Development

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- School counselors/Anti-bullying Specialists
- Counseling Curriculum
- Student Assistance Counselors (6-12)
- Assembly Programs
- Peer leaders
- Character Education Programs
- Rutgers University Behavioral Health Care Specialists
- Many clubs and organizations will be promoting programs about aspects of students' social and emotional development

# Current Administrative Focus

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- Review & Revise Student Code of Conduct Annually
- Implementation of the State Mandated Harassment, Intimidation and Bullying Policy
- Review of the District Crisis Plan
- Focus on Strategic Goals



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**OCTOBER 29, 2019: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**

**7:30 PM Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Michele Kaish  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Carol Herts  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on October 25, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on October 25, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on October 25, 2019.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Negotiations with the WWPSA and WWPEA</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	<b>Discussion of Real Property</b>
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>EDS 08390-2018; GRC No. 2016-241</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board, which need not remain confidential, will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

## II. PRESENTATIONS/REPORTS

- A. Board President's Comments
- B. Superintendent's Comments
- C. State Testing and Graduation Pathway Presentation
- D. ESIP Presentation

## III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

## IV. BOARD OF EDUCATION COMMITTEE REPORTS

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

## V. MEETING

### A. ADMINISTRATION

*To be voted on 10/29/19:* Recommend approval of the following resolutions:

#### **Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated Oct. 1, 2019, for the following case numbers:  
CMS012019, CMS022019, CMS032019, GMS092319001, GMS092419001,  
HSN012019, HSS091919001, CMS042019, HSN022019, HSN032019, GMS092619001,  
MHE092719001
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated Oct. 29, 2019, for the following case numbers:  
CMS052019, CMS062019, CMS072019, GMS100119001, GMS100919001,  
GMS101019001, GMS101519001, GMS101819001, HSN042019, HSN052019,  
HSS100819001, MRS100819001, TCE092519001, WIC100419001, CMS082019,  
CMS092019

#### **NJ QSAC Statement of Assurance**

3. Authorize the submission of the West Windsor-Plainsboro Regional School District Board of Education's New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for the 2019-2020 school year to the New Jersey Department of Education upon the recommendation of the Superintendent of Schools, pursuant to *N.J.A.C. 6A:30-3.2(f)*.



## **NJ QSAC Comprehensive Maintenance Plan**

4. Authorize the submission of the district's Annual M1 and Comprehensive Maintenance Plan for the West Windsor-Plainsboro Regional School District to the Executive County Superintendent in compliance with the New Jersey State Department of Education requirements, pursuant to *N.J.A.C. 6A:26-20.5*.

### **Policies and Regulations: First Reading**

5. First reading of the following Policies and Regulations:

P3159 Teaching Staff Member/School District Reporting Responsibilities  
P3218 Substance Abuse – Teaching Staff Members  
P4218 Substance Abuse – Support Staff  
P6112 Reimbursement of Federal and Other Grant Expenditures  
P6480 Purchase of Food Supplies  
P7440 School District Security

R3218 Substance Abuse – Teaching Staff Members  
R4218 Substance Abuse – Support Staff  
R6112 Reimbursement of Federal and Other Grant Expenditures  
R7440 School District Security

### **Professional Services**

#### **Special Services**

6. Whereas the Public School Contracts Law (*N.J.S.A. 18A: 18A-5*) requires a resolution authorizing the award of contracts/agreements for “professional services” without competitive bids; it is recommended that approval be given to adopt the following resolutions for the 2019-2020 school year:

#### **Special Services**

- a) CNNH Neuro Health; Functional Behavior Assessment (FBA) \$215/hour and up to \$5000.
- b) United Therapy Solutions; OOD Speech Therapy Service \$125/45 minute session, Home-Based OT Services \$95/30 minute sessions.

#### **Athletics**

- c) To approve Mark Pressman, MD to provide coverage at home football games at a fixed rate of \$285 per game.

### **Anti-Bullying Software**

7. Authorize an annual subscription with Educational Development Software for HIBster anti-bullying software for electronic incident management including access to Anti-Bullying Bill of Rights Act and I&RS/504 training seminars at a cost of \$9,700.

### **AVID College Readiness System Planning**

8. Enter into an agreement defining the terms and conditions with AVID Center to provide AVID College Readiness System planning at no cost to the district.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 10/29/19:* Recommend approval of the following resolutions:

**ESEA Grant Amendment**

1. Amend the entitlement grant for the “Elementary and Secondary Education Act” (ESEA) from the State of New Jersey, for the Fiscal Year 2020, originally approved for submission on June 25, 2019, to \$727,288 to include prior year carryover as follows:

Title I Part A	\$377,470
Title II Part A	\$148,314
Title III	\$119,849
Title III Immigrant	\$ 63,932
Title IV	\$ 17,834

**STARTALK Grant Submission**

2. Recommend the submission of the 2020 STARTALK grant application for Hindi/Urdu Summer Immersion Camp for Grades 3-5 in the amount of \$89,777. [WW-P will serve as lead agency.]

**First Day of School Foundation Grant Acceptance**

3. Accept two grants from the First Day of School Foundation awarded to Village School Teachers Erin Scanlon and Cristina Mato in the amount of \$1,000 each to be used for classroom materials for special education students.

**Field Trips**

4. Approve the following overnight field trips:

Grover Middle School

- a) 8<sup>th</sup> Grade German students to Washington, D.C., from April 24, 2020 to April 25, 2020. The cost of the trip is approximately \$275 per student.

High School North

- b) Model Congress to Washington, D.C., from November 21, 2019 to November 24, 2019. The cost of the trip is approximately \$450 per student.
- c) Model Congress to Yale University in New Haven, Connecticut, from December 5, 2019 to December 8, 2019. The cost of the trip is approximately \$400 per student.
- d) Model Congress to Columbia University in New York, New York, from February 6, 2020 to February 9, 2020. The cost of the trip is approximately \$300 per student.
- e) Model Congress to the University of Pennsylvania in Philadelphia, Pennsylvania, from March 26, 2020 to March 29, 2020. The cost of the trip is approximately \$300 per student.

High School South

- f) Science Olympiad to MIT in Boston, Massachusetts, on January 24, 2020 to January 25, 2020. The cost of the trip is approximately \$230 per student.
- g) Science Olympiad Nationals to North Carolina State University in Raleigh, North Carolina, on May 14, 2020 to May 17, 2020. The cost of the trip is approximately \$650 per student.
- h) Science Bowl Nationals in Washington, D.C. and Maryland, on April 30, 2020 to May 4, 2020. There is no cost associated with this trip.
- i) Junior Statesmen of America in Woodbridge, New Jersey, from April 25, 2020 to April 26, 2020. The cost of the trip is approximately \$190 per student.

**C. FINANCE**

***To be voted on 10/29/19:*** Recommend approval of the following resolutions:

**Business Services**

- 1. Payment of bills as follows:
  - a) Bills List General for October 29, 2019 (run on 10-24-19) in the amount of \$16,022,395.54.
  - b) Bills List Capital for October 29, 2019 (run on 10-17-19) in the amount of \$362,416.50.
- 2. Budget adjustments as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for September 2019 (run on 10-07-19) (Adjustment Numbers 159 - 205).
- 3. Accept the following reports, which will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of August 31, 2019, indicating that no major account is over-expended and the board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.
  - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of August 31, 2019.

**Insurance**

- 4. Authorize the first year renewal of an agreement with Aetna Life Insurance Company for employee medical coverage at a 6.5 percent rate increase, effective January 1, 2020, through December 31, 2020.

**Award Request for Quotation for Third Party Review of Energy Savings Plan**

- 5. Enter into an agreement with DLB Associates, Eatontown, New Jersey, in accordance with *N.J.S.A. 18A:18A-4.6*, to provide Energy Savings Plan Review and Third-Party Certification at a fixed cost of \$7,250 and Energy Savings Plan Standards Verification at a fixed cost of \$7,250, for a total amount of \$14,500, plus \$1,000 per meeting or site visit beyond the scope of the original RFQ. Selection based on quotations received September 27, 2019. Other quotations received from ECG Engineering, PC, Gabel Associates, Inc., and Whitman.

**Submit the Proposed Energy Savings Plan (ESP) for Board of Public Utilities Review**

6. Having worked with Schneider Electric (“Schneider”), the school district’s duly appointed ESCO for the development of an Energy Savings Plan that meets the needs and priorities of this school district in accordance with the Energy Savings Improvement Program Law, *N.J.S.A. 18A:18A-4.6.*, this Board of Education hereby authorizes Schneider to submit the proposed Energy Savings Plan on behalf of this Board of Education to the New Jersey Board of Public Utilities Office of Clean Energy for its review.

**Facilities Management Services Request for Proposal**

7. Approve the appointment of Edvocate, Inc., for consulting services for request for proposal process management of the district’s custodial, maintenance, grounds, and management services operations and to prepare specifications of what would be required and expected from a facilities management company, to identify factors that characterize a responsive and responsible contractor, and to prepare a request for proposal (RFP) incorporating those specifications and factors, in the amount of \$9,346.

**Equipment Disposal**

8. The disposal of obsolete equipment that has met the district’s life expectancy. [The age and/or physical condition of the equipment rendered it ineffective.]

Central Office

Camera, Outdoor, Samsung – 9

Community Middle School

Chair, Fabric

Desk, Computer

Desk, Office, Metal

Technology

Access Point, Cisco, Aironet 3600 – 50

Access Point, Cisco, Aironet 3500 – 63

Access Point, Cisco, Aironet 1100 – 13

Chromebook, Acer C710 – 35

Chromebook, Acer C720 – 47

Chromebook, Acer C740 – 51

Chromebook, Dell - 194

Chromebook, Samsung S3 – 14

**Co-Op Purchases over the Bid Limit:**

9. Authorize a purchase utilizing NJ State approved cooperative bid ESCNJ 17/18-16 Furniture & Accessories – COOP #65MCESCCPS PREVAILING WAGECCO Contract to Virco, Inc., Torrance, CA as awarded through July 1, 2020 for furniture for Town Center Elementary School in the amount of \$74,027.48. Price includes delivery, installation and cleanup.
10. Authorize the purchase of custodial supplies for the 2019-2020 school year utilizing HCESC Co-Op NJ State Approved #34HUNCCP, Custodial Supplies & Equipment #HCESC-Cat-19-02 to General Chemical & Supply, Moorestown, NJ as awarded through February 12, 2021 at the amount not to exceed \$275,000.

**Change Orders**

- 11. Change Order No. 5 – Contract No. 1 General Construction Work of R. Wilkinson & Sons Construction, Inc., for Addition and Renovations to Town Center Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5054 – Additions/Renovations at Town Center), for a credit for having school custodial staff remove and reinstall all metal shelving involved in the project with R. Wilkinson having no involvement, for a total credit of \$6,100.00. This change order decreases the contract amount of \$2,348,267.04 to \$2,342,167.04.
- 12. Change Order No. 6 – Contract No. 1 General Construction Work of R. Wilkinson & Sons Construction, Inc., for Addition and Renovations to Town Center Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5054 – Additions/Renovations at Town Center), to furnish all labor and material to upgrade corridor flooring in existing building to LVT per owner request, in the amount of \$6,995.27. This change order increases the contract amount of \$2,342,167.04 to \$2,349,162.31.

**Grant Acceptance**

- 13. Accept a grant for the 2019 Safety Grant Program through the New Jersey Schools Insurance Group’s ERIC North Sub fund in the amount of \$18,996.72 for the period July 1, 2019 through June 30, 2020, to be used for safety-related projects and improvements.

**Transportation**

**Bid Awards – To and From School**

- 14. Award the October 10, 2019, Bid Number PUB19-8, Student Transportation Contract – Multi Contract Number RB-PUB19-8 to Rick Bus Company for the 2019-2020 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HS27A	High School South	\$171.00	155	N/A	\$3.00
MH14A	Maurice Hawk	\$171.00	155	N/A	\$3.00
HN33A	High School North	\$318.00	155	N/A	\$3.00

**Quotes – To and From School**

- 15. Award the 2019-2020 Student Transportation Contract-Multi Contract Number HN33 to A-1 Limousine, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HN33	High School North	\$149.50	6	N/A	N/A

- 16. Approve 2019-2020 Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to East Windsor Regional School District as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
PSA18	Stuart Country Day School	74	2	\$1,776.00

17. Award the 2019-2020 Student Transportation Contract-Multi Contract Number TGSHTUTTLE to Irvin Raphael, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
TGSHTUTTLE	Thomas Grover MS	\$145.00	50	\$55.00	N/A

Quotes – School Related Activities

18. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22902 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
22902	Washington, DC, Arlington, VA, and Dulles International Airport	\$2,667.00	1	N/A

19. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22892 to Suburban Trails, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
22892	Camp Canadensis	\$1,195.00	1	N/A

20. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22893 to Suburban Trails, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
22893	Camp Canadensis	\$1,195.00	10	N/A

21. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22894 to Suburban Trails, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
22894	High School North	\$1,195.00	10	N/A

22. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23014 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23014	Hellerick’s Family Farm	\$550.00	2	N/A

Agreement

23. Enter into an agreement between West Windsor-Plainsboro Regional School District and George Dapper, Inc. for use of a bus aide as needed for emergencies only, for \$103.20 per tier, AM or PM. Total cost will not exceed \$3,612.00

Cancellation (Quote)

24. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number LATECAR, route LATECAR awarded to Good Dove LLC on October 1, 2019. Total route cost is \$43.00
25. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number HS27/MH14, route HS27/MH14 awarded to George Dapper, Inc. on September 17, 2019. Total route cost is \$10,615.00.

**Travel and Related Expenses Reimbursement**

26. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
  - a) One staff member to attend ALICE Training in Millersville, Pennsylvania on October 7 and 8, 2019 at a cost not to exceed \$695, plus travel.
  - b) One staff member to attend the Autism New Jersey Conference in Atlantic City, New Jersey on October 17 and 18, 2019 at a cost not to exceed \$550.00, including mileage.
  - c) One staff member to attend the Teacher Educators for Children with Behavior Disorders Conference in Tempe, Arizona, on October 24-27, 2019 at a cost not to exceed \$1,431.00, including travel.
  - d) One staff member to attend American Red Cross Water Safety Instructor training on November 16 and 17, 2019 in Bridgewater, New Jersey, at a cost of \$400 plus mileage.
  - e) Seven Community Education group leaders to attend NJSACC's Level Up Afterschool Conference in Princeton, New Jersey, on November 23, 2019, at a cost of \$173 per day plus mileage.
  - f) One staff member to attend the QPA Exam in Trenton, New Jersey, on December 11, 2019, at a cost of \$150 including mileage.
  - g) One staff member to attend the National Institute on Legal Issues of Educating Students with Disabilities Conference through the LRP Institute in New Orleans, Louisiana from May 2-5, 2020 at a cost of \$1,845 per person, plus travel.

**D. PERSONNEL**

*To be voted on 10/29/19:* Recommend approval of the following resolutions:

**Job Description**

1. Approve the job description for Teacher Resource Specialist for General Education - BCBA.

**Personnel**

2. Personnel Items:

- A. Administrators
- B. Certificated Staff
- C. Non-Certificated Staff
- D. Substitutes/Other
- E. Extracurricular/Extra Pay
- F. Community Education Staff
- G. Emergent Hiring

VI. **APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 10/29/19:*

- A. September 17, 2019 Executive Closed Session
- B. October 1, 2019 Public Hearing on VV & HIB and BOE Meeting
- C. October 1, 2019 Executive Closed Session

VII. **BOARD LIAISON REPORTS**

VIII. **NEW BUSINESS**

IX. **SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer.

X. **ADJOURNMENT**





# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 10/29/2019**

**Deadline for next Agenda: 11/6/2019**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Leave of Absence</b>								
Martin, Christine	Leave-FMLA/NJFLA/CC	Director of Community Education		N/A	CO	4/20/20	4/30/20	FMLA/NJFLA/CC: 4/20/20-4/30/20 unpaid, with benefits. (RTW: 5/1/20)
<b>B. Certificated Staff</b>								
<b>Change</b>								
Gould, Brian	Change	Teacher Special Education		N/A	HSN	11/4/19	11/29/19	Change NJFLA from 11/4/19-12/20/19 to 11/4/19-11/29/19 unpaid, with benefits. (RTW: 12/2/19)
Olson, David	Change Location	Teacher Special Education		N/C	HSN/HSS	9/1/19	6/30/20	Change location from 100% HSN to 60% HSN, 40% HSS.
<b>Leave of Absence</b>								
Dolan, Laura	Leave-FMLA/NJFLA/CC	Teacher Resource Specialist-Special Education		N/A	TC	2/4/20	5/1/20	FMLA/NJFLA/CC: 2/4/20-5/1/20 unpaid, with benefits. (RTW: 5/4/20)
Kaplan, Stephanie	Leave-FMLA/NJFLA/CC	Speech Language Specialist		N/A	TC	2/4/20	5/1/20	FMLA/NJFLA/CC: 2/4/20-5/1/20 unpaid, with benefits. (RTW: 5/4/20)
Rodgers, Michelle	Leave- CC	Teacher Art		N/A	MR	3/20/20	6/30/20	CC: 3/20/20-6/30/20 unpaid, no benefits. (RTW: 9/1/20)
<b>Payment</b>								
Fitzgerald, Vanessa	Payment	Teacher Elementary		\$26,310.94	TC	10/30/19	10/30/19	Payment for unused sick days, as per contract.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Ponniah, Vanitha	Appoint	Instructional Assistant	1	\$18.83/hr.	MR	TBD	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Dhara Rupani, who resigned, for 3.5 hrs/day.
Venkatachalam, Mangai	Appoint	Instructional Assistant	1	\$18.83/hr.	MR	10/30/19	6/30/20	Appoint as Instructional Assistant, replacing Hannah Marshall, who resigned, for 3.5 hrs/day.
Baker, Lateshia	Appoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	10/30/19	6/30/20	Appoint as substitute security officer - "Eyes on the Door", as needed.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Change</b>								
Jenkins, Guss "Ty"	Change	Cable Station Manager		N/C	CO	7/1/19	6/30/20	Change discussion from Approve salary for the 2019-2020 school year to Approve salary for the 2019-2020 school year, partially funded by cable shared services agreement with WWPRSD and the townships of West Windsor and Plainsboro.
Polizzi, Kristen	Change	Secretary 12 Months	7	\$50,993.00 (prorated)	HSN	9/18/19	6/30/20	Change start date from TBD to 9/18/19.
Mehta, Kiran	Change	Instructional Assistant		N/C	CMS	9/9/19	6/30/20	Change hours from 3.5 hrs/day to 3.75 hrs/day.
<b>Leave of Absence</b>								
Glennon, Morgan	Leave-FMLA/NJFLA/CC	Public Information Officer		N/A	CO	2/3/20	3/31/20	FMLA/NJFLA/CC: 2/3/20-3/31/20 unpaid, with benefits. (RTW: 4/1/20)
<b>Resignation</b>								
Brennan, Diane	Resign	Administrative Assistant to the Superintendent-50%		N/A	CO	12/31/19	12/31/19	Resign, after 20 years in the district, for the purpose of retirement.
Oleskiewicz, Susan	Resign	Administrative Assistant to the Superintendent-50%		N/A	CO	1/31/20	1/31/20	Resign, after 20 years in the district, for the purpose of retirement.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Ansari, Shamim	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Balyan, Shruti	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Barrera, Ashley	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Basu, Sutapa	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Bist, Pooja	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Bugge, Benjamin A.	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Cason, Whitney S.	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Dumont, Theresa	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Gindhart, Rachel	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Goldstine, Jonathan D.	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Lau-Gong, Susan	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Hansen, Amy	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Heslin, Patricia S.	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Honan, Edward	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kaur, Gagandeep	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Koneru, Divya	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Kravetz, Steven B.	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Mangla, Preeti	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Mayer, Shawn	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Mehta, Goral	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Moliga, Loifofoga	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Mooney, Batool	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Nandyala, Purna Lalitha	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Penumatsa, Sireesha	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Rahman, Feroza	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ranganathan, Ramya	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Samal, Smita	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Samuel, Lilian	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
White, Taryn	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Zhao, MaoZhu	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Barasch, Elihu	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Elhossieni, Kareem A.	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Lawrence, Janet	Appoint	Substitute Teacher		\$95.00/day	DIST	4/6/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
McCarty, Janis	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Mendola, Gisele F.	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Morales, Marcia	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Nanduri, Anjani	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Purohit, Vaishali	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Su, Wei	Appoint	Substitute Teacher		\$95.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
<b>Reappoint</b>								
Barca, Brendan	Reappoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>Dual Language Immersion Orientation</b>								
Hsueh, Susan	Extra Duty	DLI Orientation		\$47.09/hr.	DIST	8/20/19	8/26/19	Dual Language Immersion Parent/Student Orientation Program, not to exceed 1.5 hours.
Pan-Ng, Anna	Extra Duty	DLI Orientation		\$47.09/hr.	DIST	8/20/19	8/26/19	Dual Language Immersion Parent/Student Orientation Program, not to exceed 3 hours.
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSS	10/23/19	11/21/19	Home Instruction for Forensic Science, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSS	10/21/19	11/19/19	Home Instruction for Language Arts III, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/1/19	11/30/19	Home Instruction for World History, not to exceed 18 hours total.
Cabarle, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/1/19	11/30/19	Home Instruction for Biology, not to exceed 18 hours.
Fevola, Carol	Extra Duty	Home Instruction		\$47.09/hr.	HSS	10/8/19	10/22/19	Home Instruction for Language Arts III, not to exceed 4 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/1/19	11/30/19	Home Instruction for Advanced Algebra II, not to exceed 18 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kelley, Jennifer	Extra Duty	Home Instruction		\$47.09/hr.	HSS	10/8/19	12/31/19	Home Instruction for Spanish IV Honors, not to exceed 28 hours.
McClendon, Teresa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/6/19	10/31/19	Home Instruction for Reading and Language Arts, not to exceed 8 hours.
Radice, Debra	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/1/19	11/30/19	Home Instruction for Language Arts I, not to exceed 18 hours.
Silva, Samantha	Extra Duty	Home Instruction		\$47.09/hr.	HSS	10/11/2019	10/25/19	Home Instruction for Algebra and Trigonometry, not to exceed 4 hours.
Verhoog, Brianne	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/6/19	10/31/19	Home Instruction for Mathematics, not to exceed 8 hours.
<b>Home Programming</b>								
Davis, Jennifer	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/19	6/20/19	Home programming to address IEP goals, not to exceed 48 hours.
Delre, Margaret	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/19	6/20/20	Home programming to address IEP goals, not to exceed 48 hours.
Musumeci, Caitlin	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/19	6/20/19	Home programming to address IEP goals, not to exceed 12 hours.
Verhoog, Brianne	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/19	6/20/19	Home programming to address IEP goals, not to exceed 6 hours.
Weingart, Jessica	Extra Duty	Home Programming		\$70.00/hr.	DIST	10/23/19	6/20/20	Home programming to address IEP goals, not to exceed 18 hours.
Wilkins, Lauren	Extra Duty	Home Programming		\$70.00/hr.	DIST	10/29/19	6/20/20	Home programming to address IEP goals, not to exceed 24 hours.
<b>Moving</b>								
Gurzau, Vickie	Extra Duty	Moving		\$47.09/hr.	MR	6/17/19	7/1/19	Moving, not to exceed 10 hours.
Hsueh, Susan	Extra Duty	Moving		\$47.09/hr.	MH	6/28/19	7/31/19	Moving, not to exceed 12 hours.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rokita, Kaitlyn	Extra Duty	Moving		\$47.09/hr.	VIL	6/25/19	8/30/19	Moving, not to exceed 12 hours.
<b>Social Emotional Learning</b>								
Incollingo, Ellen	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 6 hours.
Knoblock, Jennifer	Extra Duty	Social Emotional Learning Teacher Leader		\$47.09/hr.	DIST	7/1/19	6/30/20	Teacher Leader for Social Emotional Learning, Elementary Level, not to exceed 6 hours.
<b>Supervision</b>								
McPhail, Tracy	Extra Duty	Supervision		\$19.48/hr.	CMS	9/1/19	6/30/20	Supervision, as scheduled, not to exceed 1.5 hrs. per week.
<b>Title I</b>								
Boyce, Patricia	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	10/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Boyce, Patricia	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	10/1/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Carnevale, Mary-Ann	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	10/1/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Carnevale, Mary-Ann	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	10/1/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Jemal, Nabil	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/23/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Sreenivasan, Samhitha	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/23/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Behrend, Caroline	Extra Duty	Title I: Struggling Learners Committee		\$47.09/hr.	MR	9/1/19	6/30/20	Title 1: Struggling Learners Committee, <b>total program</b> not to exceed 30 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Carnevale, Mary-Ann	Extra Duty	Title I: Struggling Learners Committee		\$47.09/hr.	MR	9/1/19	6/30/20	Title 1: Struggling Learners Committee, <b>total program</b> not to exceed 30 hours.
Dewan, Megan	Extra Duty	Title I: Struggling Learners Committee		\$47.09/hr.	MR	9/1/19	6/30/20	Title 1: Struggling Learners Committee, <b>total program</b> not to exceed 30 hours.
Eggert, David	Extra Duty	Title I: Struggling Learners Committee		\$47.09/hr.	MR	9/1/19	6/30/20	Title 1: Struggling Learners Committee, <b>total program</b> not to exceed 30 hours.
Gura, Elizabeth	Extra Duty	Title I: Struggling Learners Committee		\$47.09/hr.	MR	9/1/19	6/30/20	Title 1: Struggling Learners Committee, <b>total program</b> not to exceed 30 hours.
Valeriani, Lisa	Extra Duty	Title I: Struggling Learners Committee		\$47.09/hr.	MR	9/1/19	6/30/20	Title 1: Struggling Learners Committee, <b>total program</b> not to exceed 30 hours.
<b>Title III</b>								
Aconi, Fabio	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Bader, Amanda	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Burke, Anastasia	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Christie, Shayne	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Haley, Kaitlyn	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Jackson-Escogido, Jennifer	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kloutis, Kimberly	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Kravis, Yuko	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Labastida, Megan	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Nodong, Pema	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Tran, Piao	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Zhao, Suihua	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
Zola, Anna	Extra Duty	Title III: ESL Parent Night		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent Night Presentation, not to exceed 18 hours. Paid through Title III grant funds.
<b>Change</b>								
Cianci, Rachaele	Change	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/25/19	8/30/19	Change Summer CST (LDTC) work, as approved by the Supervisor, from <b>not to exceed 33 days</b> to <b>not to exceed 35 days</b> .
<b>E. Stipend Athletic</b>								
<b>Athletic Coordinator</b>								
Kemo, Kerry	Stipend- Athletic	Athletic Coordinator		\$5,031.00	HSS	Winter 2019-2020	Winter 2020	Winter 2019- Athletic Coordinator, 0 yrs. exp., paid in FULL in March.
<b>Basketball</b>								
Cabarle, Christine	Stipend- Athletic	Basketball- Girls Coach		\$3,018.00	CMS	Winter 2019-2020	Winter 2020	Winter 2019- Basketball - Girls Coach, 0 yrs. exp., paid in FULL in March.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Fiocco, James	Stipend- Athletic	Basketball- Girls Coach		\$3,018.00	CMS	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Coach, 0 yrs. exp., paid in FULL in March.
Kumor, Zachary	Stipend- Athletic	Basketball- Girls Coach		\$3,018.00	GMS	Winter 2019-2020	Winter 2019-2020	Basketball - Girls Coach, 2 yrs. exp., paid in FULL in March.
<b>Ice Hockey</b>								
Bugge, Benjamin	Stipend- Athletic	Ice Hockey- Assistant Coach		\$4,024.00	HSS	Winter 2019-2020	Winter 2019-2020	Ice Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Doody, Glenn	Stipend- Athletic	Ice Hockey- Assistant Coach		\$4,024.00	HSS	TBD	Winter 2019-2020	Ice Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in March.
<b>Indoor Track</b>								
Coburn, Matthew	Stipend- Athletic	Indoor Track- Head Coach		\$5,784.00	HSS	Winter 2019-2020	Winter 2019-2020	Indoor Track - Head Coach, 1 yr. exp., paid in FULL in March.
Muneer, Amirah	Stipend- Athletic	Indoor Track- Assistant Coach		\$4,024.00	HSS	Winter 2019-2020	Winter 2019-2020	Indoor Track - Assistant Coach, 0 yrs. exp., paid in FULL in March.
<b>Change</b>								
Fisher, Bryan	Change	Basketball- Girls Head Coach		\$8,451.00	HSS	Winter 2019-2020	Winter 2019-2020	Change Basketball - Girls Head Coach, from 4 yrs. exp. to 6 yrs. exp., paid in FULL in March. Change salary from \$8,451.00 to \$8,855.00.
Warren, Matthew	Change	Indoor Track- Assistant Coach		\$5,784.00	HSN	Winter 2019-2020	Winter 2019-2020	Change Indoor Track from Assistant Coach, 5 yrs. exp. to Head Coach 2 yrs. exp., paid in FULL in March. Change salary from \$4,426.00 to \$5,784.00.
Gould, Brian	Change	Indoor Track- Assistant Coach		\$5,031.00	HSN	Winter 2019-2020	Winter 2019-2020	Change Indoor Track from Head Coach to Assistant Coach, 17 yrs. exp., paid in FULL in March. Change salary from \$7,231.00 to \$5,031.00.
<b>Rescind</b>								
Moore, Franklin	Rescind	Fitness Supervisor		\$3,321.00	HSN	Fall 2019	Fall 2019	Rescind Fitness Supervisor, 5 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Future City</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Harrington, Honour	Stipend Non-Athletic	Future City Advisor		\$4,275.93	GMS	9/1/19	6/30/20	Future City Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Maggipinto, Gennifer	Stipend Non-Athletic	Future City Assistant- Shared		\$1,383.39 (prorated)	GMS	9/1/19	10/15/19	Future City Assistant Advisor - shared 50%, 1 yr. exp., paid in FULL in Dec.
Zola, Anna	Stipend Non-Athletic	Future City Assistant- Shared		\$1,383.39 (prorated)	GMS	9/1/19	10/15/19	Future City Assistant Advisor - shared 50%, 1 yr. exp., paid in FULL in Dec.
Zola, Anna	Stipend Non-Athletic	Future City Assistant		\$2,766.78 (prorated)	GMS	10/16/19	6/30/20	Future City Assistant Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Lunch Duty</b>								
Foret, Matthew	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
<b>Robotics</b>								
Becker, Samuel	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	9/1/19	6/30/20	Robotics Club Volunteer.
Bunca, Kaitlyn	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	9/1/19	6/30/20	Robotics Club Volunteer.
Foley, Catherine	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	9/1/19	6/30/20	Robotics Club Volunteer.
Foley, Tim	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	9/1/19	6/30/20	Robotics Club Volunteer.
Jaladi, Sarath	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	9/1/19	6/30/20	Robotics Club Volunteer.
Kamen, Ruth	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	9/1/19	6/30/20	Robotics Club Volunteer.
Koneru, Aravind	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	9/1/19	6/30/20	Robotics Club Volunteer.
Stevens, Michael	Stipend Non-Athletic	Volunteer Robotics		\$0.00	HSN/HSS	TBD	6/30/20	Robotics Club Volunteer.
<b>F. Community Education</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Resignation</b>								
Jadhav, Usharani	Resign	EDP Group Leader		N/A	MR	10/28/19	10/28/19	Resign from position.
Wells, Ashley	Resign	EDP Group Leader		N/A	DN	10/10/19	10/10/19	Resign from position.
<b>G. Emergent Hires</b>								
<b>Appoint</b>								
Lawrence, Janet	Appoint- Repl.	Teacher Special Education- LR	1MA	\$58,000.00 (prorated)	CMS	10/30/19	4/3/20	Appoint as leave replacement Special Education teacher, pending employment verification, replacing Katherine Pierce, who is on leave.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Jarvis, Alexa	Appoint	Teacher Special Education	3BA	\$57,850.00 (prorated)	TC	TBD	6/30/20	Appoint as Special Education teacher, pending employment verification, replacing Amanda King, who resigned. (Tenure date: TBD)
Karbhari, Sanaea	Appoint	School Psychologist	5MA+30	\$63,550.00 (prorated)	HSN	10/30/19	6/30/20	Appoint as School Psychologist.
<b>C. Non Certificated Staff</b>								
<b>Leave of Absence</b>								
Cheesman, Susanne	Leave-FMLA/NJFLA	Bus Driver		N/A	TRAN	10/15/19	1/30/20	Intermittent FMLA/NJFLA: 10/15/19-1/30/20, unpaid with benefits.
Lloyd, Regina	Leave-FMLA/NJFLA	Instructional Assistant		N/A	MR	11/11/19	12/31/19	Intermittent FMLA/NJFLA: 11/11/19-12/31/19, unpaid with benefits.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Mazon, Carissa	Appoint	Substitute Nurse		\$210.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Nurse (County Cert.), pending employment verification, as needed for temporary assignments.
Sager, Alyssa	Appoint	Substitute Nurse		\$210.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Nurse (County Cert.), pending employment verification, as needed for temporary assignments.
Rajasekaran, Bhuvanewari	Appoint	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>Extra Duty</b>								
Delre, Margaret	Extra Duty	Extra Duty		\$47.09/hr.	MR	10/30/19	12/31/19	IA Training, as approved by Supervisor, not to exceed 5 hours.
<b>Home Instruction</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	HSS	10/29/19	11/26/19	Home Instruction for Algebra II, not to exceed 8 hours.
Sharma, Sunila	Extra Duty	Home Instruction		\$47.09/hr.	HSS	10/8/19	10/22/19	Home Instruction for Environmental Science, not to exceed 4 hours.
<b>Proctor</b>								
Martin, Eva	Extra Duty	Proctor		\$47.09/hr.	HSS	10/30/19	10/30/19	Proctor the Seal of Biliteracy AAPPL exam, not to exceed 3 hours.
Siano, Deborah	Extra Duty	Proctor		\$47.09/hr.	HSN	11/5/19	11/5/19	Proctor the Seal of Biliteracy AAPPL exam, not to exceed 3 hours.
Waidelich, Ann Marie	Extra Duty	Proctor		\$47.09/hr.	HSS	10/30/19	10/30/19	Proctor the Seal of Biliteracy AAPPL exam, not to exceed 3 hours.
Zarodnansky, Tracy	Extra Duty	Proctor		\$47.09/hr.	HSN	11/5/19	11/5/19	Proctor the Seal of Biliteracy AAPPL exam, not to exceed 3 hours.
<b>Title I</b>								
Aconi, Fabio	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	11/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Fevola, Carol	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	11/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Hawkins, Michael	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	11/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Kemo, Kerry	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	11/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Raveendran, Jaina	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	11/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Roder, Jamie	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	11/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Young, Benjamin	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	11/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.





It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gillen, Dawn	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	10/24/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Knoblock, Jennifer	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	10/24/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Knoblock, Richard	Extra Duty	Title I- FAST Grant		\$47.09/hr.	DIST	10/24/19	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.
Gillen, Dawn	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	10/24/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Knoblock, Jennifer	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	10/24/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
Knoblock, Richard	Extra Duty	Title I- FAST Grant, Mega Skills, 21st Century		\$47.09/hr.	DIST	10/24/19	6/30/20	Title I Workshop for Fast Grant/Mega Skills/21st Century, <b>total program</b> not to exceed 180 hours.
<b>E. Stipend Athletic</b>								
<b>Athletic Coordinator</b>								
McMichael, Ryan	Stipend-Athletic	Athletic Coordinator		\$5,031.00	HSN	Winter 2019-2020	Winter 2019-2020	Athletic Coordinator, 0 yrs. exp., paid in FULL in March.
<b>Basketball</b>								
Heeman, Zach	Stipend-Athletic	Basketball-Boys Assistant Coach		\$5,031.00	HSN	Winter 2019-2020	Winter 2019-2020	Basketball - Boys Assistant Coach, 0 yrs. exp., paid in FULL in March.
<b>Ice Hockey</b>								
Doody, Glenn	Stipend-Athletic	Ice Hockey-Assistant Coach		\$4,024.00	HSS	Winter 2019-2020	Winter 2019-2020	Change start date from TBD to Winter 2019-2020 for Ice Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in March.
<b>Indoor Track</b>								
Tipton, Craig	Stipend-Athletic	Volunteer Indoor Track		\$0.00	HSS	Winter 2019-2020	Winter 2019-2020	Indoor Track Volunteer.
<b>F. Community Education</b>								
<b>Appoint</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wilson, Caitlin	Appoint	EDP Group Leader		\$12.00/hr.	DN	11/20/19	6/30/20	Appoint as an EDP Group Leader.
<b>Rescind</b>								
Bello, Feyisara	Rescind	EDP High School Assistant		\$11.00/hr.	DN	10/25/19	10/25/19	Rescind appointment as a CE High School Assistant.



## **PERSONNEL ADDENDUM 3**

### **D. PERSONNEL**

*To be voted on 10/29/2019: Recommend approval of the following resolution:*

#### **WWPEA – Sidebar Agreement**

1. Approve an agreement, to be effective immediately for the 2019-2020 school year, with the West Windsor-Plainsboro Education Association whereby:
  - a) The Board will set the stipend for Knights' Armory Lunch Supervisor at a ratio factor of .06, and
  - b) Based on the ratio factor and the previously agreed to multiplier, the Board will set the Knights' Armory Lunch Supervisor stipend at \$3,018.30 for 2019-2020.

**Personnel Addendum 2**

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>C. Non Certificated Staff</b>								
<b>Leave of Absence</b>								
Carr, Richard	Leave	Bus Aide		N/A	TRAN	11/20/19	2/20/20	Leave of absence, unpaid, no benefits.



## **ADMINISTRATION ADDENDUM**

### **A. ADMINISTRATION**

*To be voted on 10/29/2019: Recommend approval of the following resolution:*

#### **Legal Settlement**

1. To adopt and approve the Settlement Agreement dated 10/4/2019 for the special education student 05172005.



# West Windsor-Plainsboro Regional SD

Energy Savings Improvement Program (ESIP):  
Energy Savings Plan

October 29, 2019

Life Is On

**Schneider**  
Electric

# WW-P Core Team



**Daniel Riggle, CEM, WELL AP**  
Account Executive  
808-346-2907  
[daniel.riggle@se.com](mailto:daniel.riggle@se.com)



**Brad Hamm**  
Construction Services Manager  
717-343-5694  
[bradford.hamm@se.com](mailto:bradford.hamm@se.com)



**Kirby Slear, PE, CEM, LEED AP  
BD&C, CPD**  
Senior Development Engineer  
717-798-2189  
[Kirby.slear@se.com](mailto:Kirby.slear@se.com)



**Donna Benwitz, MBA, LEED AP**  
Client Advocate  
585-943-7776  
[donna.benwitz@se.com](mailto:donna.benwitz@se.com)



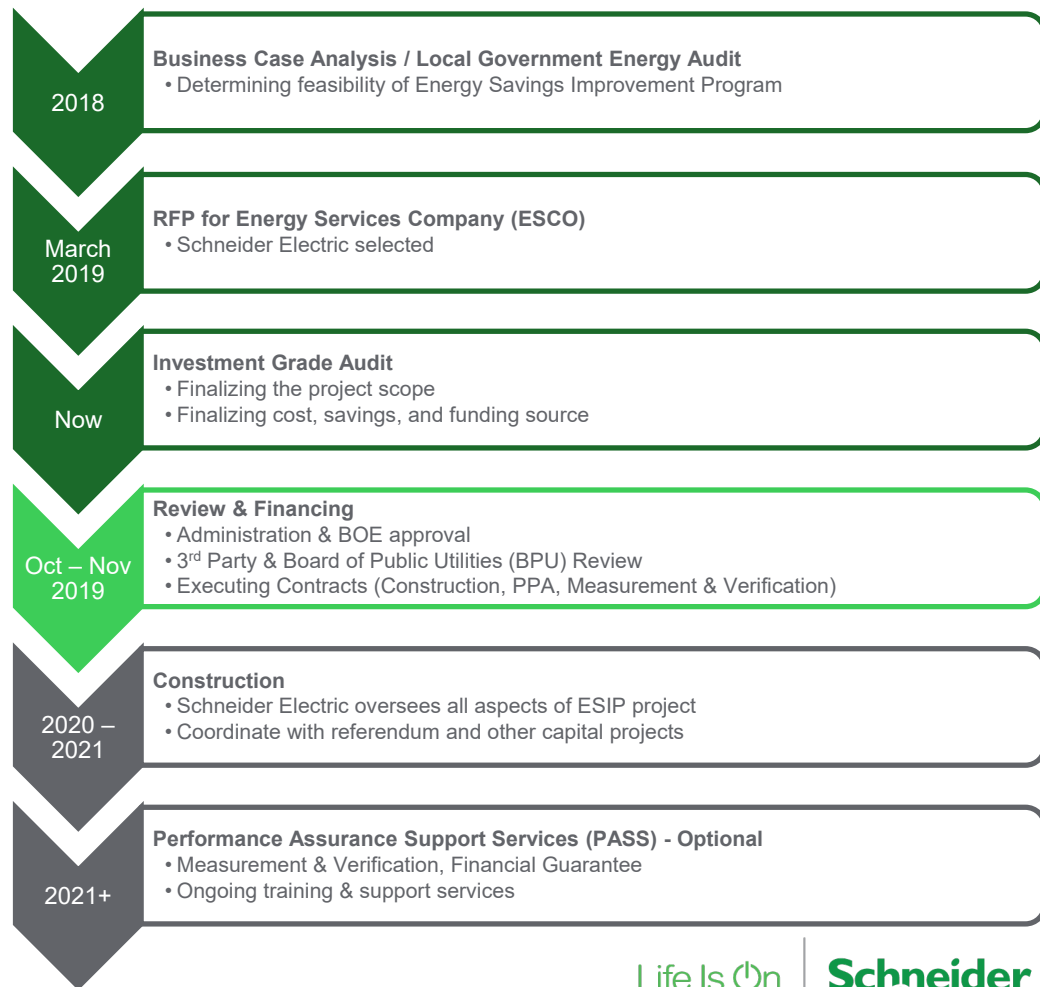
**Weston Ernst**  
Regional Manager  
717-579-6418  
[weston.ernst@se.com](mailto:weston.ernst@se.com)

*Responsible for a successful  
project from start to finish*

# ESIP Process

## Objectives:

1. Review Energy Savings Plan
2. Approve submitting Plan to 3<sup>rd</sup> party reviewer and Board of Public Utilities





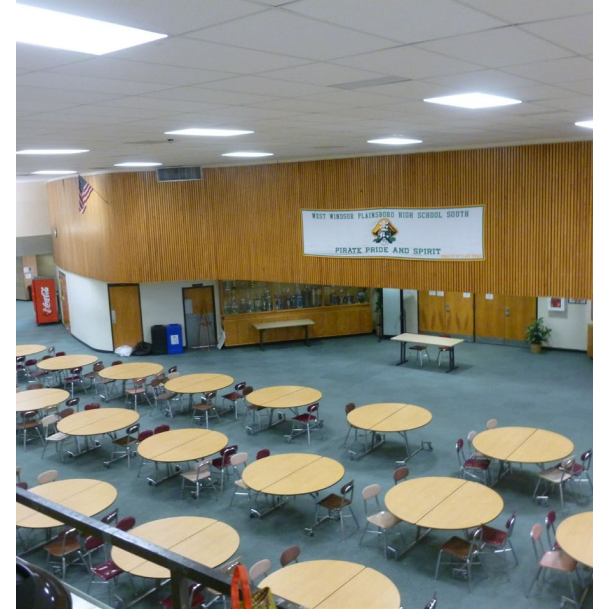
# What does this project focus on?



Energy Efficiency  
Cost Savings



Capital Needs  
Maintenance Issues



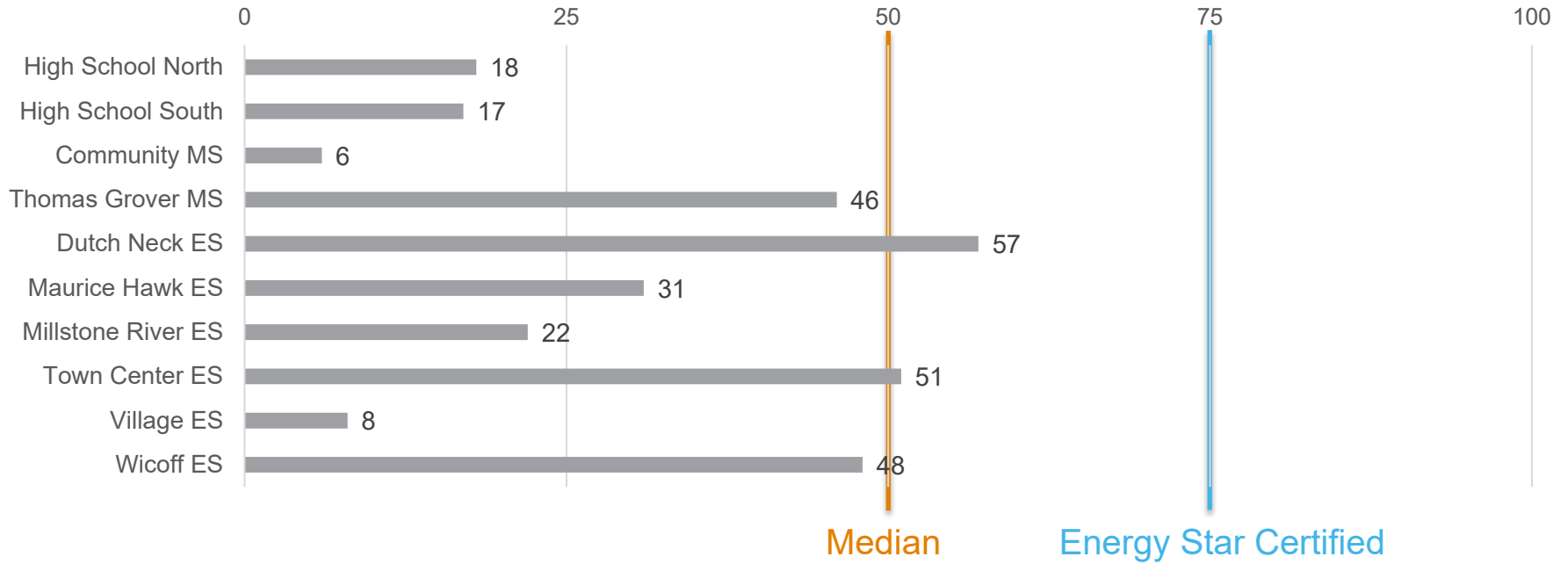
Indoor Air Quality  
Occupant Comfort

# Energy Star Benchmarking

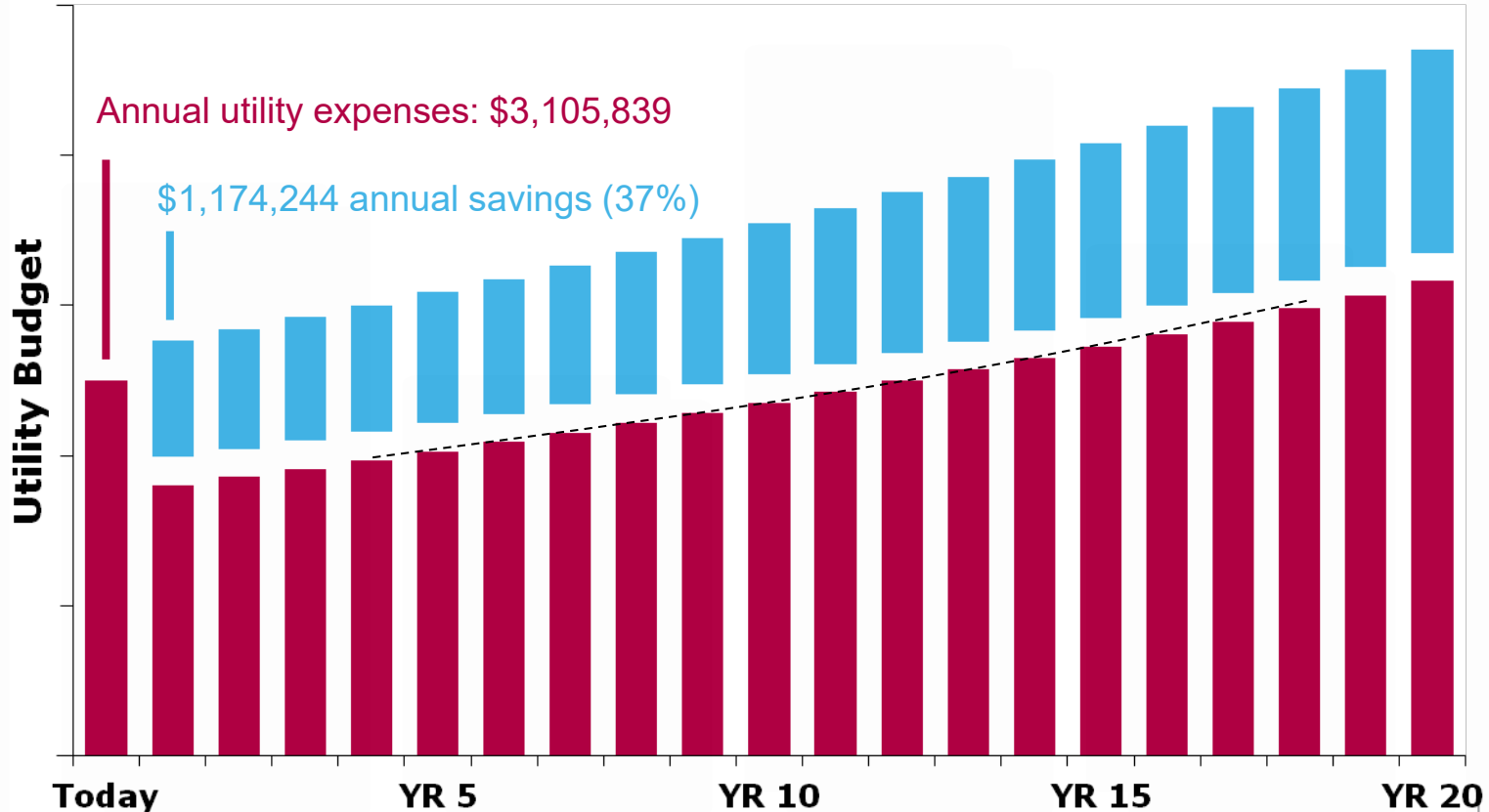
Establishing an energy efficiency baseline for each school



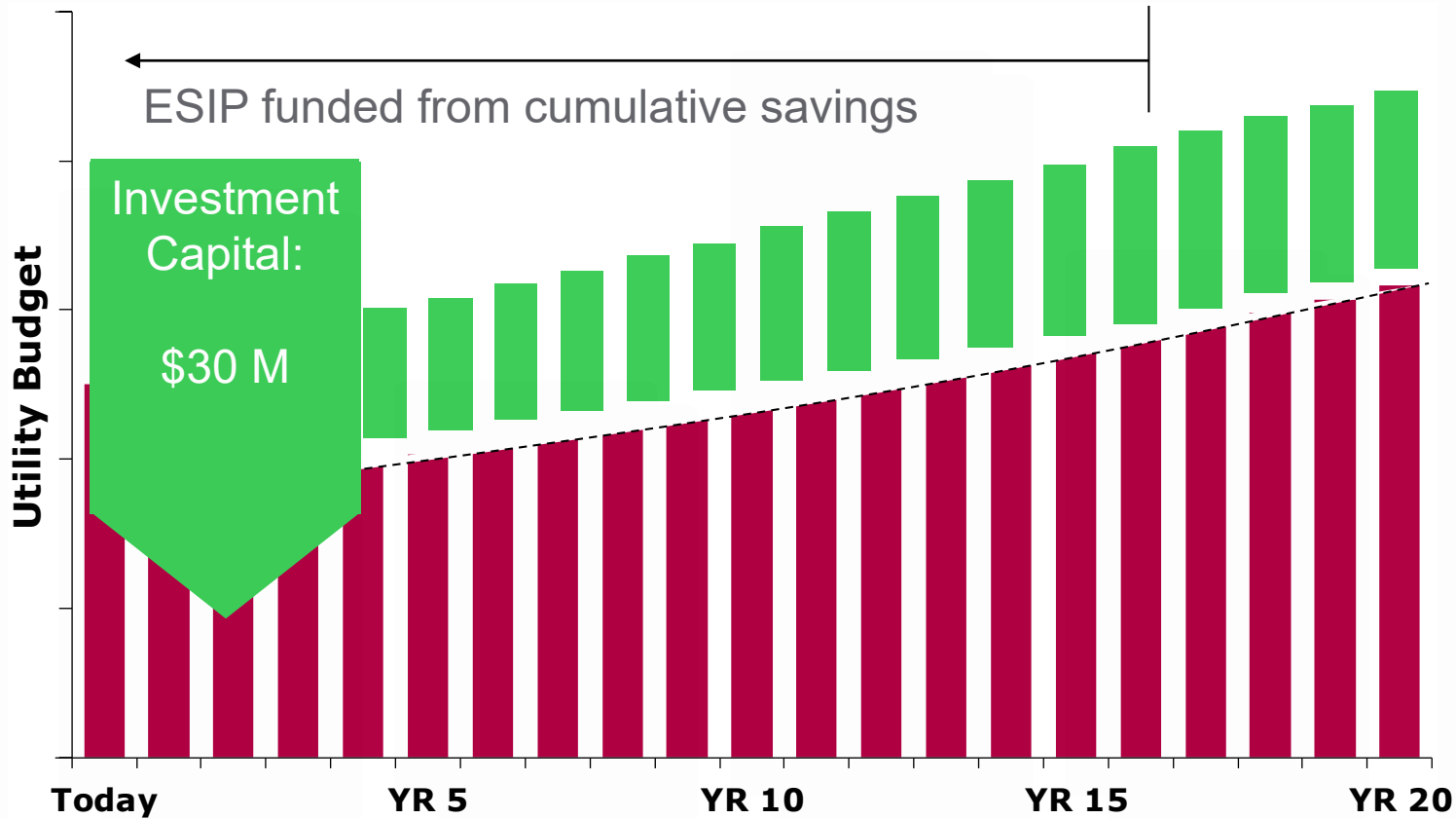
ENERGY STAR Scores



# Projected Savings



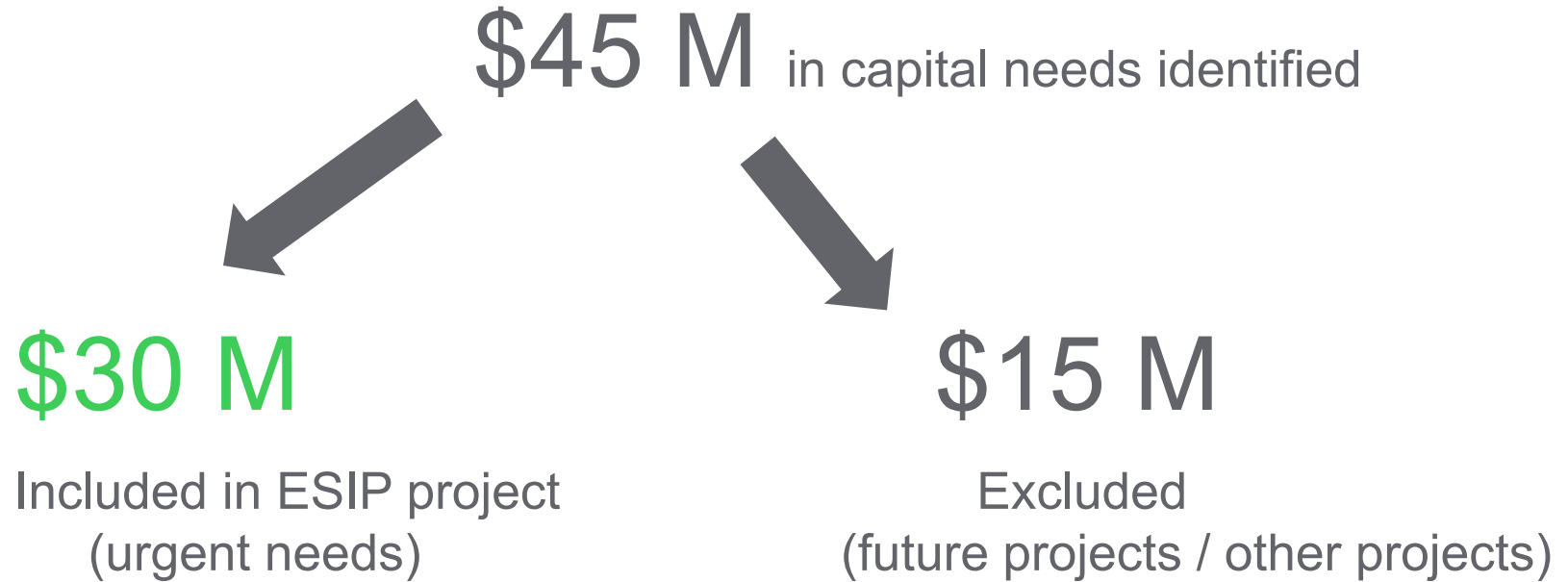
# Savings > Investment






Life Is On



# Capital Needs Assessment



# Energy Conservation Measures (ECMs) (1 of 2)

	HSN	HSS	CMS	GMS	DN	MH	MR	TC	V	W	SS	B&G	Maint
<b>Learning Environment</b>													
 Interior Lighting Improvements													
Exterior Lighting Improvements													
Occupancy Sensors for Lighting													
Multipurpose Room Lighting Control Fix													
Air Sealing Improvements													
<b>Building Automation Systems</b>													
 BAS Upgrade to Common Front End													
Kitchen Hood Control													
Variable Frequency Drives													
Whole School Metering													
School Addition Metering													
Equipment Evaluation Study													
<b>Efficiency</b>													
 Water Fixture Improvements													
Cooling Tower Submeters													
Walk-in Refrigeration Controls													
Pipe Insulation													
High Efficiency Transformers													



# Included ECMs (1 of 2)

	Energy Conservation Measure (ECM)	Building(s)	Hard Costs	Annual Savings	Payback Period
	<b>Core ECMs</b>				
1	LED Lighting Upgrades - Interior, Exterior, and Sensors	All	\$ 4,446,165	\$ 342,327	13
2	Air Sealing Improvements	All except WES	\$ 354,032	\$ 26,466	13
3	Variable Speed Drives	HSS, DNES, MRES, TCES	\$ 176,611	\$ 73,616	2
4	Kitchen Hood Control	All except WES	\$ 85,039	\$ 14,004	6
5	Whole School Metering	VES	\$ 11,483	\$ -	
6	School Addition Metering	HSS, CMS, MHES, TCES	\$ 48,116	\$ -	
7	Water Fixture Improvements	All	\$ 329,626	\$ 43,757	8
8	Cooling Tower Submeters	DNES, TCES, VES	\$ 31,561	\$ 3,600	9
9	Walk in Refrigeration Controls	All except DNES and WES	\$ 66,994	\$ 7,720	9
10	Pipe Insulation	All except GMS	\$ 105,755	\$ 8,675	12
11	High Efficiency Transformers	All except WES	\$ 790,609	\$ 46,096	17
12	Solar Power Purchase Agreement (PPA)	All except CMS, TCES	\$ 94,000	\$ 279,293	0
13	Pay for Performance (P4P) Incentives	HSN, HSS, CMS, MHES, VES	\$ 124,430	\$ 120,391	1
14	Equipment Evaluation Study	All except HSN, MRES, WES	\$ 103,314	\$ -	
15	Combined Heat and Power (CHP) System	HSS	\$ 590,562	\$ 24,616	24



# Included ECMs (2 of 2)

	Energy Conservation Measure (ECM)	Building(s)	Hard Costs	Annual Savings	Payback Period
	<b>Heating, Ventilation, and Air Conditioning (HVAC) Systems</b>				
	<b>High School South</b>				
16	Dedicated Outside Air System w/ Unit Ventilator Replacement	HSS	\$ 7,816,391	\$ -	
17	Chiller Replacements - Main Section	HSS	\$ 640,852	\$ 2,416	265
18	Unit Ventilator Replacement - Science Wing	HSS	\$ 1,025,398	\$ -	
19	Unit Ventilator Replacement - 1995 Addition	HSS	\$ 223,499	\$ -	
20	Building Automation System (BAS) Upgrade	HSS	\$ 557,448	\$ 45,258	12
24	Refurbish Air Handling Units Serving Gym	HSS	\$ 266,399	\$ 150	1776
19	Chiller Replacement - Science Wing	HSS	\$ 524,597	\$ 2,279	230
	<b>Dutch Neck</b>				
21	Unit Ventilator Replacement	DNES	\$ 412,242	\$ -	
22	Multipurpose Room	DNES	\$ 461,277	\$ 1,500	308
23	Replace Units in 300s	DNES	\$ 401,539	\$ 1,575	255
24	Replace Units in 401-405	DNES	\$ 134,177	\$ 1,425	94
25	Replace Units in Modular Classroom Section	DNES	\$ 256,260	\$ -	
26	Building Automation System (BAS) Upgrade	DNES	\$ 490,395	\$ 12,462	39
	<b>Community MS</b>				
27	Replace Two Rooftop Unites (RTUs) in 700/800 Wing	CMS	\$ 508,847	\$ -	
33	Boiler Replacement	CMS	\$ 419,549	\$ 3,689	114
28	Building Automation System (BAS) Upgrade	CMS	\$ 420,802	\$ 66,812	6
	<b>Town Center</b>				
29	Building Automation System (BAS) Upgrade	TCES	\$ 868,487	\$ 10,761	81
	<b>Village</b>				
30	Building Automation System (BAS) Upgrade	VES	\$ 791,378	\$ 35,356	22
	<b>Grover MS</b>				
31	Building Automation System (BAS) Upgrade	GMS	\$ 26,902	\$ -	

# Project Summary

## Financial Impact:

Total Savings: \$30,056,398 over term

\$1.1 M annually

Total Project Cost:

\$30,037,029

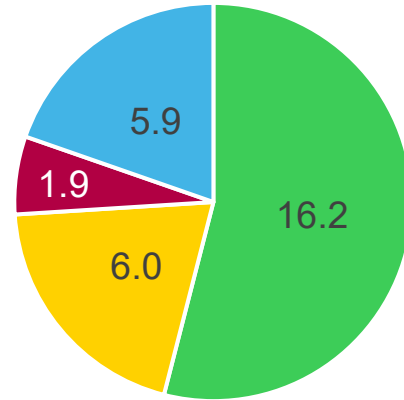
Capital Contribution by WW-P:

~ \$5.9 M total

<\$3M per year, FY 20/21 and FY 21/22

\$1.9 M in funding from rebates & incentives

## Project Funding by Source (\$M):



- Efficiency Savings
- Solar Savings
- Incentives
- Capital

# Project Impact

1. Address urgent capital needs
2. Improve indoor air quality, humidity control, comfort, and lighting
3. Reduce maintenance needs for staff & better comfort control through building automation system
4. Provide 42% of electric needs through an on site solar power purchase agreement (PPA)
5. Create unique educational opportunities through collaboration with school Green Teams
6. Cut WW-P's greenhouse gas emissions by 56%
7. No increase in taxpayer funding



# Next Steps

November – December	BOE vote to award ESIP contracts / Authorize RFP for ESIP financing
	Execute contracts (construction, solar power purchase agreement, and optional measurement & verification contract)
	Finalize engineering
	Secure financing
2020 – 2021	Bidding, Construction, and Commissioning managed by Schneider Electric

# West Windsor –Plainsboro Regional School District



## Testing Report – Fall 2019



# Types of Assessments



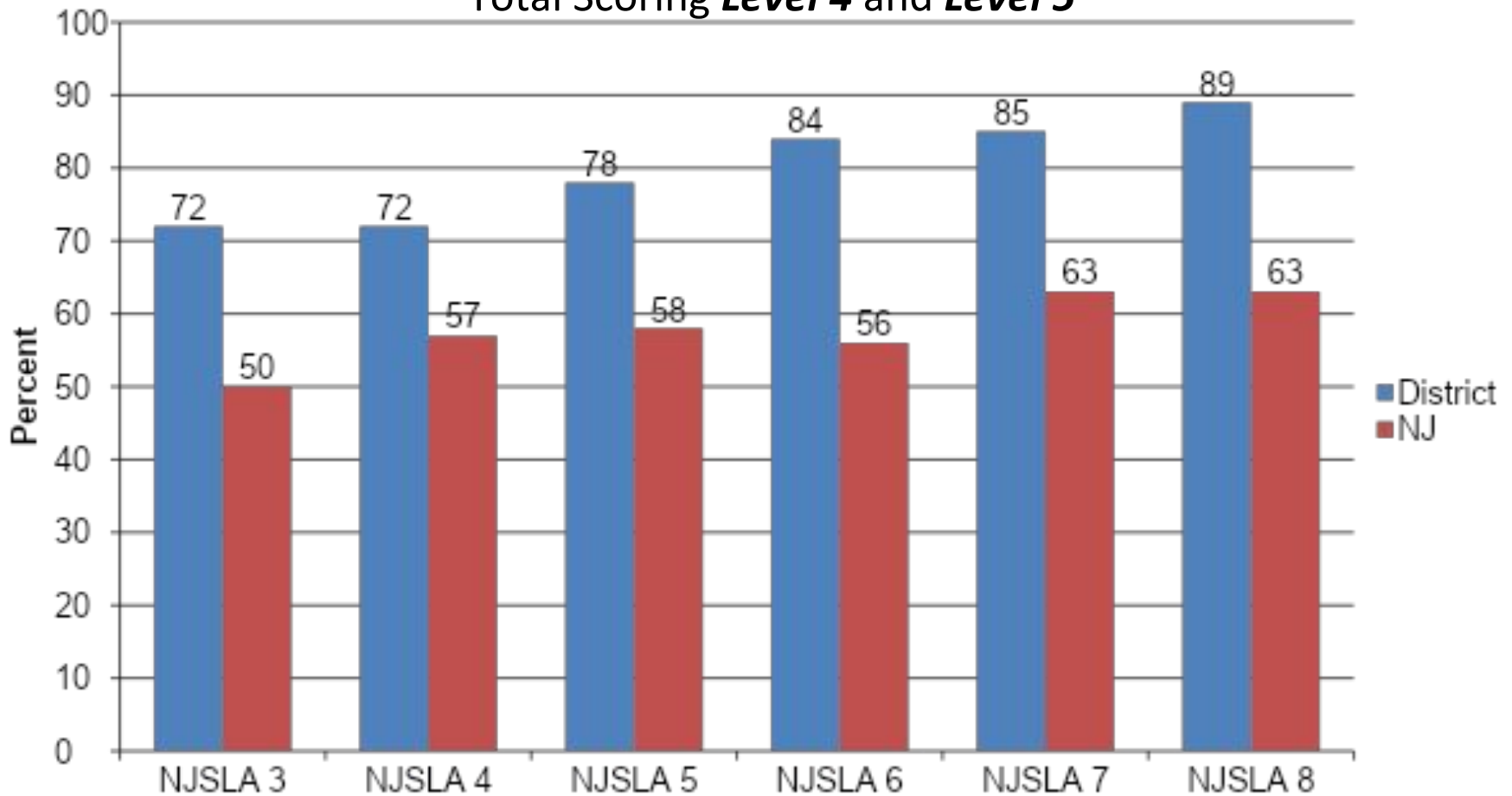
**Summative:** NJSLA, SAT & AP

West Windsor-Plainsboro  
Regional School District

# NJSLA Language Arts 2019

3-8

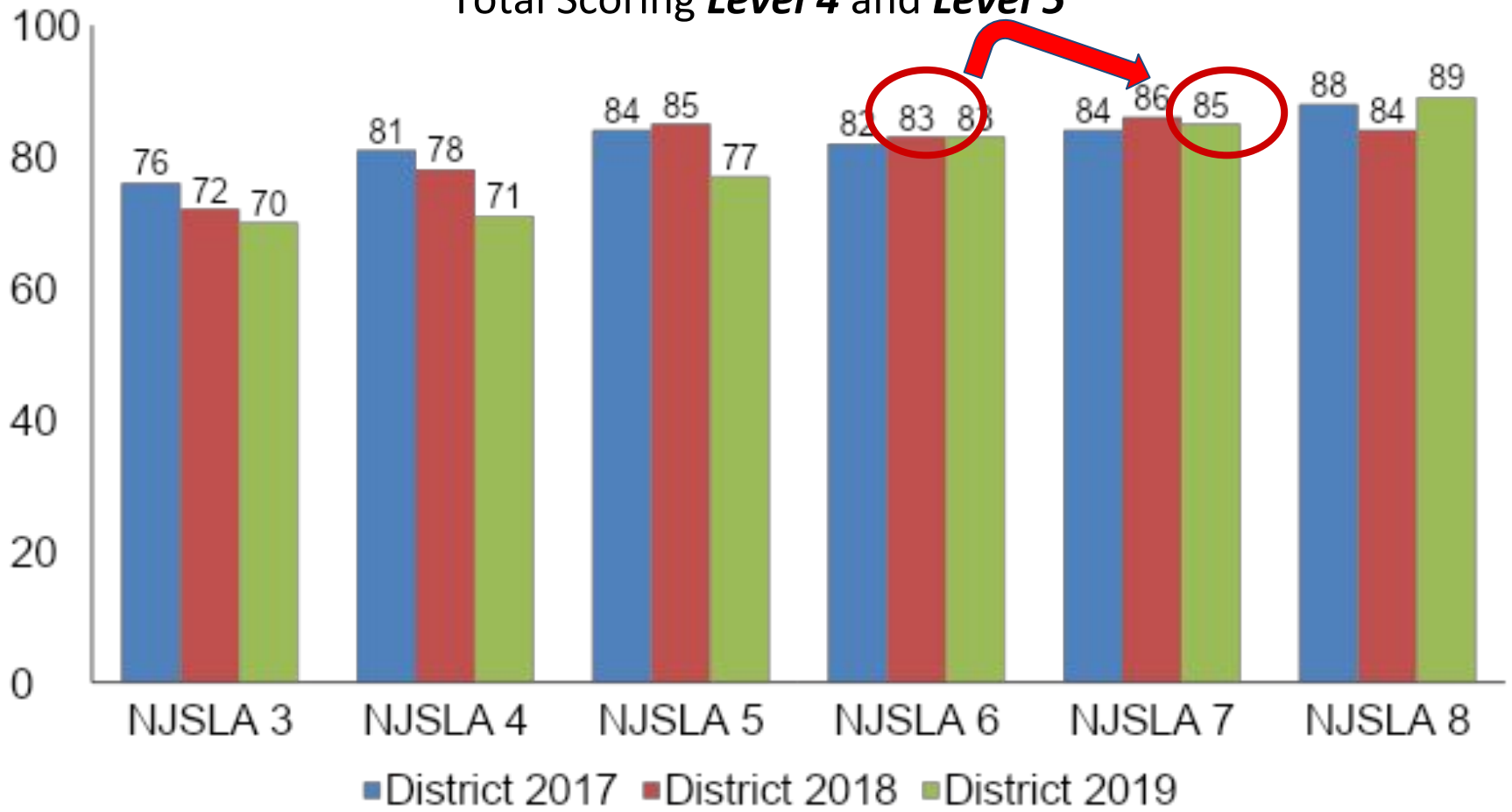
Total Scoring *Level 4* and *Level 5*



# NJSLA Language Arts 2017 - 2019

3-8

Total Scoring *Level 4* and *Level 5*

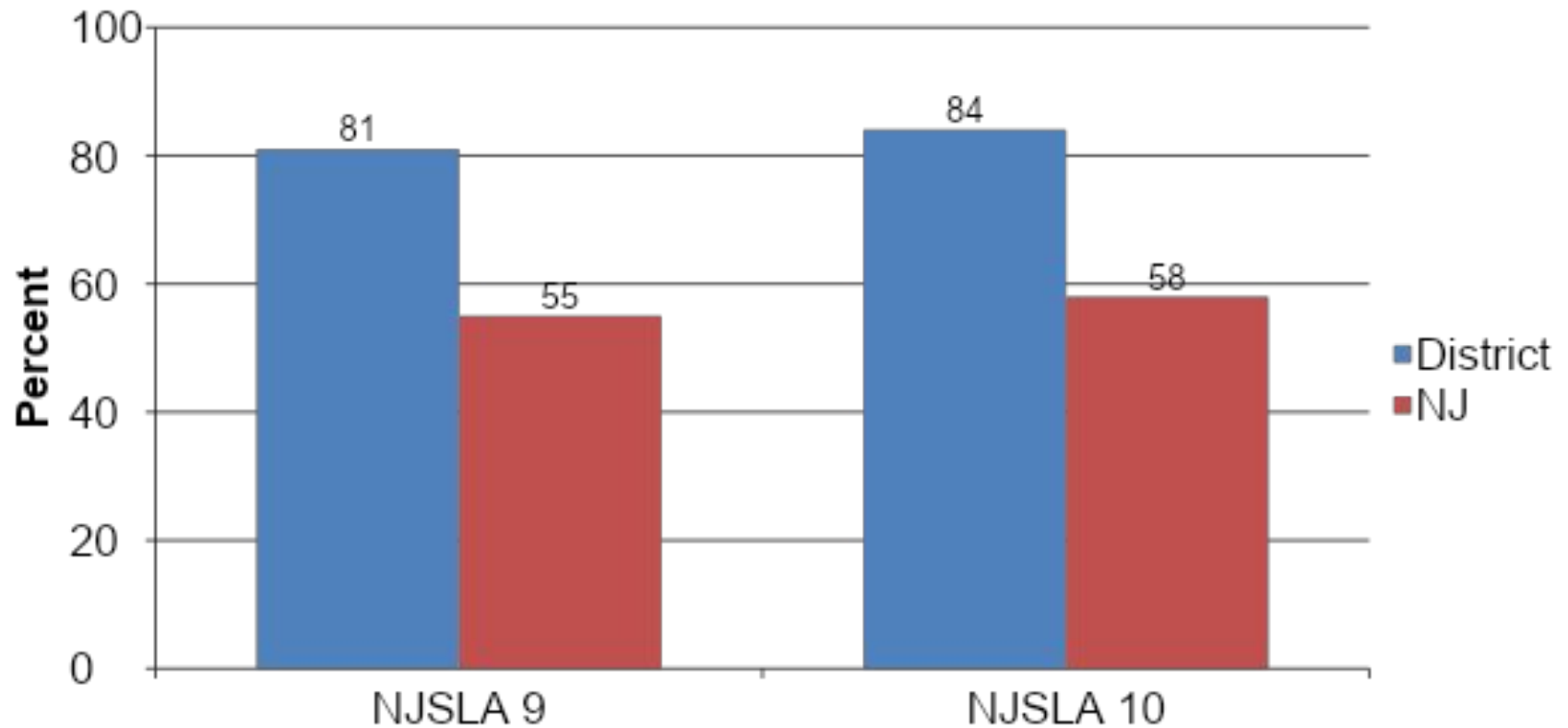




# NJSLA Language Arts Literacy 2019

## 9-11

Total Scoring *Level 4* and *Level 5*



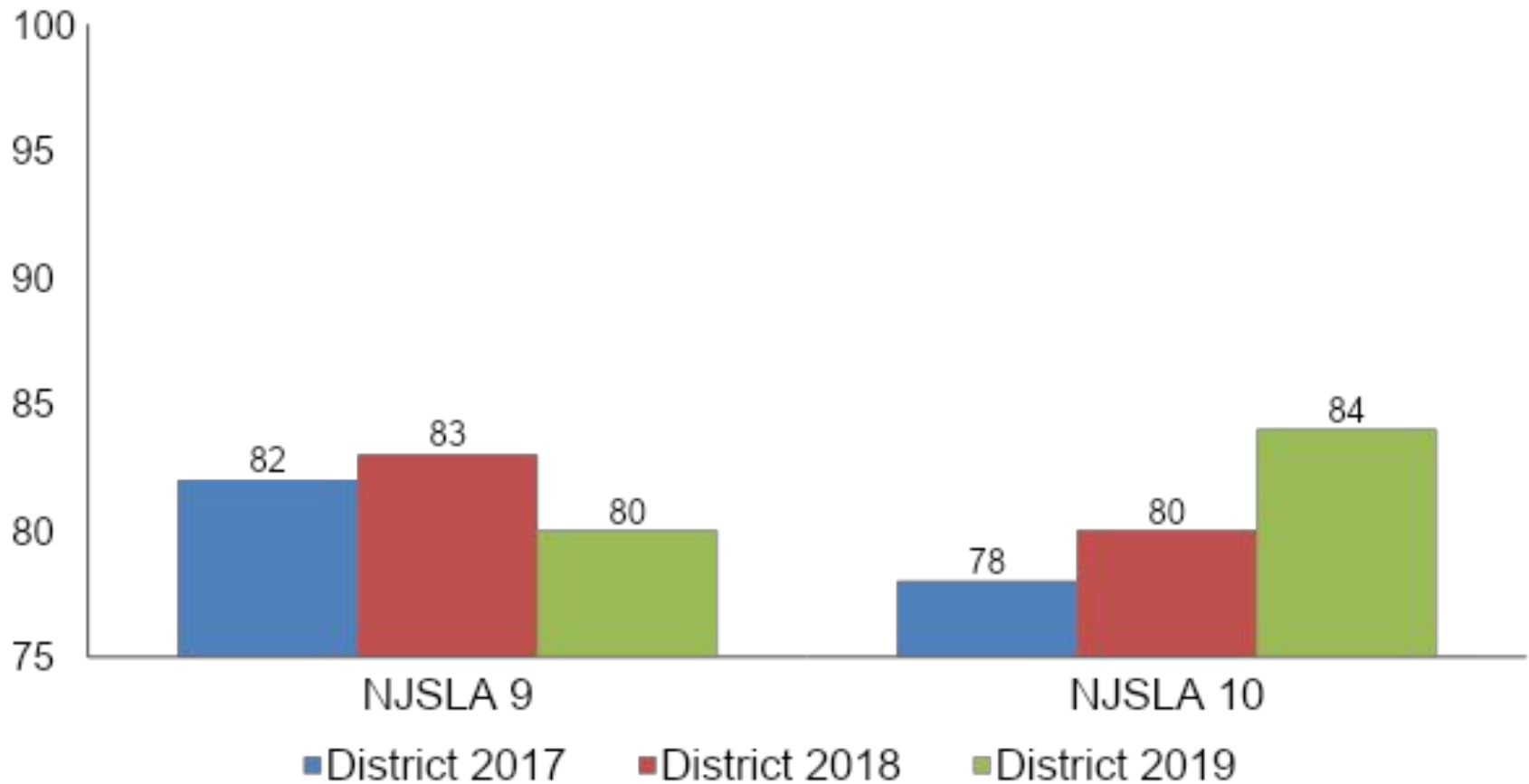
# of Valid Scores

809

780

# NJSLA Language Arts Literacy 2017 – 2019 9-10

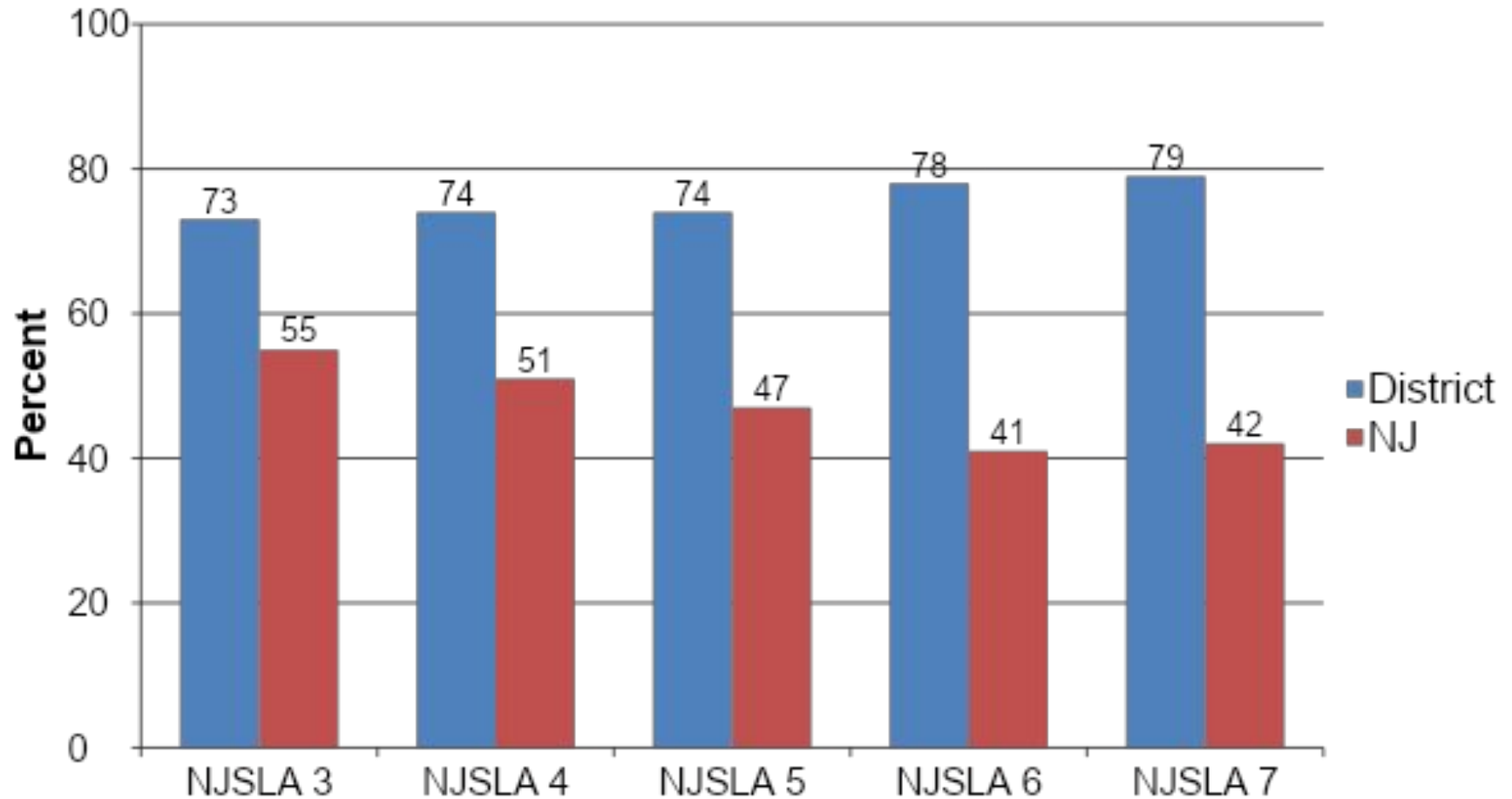
Total Scoring *Level 4* and *Level 5*



# NJSLA Mathematics 2019

## 3-7

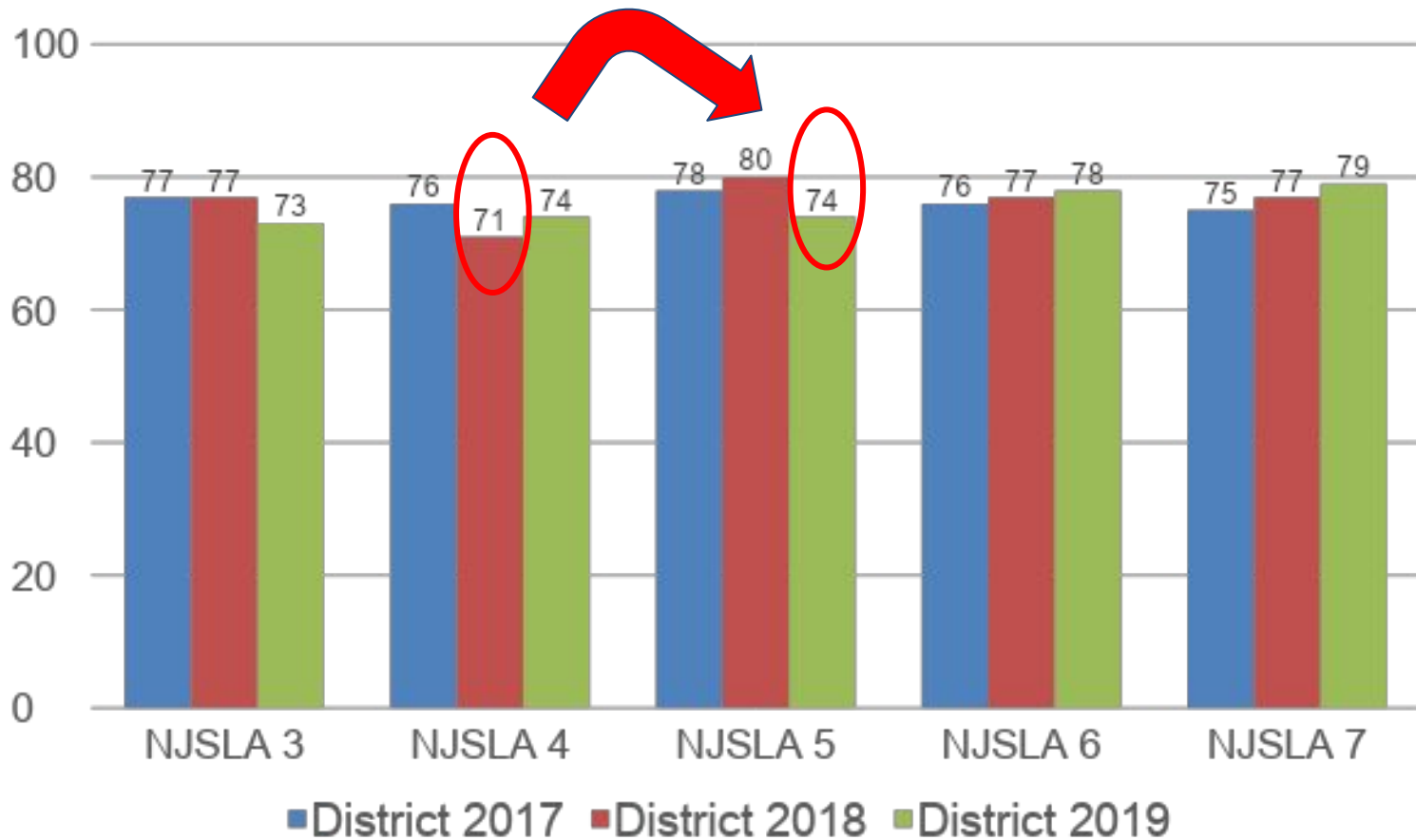
Total Scoring *Level 4* and *Level 5*



# NJSLA Mathematics 2017 - 2019

## 3-7

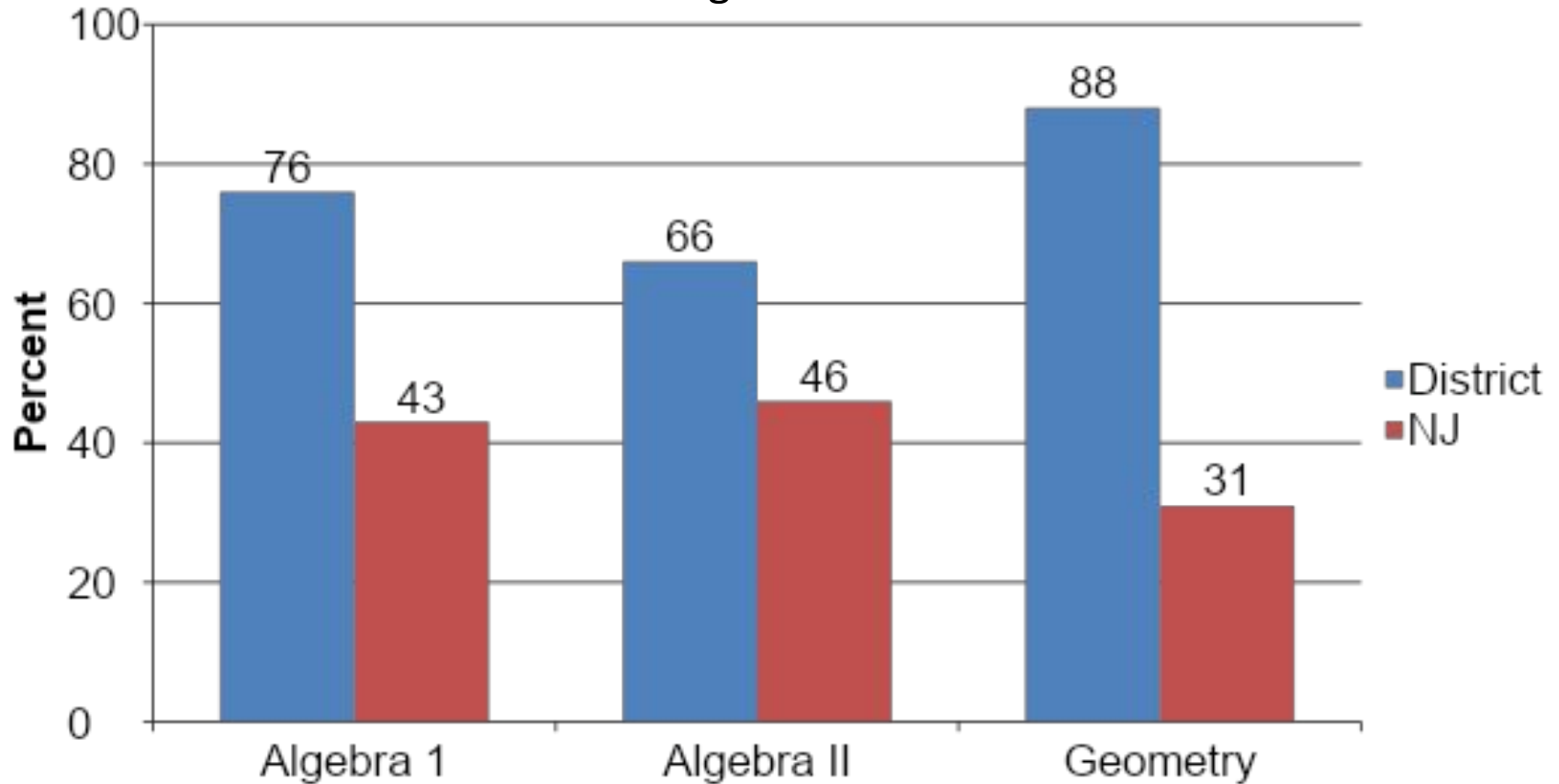
Total Scoring **Level 4** and **Level 5**



# NJSLA Mathematics 2019

## 7-11

Total Scoring *Level 4* and *Level 5*



# of Valid  
Scores

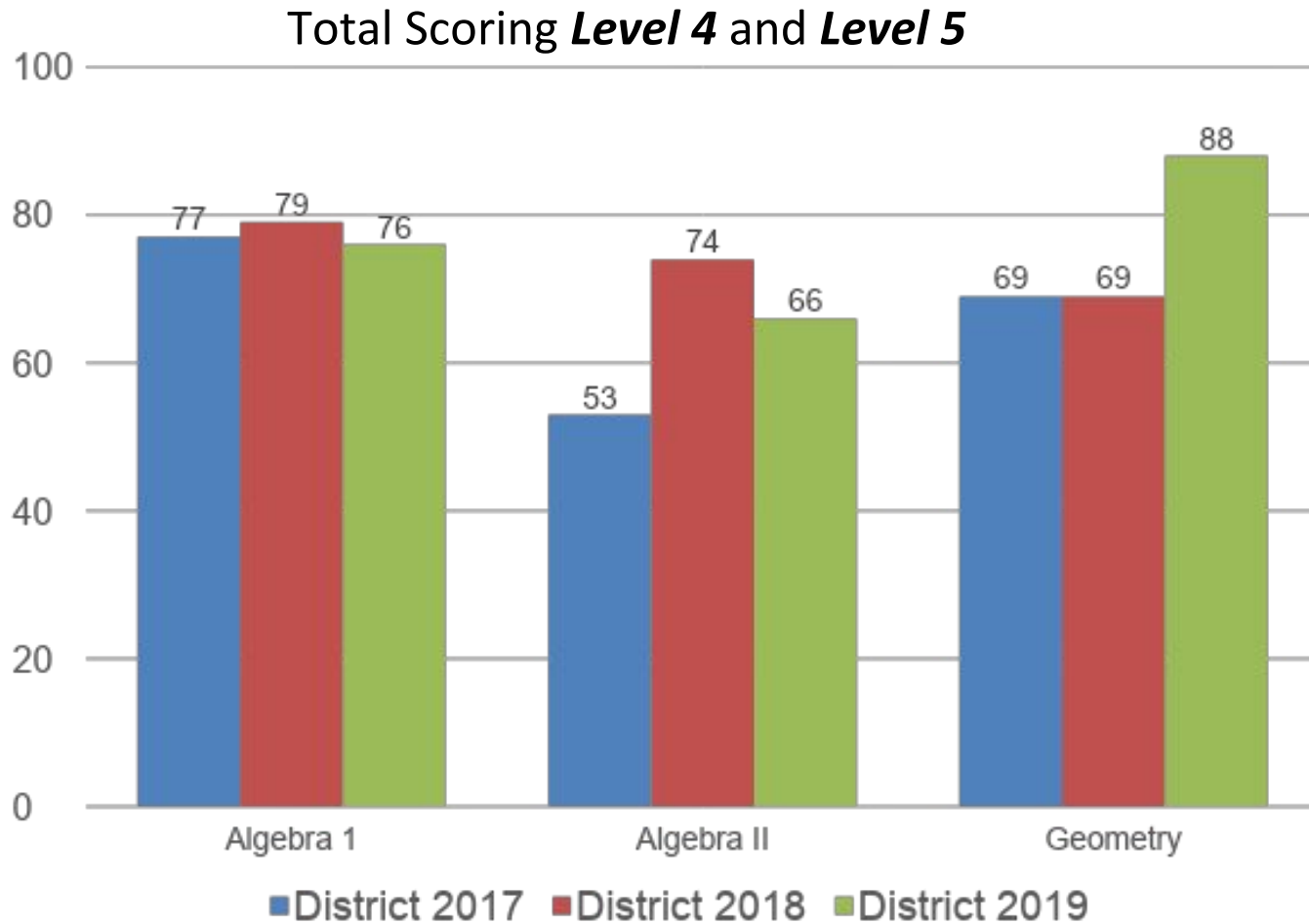
853

1,304

55

# NJSLA Mathematics 2017 - 2019

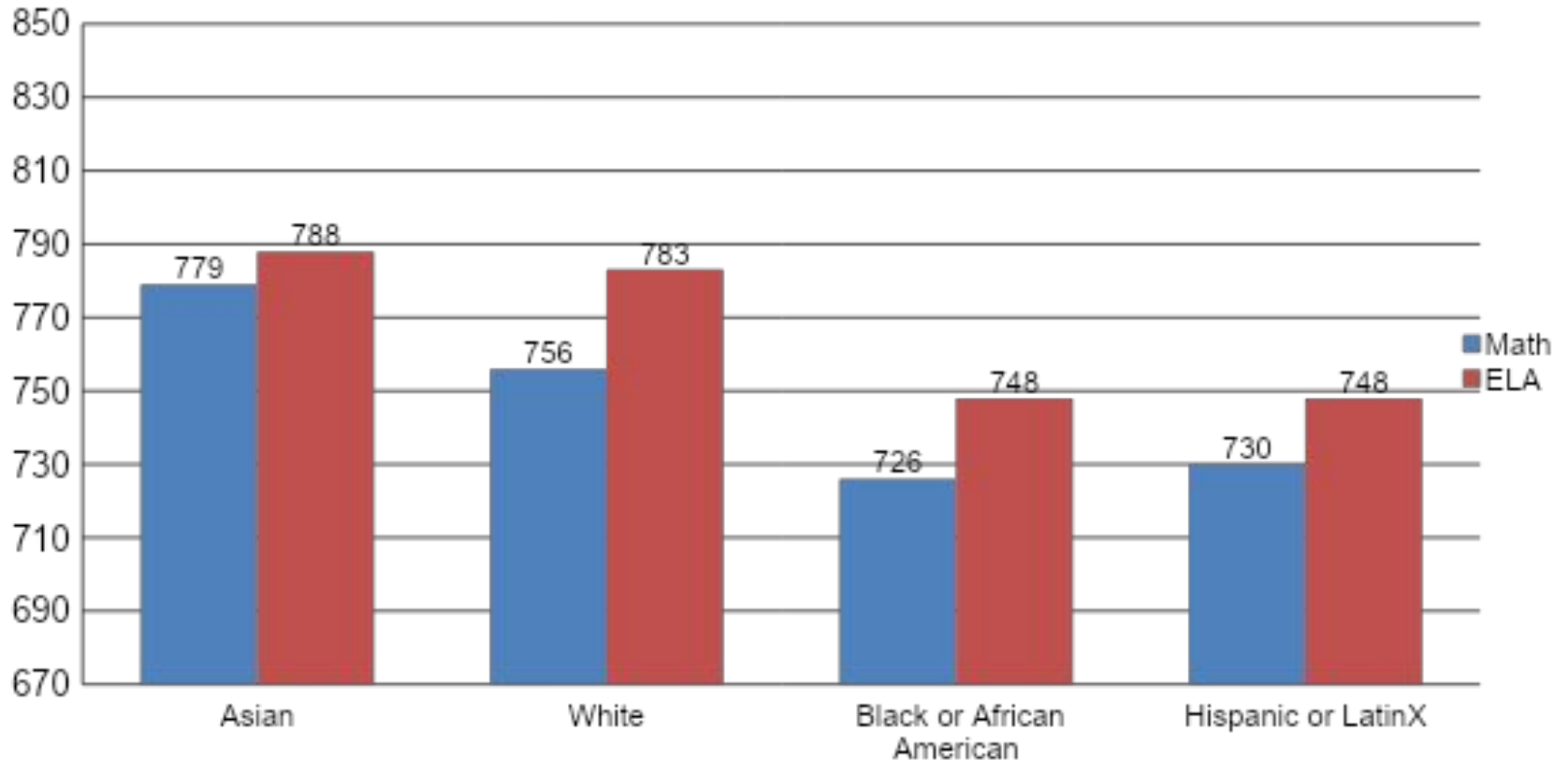
## 7-11



# NJSLA 2019: Subgroups

## Race & Ethnicity

Math & ELA



% of  
Test  
Takers

70%

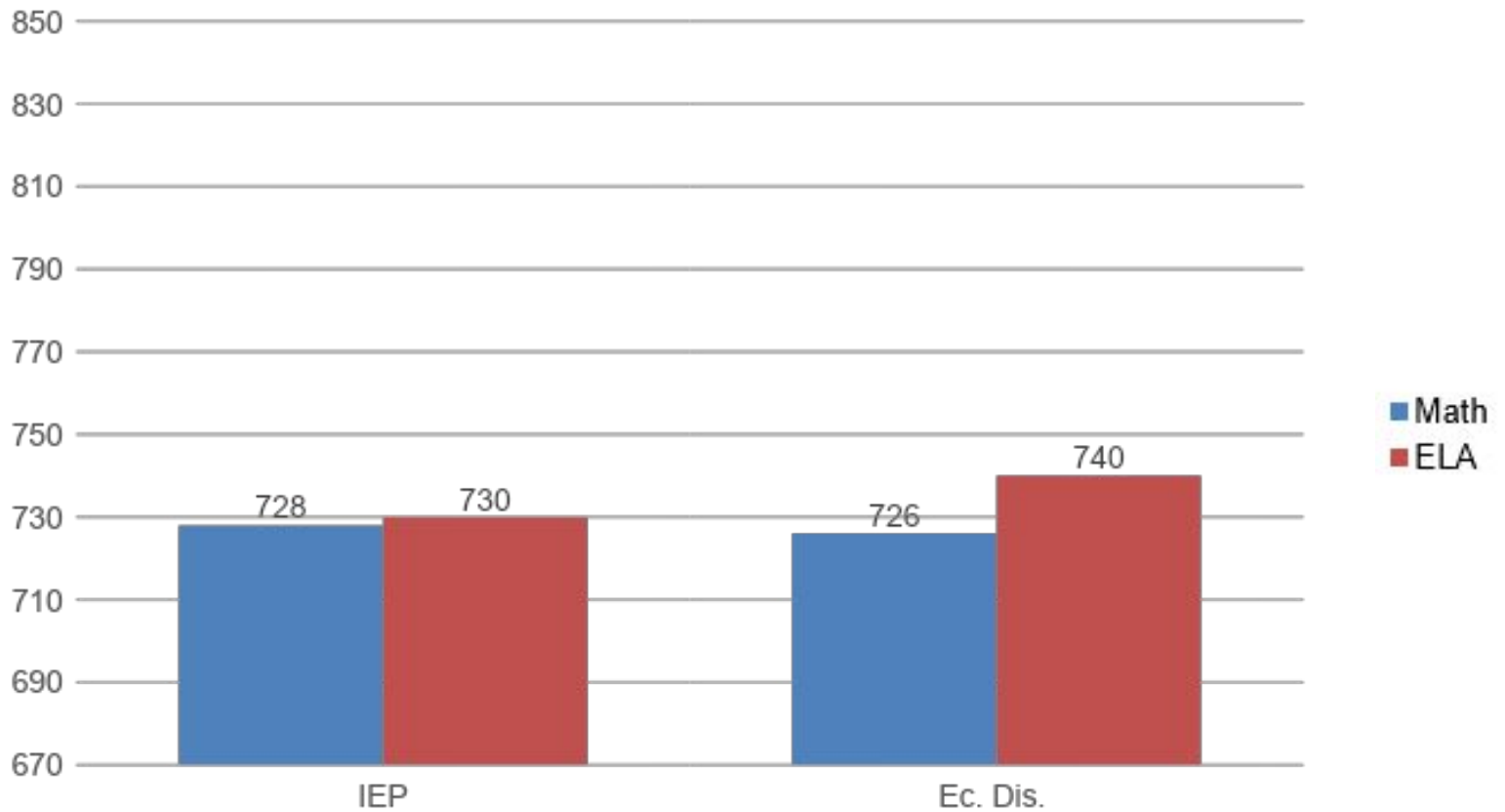
19%

5%

4.45%

# NJSLA 2019: Subgroups

## Special Education & Economically Disadvantaged



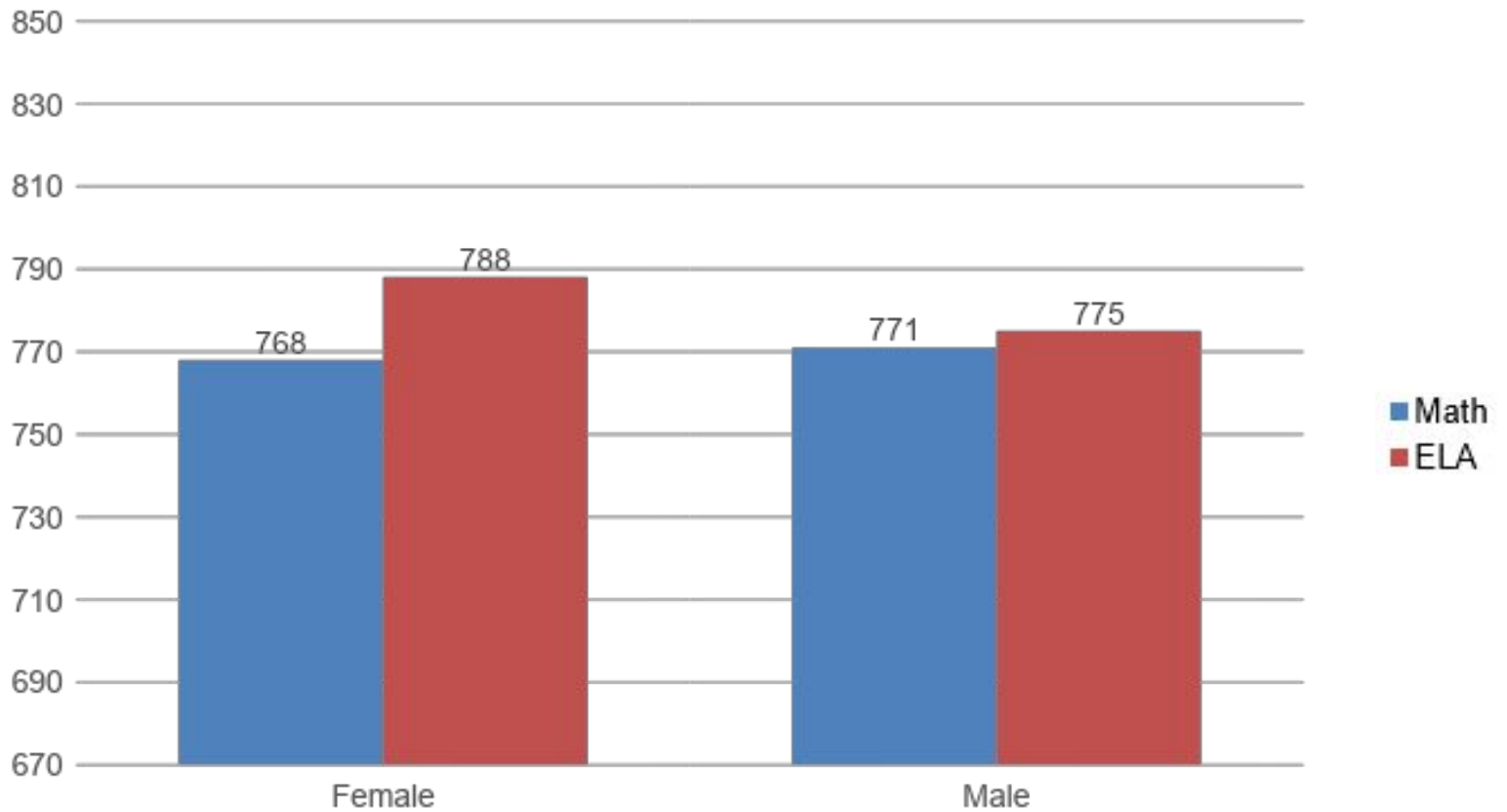
% of  
Test  
Takers

9%

4.4%



# NJSLA 2019: Subgroups Gender



% of  
Test  
Takers

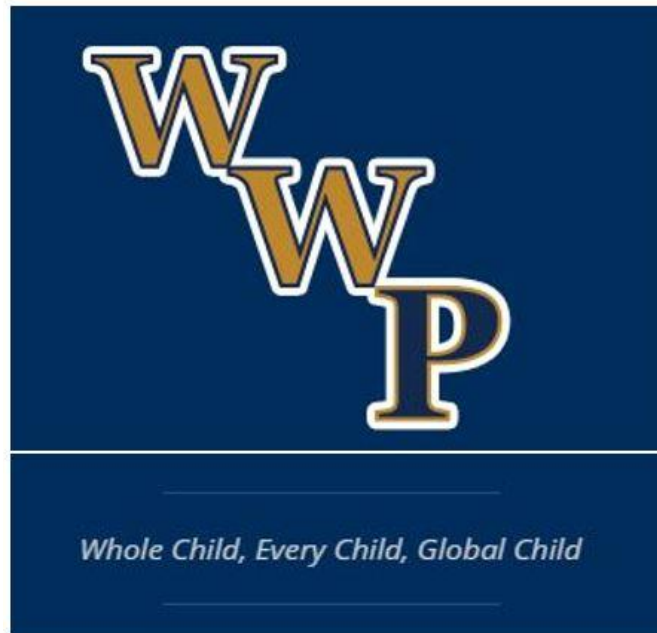
49%

51%

# SAT/AP

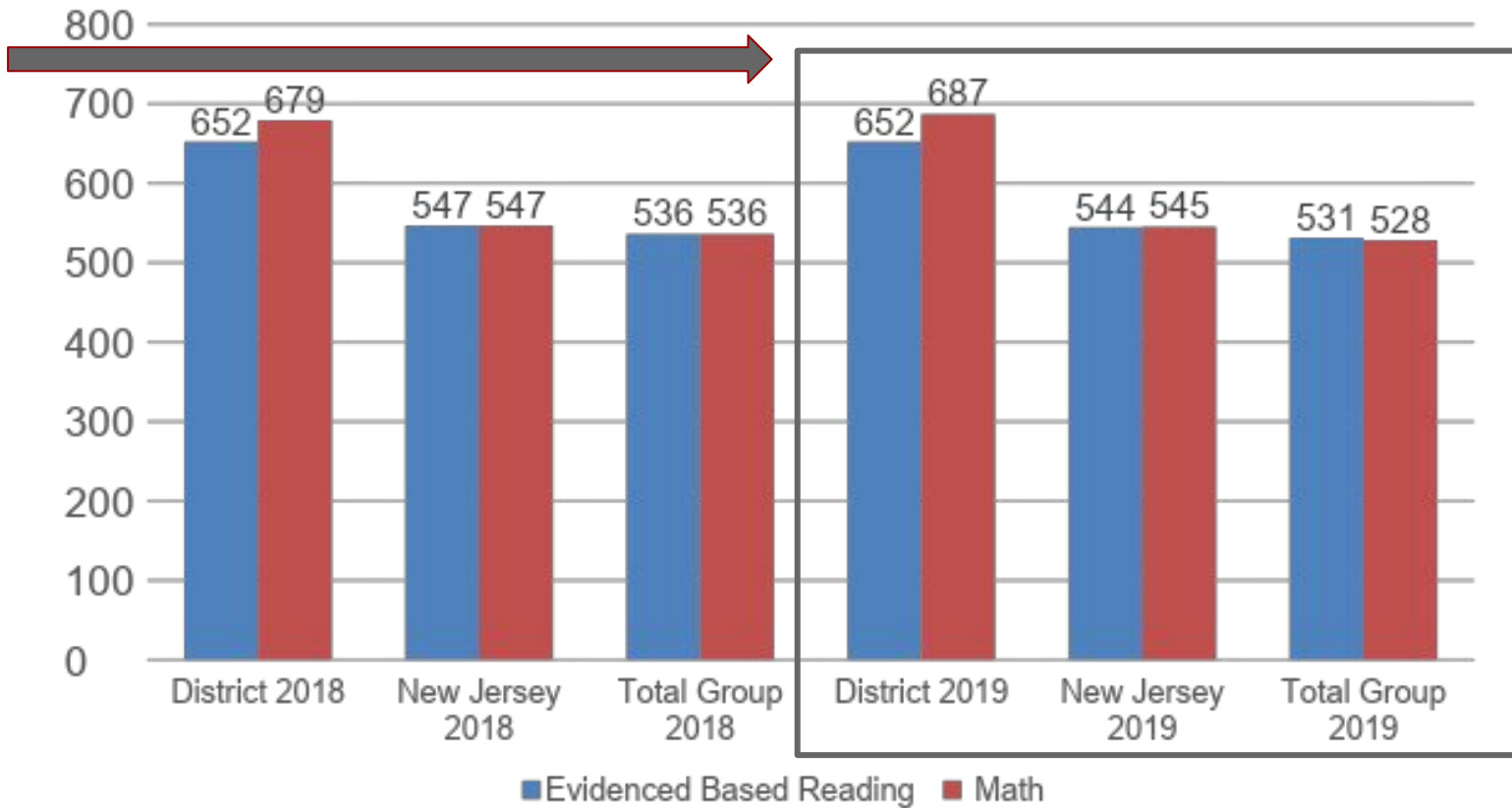


- Administered in high school (typically juniors and seniors)
- Provides national comparative data



# WWP SAT Scores

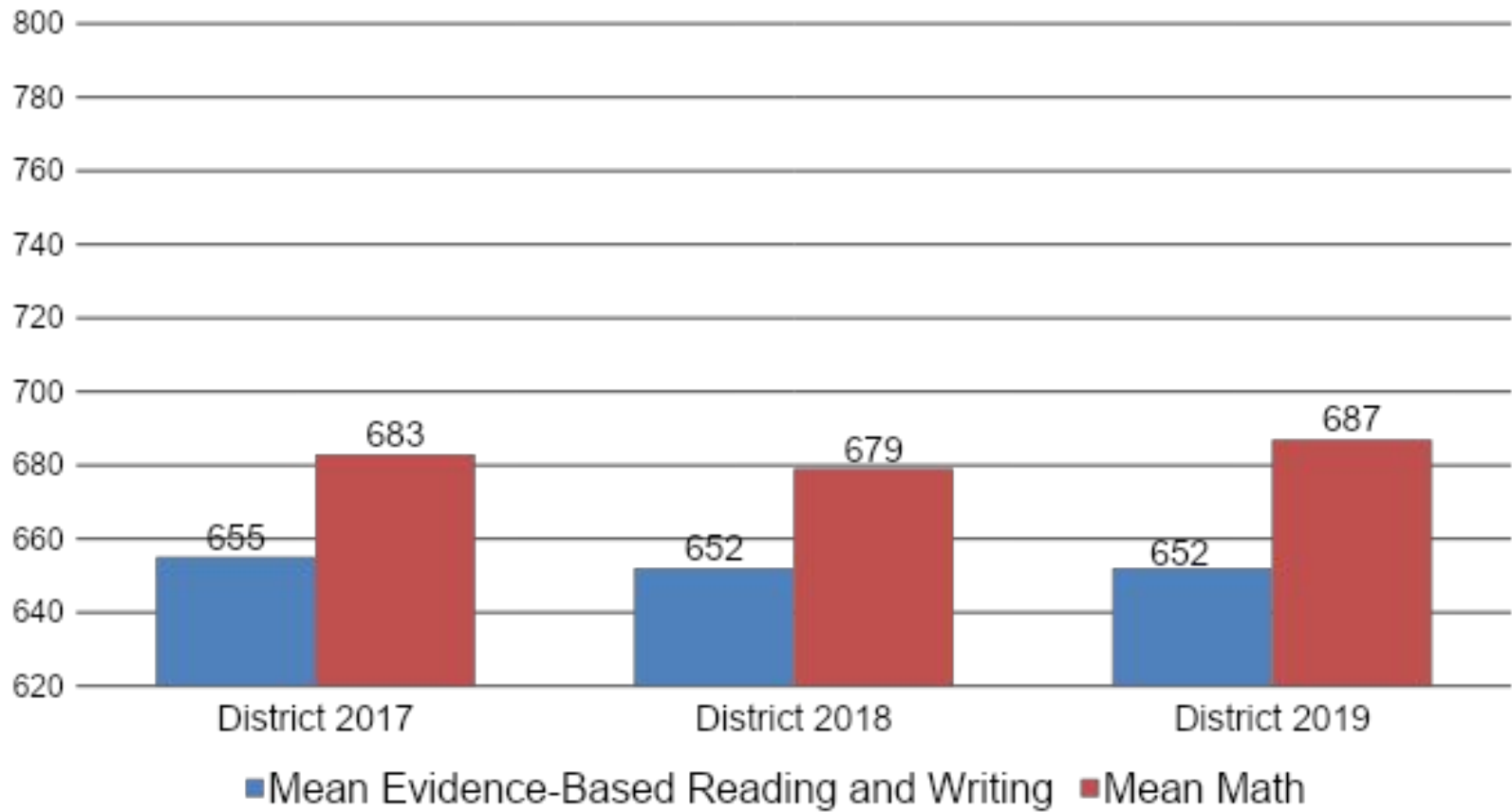
Class of 2018 and Class of 2019



89% of students took the SAT

# WWP SAT Scores

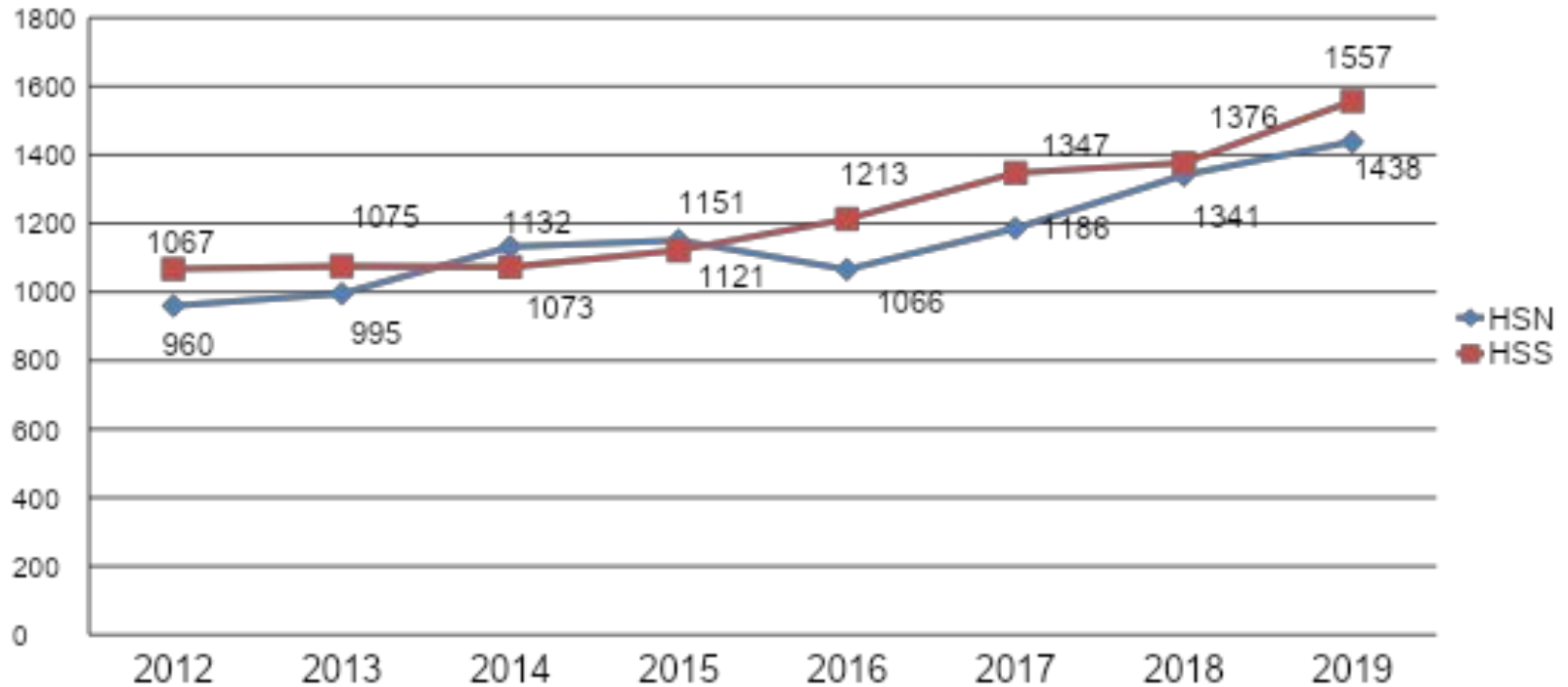
Class of 2017 - 2019



86% of students took the SAT

# AP Test Administered

## Total Number of Tests Taken



Enrollment	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017-2018	2018-2019
<b>HSN</b>	1623	1562	1498	1387	1387	1437	1467
<b>HSS</b>	1605	1611	1603	1585	1599	1592	1601

# Summary AP Results by School 2019

	HS South		HS North	
AP Grade	Total Grades Reported	Percentage of Total	Total Grades Reported	Percentage of Total
5	650	42%	768	53%
4	456	29%	368	28%
3	335	22%	196	14%
2	77	5%	61	4%
1	39	3%	15	1%
Total	1,557	100%	1,438	100%

# Summary AP Results 2019

- 75% of 11<sup>th</sup> and 12<sup>th</sup> grade students took at least one AP course in the 2018-2019 school year.
- 95% of 11<sup>th</sup> and 12<sup>th</sup> grade students enrolled in an AP course scored a 3 or above on at least one AP test in the 2018-2019 school year.

# NJDOE Graduation Pathways Report 2019 ALL

Graduation Path	W	AA	H/L	A	AI	PI	Two or More	<b>Total</b>	IEP/ 504	ED	ELL
Meets both Math and ELA Requirements	176	50	35	464	0	1	8	<b>734</b>	61	34	4
Fails to meet both Math and ELA (not denied)	0	1	0	0	0	0	0	<b>1</b>	0	1	0
Denied Graduation	0	0	0	0	0	0	0	<b>0</b>	0	0	0

W- White  
AA- African American  
H/L- Hispanic Latino  
AI- American Indian  
PI- Pacific Islander

IEP/504- Students with a disability  
ED- Economically Disadvantaged  
ELL- English Language Learner



# NJDOE Graduation Pathways Report 2019 ELA

<b>Graduation Path</b>	<b>W</b>	<b>AA</b>	<b>H/L</b>	<b>A</b>	<b>AI</b>	<b>PI</b>	<b>Two or More</b>	<b>Total</b>	<b>IEP/ 504</b>	<b>ED</b>	<b>ELL</b>
Meets ELA First Pathway (NJSLA)	107	26	19	420	0	1	6	<b>579</b>	15	15	1
Meets ELA Second Pathway (Alternative Assessments)	63	18	13	38	0	0	2	<b>134</b>	27	14	1
Meets ELA Third Pathway (Portfolio Appeal)	0	1	1	1	0	0	0	<b>3</b>	1	2	0
Alternate ELA requirements specified in IEP	6	5	2	5	0	0	0	<b>18</b>	18	3	0
No current ELA Pathway	0	1	0	0	0	0	0	<b>1</b>	0	1	0

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AA- African American  
H/L- Hispanic Latino  
AI- American Indian  
PI- Pacific Islander

IEP/504- Students with a disability  
ED- Economically Disadvantaged  
ELL- English Language Learner

# NJDOE Graduation Pathways Report 2019 Math

Graduation Path	W	AA	H/L	A	AI	PI	Two or More	<b>Total</b>	IEP/ 504	ED	ELL
Meets Math First Pathway (NJSLA)	125	23	19	425	0	1	5	<b>598</b>	18	15	1
Meets Math Second Pathway (Alternative Assessments)	42	18	11	35	0	0	2	<b>108</b>	19	10	2
Meets Math Third Pathway (Portfolio Appeal)	0	4	1	0	0	0	0	<b>5</b>	1	5	0
Alternate Math requirements specified in IEP	9	5	4	4	0	0	1	<b>23</b>	23	4	0
No current Math Pathway	0	1	0	0	0	0	0	<b>1</b>	0	1	0

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AA- African American  
H/L- Hispanic Latino  
AI- American Indian  
PI- Pacific Islander

IEP/504- Students with a disability  
ED- Economically Disadvantaged  
ELL- English Language Learner

# Dynamic Learning Maps

Dynamic Learning Maps® (DLM®) assessments are designed for students with the most significant cognitive disabilities for whom general state assessments are not appropriate, even with accommodations.

DLM assessments offer these students a way to show what they know and can do in mathematics, English language arts, and science.

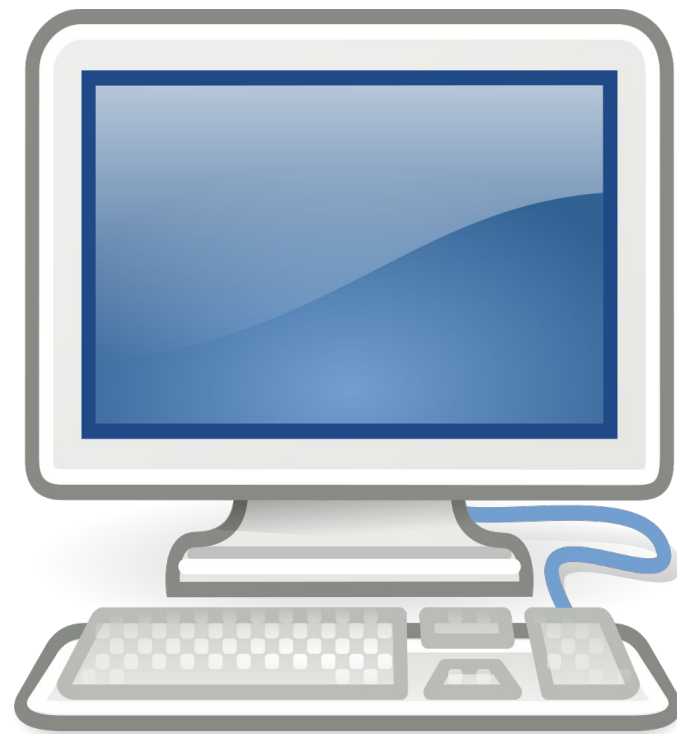
The testing window for the DLM was, April 3- May 31, 2019

# Dynamic Learning Maps

Students use a computer to take 'testlets' in designated subject areas.

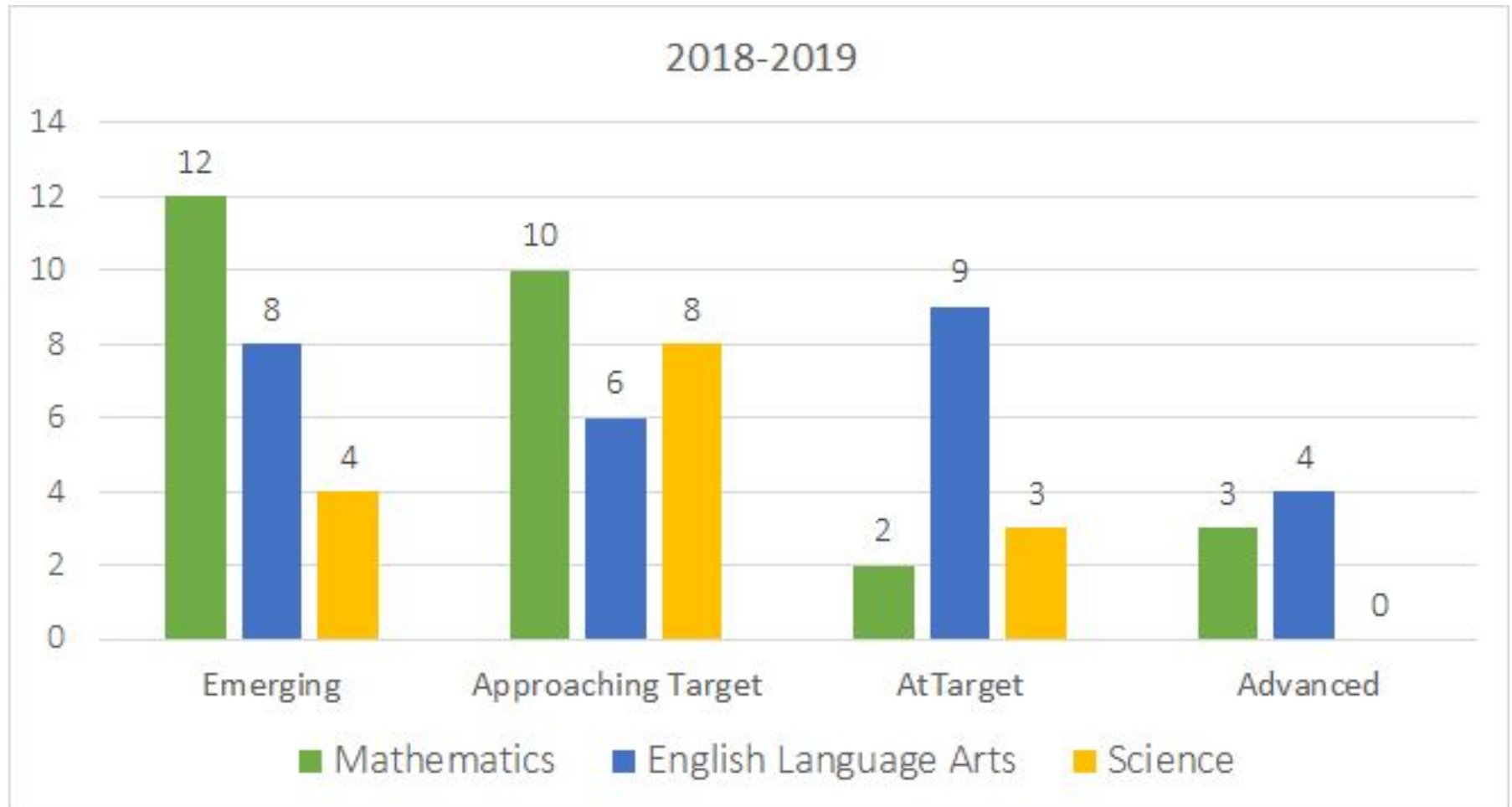
Testlets include questions from one or more of the standards that teachers use for instruction during the school year.

Student test over several days.

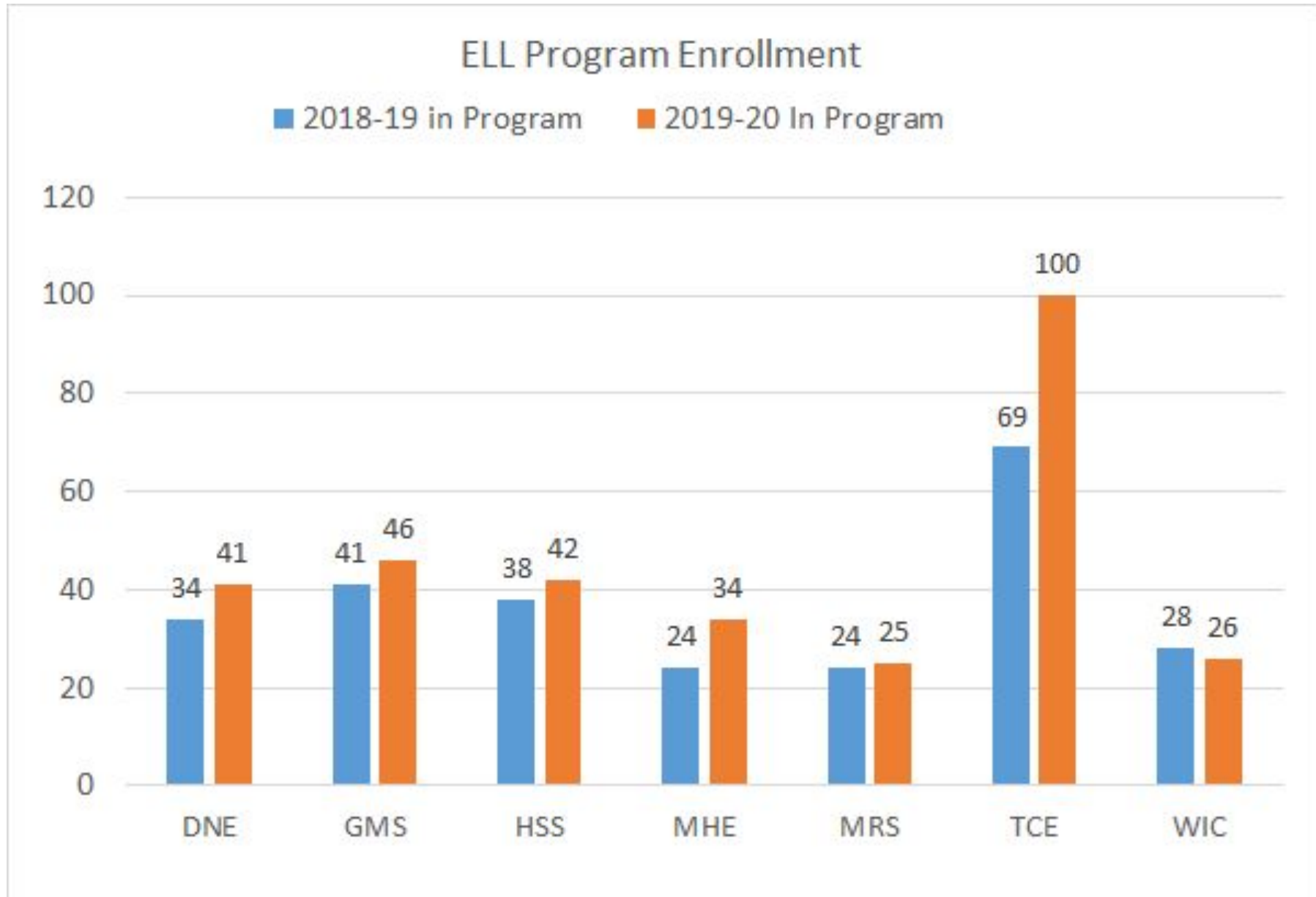


Subject Area Tested	Number of Testlets	Approximate length of time, depending on grade level and student's individual needs
English language arts	9 testlets	90-135 minutes
Mathematics	6-8 testlets	60-120 minutes
Science	9 testlets	45 – 125 minutes

# Dynamic Learning Map (DLM) Grades 3-8 and 11



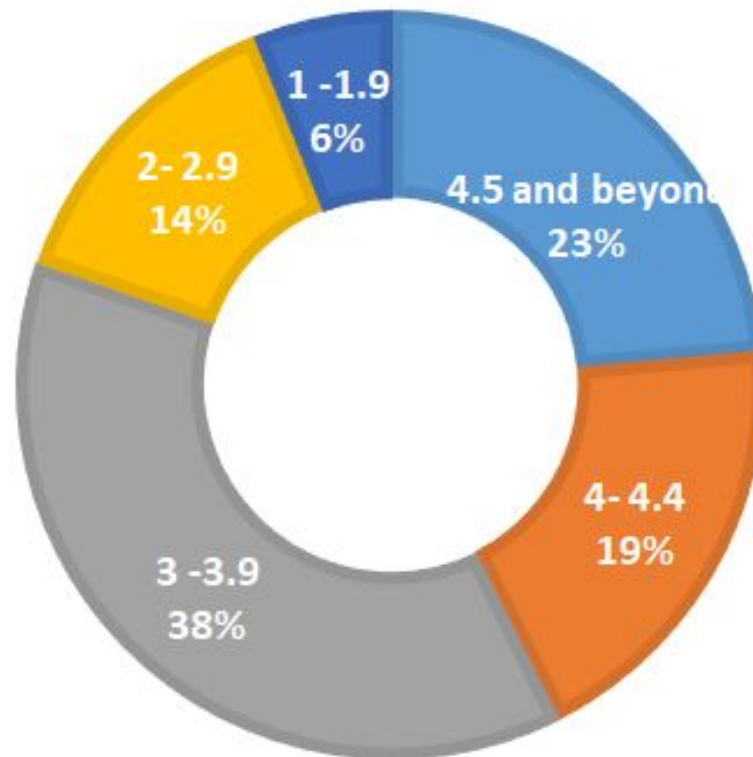
# English Language Learner Program



# English Language Learner Program

## ELL 2019 WIDA COMPOSITE

■ 4.5 and beyond ■ 4- 4.4 ■ 3 -3.9 ■ 2- 2.9 ■ 1 -1.9



# West Windsor –Plainsboro Regional School District



Testing Report –  
Fall 2019



*Thank you!*





**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**NOVEMBER 19, 2019: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 PM Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Carol Herts  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on November 15, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on November 15, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on November 15, 2019.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters and Student Matter</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Negotiations with the WWPSA; Non-Affiliate benefit costs</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	<b>Discussion of Real Property</b>
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>MID-L-4068-19; EDS 17336-2018 S; OCR 02-19-1310; OCR 02-19-1423; GRC No. 2016-241</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

## II. PRESENTATIONS/REPORTS

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representatives' Reports
- D. Comprehensive Annual Financial Report
- E. 2020-2021 Program of Studies

## III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

## IV. BOARD OF EDUCATION COMMITTEE REPORTS

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

## V. MEETING

### A. ADMINISTRATION

*To be voted on 11/19/19:* Recommend approval of the following resolutions:

#### **Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated Oct. 29, 2019, for the following case numbers: CMS052019, CMS062019, CMS072019, GMS100119001, GMS100919001, GMS101019001, GMS101519001, GMS101819001, HSN042019, HSN052019, HSS100819001, MRS100819001, TCE092519001, WIC100419001, CMS082019, CMS092019
2. Review superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated November 19, 2018, for the following case numbers: CMS082019, CMS102019, CMS112019, GMS103119001, HSN062019, HSS110119001, HSS102219001, MRS110119001, MRS110119002, VES110719001, MRS111119001.

#### **School Safety and Security Plan Review Statement of Assurance**

3. Authorize the submission of the district's School Safety and Security Plan Annual Review Statement of Assurance form to the Executive County Superintendent.

#### **School Security Drills**

4. Acknowledge the following fire and security drills were performed in October 2019 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
10/15/19	10/3/19	Dutch Neck Elementary School
10/14/19	10/16/19	Maurice Hawk Elementary School
10/15/19	10/8/19	Town Center Elementary School
10/10/19	10/16/19	J.V.B. Wicoff Elementary School
10/8/19	10/16/19	Millstone River School
10/11/19	10/31/19	Village School
10/14/19	10/16/19	Community Middle School
10/14/19	10/16/19	Thomas Grover Middle School
10/1/19	10/17/19	WW-P High School North
10/14/19	10/25/19	WW-P High School South

**Policies and Regulations**

5. First reading of the following policies and regulations:

- P8600 Student Transportation
- P8630 Bus Driver/Bus Aide Responsibility
- P8670 Transportation of Special Needs Students
  
- R8600 Student Transportation
- R8630 Emergency School Bus Procedures

6. Second reading and approval of the following policies and regulations:

- P3159 Teaching Staff Member/School District Reporting Responsibilities
- P3218 Substance Abuse – Teaching Staff Members
- P4218 Substance Abuse – Support Staff
- P6112 Reimbursement of Federal and Other Grant Expenditures
- P6480 Purchase of Food Supplies
- P7440 School District Security
  
- R3218 Substance Abuse – Teaching Staff Members
- R4218 Substance Abuse – Support Staff
- R6112 Reimbursement of Federal and Other Grant Expenditures
- R7440 School District Security

**Special Education Program Review Request for Proposal Award**

7. Award the October 10, 2019 RFP #19-1 Special Education Program Evaluation for a single overall contract to Public Consulting Group for a total award of \$40,000.

Other Bids:	Arizona State University	\$89,872
	Capitol Region Education Council	\$38,864
	District Management Group	\$90,000
	Light Street Special Education Solutions, LLC	\$50,000

**IDEA Basic and Preschool Grant Amendment**

8. Amend a grant from the State of New Jersey Department of Education Office of Special Education under its combined Public and Non-Public IDEA Part B FY20 funds, initially approved on September 17, 2019, reflecting the inclusion of carryover funds as follows:

Basic (3-21 yr. olds)	\$ 2,673,364 (Public)	\$ 12,480 (Non-Public)
Preschool (3-5 yr. olds)	\$ 59,348 (Public)	\$ 0 (Non-Public)

**Disposal of Special Education Evaluation Materials**

9. The disposal of the following obsolete special education evaluation materials originally purchased with 2001 (Supply and Material IDEA 20-251-200-600-13-000-0-13) grant funds:

Wicoff Elementary School

- TOWRE (1 Kit)
- Test of Early Written-Language 2nd Edition (1 Kit)
- CTOPP (1 Kit)
- Woodcock-Johnson III Technical Manual, Examiner Manual - 5
- Woodcock-Johnson III Audio CD - 3
- Woodcock-Johnson III Test of Cognitive Abilities - 85
- Pre-Referral Checklist - 40
- Woodcock-Johnson III compuscore
- Test of Written English, Manual, Booklet
- Young Children's Achievement Test (1 Kit)
- DTLA-2, DTLA-3 (Manual Response Form, Picture Book -2 Kits)
- Test of Auditory Analysis Skills - 5
- Auditory Discrimination Test Manual

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 11/19/19:* Recommend approval of the following resolutions:

**Professional Educational Services**

1. Camp Fire New Jersey to provide “Count On Me Kids” character education program for 11 2<sup>nd</sup> grade classes for 6 sessions during the 2019-2020 school year, at a total district cost not to exceed \$5,500.

**Community Education**

2. The following spring 2019-2020 Community Education Adult and Youth Programs:

- Spring After-School Enrichment Programs
- Acting for the 21st Century
  - Chess Club
  - Creative Pottery Painting
  - Design & Sew Fashion
  - Design a Mosaic Tile Table
  - Introduction to JavaScript Programming
  - Kings & Queens Chess

Learn to Code with Scratch  
Let's Dance Bollywood  
Mad Science  
Mechanical Engineering: Master Machines & Game Designing: Pizza Delivery Combo  
Mechanics of Amusement Parks w/ 2.0 WeDo Robotics  
Mindful Movements with Jackie  
Musical Theatre Dance Styles  
On the Court Basketball X-perience  
Sculpted Jewelry  
Sewing & Technology

Sockey  
Space Pioneers & Jr. Robotics Wild Animals Combo  
Speak Up  
TGA Premier Youth Tennis  
TGA Ultimate Frisbee  
Theater Games  
Young Rembrandts Cartooning

#### SAT Programs

Kaplan SAT  
Lentz & Lentz SAT  
Princeton Review

#### Spring Adult & Youth Programs

Acting for the Business Professional  
American Safety & Health Institute Basic First Aid  
American Safety & Health Institute CRP & AED  
Better Sleep with Hypnosis  
Boating Safety Class  
Conscientiously Working through Loss: Healing Your True Self as You Learn to Cope  
Financial Strategies for Successful Retirement  
Getting Paid to Talk  
Lose Weight with Hypnosis  
On the Court Basketball  
Stop Smoking with Hypnosis  
TGA Cheer  
TGA Golf  
TGA Tennis

### **Disposal of Instructional Materials**

3. Disposal of the following obsolete items in accordance with R7300.1:

#### Millstone River

½ size Wenzel Kohler cello, #15  
½ size Pfrechzner cello, #53862  
½ size Banks cello  
½ size Wenzel Kohler cello, #2029  
½ size John Juzek cello, #10  
½ size Wenzel Kohler cello

- ½ size Banks cello
- ½ size Wenzel Kohler cello, #7
- ½ size Wenzel Kohler cello, #12
- ¼ size Engelhardt bass, #34377
- ¼ size Engelhardt bass, #18112

All items meet one or more of the below criteria:

- i. Are so worn and/or damaged as to preclude effective use and economical repair or restoration, OR
- ii. Are so outdated as to no longer serve as worthy instructional tools

**Professional Development**

- 4. Eleven additional professional development days under the District membership in Teachers as Scholars at Princeton University for the 2019-2020 school year at a cost of \$1,925.

**Field Trips**

- 5. The following overnight field trips:

Community Middle School

- a) 8<sup>th</sup> Grade Concert Band and Orchestra students to the University of Delaware, Newark Delaware, and the Kennedy Center, Washington, D.C., from June 5, 2020 to June 7, 2020. The cost of the trip is approximately \$525 per student.
- b) 8<sup>th</sup> Grade German students to Washington, D.C. from April 24, 2020 to April 25, 2020. The cost of the trip is approximately \$275 per student.

High School South

- c) Model Congress to the University of Pennsylvania in Philadelphia, Pennsylvania, from March 26, 2020 to March 29, 2020. The cost of the trip is approximately \$300 per student.
- d) Model Congress to Columbia University in New York, New York, from April 2, 2020, to April 5, 2020. The cost of the trip is approximately \$300 per student.

**C. FINANCE**

*To be voted on 11/19/19:* Recommend approval of the following resolutions:

**RESOLUTION OF THE BOARD OF EDUCATION OF THE WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT, IN THE COUNTIES OF MERCER AND MIDDLESEX, NEW JERSEY DETERMINING TO ACQUIRE AND TO FINANCE CERTAIN ENERGY CONSERVATION MEASURES AND EQUIPMENT BY MEANS OF A LEASE PURCHASE FINANCING IN AN AMOUNT NOT EXCEEDING \$25,962,000 AND OTHER AVAILABLE FUNDS, AUTHORIZING THE ADVERTISEMENT FOR BIDS TO FINANCE THE ENERGY CONSERVATION MEASURES AND EQUIPMENT, DELEGATING THE AUTHORITY TO AWARD THE BID, AUTHORIZING THE EXECUTION OF THE LEASE PURCHASE AGREEMENT AND RELATED DOCUMENTS AND AUTHORIZING OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION**

1. WHEREAS, The Board of Education of the West Windsor-Plainsboro Regional School District, in the County of Mercer, New Jersey (the "School District") is a political subdivision created by law, and the Board of Education (the "Board of Education") of the School District is charged by law with the responsibility of providing a system of public education within the School District over which it has jurisdiction and has the authority to provide Energy Conservation Measures and Equipment for the School District and financing for it in accordance with the Energy Savings Improvement Program Law, N.J.S.A. 18A:18A-4.6, and as otherwise permitted and authorized by law; and

WHEREAS this Board of Education hired TRC to perform energy audits of its school facilities in accordance with the Board of Public Utilities Local Government Energy Audit Grant Program and thereafter determined to consider the adoption and implementation of an energy savings improvement program pursuant to N.J.S.A. 18A:18A-4.6 and to seek the assistance of an energy services company through competitive contracting pursuant to N.J.S.A. 18A:18A-4.6(b)(1) and N.J.S.A. 18A:18A-4.1 et seq. for assistance with the development and implementation of an energy savings plan; and

WHEREAS this Board of Education advertised on January 3, 2019 for receipt of proposals by February 27, 2019 through competitive contracting in accordance with N.J.S.A. 18A:18A-4.1 et seq. to select an Energy Services Company in order to prepare an energy savings plan with the intent to later enter into a contract to implement Energy Conservation Measures selected by the Board of Education and described in the plan: and

WHEREAS after receipt and review of proposals this Board of Education selected Schneider Electric as the Energy Services Company to assist the Board of Education with its energy savings program in accordance with the requirements of the competitive contracting process set forth in N.J.S.A. 18A:18A-4.1 et seq.; and

WHEREAS Schneider Electric has worked with the representatives of the Board of Education to develop an energy savings plan and has presented the proposed plan to this Board of Education; and

WHEREAS this Board of Education hired DLB Associates ("DLB"), a qualified independent third party, to verify that the projected energy savings to be realized from the proposed energy savings plan has been calculated as required by law, DLB is expected to issue its report to this effect, the report and proposed plan will be submitted to the Board of Public Utilities for review, and the Board of Public Utilities is expected to approve the proposed plan in December, 2019; and

WHEREAS, after reviewing the proposed plan, this Board of Education must determine that it is in the best interest of the School District to approve and adopt the Energy Savings Plan for the School District in order to adopt the proposed plan, and this action is expected to occur in December, 2019; and

WHEREAS the Energy Savings Plan, after adoption, will be posted on the Board of Education's website and submitted to the Board of Public Utilities for posting on its website; and

WHEREAS the Board of Education has determined to finance the program through a lease purchase agreement pursuant N.J.S.A. 18A:18A-4.6(c); and

WHEREAS the Board has selected McManimon, Scotland & Baumann, LLC as special counsel (the "Special Counsel") and Phoenix Advisors as Financial Advisor (the "Financial Advisor") for the purpose of advising and assisting with the proposed lease purchase financing of the Energy Conservation Measures and Equipment, and the Financial Advisor



has advised that it is in the best interest of the School District to commence preparations for the financing in anticipation of adoption of the Energy Savings Plan; and

WHEREAS, in accordance with the procedures set forth in N.J.S.A 18A:18A-1 et seq. (the "Public School Contracts Law") and the regulations promulgated thereunder, the Assistant Superintendent for Finance/Board Secretary with the assistance of the Financial Advisor and Special Counsel will develop bid specifications (the "Request for Bids") for the financing and will publish a notice of the bid as required by law, and bids will be scheduled to be returned to the Assistant Superintendent for Finance/Board Secretary Assistant Superintendent for Finance/Board Secretary, who, with the assistance of the Special Counsel and the Financial Advisor, will determine the lowest responsive and responsible bidder to purchase the lease purchase agreement from the Board of Education (hereinafter referred to as the "Purchaser"); and

WHEREAS, the Board desires to authorize the delegation of the award of the bid to the Assistant Superintendent for Finance/Board Secretary and further authorizes the Board President, the Superintendent and/or the Assistant Superintendent for Finance/Board Secretary, with the assistance of the Financial Advisor and Special Counsel, to prepare and to execute on behalf of the School District a lease purchase agreement and certain other documents and agreements necessary or incidental to the transactions contemplated hereby, all subject to adoption of the Energy Savings Plan by this Board of Education; and

WHEREAS, the Board of Education will enter into the lease purchase agreement (the "Lease") and other related documents with the Purchaser in an amount not to exceed \$25,962,000 to finance the Energy Conservation Measures and Equipment, including financing and incidental costs; now therefore

**BE IT RESOLVED** by the Board of Education of the West Windsor-Plainsboro Regional School District, in the County of Mercer, New Jersey, as follows:

**Section 1.** The Board of Education hereby determines to finance the Energy Conservation Measures and Equipment, including financing and incidental costs, by means of a lease purchase financing in the principal amount not to exceed \$25,962,000 pursuant to and in accordance with the requirements of N.J.S.A. 18A:4.6(c) and the Public School Contracts Law, together with a capital contribution described herein. The Superintendent, the Assistant Superintendent for Finance/Board Secretary, the Special Counsel, the Financial Advisor and other appropriate representatives of the Board of Education (the "Professionals") are hereby authorized to prepare the necessary timetables, Request for Bids, notices and other related documents and to take other steps necessary to prepare for and to implement the proposed financing, and any such steps taken prior hereto are hereby ratified.

**Section 2.** The Board of Education hereby authorizes, approves and/or ratifies, as the case may be, the publication of the notice of the Request for Bids in accordance with the requirements of the Public School Contracts Law in order to prepare for the proposed transaction.

**Section 3.** The Assistant Superintendent for Finance/Board Secretary is authorized to award the bid and the Lease to the lowest bidder in accordance with the Request for Bids and the bid proposals submitted to the Assistant Superintendent for Finance/Board Secretary, which winning bid proposal will be retained on file in the Assistant Superintendent for Finance/Board Secretary's office. The Purchaser's interest rate will be held fixed for a period of thirty (30) days or such other time frame recommended by the Financial Advisor from the date of the bid. If the closing does not occur within the fixed time frame from the date of the bid, the interest rate will be calculated in accordance with

an index rate established by the Financial Advisor and set forth in the Request for Bids. This award is authorized subject to adoption of the Energy Savings Plan by this Board of Education.

**Section 4.** The Board President, the Superintendent and/or the Assistant Superintendent for Finance/Board Secretary are hereby authorized to negotiate, execute and deliver, subject to the review of Special Counsel, the Lease, an agent or an escrow agreement, an assignment agreement, if necessary, and such other documents as may be necessary to consummate the transaction. The Board of Education authorizes the Assistant Superintendent for Finance/Board Secretary to establish an escrow account for the deposit of the lease proceeds and to direct the deposit and investment of the lease proceeds in the escrow account for the construction period in accordance with the requirements of law. The Assistant Superintendent for Finance/Board Secretary is also authorized to pay any agreed upon fees of the escrow agent and others necessary for the financing. The Board President and/or the Assistant Superintendent for Finance/Board Secretary are also authorized and directed to take on behalf of the Board of Education such other actions as shall be necessary and appropriate to accomplish the lease purchase financing for the Energy Conservation Measures and Equipment in accordance with the terms of the Lease and this resolution and pursuant to the terms of the agreements and instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board of Education in respect thereto. The signatures of such officers on documents shall be deemed to create a conclusive presumption of the review of the form thereof by Special Counsel and the authorization to act on behalf of this Board of Education with respect thereto.

**Section 5.** The payment of rent or other monies due under the Lease shall be made only from the General Fund of the Board of Education. The obligations of the Board of Education shall not constitute indebtedness of the Board of Education, the Townships of West Windsor or Plainsboro or of any department, agency or political subdivision thereof. The Lease shall set forth the term of the Lease, the rental payments to be paid by the Board of Education in respect thereof, the dates on which such rent shall be due and payable and all other terms and conditions thereof. The Board of Education is obligated to appropriate funds to pay rent under the Lease, and such rent will not be subject to appropriation as permitted by the Energy Savings Improvement Program Law.

**Section 6.** The Board of Education hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of the interest portion of rent paid under the Lease, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease, if applicable. The Board of Education hereby further declares its intent to issue the Lease in the expected maximum principal amount set forth herein and to use the proceeds of the Lease to pay or reimburse expenditures for the costs of the purpose for which the Lease is authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations Section 1.150-2 or any successor provisions of federal income tax law.

**Section 7.** This Board of Education further appropriates up to \$6,500,000 as may be necessary from capital reserve for a total project cost not to exceed \$30,040,000. It is understood that the full amount of this appropriation from capital reserve may not be needed if interest rates and construction bids are favorable and all potential rebates are received. Any unspent capital reserve not needed and appropriated herein will lapse back to capital reserve. This appropriation is for work that would otherwise be eligible for funding as school facilities projects under the Educational Facilities Construction and Financing Act.

**Section 8.** The reference to officers of this School District herein and in actions taken by this Board of Education includes any assistant, interim, acting or successor officers holding those positions.

**Section 9.** This resolution shall take effect immediately.

**Business Services**

- 2. Payment of bills as follows:
  - a) Bills List General for November 19, 2019 (run on 11-14-19) in the amount of \$15,400,364.21.
  - b) Bills List Capital for November 19, 2019 (run on 11-11-19) in the amount of \$449,372.23.
- 3. Budget adjustments as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for October 2019 (run on 11-07-19) (Adjustment Numbers 206 - 256).
- 4. Accept the following reports, which will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of September 30, 2019, indicating that no major account is over-expended and the board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year.
  - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of September 30, 2019.

**Audit Report – 2018-2019 School Year**

- 5. Accept the audit report for the 2018-2019 school year as prepared by Wiss & Company, LLP, for the Comprehensive Annual Financial Report (CAFR) and findings for the year ending June 30, 2019, which was reviewed and discussed by the Board of Education.
- 6. There were no findings for the Board of Education to review in the reporting period ending June 30, 2019; therefore, filing a Corrective Action Plan is non-applicable.

**Bid Rejection**

- 7. Reject the following vendors for the November 7, 2019 Bid #2019-03 Music Instruments and Supplies as per 18A:18A-2.y, as the following vendors are non-responsive to the bid specifications for the reasons listed:

<u>Vendor</u>	<u>No. of Item(s)</u>	<u>Total Bid</u>	<u>Reason</u>
K&S Music	16	\$26,989.30	Incomplete Statement of Ownership
Music and Arts Corp.	12	\$22,711.50	Incomplete Statement of Ownership
Russo Music Center Inc.	16	\$23,879.00	Incomplete Statement of Ownership
Universal Melody Online	7	\$6,258.00	Incomplete Statement of Ownership/No Bid

**Bid Awards**

8. Award the November 7, 2019 bid for Bid #2019-03 Music Instruments and Supplies, to the following vendors on a unit price basis.

<u>Vendor</u>	<u>No. of Item(s)</u>	<u>Award</u>
Casio Music Co. Inc. (dba Interstate Music)	1	\$2,671.90
Shar Music	3	\$5,146.00
Washington Music Center	11	\$14,294.82

**Bid Award – Referendum Project**

9. Award the November 7, 2019 bid for Addition and Renovations to Thomas Grover Middle School as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/ Planners Project No. 5063M-Addition and Renovations at Thomas Grover Middle School), for a single overall contract to Shorelands Construction, Inc., for a total bid award of \$8,406,260 (base bid \$8,278,621; Alt. No. 2 \$11,000; Alt. No. 3 \$116,639).

**Other Bids:**

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt. No. 1</u>	<u>Alt. No. 2</u>	<u>Alt. No. 3</u>
3 R Painting & Contracting	\$ 8,339,000	\$ 35,000	\$ 14,000	\$ 199,000
Dandrea Construction Co.	\$ 8,495,000	\$ 25,000	\$ 20,000	\$ 131,000
Benjamin R. Harvey Co.	\$ 8,777,000	\$ 26,500	\$ 13,000	\$ 150,000
M&M Construction	\$ 8,840,000	\$ 15,000	\$ 8,000	\$ 175,000
Unimak, LLC	\$ 8,847,000	\$ 85,000	\$ 11,500	\$ 132,000
Woodward Construction	\$ 8,921,220	\$ 30,800	\$ 13,000	\$ 123,750
Fitzpatrick & Associates	\$ 8,930,000	\$ 27,300	\$ 12,000	\$ 175,000
G&P Parlamas	\$ 8,943,334	\$ 85,000	\$ 10,000	\$ 175,000
Santorini Construction	\$ 9,414,000	\$ 14,000	\$ 15,000	\$ 174,000
J.H. William Enterprises	\$ 9,570,000	\$ 12,500	\$ 17,000	\$ 185,000
Kappa Construction Corp.	\$12,810,000	\$ 50,000	\$ 15,000	\$ 250,000

**Shared Services**

10. Enter into a Shared Service Agreement for printing services, as needed, with Mercer County Community College, West Windsor, New Jersey for the period January 1, 2020 through December 31, 2021, in accordance with N.J.S.A. 18A:18A-11.

**Professional Services:**

11. Approve Phoenix Advisors, LLC, District Financial Advisors, to perform specific municipal advisory services relating to the issuance of an Energy Savings Improvement Program Lease, Series 2019, at a cost of \$15,0000.

**Equipment Disposal**

12. The disposal of obsolete equipment that has met the district’s life expectancy. [The age and/or physical condition of the equipment rendered it ineffective.]

Community Middle School  
 Cabinet, Filing, vertical, 4-drawer  
 Cubicles – 40  
 Stool, Classroom – 7

Central Office  
 Phone, Cisco 7940 - 17  
 Phone, Cisco 7942 - 2  
 Phone, Cisco 7960

Dutch Neck  
 Laptop, Dell

Maurice Hawk  
 Cabinet, Filing - 2

Millstone River  
 Cabinet, Filing, 2-drawer – 9  
 Cabinet, Filing, 4-drawer – 16  
 Cart, Black, AV - 10  
 Cart, White – 2  
 Chromebox – 80  
 Desk, Teacher – 4  
 Divider, Room, 4x5 – 4  
 Easel, Chalkboard  
 Table Tops, Kidney Shaped - 2

Special Services  
 iPad – 2  
 iPad Air

Town Center  
 Laptop, MAC

**Transportation**

**Bus Evacuation Drills - Fall**

13. Acknowledge the following bus evacuation drills were performed in compliance with *N.J.A.C. 6A: 27-11.2*:

<b>Date</b>	<b>Time</b>	<b>School</b>	<b>Location</b>	<b>Routes</b>	<b>Overseer</b>
10/18/2019	8:40/ 12:40	Wicoff	510 Plainsboro Rd	WE1-10/WE51-52 WEK90-91	M. Wellborn
10/22/2019	7:25	HSS	326 Clarksville Rd	HS1-26/HS50-54	D. Lepold
10/22/2019	8:40/ 12:40	Town Center	700 Wyndhurst Dr	TC1-17/TC50-57 TCK 90-92	J. Bowes
10/23/2019	7:25	TGMS	10 Southfield Rd	TG1-25/TG50-51	L. Thomas

10/23/2019	8:40	Village	601 New Village Rd	VE1-20 VE51	G. Tulp
10/24/2019	7:25	CMS	95 Grovers Mill Rd	CM1-CM26/NC50-58	S. Carter
10/24/2019	7:25	HS North	90 Grovers Mill Rd	HN1-32/NC50-58	J. Dauber
10/24/2019	8:40/ 12:40	Maurice Hawk	303 Clarksville Rd	MH1-18/MH52-53 MHK90-94	T. Buell
10/24/2019	8:40	Millstone River	75 Grovers Mill Rd	MR1-24 MR50-54	G. Dalton
10/28/2019	8:40/ 12:40	Dutch Neck	392 Village Rd E	DN1-18/DN50 DNK90-93	D. Argese

Quotes – To and From School

14. Award the 2019-2020 Student Transportation Contract-Multi Contract Number TITUS to George Dapper, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
TITUS	Titusville Academy	\$359.20	43	\$87.40	\$2.50

15. Award the 2019-2020 Student Transportation Contract-Multi Contract Number FRTG to A-1 Limousine, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
FRTG	Thomas Grover MS	\$218.70	8	N/A	N/A

Cancellation (Quote)

16. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number KCBB, route KCBB awarded to Good Dove LLC on October 1, 2019. Total route cost is \$715.00

**Travel and Related Expenses Reimbursement**

17. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools.
- a) One staff member to attend the Restorative Discipline Conference in Cherry Hill, New Jersey, on December 3 and 4, 2019, at a cost not to exceed \$479 plus mileage.
  - b) One coach to attend a Mr. CPR NJ course in Woodbridge, New Jersey on November 30, 2019, at a cost of \$75.50.

- c) Eight district representatives to attend Rutgers Center of Alcohol & Substance Studies Conference “Trauma at the Core: Building Resiliency Across the Lifespan,” at The College of New Jersey, Pennington, New Jersey on December 6, 2019 at a per person cost of \$99 plus mileage.
- d) One central office employee to attend the GPANJ, Inc. 2020 Annual Education Symposium, Atlantic City, NJ from April 21 through April 24, 2020 at a cost of \$395.
- e) One staff member to attend ALICE Training in Millersville, Pennsylvania on January 7 and 8, 2020 at a cost not to exceed \$695, plus travel.
- f) Four staff members to attend the Centennial of National Council of Teachers of Mathematics Annual Conference on April 1, 2020 to April 4, 2020, in Chicago, Illinois, at a cost not to exceed \$405 per person, plus travel.

**D. PERSONNEL**

*To be voted on 11/19/19:* Recommend approval of the following resolutions:

**Collective Negotiations Agreement**

- 1. Approve a successor collective negotiations agreement between the West Windsor - Plainsboro Regional Board of Education (Board) and the West Windsor – Plainsboro Service Association (“WWPSA”) covering the period July 1, 2019, through June 30, 2022, in accordance with the terms and conditions set forth in the Memorandum of Agreement dated October 17, 2019, as follows:

IT IS HEREBY RESOLVED that the Board adopts, approves, and ratifies the Memorandum of Agreement and salary guides which sets forth the terms for a successor collective negotiation agreement with the WWPSA; and

IT IS FURTHER RESOLVED that the Board authorizes the Board President to sign the successor Collective Negotiation Agreement on behalf of the Board of Education.

**Personnel**

- 2. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 11/19/19:*

- A. October 29, 2019 Executive Closed Session
- B. October 29, 2019 Meeting

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**X. ADJOURNMENT**





# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 11/19/2019**

**Deadline for next Agenda: 12/4/2019**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Change</b>								
Eagles, Melissa	Change	School Psychologist		N/A	TC	10/7/19	11/29/19	Change FMLA/NJFLA/CC from 10/7/19-11/15/19 to 10/7/19-11/29/19 unpaid, with benefits. (RTW: 12/2/19)
Jarvis, Alexa	Change	Teacher Special Education		N/C	TC	1/2/20	6/30/20	Change start date from TBD to 1/2/20. Change tenure date from TBD to 1/3/24.
Connolly, Thomas	Change %	Teacher Technology-120%		\$119,208.00	HSN	9/18/19	11/14/19	Change end date from TBD to 11/14/19.
Bard, Jennifer	Change %	Teacher Special Education- 120%		\$94.65/day	HSN	10/29/19	TBD	Additional per diem payment for an extra section.
Colpini, Jana	Change %	Teacher Special Education- 120%		\$98.14/day	HSN	10/29/19	TBD	Additional per diem payment for an extra section.
Levanduski, Cathy	Change %	Teacher Special Education- 120%		\$96.45/day	HSN	10/29/19	TBD	Additional per diem payment for an extra section.
Lowrey, NancyAnn	Change %	Teacher Special Education- 120%		\$95.05/day	HSN	10/29/19	TBD	Additional per diem payment for an extra section.
McCarthy, Tara	Change %	Teacher Special Education- 120%		\$89.55/day	HSN	10/29/19	TBD	Additional per diem payment for an extra section.
Batlas, Jenna	Change Location	Speech Language Specialist		N/C	TC	9/1/19	6/30/20	Change location from 60% TC, 40% HSN to 100% TC.
Rifkin, Ilysa	Change Location	Speech Language Specialist		N/C	DN/HSN	9/1/19	6/30/20	Change location from 100% DN to 60% DN, 40% HSN.
Sanchis, Joann	Change Location	Teacher Spanish		N/C	MR	9/1/19	6/30/20	Change location from 79% MR, 21% MH to 100% MR.
<b>Leave of Absence</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Brienza, Bonnie	Leave-FMLA/NJFLA	Teacher Mathematics		N/A	HSS	12/9/19	2/28/20	FMLA/NJFLA/CC: 12/9/19-2/28/20 unpaid, with benefits. (RTW: 3/2/20)
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Shanmuga, Anbuselvi	Appoint	Cafeteria Aide	0	\$14.24/hr.	WIC	11/20/19	6/30/20	Appoint as cafeteria aide, pending employment verification, not to exceed 2.5 hrs/day, replacing Sivakaami Pillai, who resigned.
<b>Change</b>								
Attaar, Farida	Change	Instructional Assistant		N/C	HSS	9/6/19	6/30/20	Change hrs/day from 7.25 hrs/day to 7.5 hrs/day.
Ponniah, Vanitha	Change	Instructional Assistant		N/C	MR	10/31/19	6/30/20	Change start date from TBD to 10/31/19.
<b>Rescind</b>								
Cheesman, Austin	Rescind	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	11/19/20	11/19/20	Rescind appointment as security officer - "Eyes on the Door".
<b>Resignation</b>								
Pillai, Sivakaami	Resign	Cafeteria Aide		N/A	WIC	11/19/19	11/19/19	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Purohit, Vaishali	Appoint	Substitute Secretary		\$12.00/hr.	DIST	11/20/19	6/30/20	Appoint as a substitute secretary, pending employment verification, as needed for temporary assignments.
Roff, Nancy	Appoint	Substitute Secretary		\$13.00/hr.	DIST	11/20/19	6/30/20	Appoint as a substitute secretary, pending employment verification, as needed for temporary assignments.
<b>Reappoint</b>								
Singh, Manjit	Reappoint	Substitute Teacher		\$85.00/day	DIST	11/20/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
<b>Rescind</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ansari, Shamin	Rescind	Substitute Teacher		\$85.00/day	DIST	10/30/19	10/30/19	Rescind appointment as a Substitute Teacher (County Cert.).
Cason, Whitney	Rescind	Substitute Teacher		\$85.00/day	DIST	10/30/19	10/30/19	Rescind appointment as a Substitute Teacher (County Cert.).
Mooney, Batool	Rescind	Substitute Teacher		\$85.00/day	DIST	10/30/19	10/30/19	Rescind appointment as a Substitute Teacher (County Cert.).
<b>Resignation</b>								
Sinha, Rupmanjari	Resign	Substitute Teacher		N/A	DIST	11/6/19	11/6/19	Resign from position.
Vogt, Mary	Resign	Substitute Teacher		N/A	DIST	10/28/19	10/28/19	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Chaperone</b>								
Alvarez, Cindy	Extra Duty	Chaperone		\$64.95/event	HSN	9/2/19	6/30/20	Chaperone, as scheduled.
Bordfeld, Leslie	Extra Duty	Chaperone		\$64.95/event	HSN	9/2/19	6/30/20	Chaperone, as scheduled.
Kennen, Barbara	Extra Duty	Chaperone		\$51.95/event	GMS	9/1/19	6/30/20	Chaperone, as scheduled.
<b>Home Instruction</b>								
Beste, Steven	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/20/19	6/19/20	Home Instruction, not to exceed 45 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/30/19	11/13/19	Home Instruction for Algebra 2, American Studies 2, Health and Chemistry, not to exceed 16 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/30/19	11/13/19	Home Instruction for Language Arts, not to exceed 4 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McClendon, Teresa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/1/19	11/30/19	Home Instruction for Reading and Language Arts, not to exceed 11 hours.
Schuster, Linda	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/30/19	12/6/19	Home Instruction for Language Arts II, Spanish Communication & Culture, Environmental Science, American Studies I, Algebra II, not to exceed 22 hours.
Verhoog, Brianne	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/1/19	11/30/19	Home Instruction for Mathematics, not to exceed 7.75 hours.
Verhoog, Brianne	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/1/19	12/22/19	Home Instruction for Mathematics, not to exceed 3.75 hours.
<b>Home Programming</b>								
McCormick, Megan	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/19	6/20/20	Home programming to address IEP goal,s not to exceed 18 hours.
<b>Lifeguard</b>								
Khandelwal, Rahul	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
Kundu, Rohit	Extra Duty	Lifeguard		\$10.00/hr.	HSN	11/20/19	12/31/19	Lifeguard (student), as needed.
Kundu, Rohit	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
Leung, Megan	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
Li, Stella	Extra Duty	Lifeguard		\$10.00/hr.	HSN	11/20/19	12/31/19	Lifeguard (student), as needed.
Li, Stella	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
Liu, Eric	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Srinivasan, Ayush	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
Yu, Kaitlyn	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
Zhang, Allison	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
Chen, Chelsea	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Chen, Chelsea	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Deo, Anjali	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Deo, Anjali	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Fanta, Benjamin	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Fanta, Benjamin	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Grace, Charlotte	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Grace, Charlotte	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Hansen, Cynthia	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Hansen, Cynthia	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Huang, Emily	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Huang, Emily	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Kim, Grace	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Kim, Grace	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Klugerman, Ann	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Klugerman, Ann	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Lee, Kaylyn	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Lee, Kaylyn	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Loreski, Sophia	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Loreski, Sophia	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Lorish, Vani	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Lorish, Vani	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Mayer, Morgan	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mayer, Morgan	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
McCloskey, Carolina	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
McCloskey, Carolina	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
McCloskey, Isabella	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
McCloskey, Isabella	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Nagorny, Donna	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Nagorny, Donna	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Nahoum, Scott	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Nahoum, Scott	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Pruszinski, Kyra	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Pruszinski, Kyra	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Reddy, Ridhi	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Reddy, Ridhi	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.





# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rivera, Victoria	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Rivera, Victoria	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Rush, James	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Rush, James	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Rutter, Kyle	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Rutter, Kyle	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Silva, Josh	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Silva, Josh	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Singh, Akansha	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Singh, Akansha	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Staples, Connor	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Staples, Connor	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Tejani, Sachi	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tejani, Sachi	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Thibault, Matt	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Thibault, Matt	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Valiramani, Gunjan	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Valiramani, Gunjan	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Viswanathon, Akash	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Viswanathon, Akash	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Vitaloni, Matheo	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Vitaloni, Matheo	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Williams, Isabel	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Williams, Isabel	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Zhu, Ino	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Zhu, Ino	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Lighting &amp; Sound Technician</b>								
Nazario, Luis	Extra Duty	Lighting & Sound Technician		\$50.00/hr.	DIST	11/16/19	6/30/20	Lighting and Sound event coverage, as needed.
<b>Supervision</b>								
Kennen, Barbara	Extra Duty	Supervision		\$19.48/hr.	GMS	9/1/19	6/30/20	Supervision as necessary, not to exceed 5 hrs/week.
<b>Title I</b>								
Odzakovic, Aleksandra	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	10/23/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Aloi, Tina	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
Carnevale, Mary-Ann	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
Coffey, Amy	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
De Souza, Nicole	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
Forkel, Mehgan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
Kravis, Yuko	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
Leverton, Ryan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
Ozdonski, Paige	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.
Ross, Alexa	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	11/5/19	12/19/19	Title I Tutor, not to exceed 24 hours.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Carnevale, Mary-Ann	Extra Duty	Title I: SES Coordinator		\$47.09/hr.	MR	9/1/19	6/30/20	Title I SES Co-Coordinator, <b>total position</b> not to exceed 72 hours.
Valeriani, Lisa	Extra Duty	Title I: SES Coordinator		\$47.09/hr.	MR	9/1/19	6/30/20	Title I SES Co-Coordinator, <b>total position</b> not to exceed 72 hours.
<b>Title III</b>								
Aconi, Fabio	Extra Duty	Title III: ESL Parent University		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent University, paid through Title III grant funds, not to exceed 4.5 hours per workshop.
Jackson-Escogido, Jennifer	Extra Duty	Title III: ESL Parent University		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent University, paid through Title III grant funds, not to exceed 4.5 hours per workshop.
Salvador, Stephanie	Extra Duty	Title III: ESL Parent University		\$47.09/hr.	DIST	9/1/19	6/30/20	ESL Parent University, paid through Title III grant funds, not to exceed 4.5 hours per workshop.
<b>Change</b>								
Wilkins, Lauren	Change	Home Programming		\$70.00/hr.	DIST	10/28/19	6/20/20	Change start date from 10/29/19 to 10/28/19 for Home programming to address IEP goals, not to exceed 24 hours.
<b>E. Stipend Athletic</b>								
<b>Baseball</b>								
Ely, Justin	Stipend- Athletic	Baseball- Head Coach		\$6,036.00	HSS	Spring 2020	Spring 2020	Baseball - Head Coach, 1 yr. exp., paid in FULL in June.
Gero, Christopher	Stipend- Athletic	Baseball- Assistant Coach		\$4,024.00	HSS	Spring 2020	Spring 2020	Baseball - Assistant Coach, 1 yr. exp., paid in FULL in June.
Gambino, Joseph	Stipend- Athletic	Baseball- Assistant Coach		\$4,024.00	HSS	Spring 2020	Spring 2020	Baseball - Assistant Coach, 0 yrs. exp., paid in FULL in June.
<b>Lacrosse</b>								
Henry, David	Stipend- Athletic	Lacrosse- Head Coach		\$6,036.00	HSS	Spring 2020	Spring 2020	Lacrosse - Boys Head Coach, 1 yr. exp., paid in FULL in June.
Brown, Benjamin	Stipend- Athletic	Lacrosse- Assistant Coach		\$4,024.00	HSS	TBD	Spring 2020	Lacrosse - Boys Assistant Coach, 0 yrs. exp., paid in FULL in June.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Change</b>								
Hemmel, Shannen	Change	Diving- Head Coach		\$5,532.00	HSS	Winter 2019-2020	Winter 2019-2020	Change start date and end date from TBD to Winter 2019-2020 for Diving - Head Coach, 1 yr. exp., paid in FULL in March.
<b>Rescind</b>								
Holleran, Kimberlee	Rescind	Cheerleading- Head Coach		\$4,779.00	HSS	Winter 2019-2020	Winter 2019-2020	Rescind Cheerleading - Head Coach, 0 yrs. exp.
Silva, Samantha	Rescind	Cheerleading- Assistant Coach		\$3,521.00	HSS	Winter 2019-2020	Winter 2019-2020	Rescind Cheerleading - Assistant Coach, 0 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Computer Club</b>								
Rowan, Christine	Stipend Non-Athletic	Computer Club I		\$1,509.15	HSS	9/1/19	6/30/20	Computer Club I Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Lunch Duty</b>								
Colon, David	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
Hussong, Michael	Stipend Non-Athletic	Lunch Duty		\$1,988.00	HSS	9/1/19	6/30/20	Lunch Duty, paid 1/2 in Dec. & 1/2 in June.
<b>Model Congress</b>								
Kelley, Jennifer	Stipend Non-Athletic	Model Congress		\$2,263.73	HSS	9/1/19	6/30/20	Model Congress Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Change</b>								
Bard, Jennifer	Change	Knight's Armory Lunch Supervisor		\$3,018.30	HSN	9/1/19	6/30/20	Change salary from \$1,257.63 to \$3,018.30 for Knights Armory Lunch Supervisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
<b>F. Community Education</b>								
<b>Appoint</b>								
Drago, Rose	Appoint	EDP 1-to-1 Assistant		As per contract.	CMS	11/5/19	6/30/20	Appoint as an EDP 1 to 1 Assistant.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Paradkar, Kirti	Appoint	EDP 1-to-1 Assistant		As per contract.	MR	11/6/19	6/30/19	Appoint as an EDP 1 to 1 Assistant.
Thoota, Tejasri	Appoint	EDP 1-to-1 Assistant		As per contract.	CMS	12/3/19	6/30/20	Appoint as an EDP 1 to 1 Assistant.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Scow, Regina	Appoint-Repl.	Teacher Special Education- LR	OMA	\$57,500.00 (prorated)	DN	TBD	5/4/20	Appoint as leave replacement Special Education teacher, pending employment verification, replacing Michelle MacPhie, who is on leave.
<b>Change</b>								
McNamara, Dolores	Change Location	Teacher Spanish		N/C	MR/MH	9/1/19	6/30/20	Change location from 100% MR to 79% MR, 21% MH.
<b>Leave of Absence</b>								
Kravis, Yuko	Leave-FMLA/NJFLA	Teacher ESL		N/A	MR	1/6/20	1/10/20	FMLA/NJFLA: 1/6/20-1/10/20 unpaid, with benefits. (RTW: 1/13/20)
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Smith, Cynthia	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door", pending employment verification, replacing Jarrod Bright, who resigned.
<b>D. Substitute / Other</b>								
<b>Rescind</b>								
Honan, Edward	Rescind	Substitute Teacher		\$85.00/day	DIST	10/30/19	6/30/20	Rescind as a Substitute Teacher (County Cert.).
<b>E. Extracurricular / Extra Pay</b>								
<b>Lifeguard</b>								
Dowling, Jillian	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Dowling, Jillian	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Dowling, Shane	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dowling, Shane	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Li, Madison	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Li, Madison	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
Rancan, Patrick	Extra Duty	Lifeguard		\$10.00/hr.	HSS	11/1/19	12/31/19	Lifeguard (student), as needed.
Rancan, Patrick	Extra Duty	Lifeguard		\$11.00/hr.	HSS	1/1/20	6/30/20	Lifeguard (student), as needed.
<b>Title I</b>								
Godowski, Chelsea	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	11/20/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 382 hours.
Pyle, Maria	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	11/20/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 382 hours.
Riley, Theresa	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	11/20/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 382 hours.
Catizone, Heather	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
DeVincentz, Jenna	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Keeney, Megan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.





It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kluxen, Susan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Lyczkowski, Janice	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Mitcheltree, Christopher	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Nemeroff, Catherine	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Postlethwait, Brooke	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Sacca, Lisa	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Salvador, Stephanie	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Smith-Gardinella, Diane	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Staffieri, Monique	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Stein, Jacob	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.
Sternotti, Cynthia	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Academic Support Tutor, not to exceed 67 hours.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
DeVincentz, Jenna	Extra Duty	Title I: Struggling Learners Program Tutor		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Struggling Learners Program Tutor (Math), not to exceed 37 hours.
Keller, Elizabeth	Extra Duty	Title I: Struggling Learners Program Tutor		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Struggling Learners Program Tutor (Math), not to exceed 37 hours.
Scanlan, Linda	Extra Duty	Title I: Struggling Learners Program Tutor		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Struggling Learners Program Tutor (Math), not to exceed 37 hours.
Smith-Gardinella, Diane	Extra Duty	Title I: Struggling Learners Program Tutor		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Struggling Learners Program Tutor (Math), not to exceed 37 hours.
Stein, Jacob	Extra Duty	Title I: Struggling Learners Program Tutor		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Struggling Learners Program Tutor (Math), not to exceed 37 hours.
Sternotti, Cynthia	Extra Duty	Title I: Struggling Learners Program Tutor		\$47.09/hr.	CMS	11/18/19	5/19/20	Title I Struggling Learners Program Tutor (Math), not to exceed 37 hours.
<b>E. Stipend Athletic</b>								
<b>Basketball</b>								
Elhossieni, Kareem	Stipend-Athletic	Volunteer Basketball		\$0.00	HSN	Winter 2019-2020	Winter 2019-2020	Volunteer Basketball.
Wendel, Wayne	Stipend-Athletic	Volunteer Basketball		\$0.00	HSN	Winter 2019-2020	Winter 2019-2020	Volunteer Basketball.
<b>Change</b>								
Doody, Glenn	Stipend-Athletic	Ice Hockey-Assistant Coach		\$4,024.00	HSS	TBD	Winter 2019-2020	Change start date from Winter 2019-2020 to TBD for Ice Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in March.
<b>E. Stipend Non-Athletic</b>								
<b>Grover Middle School</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gandy, Heather	Stipend Non-Athletic	Standard Club Advisor		\$754.58	GMS	9/1/19	6/30/20	Hobby Car Club Advisor - Spring only, 0 yrs. exp., paid in FULL in June.
<b>Travel</b>								
Allison, Glenn	Stipend Non-Athletic	Travel		\$300.00	HSN/HSS	9/1/19	6/30/20	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Grillo, William	Stipend Non-Athletic	Travel		\$600.00	HSN/HSS	9/1/19	6/30/20	Travel stipend, 2 days per cycle, paid 1/2 in Dec. and 1/2 in June.
Tessein, Paula	Stipend Non-Athletic	Travel		\$300.00	HSN/HSS	9/1/19	6/30/20	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Elmer, Sara	Stipend Non-Athletic	Travel		\$240.00	DN/TC	9/1/19	6/30/20	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Gans, Samantha	Stipend Non-Athletic	Travel		\$240.00	MR/WIC	9/1/19	6/30/20	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Ronen, Pamela	Stipend Non-Athletic	Travel		\$480.00	DN/WIC	9/1/19	6/30/20	Travel stipend, 2 days per cycle, paid 1/2 in Dec. and 1/2 in June.
Waller, Suzanne	Stipend Non-Athletic	Travel		\$720.00	MR/TC	9/1/19	6/30/20	Travel stipend, 3 days per cycle, paid 1/2 in Dec. and 1/2 in June.
<b>Rescind</b>								
Graffin, Valerie	Rescind	Standard Club Advisor		\$754.58	GMS	9/1/19	6/30/20	Rescind Hobby Car Club Advisor - Spring only, 1 yr. exp.



## Personnel Addendum 2

Board Meeting Date: Nov 19, 2019

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Leave of Absence</b>								
Employee # 7861	Leave	Instructional Assistant		N/A	TC	12/4/19	12/17/19	Leave of absence, unpaid, no benefits. (12/4/19 1/2 day pm-12/17/19)



# POLICY

**FIRST READING: 11-19-19**

**WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT**

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Student Transportation  
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## 8600 STUDENT TRANSPORTATION

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

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

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

Students in elementary grades shall not be required to walk more than .5 miles; students in upper elementary and middle grades shall not be required to walk more than 1 mile; and students in high school grades shall not be required to walk more than 1.5 miles.

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.



# POLICY

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REGIONAL SCHOOL DISTRICT**

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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:



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# POLICY

**FIRST READING: 11-19-19**

**WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT**

**OPERATIONS  
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Bus Driver/Bus Aide Responsibility  
M**

## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the



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REGIONAL SCHOOL DISTRICT**

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transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the “New Jersey Controlled Dangerous Substances Act,” (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the “Motor Carrier Safety Improvement Act of 1999,” 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual’s employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.



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# POLICY

WEST WINDSOR-PLAINSBORO  
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**M**

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.



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REGIONAL SCHOOL DISTRICT**

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School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;  
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;  
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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# POLICY

**FIRST READING: 11-19-19**

**WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT**

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Transportation of Special Needs Students  
**M**

## 8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS

The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, and with their Individualized Education Program (IEP). The Board will provide transportation in accordance with N.J.A.C. 6A:27-5.1 as a related service for a student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent with the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

When necessary, the student's case manager shall provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

Students with special needs below the age of five shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations.

The transportation of students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1.

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23  
N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1

Adopted:



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# REGULATION

**FIRST READING: 11-19-19**

**WEST WINDSOR-PLAINSBORO  
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## R 8600 STUDENT TRANSPORTATION

### General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. 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;
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

B. Students in elementary grades shall not be required to walk more than .5 miles; students in upper elementary and middle grades shall not be required to walk more than 1 mile; and students in high school grades shall not be required to walk more than 1.5 miles.

### Hazardous Routes

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 will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;
2. Traffic volume;



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3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.

## Cooperative/Coordinated Transportation Services

- A. 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.

## School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or



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unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

## Operation and Management of Transportation System

- A. The Superintendent or designee shall
  - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
  - 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;



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3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
  4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

Issued:



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## R 8630 EMERGENCY SCHOOL BUS PROCEDURES

### A. Staff Training

1. The employer shall administer a safety education program for all permanent and substitute school bus drivers and school bus aides that it employs. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The employer shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.
4. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:





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- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

## B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice within the school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.



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4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
  - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
  - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and





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- a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.
3. School bus drivers shall attend training workshops offered by the NJDOE and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
  - a. A list of the students assigned to that bus;
  - b. A basic first aid kit;
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
  - d. Flags or flares or other warning devices; and
  - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
  - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
  - b. Keep aisles and passageways clear at all times;
  - c. Maintain student discipline on the bus;
  - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;



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- e. Report promptly to the Superintendent or designee any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the Superintendent or designee any deviation in the bus route or schedule;
- g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Inspect the school vehicle for students left on board the bus at the end of a route; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

## D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.



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3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
    - (2) A potential exists for the position of the bus to shift thus endangering students; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Superintendent or designee of the number and location of the bus and the



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circumstances of the disability. The Superintendent or designee will make arrangements for the safety of the students.

## E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
  - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.
  - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students if CPR certified.
  - c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
    - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
    - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
  - d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.



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- (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the NJDOE.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.





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- (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
  2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
    - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
    - b. If there is a bus aide on the bus, the bus aide if CDL certified will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
    - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
    - d. The Superintendent or designee shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
  3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
    - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
    - b. If necessary, first aid will be administered by bus driver is CPR certified.



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- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury:
  - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
  - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
  - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:



# POLICY

First Reading: October 29, 2019  
Second Reading: November 19, 2019

WEST WINDSOR-PLAINSBORO  
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TEACHING STAFF MEMBERS  
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Reporting Responsibilities  
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## 3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

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

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

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

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization pursuant to N.J.A.C. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district’s employ; or



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5. The Superintendent has received a report from the Division of Youth and Family Services (DYFS) substantiating allegations of abuse or neglect or establishing “concerns” regarding a certificated teaching staff member.

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

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

N.J.S.A. 18A:16-1.3  
N.J.A.C. 6A:9-17.1; 6A:9-17.4

Adopted: 17 July 2012  
Revised:



# POLICY

First Reading: October 29, 2019  
Second Reading: November 19, 2019

WEST WINDSOR-PLAINSBORO  
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**TEACHING STAFF MEMBERS**

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Substance Abuse

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## 3218 SUBSTANCE ABUSE

The West Windsor-Plainsboro Regional School District Board of Education recognizes a teaching staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

For the purposes of this Policy, “substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal of a teaching staff member to consent to the medical examination and substance test will be determined to be a positive result.



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In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any teaching staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a teaching staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the teaching staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a teaching staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2

N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted: 17 July 2012

Revised : 25 April 2017

Revised :



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4218 SUBSTANCE ABUSE (M) – SUPPORT STAFF

The West Windsor-Plainsboro Regional School District Board of Education recognizes a support staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.

For the purposes of this Policy, “substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours. Refusal of a support staff member to consent to the medical examination and substance test will be determined to be a positive result.



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In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a) 3, the Superintendent or designee shall not disclose the identity of a support staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the support staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a support staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2  
N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted: July 25, 2017  
Revised :



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## 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006 shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Reimbursement requests shall be made for individual titles and awards and only one reimbursement request per month may be submitted for an individual title or award. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted



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or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less.

A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to the requirements of the CMIA.



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New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – July 2008

Adopted: 17 July 2012  
Revised:



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Purchase of Food Supplies  
(M)

## 6480 PURCHASE OF FOOD SUPPLIES (M)

The West Windsor-Plainsboro Regional School District Board of Education authorizes the purchase of certain food supplies without advertising for bids.

For the purpose of this policy, “food supplies” means only those supplies that are to be eaten or drunk and those substances that may enter into the composition of a food in the operation of a school cafeteria or in a home economics class.

The Board of Education authorizes the School Business Administrator/Board Secretary or designee to purchase all food supplies without advertising for bids in accordance with N.J.S.A. 18A:18A-5 and N.J.A.C. 6A:23A-16.5 et seq.

The School Business Administrator/Board Secretary or designee shall obtain price quotations for all food supplies purchased without advertising for bids in accordance with N.J.A.C. 6A:23A-16.5 et seq.

Vendors interested in providing food supplies to the school district shall submit a written request to the School Business Administrator/Board Secretary or designee to receive specifications for food supplies to be purchased by the school district. The School Business Administrator/Board Secretary or designee will maintain a list of interested vendors and will mail specifications for food supplies to those vendors who requested such specifications.

Each time a purchase of food supplies is to be made, the School Business Administrator/Board Secretary or designee shall solicit quotations from interested, eligible vendors. Quotations for fresh or frozen fruits, vegetables, and meats need not be solicited more than once in any two week period.

The School Business Administrator/Board Secretary or designee shall provide definite and uniform specifications governing standards of quality to each eligible vendor from whom quotations are solicited. Specifications for food supplies will indicate a time in which all quotations must be submitted to the school district for consideration.

All quotations from interested, eligible vendors will be evaluated by the School Business Administrator/Board Secretary or designee. Food supplies shall be purchased from the vendor who



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submits the lowest quotation, except that food supplies may be purchased from another vendor who submitted a quotation when the School Business Administrator/Board Secretary or designee can justify the purchase. Any such justification, together with all quotations received, shall be kept in permanent record form, attached to the purchase order and available to school officials, the Board, and the State Department of Education for a minimum of three years following the purchase.

The School Business Administrator/Board Secretary or designee may purchase food supplies for any school cafeteria or home economics class to the extent of not more than \$500.00 any month without soliciting quotations provided the School Business Administrator/Board Secretary provides a written signed statement filed with the invoice indicating the reason why quotations could not be obtained. The signed statement filed with the invoice shall be retained for review and audit.

Nothing in this Policy shall prevent the Board from purchasing food supplies by advertising for bids and awarding contracts in accordance with N.J.S.A. 18A:18A-4.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6  
N.J.A.C. 6A:23A-16.5

Adopted:



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## 7440 SCHOOL DISTRICT SECURITY

The West Windsor-Plainsboro Regional School District Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

An adequate key control system will be established to limit the building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly. Key access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.



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Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Adopted: May 28, 2019  
Revised:



# REGULATION

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**TEACHING STAFF MEMBERS**

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Substance Abuse

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## R 3218 SUBSTANCE ABUSE (M)

### A. Definition

1. “Principal or designee” means the teaching staff member’s Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member’s supervisor or a staff member designated by the teaching staff member’s supervisor to be responsible at the time of the alleged violation.
2. “Substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
3. “Substance test” means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.
4. “Under the influence” means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.

### B. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.





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- a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:
  - (1) Immediately notify the Superintendent of Schools;
  - (2) Immediately meet with the teaching staff member;
    - (a) The Principal or designee may include another staff member in this meeting; and
    - (b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
- b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.
- c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.
- d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination to include a substance test.
- e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.



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- f. The teaching staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.
  - g. The teaching staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.
  - h. A teaching staff member's refusal to be examined or tested in accordance with the provisions of Policy 3218 and this Regulation will be deemed as a positive test for substances.
2. The medical examination and substance test shall be used by the physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.
3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available.
4. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.



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5. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will:
  - a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the physician's determination.
  - b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the staff member and approved by the physician.
    - (1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be conducted based on the existing test results, and the time in which a confirming test result would be valid.
    - (2) The confirming substance test results must be provided to the physician within the time period required by the physician.
    - (3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the teaching staff member shall be determined to have waived their right to have a confirming substance test considered by the physician.
  - c. After completing the requirements in a. and b. above the physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.



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- (1) If the physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these results to the Superintendent and the teaching staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.
- (2) If the physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these results to the Superintendent of Schools and the teaching staff member will be required to meet with the Superintendent.

C. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member who has been determined by the physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
  - a. The teaching staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the teaching staff member an opportunity to respond to the physician's determination.
3. A teaching staff member who has been determined to have been under the influence of a substance during work hours or at a school-sponsored function where the teaching



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staff member was assigned job responsibilities will be subject to appropriate discipline which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member.

Issued: 25 April 2017

Revised:



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SUPPORT STAFF

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SUBSTANCE ABUSE (M)

## R 4218 SUBSTANCE ABUSE (M)

### A. Definition

1. “Substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
2. “Substance test” means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.
3. “Support staff member’s supervisor” or “supervisor” means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member’s supervisor shall be the support staff member’s Principal, School Business Administrator/Board Secretary, district Director or Supervisor, or any other administrative staff member designated by the Superintendent.
4. “Under the influence” means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.

### B. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance



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SUBSTANCE ABUSE (M)

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours.
  - a. The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours will:
    - (1) Immediately notify the Superintendent of Schools;
    - (2) Immediately meet with the support staff member;
      - (a) The support staff member's supervisor may include another staff member in this meeting; and
      - (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.
  - c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.
  - d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination to include a substance test.
  - e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or



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SUBSTANCE ABUSE (M)

designee and shall be accompanied by the support staff member's supervisor or designee.

- f. The support staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.
  - g. The support staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.
  - h. A support staff member's refusal to be examined or tested in accordance with the provisions of Policy 4218 and this Regulation will be deemed as a positive test for substances.
2. The medical examination and substance test shall be used by the physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.
  3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available.
  4. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours, the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the support staff member's personnel file.





# REGULATION

WEST WINDSOR-PLAINSBORO

First Reading: October 29, 2019

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**REGIONAL SCHOOL DISTRICT**

SUPPORT STAFF

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SUBSTANCE ABUSE (M)

5. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours, the physician will:
  - a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the physician's determination.
  - b. Provide the support staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the staff member and approved by the physician.
    - (1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be conducted based on the existing test results, and the time in which a confirming test result would be valid.
    - (2) The confirming substance test results must be provided to the physician within the time period required by the physician.
    - (3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the support staff member shall be determined to have waived their right to a have a confirming substance test considered by the physician.
  - c. After completing the requirements in a. and b. above the physician shall make a final determination whether the support staff member was under the influence of a substance during the work hours.
    - (1) If the physician makes a final determination the support staff member was not under the influence during work hours, the physician will



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SUBSTANCE ABUSE (M)

report these results to the Superintendent and the support staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the support staff member's personnel file.

- (2) If the physician makes a final determination the support staff member was under the influence during work hours, the physician will report these results to the Superintendent of Schools and the support staff member will be required to meet with the Superintendent.

## C. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance

1. Any support staff member who has been determined by the physician to be under the influence of a substance during work hours shall be required to meet with the Superintendent.
  - a. The support staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the support staff member an opportunity to respond to the physician's determination.
3. A support staff member who has been determined to have been under the influence of a substance during work hours will be subject to appropriate discipline which may include termination of or the filing of tenure charges for a tenured support staff member.

Issued: July 25, 2017

Revised:



# REGULATION

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

First Reading: October 29, 2019  
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## R 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The State of New Jersey and school districts must assure certain Federal and other grant funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government. In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures outlined in this Regulation are to be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006 shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

### A. Definitions

1. "Cost objective" means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.
2. "Grant" means an award of financial assistance by the Federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the State legislature to be awarded to eligible subgrantees.
3. "Grantee" means the State of New Jersey, Department of Education, to which a grant is awarded by the Federal government.
4. "Subgrant" means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.
5. "Subgrantee" means the local education agency, school district, or other legal entity to which a subgrant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.

### B. Procedures

1. Functionality



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# REGULATION

WEST WINDSOR-PLAINSBORO

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- a. The School Business Administrator/Board Secretary or designee will submit reimbursement requests using the payment functionality of the EWEG system.
  - b. The payment functionality will be enabled upon final NJDOE approval of the subgrant application through the EWEG system.
2. Submission of Reimbursement Requests
- a. The School Business Administrator/Board Secretary or designee will make reimbursement requests for individual titles and awards. Therefore, reimbursement requests for NCLB will be made for each individual title. Reimbursement requests for IDEA must be made separately for Basic and Preschool as well as for the Perkins Secondary and Perkins Post-Secondary grant funds. Only one reimbursement request per month may be submitted for an individual title or award.
  - b. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made. The following examples are based upon the schedule in Section C. below.
    - (1) The school district has ordered and received supplies and has paid the vendor. The school district may request reimbursement.
    - (2) The school district has ordered and received equipment but has not yet paid the vendor. The school district expects payment to be made on the last day of the month, following the monthly Board meeting. The school district may request reimbursement.
    - (3) The school district makes salary payments on the fifteenth and last day of each month. In a given month, the school district may request reimbursement for payroll expenditures actually made during the month and for the payroll scheduled for the last day of the month. The school district may not request reimbursement in anticipation of subsequent pay dates in the following month.



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- (4) The school district is responsible for payment of health benefits to its provider on a quarterly basis. The subgrantee may request reimbursement prospectively if payment to the provider will be made during the calendar month in which reimbursement is requested.
  - (5) The school district is responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with Federal funds. For members of the Teachers' Pension and Annuity Fund (TPAF), school districts shall reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the school district will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the school district should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. The school district should not include fringe benefit calculations in their regular salary reimbursement requests.
- c. The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made. The submission of a reimbursement request also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.
  - d. Reimbursement requests must be in accordance with approved grant applications.
    - (1) The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created.



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- (2) The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award or \$50,000 for IDEA, Perkins, and NCLB (per title), whichever is less. The Superintendent of Schools or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

## C. Processing Timelines

1. Reimbursement requests may be submitted at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant. Reimbursement may be made for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is submitted.
2. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

## D. Content of Reimbursement Requests

1. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.
  - a. Example - \$8,750 is being requested in the 100 function code. The description is "salaries and instructional supplies."
2. Expenditures must be supported by documentation at the school district level. This documentation should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request.



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3. Documentation for salary expenditures is subject to the requirements of the applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

## E. Review and Approval of Reimbursement Requests

1. NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria, including but not limited to the following:
  - a. Adequate description of the expenditures is provided;
  - b. No new budget category has been created; and
  - c. The reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.
2. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system.
3. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives. Approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to the requirements of the CMIA.

Issued: 17 July 2012  
Revised:



# REGULATION

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

First Reading: October 29, 2019  
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## R 7440 SCHOOL DISTRICT SECURITY

### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:



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- a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
  4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.
- C. Key Control System for Access to School Buildings and Facilities
1. School staff members will be provided access to a school building using the school's key control system as follows:
    - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and



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to other facilities on school grounds to which they require access for the performance of their professional duties.

- (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
  - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
  3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

## D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.



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# REGULATION

WEST WINDSOR-PLAINSBORO  
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- a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
  4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
  5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.
- E. School Safety Specialist
1. The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.



# REGULATION

WEST WINDSOR-PLAINSBORO  
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2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

## F. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.
2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Adopted: May 28, 2019  
Revised:





Program of  
Study  
2020-2021

*BOE Presentation*  
*November 19, 2019*

*Whole Child, Every Child, Global Child*

## New Courses for 2020-2021

- Computer Art & Design II
- Robotics Engineering
- AVID

3 NEW

# Computer Art & Design II

- Will Serve Students in Grades 10-12
- Prerequisite: Computer Art & Design I
  - Continues the course of study from Computer Art & Design I



## Description:

Students will further develop computer-based art skills, solve more complex design challenges, and continuing to develop their digital portfolio.

\*This is a good choice for students who wish to present a graphic design portfolio for admission into a strong graphic design program in an art school or college.

\*This course could be used as the basis of an AP design portfolio.

# Robotics Engineering

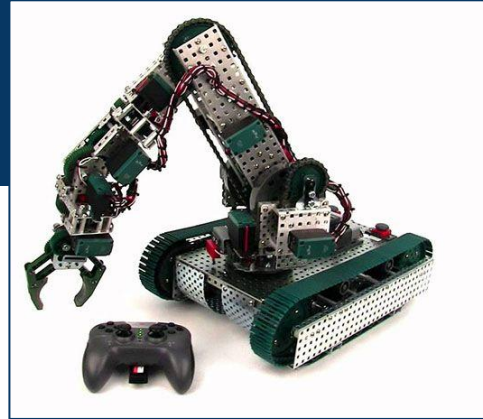
- Will Serve Students in Grades 9-12
- No Prerequisite

## Description:

Students will acquire an in-depth understanding of the types of robots, how they operate, and their application in automation and autonomous actions.

\*In this hands-on, project-based course, students will design and build various robots and custom components using CNC router and laser cutters.

\*Student may elect to take this course multiple times during their high school career and in each subsequent year at the honors level.





# AVID – Advancement Via Individual Determination

- Will Serve Students in Grade 9 (2020-2021)
  - Expansion of grade levels each year
- Prerequisite: *Students are selected by the AVID site team through specific criteria set forth by the AVID system. Students must complete the AVID application and participate in the interview process.*

## Description:



An elective course that, over four years, prepares students for entrance into four year colleges. There is an emphasis on analytical writing, preparation for college entrance and placement exams, study skills and test taking, note-taking and research.

# Minor Revisions to the POS for 2020–2021

- Clothing Construction was renamed to **Creative Design** to better align the course work to the course name.



- **Math Department**

- Revised course descriptions to match curriculum work and current tools
  - removed “Geometry Sketchpad” as chromebooks are utilized
  - reworded a few descriptions to be sure purpose and goals are clear - *no changes to the courses themselves.*
  - listed criteria (*no changes to criteria or course*) - ex: Multivariable Calculus



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**DECEMBER 18, 2019: BOARD OF EDUCATION SPECIAL MEETING**

Central Office

321 Village Road East, West Windsor, NJ 08550

**NO ACTION WILL BE TAKEN**

6:00 Board of Education Retreat – Multi-Purpose Room

**Board of Education**

Michele Kaish, President

Rachel Juliana, Vice-President

Isaac Cheng

Anthony Fleres

Carol Herts

Louisa Ho

Dana Krug

Martin Whitfield

Yu “Taylor” Zhong

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North

Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug

Plainsboro Township Committee: Rachel Juliana

Superintendent’s Advisory Council: Dana Krug

West Windsor-Plainsboro Education Foundation: Carol Herts

West Windsor Board of Recreation Commissioners: Dana Krug

West Windsor Township Council: Martin Whitfield

West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools

Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary

Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction

James Earle, Assistant Superintendent, Pupil Services/Planning

Charity Fues, Director, Human Resources/Affirmative Action Officer

Patrick Duncan, Special Assistant for Labor Relations

Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on December 13, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on December 13, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on December 13, 2019.

**II. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments

**III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

**IV. MEETING**

**A. ADMINISTRATION**

*To be discussed on December 18, 2019:*

- 2020-2021 Budget

**V. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**VI. ADJOURNMENT**



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

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**DECEMBER 17, 2019: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**

**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

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Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

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**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters and Student Matter</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	<b>Discussion of Real Property</b>
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>OCR 02-19-1438</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representatives' Reports

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

IV. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

V. **MEETING**

A. **ADMINISTRATION**

*To be voted on 12/17/19:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated November 19, 2019, for the following case numbers: CMS082019, CMS102019, CMS112019, GMS103119001, HSN062019, HSS110119001, HSS102219001, MRS110119001, MRS110119002, VES110719001, MRS111119001 and CMS12-2019.
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated December 17, 2019, for the following case numbers: CMS13-2019, CMS14-2019, CMS15-2019, CMS16-2019, CMS17-2019, CMS18-2019, GMS112619001, GMS112619002, HSN072019, HSN082019, HSS112719001, HSS120519001, HSS120519002, HSS121019001, MRS120919001, MRS121019001.

**School Security Drills**

3. Acknowledge the following fire and security drills were performed in November 2019 in compliance with N.J.S.A. 18A:41-1:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
11/21/19	11/6/19	Dutch Neck Elementary School
11/6/19	11/15/19	Maurice Hawk Elementary School
11/15/19	11/6/19	Town Center Elementary School
11/6/19	11/4 & 19/19	J.V.B. Wicoff Elementary School
11/11/19	11/15/19	Millstone River School

11/4/19	11/11/19	Village School
11/1/19	11/11/19	Community Middle School
11/15/19	11/6/19	Thomas Grover Middle School
11/11/19	11/12/19	WW-P High School North
11/14/19	11/27/19	WW-P High School South

**Special Services – Professional Services**

4. Approve the following consultants/evaluators:
  - a) Neuroscience Assoc., Dr. Kavita Sinha at \$500 per evaluation.
  - b) Aveanna Healthcare, LBN Loving Care Agency, Inc to provide nursing services: RN/\$55 hour, LPN/\$45 hour, Substitute Nurse/\$60 hour, Transportation Services RN/LPN \$115/trip.

**Policies and Regulations**

5. First reading of the following policies:
  - P9210 Parent Organizations
  - P9400 Media Relations
6. Second reading and approval of the following policies and regulations:
  - P8600 Student Transportation
  - P8630 Bus Driver/Bus Aide Responsibility
  - P8670 Transportation of Special Needs Students
  - R8600 Student Transportation
  - R8630 Emergency School Bus Procedures

**Nonpublic School Security Aid Program**

7. Expenditures for the FY 2019 New Jersey Nonpublic School Security Aid Program as follows:

Montessori Country Day School	\$1,004.38
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**Parent Program – Title I**

8. Matt Bellace, Ph.D. for a one evening program at Community Middle School on January 9<sup>th</sup>, 2020 at a cost not to exceed \$2000 to be paid by Title I funds.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 12/17/19:* Recommend approval of the following resolutions:

**High School Program of Studies**

1. Adopt the 2020-2021 High School Program of Studies.



### **Curriculum**

2. Approve the following new and/or revised curricula:
  - a) 6-8 Dance
  - b) 9-12 Dance

### **Non-public Technology Expenditure**

3. Expenditures of the FY 2020 NJ Nonpublic School Technology Initiative as follows:  
French American School of Princeton    \$2,990.72

### **Professional Development Consultants**

4. The following consultants:
  - a) HiTOPS, Inc. to provide a one-day workshop titled SOGIE at a cost not to exceed \$225.
  - b) PLYOGA Fitness to provide a one-day certification workshop titled Your Body Is Power at a cost not to exceed \$3,490.

### **Disposal of Instructional Materials**

5. Disposal of the following obsolete items in accordance with R7300.1:
  - a) Baldwin Spinnet Upright Piano – Dutch Neck Elementary
  - b) Madison Spinnet Upright Piano – Dutch Neck Elementary
  - c) 2,002 books from High School North Media Center
  - d) 1,134 books from Community Middle School Media Center
  - e) 941 books from Village Elementary School Media Center
  - f) 797 books from Maurice Hawk Elementary School Media Center
  - g) 220 books from Millstone River Media Center

All items meet one or more of the below criteria:

- i. Are so outdated as to no longer serve as worthy instructional tools, OR
- ii. Are so worn and/or damaged as to preclude effective use and economical repair or restoration.

### **Field Trips**

6. An overnight international field trip for High School South Band and Orchestra students to Italy from February 9, 2021, to February 15, 2021. The cost of the trip is approximately \$2,500 per student.

## **C. FINANCE**

***To be voted on 12/17/19:*** Recommend approval of the following resolutions:

### **Business Services**

1. Payment of bills as follows:

- a) Bill List General for December 17, 2019 (run on 12-12-19) in the amount of \$18,817,419.43.
- b) Bills List Capital for December 17, 2019 (run on 12-11-19) in the amount of \$622,372.78.

2. Budget transfers as follows:

- a) 2019-2020 school year as shown on the expense account adjustments for November 30, 2019 (run on 12-05-19) (Adjustment No. 257-304).

3. Accept the following reports this will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of October 31, 2019, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of October 31, 2019.

### **Energy Savings Plan**

- 4. Adopt the Energy Savings Plan developed by Schneider Electric in cooperation with the West Windsor-Plainsboro Regional School District, reviewed by DLB Associates as required by law, and approved by the Board of Public Utilities. After adoption, the plan will be posted on the Board of Education's website and submitted to the Board of Public Utilities for posting on its website.
- 5. Enter into an agreement with Schneider Electric, District Energy Savings Company (ESCO), whereby ESCO agrees to provide and perform the energy conservation measures ("ECMs") set forth in the Energy Savings Plan approved by the Board of Public Utilities and adopted by the District.

### **Change Orders**

- 6. Change Order No. 2 – Single overall contract of Innovative Electrical Contracting, Inc., for Emergency Generator Installation and Related Work at West Windsor-Plainsboro Schools, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architect/Planner Project No. 5063A2, 5063C1, 5063G2, 5063I2), to change the substantial completion date to February 14, 2020 and final completion date to March 16, 2020, at no additional cost to Owner. This change order does not change the contract amount of \$801,988.

### **Professional Services**

These contracts/agreements are awarded without competitive bidding as professional services under the provisions of the Public School Contracts Law, (*N.J.S.A. 18A:18A-5*) because such services are to be performed by a person or persons authorized by law to practice a recognized profession that is regulated by law:

Auditors

- 7. Authorize the execution of an agreement with Wiss and Company LLP, school district auditors appointed on January 8, 2019, for the 2019-2020 school year audit at a cost of \$86,400 plus reimbursable expenses. [This represents approximately a 1.5 percent increase.]

And,

Acknowledge the receipt, review, and evaluation of the external peer/quality report as required under *N.J.A.C. 6A:23A-16.2(i)*.

**Equipment Disposal**

- 8. Disposal of obsolete equipment that has met the district’s life expectancy. [The age and/or physical condition of the equipment rendered it ineffective.]

Community Middle School

Desk, Metal, Teachers

Grover Middle School

Cart, Metal, Rolling  
Oven/Stove  
Refrigerator, Whirlpool

High School North

Overhead Projector, Eiki  
Overhead Projector, Elmo – 4  
Cart, Chromebook – 14  
Cart, Chromebook, Datamation – 2  
Cart, Chromebook, Bretford  
Cart, Television - 6  
Television, Phillips – 3  
Television, Sony - 2  
Television, Sanyo

Village Elementary

Document Camera, Aver Media

**Transportation**

Bid Awards – Student Transportation Services – To and From School

- 9. Award the November 20, 2019, Bid Number PUB19-9, Student Transportation Contract – Multi Contract Number RB-PUB19-9 to Rick Bus Company for the 2019-2020 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
TITUS12A	Titusville Academy	\$180.00	128	\$32.00	\$4.00

Quotes – School Related Activities

10. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23154 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23154	NYC Armory Track	\$925.00	1	\$125.00

11. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23159 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23159	Washington, D.C.	\$2,697.00	1	N/A

12. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23163 to Stout’s Charter Service, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23163	Hershey Park	\$1,818.00	8	N/A

13. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23139 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23139	Ocean Breeze Athletic Complex	\$950.00	2	\$125.00

Cancellation (Quote)

14. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number TITUS, route TITUS awarded to George Dapper, Inc. on November 19, 2019. Total route cost is \$7,145.60.

**Health and Safety Evaluation of School Buildings Checklist Statement of Assurance**

15. Authorize the submission of the District’s 2019-20 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance form to the Executive County Superintendent certifying that the district completed the checklist for every school building prior to December 30, 2019.

**Travel and Related Expenses Reimbursement**

16. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education.

All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools.

- a) One district administrator to attend the World Congress on Special Needs Education on December 7, 2019 through December 15, 2019, in London, UK, at a cost not to exceed \$400, plus travel (partial reimbursement per WWPAA contract).
- b) Ten staff members to visit Neshaminy School District in Langhorne, Pennsylvania between December 17, 2019 and January 31, 2020 to observe an active AVID program at a cost of mileage only.
- c) Change the dates of travel originally approved on August 27, 2019 for one district staff member to attend MS Excel 2016 Classes in West Windsor, New Jersey, to be January 21 and 23, 2020. There is no change in cost.
- d) Correct the dates of travel originally approved on October 29, 2019 for one district staff member to attend the National Institute on Legal Issues of Educating Students with Disabilities Conference in New Orleans, Louisiana, to be May 2–7, 2020.
- e) Three staff members to attend the MidSchool Math Conference on March 4, 2020 through March 9, 2020, in Santa Fe, New Mexico, at a cost not to exceed \$645 per person, plus travel (partial reimbursement per WWPEA and WWPAA contracts).

#### **D. PERSONNEL**

*To be voted on 12/17/19:* Recommend approval of the following resolutions:

##### **Job Descriptions**

1. Approve the following job descriptions:
  - a) Senior Computer Support Specialist
  - b) Communication Support Specialist

##### **Personnel**

2. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

#### **VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 12/17/19:*

- A. November 19, 2019 Public Hearing and Meeting
- B. November 19, 2019 Closed Executive Session

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**X. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 12/17/2019**

**Deadline for next Agenda: 12/11/2019**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Faia, Maria	Appoint- Repl.	School Counselor- LR	1MA	\$58,000.00 (prorated)	TC	TBD	5/27/20	Appoint as leave replacement School Counselor, pending employment verification, replacing Erica Anas, who is on leave.
Rispoli, Jake	Appoint- Repl.	Teacher Social Studies- LR	0BA	\$55,500.00 (prorated)	HSS	TBD	6/30/20	Appoint as leave replacement School Counselor, certificate pending, pending employment verification, replacing Valerie Kearns, who is on leave.
Ding, Shi	Appoint	Teacher Chinese- 80%	0MA	\$46,000.00	GMS	TBD	6/30/20	Appoint as Chinese teacher - 80%, certificate pending, pending employment verification, replacing Susan Hsueh, who transferred. (Tenure date: TBD)
<b>Change</b>								
Scow, Gina	Change	Teacher Special Education- LR		N/C	DN	12/2/19	5/4/20	Change start date from TBD to 12/2/19.
Kravis, Yuko	Change	Teacher ESL		N/A	MR	12/2/19	12/20/19	Change from FMLA/NJFLA from 1/6/20-1/10/20 to Intermittent FMLA/NJFLA from 12/2/19-12/20/19 unpaid, with benefits. (RTW: 1/2/20)
Pierce, Katherine	Change	Teacher Special Education		N/A	CMS	1/2/20	3/1/20	Change FMLA/NJFLA/CC from 1/9/20-4/2/20 to 1/2/20-3/1/20 unpaid, with benefits. (RTW: 3/2/20)
Sinha, Kavita	Change	Teacher Elementary		N/A	DN	3/31/20	6/30/20	Change FMLA/NJFLA/CC from 4/6/20-6/30/20 to 3/31/20-6/30/20 unpaid, with benefits. (RTW: 9/1/20)
<b>Leave of Absence</b>								
Drummond, Alexis	Leave- FMLA/NJFLA/CC	Teacher Elementary		N/A	DN	5/11/20	6/30/20	FMLA/NJFLA/CC: 5/11/20-6/30/20 unpaid, with benefits. (RTW: 9/1/20)
Fontana, Delia	Leave- FMLA/NJFLA/CC	Teacher Basic Skills Reading		N/A	MR	5/7/20	6/30/20	FMLA/NJFLA/CC: 5/7/20-6/30/20 unpaid, with benefits. (RTW: 9/1/20)





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Huelbig, Amanda	Leave-FMLA/NJFLA/CC	Teacher Mathematics		N/A	HSS	3/30/20	6/30/20	FMLA/NJFLA/CC: 3/30/20-6/30/20 unpaid, with benefits. (RTW: 9/1/20)
Tresansky, Eileen	Leave- FMLA	Teacher Resource Specialist-Reading Intervention		N/A	TC	12/11/19	1/1/20	FMLA: 12/11/19 (1/2 pm)-1/1/20 unpaid, with benefits. (RTW: 1/2/20)
<b>Resignation</b>								
Lang, Janine	Resign	Teacher Basic Skills Math		N/A	WIC	9/30/19	9/30/19	Resign, after 22 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Rundbaken, MaryAnn	Appoint	Bus Aide	0	\$14.24/hr.	TRAN	12/18/19	6/30/20	Appoint as Bus Aide for 5.0 hrs/day, not to exceed 40 hrs/wk, replacing Richard Carr.
Henry, Roland	Appoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as substitute security officer - "Eyes on the Door", pending employment verification, as needed.
Hofflinger, Raymond	Appoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as substitute security officer - "Eyes on the Door", pending employment verification, as needed.
Vargas Pena, Livingston	Appoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	12/18/19	6/30/20	Appoint as substitute security officer - "Eyes on the Door", pending employment verification, as needed.
<b>Change</b>								
Arminio, Catherine	Change	Administrative Assistant		N/A	CO	9/11/19	12/17/19	Change CC from 12/4/19-12/13/19 unpaid, no benefits to 12/4/19-12/17/19 unpaid, no benefits. (RTW: 12/18/19)
D'Alfonso, Michelle	Change	Acting Director of Community Education / Program Administrator for Community Education		\$75.00/day	CO	1/2/20	4/30/20	Appoint as Acting Director of Community Education, replacing Christine Martin, who will be on leave. Approve per diem payment for additional duties.
<b>Leave of Absence</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Colon, Robyn	Leave-FMLA/NJFLA/CC	Instructional Assistant		N/A	TC	3/23/20	6/12/20	FMLA/NJFLA/CC: 3/23/20-6/12/20 unpaid, with benefits. (RTW: 6/15/20)
Drago, Rose	Leave- FMLA	Bus Driver/ Instructional Assistant		N/A	HSN/CMS	1/6/20	3/27/20	FMLA: 1/6/20-3/27/20 unpaid, with benefits. (RTW: 3/30/20)
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Krishamurthy, Amitha	Appoint	Substitute Teacher		\$85.00/day	DIST	1/8/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Hutchinson, Robert	Appoint	Substitute Nurse		\$210.00/day	DIST	1/8/20	6/30/20	Appoint as a Substitute Nurse (County Cert.), pending employment verification, as needed for temporary assignments.
<b>Reappoint</b>								
Uppal, Ruchi	Reappoint	Substitute Teacher		\$85.00/day	DIST	12/18/19	6/30/20	Reappoint as a Substitute Teacher (County Cert.), as needed for temporary assignments.
<b>Resignation</b>								
Guhamazumder, Rupa	Resign	Substitute Teacher		N/A	DIST	12/5/19	12/5/19	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Extra Duty</b>								
Delre, Margaret	Extra Duty	Extra Duty		\$47.09/hr.	MR	1/1/20	2/28/20	IA Training, as approved by Supervisor, not to exceed 5 hours.
<b>Home Instruction</b>								
Avarello, Tina	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/2/19	12/9/19	Home Instruction for IRLA, not to exceed 2 hours.
Backman, Mary	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for Social Studies, not to exceed 8 hours.
Bebawi, Kimberly	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/22/19	12/11/19	Home Instruction for Creative Design, not to exceed 4 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	12/3/19	1/10/19	Home Instruction for Forensic Science, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	12/3/19	1/10/19	Home Instruction for Language Arts III, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/1/19	1/9/20	Home Instruction for World History, not to exceed 10 hours.
Costanza, Michelle	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/21/19	12/21/19	Home Instruction for Language Arts II and American Studies I, not to exceed 16 hours.
Dennehy, Jane	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/14/19	12/15/19	Extra Duty for Special Services, not to exceed 10.5 hours.
Drummond, Alexis	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/19/19	12/20/19	Home Instruction for Reading and Language Arts, not to exceed 19 hours.
Ellingson, Caitlin	Extra Duty	Home Instruction		\$47.09/hr.	HSN	12/3/19	1/10/19	Home Instruction for Algebra II, not to exceed 8 hours.
Ely, Jaime	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/21/19	12/20/19	Home Instruction for Reading/Language Arts and Mathematics, not to exceed 8 hours.
Ely, Jaime	Extra Duty	Home Instruction		\$47.09/hr.	MH	11/20/19	12/20/19	Home Instruction for Reading, Writing and Math, not to exceed 18 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/1/19	1/9/20	Home Instruction for Algebra II and Biology, not to exceed 20 hours.
Jackson, Michael	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for Social Studies, not to exceed 8 hours.
Ku, Brittany	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for Math 7 Honors, not to exceed 8 hours.
Maher, Kaitlin	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for IRLA, not to exceed 8 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Nemeroff, Catherine	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/2/19	12/9/19	Home Instruction for Social Studies, not to exceed 2 hours.
Niedermaier, Marissa	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/2/19	12/9/19	Home Instruction for Math, not to exceed 2 hours.
Obst, Alysha	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/12/19	1/10/19	Home Instruction for Reading and Writing, not to exceed 8 hours.
Postlethwait, Brooke	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for Science, not to exceed 8 hours.
Postlethwait, Brooke	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for Science, not to exceed 8 hours.
Radice, Debra	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/1/19	1/9/20	Home Instruction for Language Arts I, not to exceed 10 hours.
Rivera-Gonzalez, Brittany	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for IRLA, not to exceed 8 hours.
Schannen, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/22/19	12/11/19	Home Instruction for Language Arts III, not to exceed 4 hours.
Stein, Anne	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/2/19	12/9/19	Home Instruction for Science, not to exceed 2 hours.
Sternotti, Taylor	Extra Duty	Home Instruction		\$47.09/hr.	CMS	12/16/19	1/24/19	Home Instruction for Math, not to exceed 8 hours.
Verhoog, Brianne	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/19/19	12/20/19	Home Instruction for Pre-Academics, not to exceed 10 hours.
<b>Lifeguard</b>								
Agogliati, Ashley	Extra Duty	Lifeguard		\$10.00/hr.	HSN	11/22/19	12/31/19	Lifeguard (student), as needed.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Agogliati, Ashley	Extra Duty	Lifeguard		\$11.00/hr.	HSN	1/1/20	6/30/20	Lifeguard (student), as needed.
<b>Professional Development Planning</b>								
Coleman, Bradford	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	Elementary Science Coordinator PD Planning, not to exceed 6 hours.
Borup, Kelly	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Carnevale, Mary-Ann	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Coleman, Bradford	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Dailey, Tara	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Elfo, Brianne	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Exler, Melissa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Hancock, Melissa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Johnson, Juliana	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Johnson, Lauren	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Kleckner Wray, Kara	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Knoblock, Jennifer	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Liput, Ashley	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Mallon, Dennis	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
McFall, Renee	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
McKenna, Maureen	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Miller, Kristin	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Obst, Alysha	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
O'Connell, Sarah	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Piergrossi, Melinda	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Redelico, Rachel	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Stevenson, Michael	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Young, Janette	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours.
Borup, Kelly	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Carnevale, Mary-Ann	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Dailey, Tara	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Elfo, Brianne	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Exler, Melissa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Faulkner, Melanie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Hancock, Melissa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Johnson, Lauren	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Knoblock, Jennifer	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Liput, Ashley	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Mallon, Dennis	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
McFall, Renee	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
McKenna, Maureen	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Miller, Kristin	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Obst, Alysha	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
O'Connell, Sarah	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Redelico, Rachel	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Stevenson, Michael	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Wriede, Michelle	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Yi, Julie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Young, Janette	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	630/19	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Aconi, Fabio	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Backman, Mary	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Bader, Amanda	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Bebawi, Kimberly	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Beste, Steven	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bidwell, Jessica	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Bond, Christopher	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Bresnahan, Marie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Bugge, Danielle	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Cabarle, Christine	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Cicerale, Robyn	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Cruzado, Keri	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Davis, Jennifer	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Davison, Kristine	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
DeVincentz, Jenna	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
DiCarlo, Stephanie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Efstathios, Ariana	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Eggert, David	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Fevola, Carol	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Foley, Katie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Frost, Amanda	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Fruhling, Marla	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Grau, Christopher	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Haley, Kaitlyn	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Heavers, Katherine	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Huelbig, Amanda	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Iannelli, Matthew	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Jackson-Escogido, Jennifer	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Kearns, Valerie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Kitson, Mary	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Leonard, Rosemary	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Liu, Yanqing	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Locane, Victoria	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Lyczkowski, Janice	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Mangieri, Haley	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Mato, Cristina	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
McElrath, Larissa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
McPhail, Tracy	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Naud, Melissa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Patterson, Brian	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Pena, Jennifer	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Per, Steven	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Pollard, Katie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Reca, Cheryl	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Rokita, Kaitlyn	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Saleh, Emily	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Scupp, Rachel	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Smith, Todd	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Spicer, Colleen	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Teeter, Allysa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Warren, Ashley	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Zarodnansky, Tracy	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Zhao, Suihua	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
<b>Substitute Videographer</b>								
Nazario, Luis	Extra Duty	Substitute Videographer		\$75.00/hr.	DIST	11/20/19	6/30/20	Substitute videographer, as needed.
<b>Title I</b>								
Anantharaman, Anita	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	11/20/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Brokaw, Jennifer	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Chiocca, Diane	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Churinskas, Linda	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Gautieri, Alyssa	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Henry, David	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Kirkpatrick, Lynne	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lonzson, Christopher	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Mueller, Devin	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
O'Grady, Lauren	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Scupp, Rachel	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Terppe, Brianna	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Warn, Brooke	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Academic Support Tutor, <b>total program</b> not to exceed 580 hours.
Aloi, Tina	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
Carnevale, Mary-Ann	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
Coffey, Amy	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
De Souza, Nicole	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
Forkel, Mehgan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
Leverton, Ryan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
Ozdonski, Paige	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ross, Alexa	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
Valeriani, Lisa	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	MR	1/21/20	2/28/20	Title I Tutor, not to exceed 20 hours.
Carnevale, Mary-Ann	Extra Duty	Title I: SES Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Coffey, Amy	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
De Souza, Nicole	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Dewan, Megan	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Eggert, David	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Forkel, Mehgan	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Leverton, Ryan	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Ozdonski, Paige	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Ross, Alexa	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
Valeriani, Lisa	Extra Duty	Title 1: SES Evening Parent Program		\$47.09/hr.	MR	2/20/20	3/20/20	Title I SES Evening Parent Program, not to exceed 2 hours.
<b>Change</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Beste, Steven	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/20/19	6/19/20	Change extra duty from not to exceed 45 hours to not to exceed 87 hours.
Weingart, Jessica	Change	Home Programming		\$70.00/hr.	DIST	10/23/19	6/20/20	Change home programming to address IEP goals from not to exceed 18 hours to not to exceed 24 hours.
<b>Rescind</b>								
McClendon, Teresa	Rescind	Home Instruction		\$47.09/hr.	DIST	11/1/19	11/30/19	Rescind Home Instruction for Reading and Language Arts, not to exceed 11 hours.
<b>E. Stipend Athletic</b>								
<b>Fencing</b>								
Stewart, Eric	Stipend- Athletic	Fencing- Assistant Coach		\$3,521.00	HSN	Winter 2019-2020	Winter 2019-2020	Fencing - Assistant Coach, 0 yrs. exp., paid in FULL in March.
<b>Wrestling</b>								
Beincivengo, Anthony	Stipend- Athletic	Volunteer Wrestling		\$0.00	HSN	Winter 2019-2020	Winter 2019-2020	Volunteer Wrestling.
<b>E. Stipend Non-Athletic</b>								
<b>High School South</b>								
Johnson, Courtney	Stipend Non-Athletic	Drama, Spring Musical, Producer- Shared		\$754.58	HSS	9/1/19	6/30/20	Drama, Spring Musical, Producer- shared 50%, 0 yrs. exp., paid in FULL in June.
Stewart, Kathryn	Stipend Non-Athletic	Volunteer Orchestra		\$0.00	HSS	TBD	6/30/20	Orchestra Volunteer.
<b>Grover Middle School</b>								
Graffin, Valerie	Stipend Non-Athletic	Standard Club Advisor		\$754.58	GMS	1/1/20	6/30/20	Sign Language Club Advisor - Spring only, 0 yrs. exp., paid in FULL in June.
Rivero, Gabriella	Stipend Non-Athletic	Standard Club Advisor		\$754.58	GMS	1/1/20	6/30/20	Mural Club Advisor - Spring only, 0 yrs. exp., paid in FULL in June.
Wachtin, Heidi	Stipend Non-Athletic	Standard Club Advisor		\$754.58	GMS	1/1/20	6/30/20	Shakespeare Outside Club Advisor - Spring only, 0 yrs. exp., paid in FULL in June.
<b>Change</b>								





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mehno, Christopher	Change	Volunteer Mock Trial		\$0.00	HSS	11/26/19	6/30/20	Change start date from TBD to 11/26/19 for Mock Trial Volunteer.
Silva, Samantha	Change	Drama, Spring Musical, Producer- Shared		\$754.58	HSS	9/1/19	6/30/20	Change from Drama, Spring Musical - Producer to Drama, Spring Musical, Producer - shared 50%, 2 yrs. exp., paid in FULL in June. Change salary from \$1,509.15 to \$754.58.
<b>F. Community Education</b>								
<b>Appoint</b>								
Lackey, Roxanne	Appoint	EDP Group Leader		\$16.50/hr.	MR	12/18/19	6/30/20	Appoint as an EDP Group Leader.
Munoz, Natalie	Appoint	EDP Group Leader		\$12.00/hr.	DN	12/18/19	6/30/20	Appoint as an EDP Group Leader.
Singh, Priya	Appoint	EDP Group Leader		\$16.50/hr.	MR	12/18/19	6/30/20	Appoint as an EDP Group Leader.
Kaur, Jaskiran	Appoint	EDP Assistant Group Leader		\$11.25/hr.	MR	12/18/19	6/30/20	Appoint as an EDP Assistant Group Leader.
<b>Resignation</b>								
Burby, Cindy	Resign	EDP Group Leader		\$12.00/hr.	MR	12/1/19	12/1/19	Resign from position.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Bailin, Jenna	Appoint-Repl.	Teacher Elementary- LR	0BA	\$55,500.00 (prorated)	DN	1/2/20	6/1/20	Appoint as leave replacement 2nd grade teacher, replacing Gabrielle McCormick, who is on leave.
<b>Change</b>								
Kidney, Elizabeth	Change	Occupational Therapist	1MA	\$58,000.00 (prorated)	DIST	1/2/20	6/30/20	Change from Occupational Therapist 50%, Occupational Therapist 50%- LR to Occupational Therapist 100%, replacing Nancy Wilson, who retired.
Pierce, Katherine	Change	Teacher Special Education		N/A	CMS	1/2/20	3/25/20	Change FMLA/NJFLA/CC from 1/2/20-3/1/20 to 1/2/20-3/25/20 unpaid, with benefits. (RTW: 3/26/20)
Kloutis, Kimberly	Change %	Teacher ESL- 117.24%	15BA	\$110,850.42	TC	9/1/19	TBD	Change salary from 100% to 117.24% for additional duties.
De Windt, Rhounda	Change %	Teacher Spanish- 120%	15BA	\$95.85/day	GMS	1/2/20	1/31/20	Additional per diem payment for an extra section.
Figuroa, Ivett	Change %	Teacher Spanish- 120%	0BA	\$55.50/day	GMS	1/2/20	1/31/20	Additional per diem payment for an extra section.
Martin, Maricel	Change %	Teacher Spanish- 120%	15MA	\$97.44/day	GMS	1/2/20	1/31/20	Additional per diem payment for an extra section.
<b>Resignation</b>								
Brzezynski, Kenneth	Resign	Teacher Health & Physical Education		N/A	GMS	6/30/20	6/30/20	Resign, after 35 years in the district, for the purpose of retirement.
Doolittle, Deborah	Resign	Teacher Social Studies		N/A	GMS	6/30/20	6/30/20	Resign, after 20 years in the district, for the purpose of retirement.
Wilson, Nancy	Resign	Occupational Therapist		N/A	DIST	12/31/19	12/31/19	Resign, after 15.5 years in the district, pending retirement application.
<b>C. Non Certificated Staff</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Appoint</b>								
Fairey, Charlene	Appoint	Instructional Assistant	1	\$17.37/hr.	TC	TBD	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Valerie Kastrup, who resigned.
<b>Change</b>								
Albeta, Thomas	Change	Senior Computer Support Specialist		\$55,000.00 (prorated)	CO	12/18/19	6/30/20	Change from Computer Support Specialist to Senior Computer Support Specialist. Change salary from \$48,038.00 to \$55,000.00 (prorated).
South, Michael	Change	Senior Computer Support Specialist		\$55,000.00 (prorated)	CO	12/18/19	6/30/20	Change from Computer Support Specialist to Senior Computer Support Specialist. Change salary from \$44,943.00 to \$55,000.00 (prorated).
Baker, Lateshia	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	10/30/19	6/30/20	Change from substitute to permanent security officer - "Eyes on the Door".
Smith, Cynthia	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	12/16/19	6/30/20	Change start date from TBD to 12/16/19.
<b>Resignation</b>								
Charleston, Cristina	Resign	Secretary To		N/A	HSN	3/31/20	3/31/20	Resign, after 23 years in the district, for the purpose of retirement.
<b>E. Extracurricular / Extra Pay</b>								
<b>Title I</b>								
Bader Roman, Amanda	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	12/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Schuster, Linda	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	12/1/19	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Bhatheja, Shveta	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Brokaw, Jennifer	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Churinskas, Linda	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Delasandro, Michael	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Gautieri, Alyssa	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Haggag, Radwa	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Henry, David	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Hoeflinger, Kimberly	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Hoppe, Sherrie	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
O'Grady, Lauren	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
Pacifico, Lisa	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	12/9/19	6/30/20	Title I Flex Support Tutor, as needed.
<b>E. Stipend Athletic</b>								
Gerstacker, David	Stipend-Athletic	Volunteer Wrestling		\$0.00	HSS	TBD	Winter 2019-2020	Volunteer Wrestling.
Gerstacker, Mark	Stipend-Athletic	Volunteer Wrestling		\$0.00	HSS	TBD	Winter 2019-2020	Volunteer Wrestling.
<b>E. Stipend Non-Athletic</b>								
<b>Change</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Proulx, Jane	Change	Lunch Duty		\$1,988.00 (prorated)	HSS	9/1/19	12/1/19	Change end date from 6/30/20 to 12/1/19 for Lunch Duty, paid in FULL.



# POLICY

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

**FIRST READING: 11-19-19**  
**SECOND READING: 12-17-19**

OPERATIONS  
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Student Transportation  
**M**

## 8600 STUDENT TRANSPORTATION

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

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

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

Students in elementary grades shall not be required to walk more than .5 miles; students in upper elementary and middle grades shall not be required to walk more than 1 mile; and students in high school grades shall not be required to walk more than 1.5 miles.

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.



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REGIONAL SCHOOL DISTRICT

**FIRST READING: 11-19-19**  
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Student Transportation  
**M**

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:



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# POLICY

WEST WINDSOR-PLAINSBORO

REGIONAL SCHOOL DISTRICT

**FIRST READING: 11-19-19**

**SECOND READING: 12-17-19**

OPERATIONS

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Bus Driver/Bus Aide Responsibility

**M**

## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the





# POLICY

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**FIRST READING: 11-19-19**  
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Bus Driver/Bus Aide Responsibility  
**M**

transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the “New Jersey Controlled Dangerous Substances Act,” (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the “Motor Carrier Safety Improvement Act of 1999,” 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual’s employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.



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Bus Driver/Bus Aide Responsibility  
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The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.



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School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;  
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;  
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



# POLICY

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

**FIRST READING: 11-19-19**  
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Transportation of Special Needs Students  
**M**

## 8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS

The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, and with their Individualized Education Program (IEP). The Board will provide transportation in accordance with N.J.A.C. 6A:27-5.1 as a related service for a student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent with the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

When necessary, the student's case manager shall provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

Students with special needs below the age of five shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations.

The transportation of students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1.

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23  
N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1

Adopted:



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# POLICY

FIRST READING: December 17, 2019

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

## COMMUNITY

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Parent Organizations

### 9210 PARENT ORGANIZATIONS

The West Windsor-Plainsboro Regional School District Board of Education will encourage and support parent organizations whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations that their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A parent organization may not organize students, sponsor school activities, or solicit money in the name of this school district or of any school in the district without the prior approval of the Superintendent or designee. Such approval must be sought by written application to the Superintendent or designee.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. Representatives of recognized parent organizations shall comply with all applicable Board policies.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, at will, whose actions are inimical to the interest of the school district and the students of this district.

Adopted:



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# POLICY

WEST WINDSOR-PLAINSBORO  
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**FIRST READING:** December 17, 2019

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Media Relations

## 9400 MEDIA RELATIONS

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district's community relations program.

The West Windsor-Plainsboro Regional School District Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the broadcasting, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate.

The Superintendent or designee must authorize in advance interviews between staff members and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.



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Media Relations

The Superintendent or designee must authorize the release of any image of district subjects, personnel, or students.

Any image of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any image may violate the privacy of any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

Adopted: 24 June 2003  
Revised: 07 October 2014  
Revised:



# REGULATION

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REGIONAL SCHOOL DISTRICT

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Student Transportation

## R 8600 STUDENT TRANSPORTATION

### General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. 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;
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

B. Students in elementary grades shall not be required to walk more than .5 miles; students in upper elementary and middle grades shall not be required to walk more than 1 mile; and students in high school grades shall not be required to walk more than 1.5 miles.

### Hazardous Routes

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 will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;
2. Traffic volume;





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3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.

## Cooperative/Coordinated Transportation Services

- A. 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.

## School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or



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unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

## Operation and Management of Transportation System

- A. The Superintendent or designee shall
  - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
  - 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;



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3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
  4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

Issued:



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## R 8630 EMERGENCY SCHOOL BUS PROCEDURES

### A. Staff Training

1. The employer shall administer a safety education program for all permanent and substitute school bus drivers and school bus aides that it employs. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The employer shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.
4. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:



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- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

**B. Emergency Bus Evacuation Drills**

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice within the school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.



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4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
  - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
  - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and



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- k. Provide any other training required by Federal and State law or as deemed appropriate by the Board that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
  - b. The time the drill was conducted;
  - c. The school name;
  - d. The location of the drill;
  - e. The route number(s) included in the drill; and
  - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
- 1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Superintendent or designee.
  - 2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.



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- a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.
3. School bus drivers shall attend training workshops offered by the NJDOE and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
  - a. A list of the students assigned to that bus;
  - b. A basic first aid kit;
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
  - d. Flags or flares or other warning devices; and
  - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
  - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
  - b. Keep aisles and passageways clear at all times;
  - c. Maintain student discipline on the bus;
  - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;





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- e. Report promptly to the Superintendent or designee any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the Superintendent or designee any deviation in the bus route or schedule;
- g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Inspect the school vehicle for students left on board the bus at the end of a route; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

## D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.



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3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
    - (2) A potential exists for the position of the bus to shift thus endangering students; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Superintendent or designee of the number and location of the bus and the



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circumstances of the disability. The Superintendent or designee will make arrangements for the safety of the students.

## E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
  - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.
  - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students if CPR certified.
  - c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
    - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
    - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
  - d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.



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- (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the NJDOE.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.



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- (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
  2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
    - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
    - b. If there is a bus aide on the bus, the bus aide if CDL certified will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
    - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
    - d. The Superintendent or designee shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
  3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
    - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
    - b. If necessary, first aid will be administered by bus driver is CPR certified.



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- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury:
  - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
  - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
  - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:





**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**JANUARY 7, 2020: BOARD OF EDUCATION REORGANIZATION & MEETING  
January 2020 through January 2021**

**Central Office  
321 Village Road East, West Windsor, NJ 08550**

**ACTION WILL BE TAKEN**

**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Isaac Cheng  
Anthony Fleres  
Carol Herts  
Louisa Ho  
Rachel Juliana  
Michele Kaish  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Carol Herts  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. CALL TO ORDER** by Board Secretary

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019, and on January 3, 2020, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on January 3, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on January 3, 2020.

**II. CONVENE**

This is the Reorganization Meeting of the West Windsor-Plainsboro Regional School District for the period January 2020 through January 2021. In accordance with the state's Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and to the extent known, the agenda of this meeting, to the *Princeton Packet*, *The Times*, and West Windsor and Plainsboro Public Libraries. Copies of this notice also have been posted in the Board Office, filed with Plainsboro's and West Windsor's Township Clerks, and placed in each of our schools.

**III. RESULTS** of the November 5, 2019, Election - Board Secretary

**IV. OATH OF OFFICE ADMINISTERED TO FOLLOWING INDIVIDUALS;  
EACH MEMBER WILL READ ALOUD THE STATE OF NEW JERSEY  
REQUIRED OATHS FOR SCHOOL BOARD MEMBERS**

1. Robin Zovich, Board member for Plainsboro
2. Louisa Ho, Board member for West Windsor
3. Graelynn McKeown, Board member for West Windsor

**V. NOMINATIONS FOR PRESIDENT**

Election of President  
President Assumes Control of Meeting after Election

**VI. NOMINATIONS FOR VICE-PRESIDENT**

Election of Vice-President

**VII. It is recommended that approval be given to designate Christopher J. Russo, EdD, as Board Secretary and as temporary chair to conduct officer elections for the period of January 2020 through January 2021.**

**VIII. It is recommended that members of the Board of Education authorize Christopher J. Russo, EdD, Board Secretary/Assistant Superintendent for Finance, or his designee, to advertise and solicit bids/quotes for the following commodities: audio-visual supplies, arts and crafts supplies, technology (hardware and software), office supplies, teaching supplies, photocopiers, paper products and related supplies, athletics supplies, plaques and awards, building and ground equipment, services and supplies, gasoline and diesel fuel, industrial art supplies, furniture, and leases. These bids, when accepted by the members of the Board of Education, will be encumbered against the budget.**



- IX.** **It is recommended that** approval be given to designate Christopher J. Russo, EdD, or his designee as Public Agency Compliance Officer (P.A.C.O.) under *N.J.A.C. 17:27-3.2* and appointment of purchasing agent and authorization to award contracts up to bid threshold and set quote threshold at 15 percent of bid threshold amount for the school year.
- X.** **It is recommended that** approval be given to appoint Assistant Superintendent/School Business Administrator, Christopher J. Russo, EdD, as the West Windsor-Plainsboro Regional School District's Qualified State Purchasing Agent (*18A:18A-2b*) for the school year in accordance with the New Jersey State Statutes and be authorized to advertise for and received bids and purchase through state contracts wherever practical in the best interest of the Board of Education; and to authorize that West Windsor-Plainsboro Regional School District evoke the supplemental authority of *N.J.S.A. 18A:18A-3* and *18A:18A-4.3* to set the District's bid threshold to the statutory bid threshold of \$40,000 (quote threshold for local units with a QPA is \$6,000 - 15% of the \$40,000 QPA bid threshold).
- XI.** **It is recommended that** approval be given to designate Kia Bergman as Custodian of District Records under New Jersey Open Public Records Act (P.L.2001, Chapter 404) for the school year.
- XII.** **It is recommended that** approval be given to designate responsibility for Integrated Pest Management and Asbestos to Thomas Daly or his designee the responsibility for HAZCOM, Right-To-Know, and Indoor Air Quality, and Environmental Regulations under the Public Employees Occupational Safety and Health Program Hazard Communication Standard (*N.J.A.C. 12:100-7*) for the school year.
- XIII.** **It is recommended that** approval be given to designate Superintendent or designee as district liaison for the education of homeless children under Students At Risk of Not Receiving a Public Education (*N.J.A.C. 6A:17-2.5*); NJ Department of Children and Families, Division of Child Protection and Permanency (formerly Division of Youth and Family Services); and appointments of: 504 Committee Coordinator(s), ADA Officer, Issuing Officer for Working Papers, collection and maintenance of student records (*N.J.A.C. 6A:32-7.3*, and approval of Emergency Operations Plan, Crisis Intervention Procedures Manual, and Emergency Management Plan; for the school year.
- XIV.** **It is recommended that** approval be given to designate Superintendent or designee as Title IX Coordinator under the Education Amendments of 1972, 20 U.S.C. (United States Code) Section 1681 et seq.; 34 C.F.R. (Code of Federal Regulations), Part 106, for the school year.
- XV.** **It is recommended that** approval be given to designate Superintendent or designee to implement the approved safety and health plan in accordance with *N.J.A.C. 6A:19-6.5*, for the school year.
- XVI.** **It is recommended that** approval be given to designate James Earle, assistant superintendent for pupil services/planning, as school safety specialist in accordance with state law (P.L. 2017 c. 162).
- XVII.** **It is recommended that** approval be given to designate Jill Liedtka as Treasurer of School Monies for the school year.

**XVIII. NAME FINANCIAL DEPOSITORIES**

- A. It is recommended that** approval be given to designate the following financial institutions as Depositories for School Funds:

Bank of America  
Bank of New York Mellon  
The Bank of Princeton  
Beneficial Bank  
Investors Bank  
JP Morgan Chase Bank  
New Jersey Cash Management  
NJARM  
Oceanfirst Bank, N.A.  
PNC Bank  
Santander Bank, N.A.  
TD Bank  
Wells Fargo Bank, N.A.

- B. It is recommended that** approval be given for the Assistant Superintendent for Finance or designee to designate bank accounts and authorized signatories.

**XIX. ADOPT THE BOARD POLICIES NOW EXISTING**

**It is recommended that** approval be given to adopt all Board policies and regulations now existing, subject to review, recession, or addition during the school year.

**XX. ADOPT CURRICULA**

**It is recommended that** approval be given to adopt all existing curricula based upon the New Jersey Student Learning Standards (Visual and Performing Arts; Comprehensive Health and Physical Education; Language Arts Literacy; Mathematics; Science; Social Studies; World Languages; Technology; and 21st Century Life and Careers), textbooks, and course offerings for the district and each school.

**XXI. ESTABLISH TIME, DATE, AND PLACE OF MEETINGS**

- a) **It is recommended that** approval be given to establish the time, date, and place of the meetings of the Board of Education, in which action may be taken, at 7:30 p.m. at Central Office, Multi-Purpose Room, for the meetings from February 2020 through January 2021, as follows:

- February 11, 2020
- February 25, 2020
- March 10, 2020
- March 31, 2020
- April 28, 2020
- May 12, 2020
- May 26, 2020
- June 9, 2020
- June 23, 2020
- July 28, 2020

- September 1, 2020
- September 22, 2020
- October 6, 2020
- October 27, 2020
- November 17, 2020
- December 15, 2020
- January 5, 2021
- January 26, 2021

b) **It is recommended that** approval be given to establish the time, date, and place of three Special Meetings of the Board of Education for the purpose of Board Retreats, in which action will not be taken, at 6:00 p.m. at Central Office, Multi-Purpose Room, as follows:

- February 20, 2020
- June 11, 2020
- December 16, 2020

Public Hearings: April 28, 2020, 2020-2021 Budget; June 9, 2020, Administrator Contracts & Salaries pursuant to P.L. 2007, Chapter 53; July 28, 2020, Semi-Annual District Harassment, Intimidation & Bullying Report; October 6, 2020, 2019-2020 Annual Report of Student Safety Data; and, January 26, 2021, Semi-Annual District Harassment, Intimidation & Bullying Report.

**XXII.** **It is recommended that** approval be given to designate *The Times* and *The Home News Tribune* as the official newspapers for the school district.

**XXIII.** **It is recommended that** approval be given to adopt the rules and regulations of the New Jersey State Interscholastic Athletic Association as resolved in the July 11, 2000, Resolution for the High Schools' Athletic Departments.

**XXIV.** **It is recommended that** approval be given to empower the Superintendent of Schools and the Board Secretary to implement the budget pursuant to policies and regulations of the New Jersey Board of Education and West Windsor-Plainsboro Regional Board of Education.

**XXV.** **It is recommended that** approval be given to empower the Superintendent of Schools and the Board Secretary to audit and approve chart of accounts and demands for payment prior to presentation to the Board.

**XXVI.** **It is recommended that** approval be given to empower the Superintendent of Schools and the Board Secretary to approve transfers of funds, except for transfers to and from surplus, between meetings of the Board of Education. Transfers approved shall be reported to the Board, ratified, and duly recorded in the minutes at the next Board Business Meeting.

**XXVII.** **It is recommended that** approval be given to empower the Superintendent of Schools to authorize routine employment appointments between the last day of school and the first Board of Education meeting in September, with the understanding that formal action would be taken at the next voting meeting of the Board.

**XXVIII.** **It is recommended that** approval be given to adopt the existing Nursing Services Plan, subject to review, revision, or addition during the school year.

**XXIX.** It is recommended that approval be given to adopt all board-approved job descriptions now existing, subject to review, revision, or addition during the school year.

**XXX.** It is recommended that approval be given to use the “Student Safety Data System Incident Report Form,” which is available on the state SSDS web page, for the school year.

**XXXI.** Affirmative Action Officers/Anti-Bullying Specialists/Statement of Assurance

1. To adopt the following resolution:

Whereas, New Jersey public schools and the West Windsor-Plainsboro Regional School District are required to develop, submit, and implement a Comprehensive Equity Plan to identify and resolve all equity needs affecting its schools, pupils, or staff, as indicated in *N.J.A.C. 6:4-1 et.seq.*; and

Whereas, an Affirmative Action Officer is necessary to uphold the regulations pertaining to *N.J.S.A. 18A:36-20, 10:5, N.J.A.C. 6:4*, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Individuals with Disabilities Education Act of 1977; now, therefore be it

Resolved, that an Affirmative Action Officer be appointed with the West Windsor-Plainsboro Regional School District, for the school year, as follows:

- Charity Fues, District Affirmative Action Officer

2. To appoint a district anti-bullying coordinator and anti-bullying specialists for the West Windsor-Plainsboro Regional School District, for the school year, as follows:

- Lee McDonald, District Anti-Bullying Coordinator
- Jamie Crystal, High School North Anti-Bullying Specialist
- Chelsea Allen, High School South Anti-Bullying Specialist
- Ariana Efstathios, Community Middle School Anti-Bullying Specialist
- Wendy Alley, Grover Middle School Anti-Bullying Specialist
- Lisa Valeriani, Millstone River School Anti-Bullying Specialist
- Melissa Greiner, Village School Anti-Bullying Specialist
- Nancy Dunne, Dutch Neck Elementary School Anti-Bullying Specialist
- Kelly Marshall, Maurice Hawk Elementary School Anti-Bullying Specialist
- Erica Anas, Town Center Elementary School Anti-Bullying Specialist
- Ellen Incollingo, J.V.B. Wicoff Elementary School Anti-Bullying Specialist
- C. Shannon Martin, Community Education Anti-Bullying Specialist
- Michelle D’Alfonso, Community Education Anti-Bullying Specialist

**XXXII.** It is recommended that approval be given to empower the Superintendent of Schools and the Board Secretary to enter into agreements in accordance with *N.J.A.C. 6A:14-4.3(b)5*, with county special services school districts, educational services commissions, and private schools for students with disabilities, which have been approved by the Department of Education (according to *N.J.S.A. 18A:46-14 and 15*) for the purpose of special education placements.

**XXXIII. It is recommended that approval be given to adopt the following resolution:**

Whereas, during the fiscal year, there exists a need for a variety of specialized services; and

Whereas, funds are available for this purpose; and

Whereas, the Public School Contracts Law (*N.J.S.A. 18A:18A-5*) requires a resolution authorizing the award of contracts/agreements for "professional services" or "extraordinary unspecifiable services" (*N.J.S.A. 40A:11-5(1)(a)(ii)* and *40A:11-5(1)(m)*) without competitive bids; now therefore be it

Resolved, by the West Windsor-Plainsboro Regional Board of Education:

1. The Superintendent of Schools and Board Secretary are authorized to execute contracts and/or agreements with:

Business Office

Allen & Stults, Co., Inc. – Student Accident Insurance Broker of Record  
Certified Testing Laboratories, Inc. – Engineers & Land Surveyors Consultants  
Comegno Law Group, P.C. – School District Board Attorneys  
Environmental Tactics, Inc. – School District Asbestos Abatement Consultants  
Fraytak Veisz Hopkins Duthie, P.C. - School District Architectural Consultants  
French & Parrello Associates – School District Engineering Consultants  
Kelter & Gilligo – School District Consulting Engineers  
McManimon, Scotland & Baumann, LLC, School District Bond Attorneys  
Methfessel & Werbel – School District Board Attorneys  
Parker McCay, P.A. - School District Board Attorneys  
PARS Environmental, Inc. – School District Health & Safety Compliance Consultants  
Phoenix Advisors, LLC – School District Financial Advisors  
Phoenix Advisors, LLC – School District Disclosure Agent of Record  
Rue Insurance – School District Risk Management Broker of Record (extraordinary unspecifiable services)  
Schneider Electric - School District Energy Services Company (ESCO)  
Van Cleef Engineering Associates – School District Engineering Consultant  
Wells Fargo/USI Insurance Services – Health Insurance Broker of Record  
Wiss & Company, LLP - School District Auditor

Vendors – Investment Accounts

457 Investment Accounts: AXA/Equitable Life Insurance Co., Voya Financial, Lincoln Investment Planning, MetLife Group Services, Valic/AIG Financial.

403(b) and Roth 403(b) Investment Accounts in accordance with the district's 403(b) plan's adoption agreement: Appendix I: AXA/Equitable Life Insurance Co., Voya Financial, Lincoln Investment Planning, MetLife Group Services, and Valic/AIG Financial.

Vendor – Disability Insurance

Hartford Insurance Company  
Prudential

Central Office-Medical

Center for Behavioral Health MD, PA  
Dr. Rajeswari Muthuswamy, MD  
Dr. Gerald Raymond, Medical Services Director

Dr. Adam Naddelman, Medical Inspector  
Dr. Emil Matarese, Comprehensive Neurologic Associates  
Interstate Mobile Care (Transportation)  
Lawrence Orthopedic Group  
Penn Medicine Princeton Medical Center  
Princeton Nassau Pediatrics  
Robert Wood Johnson Medical Center  
University Orthopedic Associates

Athletics (medical coverage for home football games.)

- a) Dr. Scott Miller (Champion Orthopedic Group)
- b) Dr. William Rossy (Princeton Orthopedic Associates)
- c) Mr. Mark Pressman (Princeton Orthopedic Associates)

Special Services – Consultants/Evaluators

- a) 360 Translations International, Inc.
- b) Advancing Opportunities
- c) Alfred I duPont Hospital for Children Nemours Foundation
- d) Arc of New Jersey (Project Hire)
- d) Arc Mercer, Inc.
- e) Arin International
- f) ASL Interpreter Referral Services, Inc.
- g) Attachment Trauma Center
- h) B A Vision Education Services
- i) Ball, James, JB Autism Consulting
- j) Bayada Home Health Care, Inc.
- k) B & B Therapy Solutions, LLC
- l) Behavior Therapy Associates
- m) Beyond Communications, Inc.
- n) BMW Enterprises, Inc.
- o) Brett DiNovi & Associates, LLC
- p) Bridges to Employment, a division of Alternatives, Inc.
- q) Center for Hearing & Communications
- r) The Center for Neurological and Neurodevelopmental Health, CNNH
- s) Children's Specialized Hospital
- t) CHOP Specialty Care Center in Princeton
- u) Communication Technology Resources
- v) Cross Country Clinical Educational Services
- w) Delta-T Group North Jersey, Inc.
- x) Demonte Therapy Services, OT and PT Services
- y) Douglass Developmental Disabilities Center
- z) Eden Autism Services
- aa) Educational Audiology Resources
- bb) Educational Services Commission of NJ
- cc) Educational Services Commission of Morris County
- dd) Eye Care Professionals
- ee) FJC Fiscal Scholarship Program ( Lighthouse Guild Braille Transcription)
- ff) G&A Medical Associates LLC (Developmental Pediatrics of Central Jersey)
- gg) Elliot Gursky, MD & Associates
- hh) Hampton Behavioral Health Center
- ii) Hunterdon Care Systems Developmental Pediatric Assn.
- jj) Inlingua Services
- kk) KDH Enterprises, Inc.

- ll) Karen Kelly, CEIS Consultant (Kelly Educational Consultant)
- mm) Learning Tree Multicultural/Multilingual Evaluation & Consulting, Inc.
- nn) LearnWell Educational Services (formally Education Inc.)
- oo) Life Enhancement Institute (Dr. Nupur Lahiri)
- pp) Loving Care Agency, Inc./Aveanna Healthcare
- qq) Maida Mobility and Sharon Maida
- rr) Suzanne McMasters; CIES Consultant
- ss) Mercer County Special Services
- tt) Susan Mitcheltree; CEIS Consultant
- uu) Neuroscience Associates
- vv) Newborn Nurses (NBN Group)
- ww) Newgrange Educational Outreach Center
- xx) New Hope Psychological Services, LLC
- yy) Occupational Therapy Associates of Princeton
- zz) Positive Steps Pediatric Occupational Therapy
- aaa) Princeton Family Care Associates, LLC
- bbb) Princeton Healthcare System/Occupational Medicine Services
- ccc) Princeton Mental Health (Dr. Bhalla)
- ddd) Rancocas Valley High School
- eee) Rutgers University Behavioral Healthcare
- fff) Sankay Systems, Interpreting Services
- ggg) State of New Jersey Katzenbach School for the Deaf
- hhh) United Therapy Solutions, (formerly Tiny Tots, Inc)
- iii) Village Counseling Services
- jjj) Vista Rehab Services
- kkk) YWCA Princeton/Plainsboro Aquatic Outreach Program

Special Services – Hearing Audiologist

- a) Dr. Donna Goione-Merchant (Educational Audiology Resources)
- b) Mary-Elizabeth Kilkenny, Au.D., CC-A, (State of NJ Katzenbach School for the Deaf)
- c) Gail Ostroff (CHOP Specialty Care Center in Princeton)

Special Services – Interpreters

- a) Neera Kothary (Gujarati)
- b) Sankay Systems-Sandhya Telluri (Telugu)
- c) Sylvia Dall'Asta (Spanish)
- d) Yvette Roche Muniz (Spanish)
- e) Gwendolyn Yick Yeung (Mandarin Chinese)
- f) Arin International, LLC (Amea Shah Urdu)
- g) Jun Zheng (Mandarin)

Special Services – Learning Consultants

- a) Deborah Canciello
- b) Judith Hanna
- c) Kelley Educational Consultants (Karen Kelley)
- d) Amanda Lamoglia
- e) Sandra Middlemiss
- f) Arlene Roman

Special Services – Neurodevelopmental Pediatricians

- a) Dr. Vanna Amorapanth
- b) Dr. Audrey Mars (Hunterdon Healthcare Centers)

- c) Dr. Frances Rhoads (Hunterdon Healthcare Centers)
- d) Dr. Kapila Seshadri (Children's Specialized Hospital)
- e) Dr. Kavita Sinha (Neuroscience Associates, MD PA)
- f) Dr. Michele Willems-Plakyda (Hunterdon Healthcare Centers)
- g) Dr. Vergara (Hunterdon Healthcare Centers)
- h) Dr. Alison Smoller (Developmental Pediatrics Central NJ)

Special Services – Occupational Therapists

- a) Bruce Roller (B&B Therapy Solutions, LLC)
- b) Sharon Rudofsky (Occupational Therapy Assoc. of Princeton)
- c) Jerrica Addeo (Positive Steps)

Special Services – Physical Therapists

- a) Joan Cochrane Greene (Versatile Physical Therapy NJ)
- b) Clare Fannon

Special Services – Psychiatrists

- a) Saranga Bhalla (Princeton Mental Health)
- b) Jackie Chen (Chinese Bilingual)
- c) Dr. Michael Chen (Alexander Road Associates)
- d) Dr. Ricardo Fernandez (Princeton Family Care Associates)
- e) Dr. Elliot Gursky
- f) Dr. Nidagelle Gowda
- g) Dr. Kani Ilangovan
- h) Dr. Nupur Lahiri (Life Enhancement Institute, LLC)
- i) Dr. Ricardo Fernandez (Princeton Family Care Associates, LLC)

Special Services – Psychologists

- a) Stacey Luckus-Benedict
- b) Suzanne McMaster
- c) Yvette Roche Muniz
- d) Kenneth Shore
- e) Barbara Sterlin-Blanc (Haitian Creole)
- f) Village Counseling Services, PC (Elizabeth Albers)

Special Services – Sign Language Interpreters

- a) Chris Gouker
- b) Julie Troger

Special Services – Social Workers

- a) Alexandra Lawrence
- b) Sylvia Dall'Asta (Spanish)
- c) Jill Gennari

Special Services – Speech Language Specialists

- a) Janet Mariano
- b) Lori Henicle-Kleppe

2. These contracts/agreements are awarded without competitive bidding as "professional services" or "extraordinary unspecifiable services" under the provisions of the Public School Contracts Law.



**XXXIV. REGULAR BUSINESS ITEMS**

**XXXV. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representative Reports
- D. Board of Education Annual Ethics Training

**XXXVI. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

**XXXVII. BOARD OF EDUCATION COMMITTEE REPORTS (None)**

**XXXVIII. MEETING**

**A. ADMINISTRATION**

*To be voted on 01/07/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated December 17, 2019, for the following case numbers: CMS13-2019, CMS14-2019, CMS15-2019, CMS16-2019, CMS17-2019, CMS18-2019, GMS112619001, GMS112619002, HSN072019, HSN082019, HSS112719001, HSS120519001, HSS120519002, HSS121019001, MRS120919001, MRS121019001, VES121719001.
2. Review superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated January 7, 2020, for the following case numbers: GMS122019001; GMS122019003; DNE121919001.

**School Security Drills**

3. Acknowledge the following fire and security drills were performed in December, 2019 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
12/19/19	12/6/19	Dutch Neck Elementary School
12/20/19	12/12/19	Maurice Hawk Elementary School
12/6/19	12/11/19	Town Center Elementary School
12/3/19	12/16/19	J.V.B. Wicoff Elementary School
12/3/19	12/4/19	Millstone River School
12/5/19	12/11/19	Village School

12/19/19	12/6/19	Community Middle School
12/4/19	12/4/19	Thomas Grover Middle School
12/5/19	12/17/19	WW-P High School North
12/5/19	12/17/19	WW-P High School South

**School Board Recognition Month**

4. January is School Board Recognition Month in New Jersey and the district would like to acknowledge, with gratitude, the school board members for their contributions to the success of the district and our students for the time they volunteer to set policy and oversee the operations in our schools and to recognize the following resolution:

Whereas, January is School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education is 1 of more than 581 local school boards in New Jersey who sets policies and oversees operations for public school districts; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

Whereas, New Jersey’s local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers, and parents for the betterment of public education; and

Whereas, boards of education strive to provide the resources necessary to meet the needs of all students; and

Whereas, boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; now, therefore be it

Resolved, that we recognize January as School Board Recognition Month and honor the following individuals: **Isaac Cheng, Anthony Fleres, Louisa Ho, Carol Herts, Rachel Juliana, Michele Kaish, Dana Krug, Martin Whitfield, and Taylor Zhong.**

**Policies**

5. Second reading and approval of the following policies:

P9210 Parent Organizations  
P9400 Media Relations

**Consultant - Special Services**

6. Approve the following consultant: Donna Gibbs-Nini at a rate of \$500 per day, not to exceed a total of 50 days from February 1, 2020 to April 15, 2020 to be paid from the IDEA grant

**B. CURRICULUM AND INSTRUCTION (*None*)**

## C. FINANCE

*To be voted on 01/07/20:* Recommend approval of the following resolutions:

### **Business Services**

1. Payment of bills as follows:
  - a) Bills List General for January 7, 2020 (run on 01-02-20) in the amount of \$5,243,313.17.
  - b) Bills List Capital for January 7, 2020 (run on 12-19-19) in the amount of \$328,914.00.

### **Solar Renewable Energy Certificates**

2. Authorization for Sale of Solar Renewable Energy Certificates (SRECs) in accordance with the following notice to bidders:

The West Windsor-Plainsboro Regional School District is soliciting bids for the sale of its Solar Renewable Energy Certificates. The auction will take place over the internet using the FlettExchange, an online auction, located at [www.flettexchange.com](http://www.flettexchange.com). [The online auction shall take place on January 14, 2020 between the hours of 11:00 a.m. and 12:00 p.m.]. Furthermore, the Board of Education authorizes entering into an agreement with the Flettexchange for the sale of the SREC's.

### **Energy Savings Plan**

3. Schneider Electric to obtain any necessary construction approvals for the Energy Conservation Measures and improvements and to bid its subcontractors for the project in accordance with the Public School Contracts Law as required by the Energy Savings Improvement Law.
4. The Assistant Superintendent for Finance/Board Secretary, Superintendent of Schools, District's Architect of Record, Schneider Electric as the ESCO, McManimon Scotland & Baumann, LLC as Special Counsel, to submit any required educational plans and schematic plans for the Energy Conservation Measures to be installed in the School District's facilities and undertaken in accordance with the School District's Energy Savings Plan, together with such other information as may be required, to the new Jersey Department of Education for approval of any required educational plans, the schematic plans and the Energy Savings Projects and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of N.J.A.C. 6A:26-2.3, 2.1(f), 3.1 and 3.11. The Board Representatives are hereby further authorized and directed to submit the schematic plans and any other required information to the Planning Board and the New Jersey Department of Environmental Protection for review and comment, if necessary.

### **Change Order**

5. Change Order No. 8 – Contract No. 1 General Construction Work of 3R Painting & Contracting, Inc., for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins

Duthie, for additional costs to furnish and install under drainage for pre-k playground, install new plywood sub-floor in B118, B119 & B127, furnish and install additional carpentry work in B112 and guidance offices and paint existing mechanical unit metal cover, install aluminum frame type A at exterior door opening B136, furnish and install new walk off mats at vestibules A138, 165, 100, 103 & 117, and furnish and install clear top coat on new multipurpose room floor as requested by owner, for a total amount of \$36,369. This change order increases the contract amount of \$9,710,253 to \$9,746,622.

6. Change Order No. 9 – Contract No. 1 General Construction Work of 3R Painting & Contracting, Inc., for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, to provide all labor and materials to perform the following: FRP doors and hardware to replace existing door #11, additional 150 sf of stone at front of building, and parging in exterior wall of corridor A167 at courtyard, for a total amount of \$21,035.36. This change order increases the contract amount of \$9,746,622 to \$9,767,657.36.
7. Change orders to a purchase utilizing NJ State Contract T2989 #88740 for Millennium Communications Group Inc., East Hanover, New Jersey as awarded through March 19, 2020 for communications wiring services originally Board approved on August 27, 2019, for the following:
  - a) Change Order No. 1 to Install 1-additional 4” SCH40 PVC conduit from pole# 60535P to school for future internet service provider utilization and termination of conduit to be capped and left at exterior foundation wall at a cost of \$2,400. This increases the total contract amount from \$25,913.00 to \$28,313.
  - b) Change Order No. 2 for the difference in rate from first shift to second shift at a cost of \$3,200. This increases the total contract amount from \$28,313 to \$31,513.

**Co-Op Purchases**

8. Enter into a contract with Open Systems Integrators, Inc. to furnish and install new Notifier fire alarm panels, annunciator, and microphone at Dutch Neck Elementary School including system design, engineering, permits, programming, testing, training and certification of all devices and remove existing fire alarm devices after approval at a total cost of \$480,820.21 through Educational Services Commission of New Jersey Cooperative #65MCESCCPS, Bid #MRESC 17/18-59, Term 6/28/2018 – 6/25/2020.

**Transportation**

**Quotes – Special Education OR To and From School**

9. Award the 2019-2020 Student Transportation Contract-Multi Contract Number CPC ELM to Irvin Raphael, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
CPC ELM	CPC Highpoint Elementary School	\$320.00	46	\$105.00	N/A

Cancellation – (Bid)

10. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number RB-PUB19-1, route VE52A awarded to Rick Bus Company on April 30, 2019. Total route cost is \$14,484.00.

**Petty Cash**

11. Establish the following additional petty cash fund for the 2019-2020 school year:

<u>Petty Cash</u>	<u>Petty Cash/Checking</u>	<u>Petty Cash/Cash</u>
Special Services - Larks/CBI	\$ 0	\$ 1,500

**D. PERSONNEL**

*To be voted on 01/07/20:* Recommend approval of the following resolutions:

Interns

1. Approve the following Guidance interns for the 2019-2020 school year, with no requirement for edTPA videotaping, pending background clearances:
  - a) Lanie Potter: Community Middle School and High School South (The College of New Jersey)
  - b) Alexa Alioto: Village Elementary School (The College of New Jersey)
  - c) Emma Giantisco: High School North (The College of New Jersey)
  - d) Daniel Brack: High School South (Rutgers University)
2. Approve the submission of the Statement of Assurance regarding the Use of Paraprofessional Staff for the 2019-2020 school year stating the West Windsor-Plainsboro Regional School District is in compliance with state and federal requirements.
3. Approve the following personnel items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**XXXIX. BOARD LIAISON REPORTS**

**XL. NEW BUSINESS**

**XLI. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**XLII. RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.

**XLIII. ADJOURNMENT**

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505



Please Post/Release  
**BOARD OF EDUCATION**  
MEETING DATES

**January 3, 2020**

*Items in Bold Italics Denote Change(s)*

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>PURPOSE</b>	<b>LOCATION</b>
1-07-20	Tuesday	7:30 PM	Board of Education Meeting	Central Office
1-21-20	Tuesday	7:00 PM	Administration & Facilities Meeting Curriculum Committee Meeting Finance Committee Meeting	Central Office
1-28-20	Tuesday	7:30 PM	Board of Education Meeting	Central Office



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 1/7/2020**

**Deadline for next Agenda: 1/15/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Change</b>								
Faia, Maria	Appoint- Repl.	School Counselor-LR		N/C	TC	1/2/20	5/27/20	Change start date from TBD to 1/2/20.
Hittesdorf, Matthew	Change	Teacher Mathematics		N/C	HSN	9/1/19	2/14/20	Change end date from 6/30/20 to 2/14/20 for leave of absence. (RTW: 2/18/20)
Bard, Jennifer	Change %	Teacher Special Education- 120%		\$94.65/day	HSN	10/29/19	12/20/19	Change end date from TBD to 12/20/19 for additional per diem payment for an extra section.
Colpini, Jana	Change %	Teacher Special Education- 120%		\$98.14/day	HSN	10/29/19	12/20/19	Change end date from TBD to 12/20/19 for additional per diem payment for an extra section.
Levanduski, Cathy	Change %	Teacher Special Education- 120%		\$96.45/day	HSN	10/29/19	12/20/19	Change end date from TBD to 12/20/19 for additional per diem payment for an extra section.
Lowrey, NancyAnn	Change %	Teacher Special Education- 120%		\$95.05/day	HSN	10/29/19	12/20/19	Change end date from TBD to 12/20/19 for additional per diem payment for an extra section.
McCarthy, Tara	Change %	Teacher Special Education- 120%		\$89.55/day	HSN	10/29/19	12/20/19	Change end date from TBD to 12/20/19 for additional per diem payment for an extra section.
<b>Leave of Absence</b>								
Calves, Erica	Leave- CC Extend	Teacher Special Education		N/A	GMS	9/1/20	6/30/21	Extend CC leave for 3rd year. (RTW: 9/1/21)
<b>Resignation</b>								
Brady, Kate	Resign	Teacher Spanish		N/A	HSS	6/30/20	6/30/20	Resign from position.
Hopf, Amy	Resign	Teacher Elementary		N/A	DN	6/30/20	6/30/20	Resign from position.
Kavanagh, Deborah	Resign	Teacher Life Skills		N/A	HSN	6/30/20	6/30/20	Resign, after 19 years in the district, for the purpose of retirement.



# Personnel Agenda

Board Meeting Date: Jan 7, 2020

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
LaMarca, Jessica	Resign	Teacher Special Education		N/A	HSS	1/30/20	1/30/20	Resign from position.
Mendes, Michelle	Resign	Teacher Elementary		N/A	VIL	6/30/20	6/30/20	Resign from position.
Musleh, Jessica	Resign	Teacher Language Arts		N/A	GMS	12/31/19	12/31/19	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Vaddadi, Nandini	Appoint	Instructional Assistant	1	\$18.83/hr.	MH	TBD	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Alexandra Krantz, who resigned, for 3.5 hrs/day.
<b>Change</b>								
Fairey, Charlene	Change	Instructional Assistant		N/C	TC	1/3/20	6/30/20	Change start date from TBD to 1/3/20.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Grygo, Marzena	Appoint	Substitute Teacher		\$85.00/day	DIST	1/8/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Rispoli, Jake	Appoint	Substitute Teacher		\$85.00/day	DIST	1/8/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>Chaperone</b>								
Gallo, Frank	Extra Duty	Chaperone		\$51.95/event	GMS	12/1/19	6/30/20	Chaperone, as necessary.
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	12/18/19	6/30/20	Home Instruction for Language Arts, not to exceed 56 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ely, Jaime	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/21/19	2/28/20	Home Instruction for Reading/Language Arts and Mathematics, not to exceed 24 hours.
Kelley, Jennifer	Extra Duty	Home Instruction		\$47.09/hr.	HSS	12/16/19	1/31/20	Home Instruction for Biology Honors, not to exceed 10 hours.
Per, Steven	Extra Duty	Home Instruction		\$47.09/hr.	HSS	12/16/19	1/31/20	Home Instruction for Biology Honors, not to exceed 10 hours.
Per, Steven	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/12/19	1/28/20	Home Instruction for Environmental Science, not to exceed 8 hours.
<b>Professional Development Planning</b>								
Mulhall, Maureen	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase III Pilot Program Planning and Science Unit Assembly, not to exceed 2 hours.
Faulkner, Melanie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours
Lewis, Joan	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours
Mulhall, Maureen	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours
Munoz, Deanna	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours
O'Connell, Sarah	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours
Wriede, Michelle	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours
Yi, Julie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	NGSS Phase II Elementary Science PD for Teachers, not to exceed 12 hours
Allen, Chelsea	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bremer, Lisa	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 6 hours.
Coburn, Matthew	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Dolcimascolo, Justin	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
McLelland-Crawley, Rebecca	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
Scupp, Rachel	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Planning and presenting at Professional Development Day, February 14, 2020, not to exceed 3 hours.
<b>Supervision</b>								
Gallo, Frank	Extra Duty	Supervision		\$19.48/hr.	GMS	12/1/19	6/30/20	Supervision, as necessary.
Garcia, Ramon	Extra Duty	Supervision		\$19.48/hr.	HSS	11/1/19	6/30/20	Supervision, not to exceed 3 hrs./week.
<b>Title I</b>								
Davis, Jennifer	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	1/8/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Fityere, Christine	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	1/8/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Kitson, Mary	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	1/8/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Lagomarsino, Ryan	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	1/8/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
Matrale, Ashley	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	1/8/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Reilly, Jeffrey	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	1/8/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.
<b>E. Stipend Athletic</b>								
<b>Athletic Coordinator</b>								
Maggio, Vincent	Stipend- Athletic	Athletic Coordinator		\$4,628.00	CMS	Spring 2020	Spring 2020	Athletic Coordinator, 7 yrs. exp., paid in FULL in June.
<b>Baseball</b>								
Brosious, Jonathan	Stipend- Athletic	Baseball-Coach		\$3,471.00	CMS	Spring 2020	Spring 2020	Baseball - Coach, 7 yrs. exp., paid in FULL in June.
Nicoletti, Sabrina	Stipend- Athletic	Baseball-Coach		\$3,018.00	CMS	Spring 2020	Spring 2020	Baseball - Coach, 1 yr. exp., paid in FULL in June.
<b>Fitness Supervisor</b>								
Reilly, Jeff	Stipend- Athletic	Fitness Supervisor		\$3,321.00	HSN	Spring 2020	Spring 2020	Fitness Supervisor - 5 yrs. exp., paid in FULL in June.
<b>Golf</b>								
Becker, Eric	Stipend- Athletic	Golf - Boys Head Coach		\$3,773.00	HSN	Spring 2020	Spring 2020	Golf - Boys Head Coach, 1 yr. exp., paid in FULL in June.
Connolly, Thomas	Stipend- Athletic	Golf - Girls Head Coach		\$4,716.00	HSN	Spring 2020	Spring 2020	Golf - Girls Head Coach, 11 yrs. exp., paid in FULL in June.
Wood, Drew	Stipend- Athletic	Golf - Assistant Coach		\$2,358.00	HSN	Spring 2020	Spring 2020	Golf - Assistant Coach 0 yrs. exp., paid in FULL in June.
<b>Lacrosse</b>								
Petrone, Christopher	Stipend- Athletic	Lacrosse - Boys Head Coach		\$6,941.00	HSN	Spring 2020	Spring 2020	Lacrosse - Boys Head Coach, 7 yrs. exp., paid in FULL in June.
Pettus, Evan	Stipend- Athletic	Lacrosse - Boys Assistant Coach		\$4,226.00	HSN	Spring 2020	Spring 2020	Lacrosse - Boys Assistant Coach, 4 yrs. exp., paid in FULL in June.
Giordano, Julia	Stipend- Athletic	Lacrosse - Girls Head Coach		\$6,337.00	HSN	Spring 2020	Spring 2020	Lacrosse - Girls Head Coach, 4 yrs. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kratz, Emily	Stipend- Athletic	Lacrosse - Girls Assistant Coach		\$4,024.00	HSN	Spring 2020	Spring 2020	Lacrosse - Girls Assistant Coach, 1 yr. exp., paid in FULL in June.
Serughetti, Beth	Stipend- Athletic	Lacrosse - Girls Assistant Coach		\$5,031.00	HSN	Spring 2020	Spring 2020	Lacrosse - Girls Assistant Coach, 18 yrs. exp., paid in FULL in June.
Klugerman, Tracy	Stipend- Athletic	Lacrosse - Girls Head Coach		\$6,640.00	HSS	Spring 2020	Spring 2020	Lacrosse - Girls Head Coach, 5 yrs. exp., paid in FULL in June.
Marquez, Gabriel	Stipend- Athletic	Lacrosse - Boys Coach		\$3,018.00	CMS	Spring 2020	Spring 2020	Lacrosse - Boys Coach, 1 yr. exp., paid in FULL in June.
Serughetti, David	Stipend- Athletic	Lacrosse - Boys Coach		\$3,773.00	CMS	Spring 2020	Spring 2020	Lacrosse - Boys Coach, 13 yrs. exp., paid in FULL in June.
Moore, Franklin	Stipend- Athletic	Lacrosse - Girls Coach		\$3,169.00	CMS	Spring 2020	Spring 2020	Lacrosse - Girls Coach, 3 yrs. exp., paid in FULL in June.
<b>Softball</b>								
Campbell, Shannon	Stipend- Athletic	Softball - Head Coach		\$6,036.00	HSN	Spring 2020	Spring 2020	Softball - Head Coach, 1 yr. exp., paid in FULL in June.
Fityere, Christine	Stipend- Athletic	Softball- Assistant Coach		\$5,031.00	HSN	Spring 2020	Spring 2020	Softball - Assistant Coach, 12 yrs. exp., paid in FULL June.
Matrale, Ashley	Stipend- Athletic	Softball- Assistant Coach		\$4,024.00	HSN	Spring 2020	Spring 2020	Softball - Assistant Coach, 1 yr. exp., paid in FULL June.
Liput, Ashley	Stipend- Athletic	Softball - Coach		\$3,018.00	CMS	Spring 2020	Spring 2020	Softball - Coach, 1 yr. exp., paid in FULL in June.
McMichael, Ryan	Stipend- Athletic	Softball - Coach		\$3,169.00	CMS	Spring 2020	Spring 2020	Softball - Coach, 3 yrs. exp., paid in FULL in June.
<b>Spring Track</b>								
Gould, Brian	Stipend- Athletic	Spring Track- Boys Head Coach		\$7,545.00	HSN	Spring 2020	Spring 2020	Spring Track - Boys Head Coach, 15 yrs. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gerstacker, Warren	Stipend- Athletic	Spring Track- Boys Assistant Coach		\$4,024.00	HSN	Spring 2020	Spring 2020	Spring Track - Boys Assistant Coach, 2 yrs. exp., paid in FULL in June.
Warren, Matthew	Stipend- Athletic	Spring Track- Girls Head Coach		\$6,337.00	HSN	Spring 2020	Spring 2020	Spring Track - Girls Head Coach, 4 yrs. exp., paid in FULL in June.
Barnes, Tyler	Stipend- Athletic	Spring Track- Girls Assistant Coach		\$4,024.00	HSN	Spring 2020	Spring 2020	Spring Track - Girls Assistant Coach, 2 yrs. exp., paid in FULL in June.
Coburn, Matthew	Stipend- Athletic	Spring Track- Boys Head Coach		\$6,337.00	HSS	Spring 2020	Spring 2020	Spring Track - Boys Head Coach, 4 yrs. exp., paid in FULL in June.
Porter, Joseph	Stipend- Athletic	Spring Track- Boys Assistant Coach		\$4,024.00	HSS	Spring 2020	Spring 2020	Spring Track - Boys Assistant Coach, 0 yrs. exp., paid in FULL in June.
Haughton, Jessica	Stipend- Athletic	Spring Track- Girls Head Coach		\$6,640.00	HSS	Spring 2020	Spring 2020	Spring Track - Girls Head Coach, 5 yrs. exp., paid in June
Muneer, Amirah	Stipend- Athletic	Spring Track- Girls Assistant Coach		\$4,024.00	HSS	Spring 2020	Spring 2020	Spring Track - Girls Assistant Coach, 0 yrs. exp., paid in FULL in June.
Bisson, Caitlin	Stipend- Athletic	Spring Track- Coach		\$3,321.00	CMS	Spring 2020	Spring 2020	Spring Track - Coach, 5 yrs. exp., paid in FULL in June.
Kaletski, Adam	Stipend- Athletic	Spring Track- Coach		\$3,169.00	CMS	Spring 2020	Spring 2020	Spring Track - Coach, 3 yrs. exp., paid in FULL in June.
Markley, Kirk	Stipend- Athletic	Spring Track- Coach		\$3,471.00	CMS	Spring 2020	Spring 2020	Spring Track - Coach, 7 yrs. exp., paid in FULL in June.
Pisano, Christopher	Stipend- Athletic	Spring Track- Coach		\$3,321.00	CMS	Spring 2020	Spring 2020	Spring Track - Coach, 5 yrs. exp., paid in FULL in June.
Yaros, Gabrielle	Stipend- Athletic	Spring Track- Coach		\$3,018.00	CMS	Spring 2020	Spring 2020	Spring Track - Coach, 1 yr. exp., paid in FULL in June.
<b>Tennis</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Paulsson, Albert	Stipend- Athletic	Tennis- Boys Head Coach		\$6,917.00	HSN	Spring 2020	Spring 2020	Tennis - Boys Head Coach, 19 yrs. exp., paid in FULL in June.
Thyrum, Axel	Stipend- Athletic	Tennis- Boys Assistant Coach		\$4,226.00	HSN	Spring 2020	Spring 2020	Tennis - Boys Assistant Coach, 9 yrs. exp., paid in FULL in June.
Arnold, Richard	Stipend- Athletic	Tennis- Boys Head Coach		\$6,640.00	HSS	Spring 2020	Spring 2020	Tennis - Boys Head Coach, 9 yrs. exp., paid in FULL in June.
Bores, Jenna	Stipend- Athletic	Tennis- Coach		\$3,169.00	CMS	Spring 2020	Spring 2020	Tennis - Coach, 4 yrs. exp., paid in FULL in June.
Crawbuck, Carla	Stipend- Athletic	Tennis- Coach		\$3,773.00	CMS	Spring 2020	Spring 2020	Tennis - Coach, 15 yrs. exp., paid in FULL in June.
<b>Volleyball</b>								
Tessarotto, Luiz	Stipend- Athletic	Volleyball- Boys Head Coach		\$6,036.00	HSN	Spring 2020	Spring 2020	Volleyball - Boys Head Coach, 1 yr. exp., paid in FULL in June.
Lagomarsino, Ryan	Stipend- Athletic	Volleyball- Boys Assistant Coach		\$4,024.00	HSN	Spring 2020	Spring 2020	Volleyball - Boys Assistant Coach, 1 yr.exp., paid in FULL in June.
Hussong, Michael	Stipend- Athletic	Volleyball- Boys Head Coach		\$6,337.00	HSS	Spring 2020	Spring 2020	Volleyball - Boys Head Coach, 4 yrs. exp., paid in FULL in June.
Colon, David	Stipend- Athletic	Volleyball- Boys Assistant Coach		\$4,024.00	HSS	Spring 2020	Spring 2020	Volleyball - Boys Assistant Coach, 1 yr.exp., paid in FULL in June.
Wilson, Craig	Stipend- Athletic	Volleyball- Boys Assistant Coach		\$4,226.00	HSS	Spring 2020	Spring 2020	Volleyball - Boys Assistant Coach, 4 yrs. exp., paid in FULL in June.
<b>E. Stipend Non-Athletic</b>								
<b>Washington Seminar</b>								
Allen, Chelsea	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSS	3/10/20	3/14/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Borsuk, Brad	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSS	3/10/20	3/14/20	Washington Seminar Chaperone stipend, paid in FULL in June.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Brack, Daniel	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSS	3/10/20	3/14/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Coburn, Matthew	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSS	3/10/20	3/14/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Galazin, Nadra	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSS	3/10/20	3/14/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Levanthal, Nathan	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSS	3/10/20	3/14/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Reilly, Kathleen	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSS	3/10/20	3/14/20	Washington Seminar Chaperone stipend, paid in FULL in June.
<b>F. Community Education</b>								
<b>Appoint</b>								
Crilly, Michelle	Appoint	EDP Nurse		\$47.09/hr.	GMS	1/8/20	6/30/20	Appoint as EDP Nurse, as needed.
Oertel, Linette	Appoint	EDP Group Leader		\$16.50/hr.	MR	1/2/20	6/30/20	Appoint as EDP Group Leader
<b>Resign</b>								
Ono, Haruhisa	Resign	EDP Group Leader		N/A	MH	1/2/20	1/2/20	Resign from position.
Thoota, Tejasri	Resign	EDP 1 to 1 Assistant		N/A	CMS	12/31/19	12/31/19	Resign from position.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Payment</b>								
Hutner, Geraldine	Payment	Director of Communications		\$31,014.65	CO	1/8/20	1/8/20	Payment for unused sick and vacation days, as per contract.
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Koncsol, Kim	Appoint	Occupational Therapist- 50%	15MA	\$46,220.00 (prorated)	TC	TBD	6/30/20	Appoint as Occupational Therapist - 50%, pending employment verification, replacing Elizabeth Kidney, who transferred.
D'Angelo, Emilee	Appoint-Repl.	Teacher Elementary- LR	0BA	\$55,500.00 (prorated)	DN	TBD	6/30/20	Appoint as leave replacement 1st grade teacher, pending employment verification, replacing Kavita Sinha, who is on leave.
<b>Change</b>								
Bailin, Jenna	Change	Teacher Elementary- LR	0BA	\$55,500.00 (prorated)	DN	1/3/20	6/1/20	Change start date from 1/2/20 to 1/3/20.
<b>Leave of Absence</b>								
Kohl, Kathryn	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	VIL	5/11/20	10/9/20	FMLA/NJFLA/CC: 5/11/20-10/9/20 unpaid, with benefits. CC: 10/12/20-12/4/20 unpaid, no benefits. (RTW: 12/7/20)
<b>Payment</b>								
Shea, Denise	Payment	Teacher Mathematics		\$23,389.13	HSN	1/8/20	1/8/20	Payment for unused sick days, as per contract.
<b>Resignation</b>								
Strnad, Sven	Resign	Teacher Science		N/A	CMS	6/30/20	6/30/20	Resign, after 18 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Thakkar, Rinkoo	Appoint	Cafeteria Aide	0	\$14.24/hr.	MR	1/8/20	6/30/20	Appoint as cafeteria aide, not to exceed 2.5 hrs/day.
<b>Leave of Absence</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Doctor, Leatrice	Leave-FMLA/CC	Secretary 12 Months		N/A	HSN	1/9/20	1/27/20	FMLA/CC: 1/9/20-1/27/20 unpaid, with benefits. (RTW: 1/28/20)
<b>Change</b>								
DeSilva, Dona	Change	Instructional Assistant		N/C	TC	1/8/20	6/30/20	Change hours from 3.75 hrs/day to 6.75 hrs/day, replacing Leslie Hayes, who resigned.
Sherman, Annette	Change	Secretary 12 Months		N/C	DN/MR/VIL	10/10/19	1/8/20	Change FMLA from 10/10/19-1/6/20 to 10/10/19-1/8/20 unpaid, with benefits. (RTW: 1/9/20)
<b>Payment</b>								
Brennan, Diane	Payment	Administrative Assistant to the Assistant Superintendent-50%		\$16,027.63	CO	1/8/20	1/8/20	Payment for unused sick and vacation days, as per contract.
Catalina, Nancy	Payment	Communications Support Specialist		\$13,853.62	CO	1/8/20	1/8/20	Payment for unused sick and vacation days, as per contract.
Hayes, Leslie	Payment	Instructional Assistant		\$5,960.91	TC	1/8/20	1/8/20	Payment for unused sick days, as per contract.
Messina, Diana	Payment	Instructional Assistant		\$1,837.01	MH	1/8/20	1/8/20	Payment for unused sick days, as per contract.
<b>E. Extracurricular / Extra Pay</b>								
<b>Bus Duty</b>								
Faia, Maria	Extra Duty	Bus Duty		\$15.84/hr.	TC	1/2/20	5/27/20	Bus Duty, not to exceed 5.0 hrs/wk.
<b>Title I</b>								
Warn, Brooke	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	1/8/20	6/30/20	Title I Flex Support Tutor, as needed.
<b>E. Stipend Athletic</b>								
<b>Golf</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Paulson, Brian	Stipend-Athletic	Golf- Boys Head Coach		\$3,773.00	HSS	Spring 2019	Spring 2019	Golf - Boys Head Coach, 2 yrs. exp., paid in FULL in June.
Walsh, Michelle	Stipend-Athletic	Golf- Girls Head Coach		\$4,716.00	HSS	Spring 2019	Spring 2019	Golf - Girls Head Coach, 11 yrs. exp., paid in FULL in June.
Costello, Kathleen	Stipend-Athletic	Golf- Assistant Coach		\$2,358.00	HSS	Spring 2019	Spring 2019	Golf - Assistant Coach, 0 yrs. exp., paid in FULL in June.
<b>Wrestling</b>								
Figueroa, Jessica	Stipend-Athletic	Wrestling- Assistant Coach		\$4,024.00 (prorated)	HSN	1/3/20	Winter 2019-2020	Wrestling - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Carvalho, James	Stipend-Athletic	Volunteer Wrestling		\$0.00	HSS	Winter 2019-2020	Winter 2019-2020	Volunteer Wrestling.
<b>Rescind</b>								
Brown, Benjamin	Rescind	Lacrosse- Assistant Coach		\$4,024.00	HSS	TBD	Spring 2019	Rescind Lacrosse - Boys Assistant Coach, 0 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>High School South</b>								
Aconi, Fabio	Stipend Non-Athletic	Student Activity Monitor- Shared		\$1,760.68	HSS	9/1/19	6/30/20	Student Activity Monitor - shared 1 of 3, 3 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
<b>Rescind</b>								
Chopan, Antoanela	Rescind	Student Activity Monitor- Shared		\$1,676.83	HSS	9/1/19	6/30/20	Rescind Student Activity Monitor, 1 yr. exp.
<b>F. Community Education</b>								
<b>Resignation</b>								
Munoz, Natalie	Resign	EDP Group Leader		N/A	DN	1/8/20	1/8/20	Resign from position.
Ford, Lauren	Resign	EDP Assistant Group Leader		N/A	WIC	1/10/20	1/10/20	Resign from position.



# POLICY

FIRST READING: December 17, 2019  
SECOND READING: January 7, 2020

**WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT**

**COMMUNITY**

9210/Page 1 of 1  
Parent Organizations

## 9210 PARENT ORGANIZATIONS

The West Windsor-Plainsboro Regional School District Board of Education will encourage and support parent organizations whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations that their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A parent organization may not organize students, sponsor school activities, or solicit money in the name of this school district or of any school in the district without the prior approval of the Superintendent or designee. Such approval must be sought by written application to the Superintendent or designee.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. Representatives of recognized parent organizations shall comply with all applicable Board policies.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, at will, whose actions are inimical to the interest of the school district and the students of this district.

Adopted:



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# POLICY

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

**FIRST READING:** December 17, 2019  
**SECOND READING:** January 7, 2020

COMMUNITY  
9400/Page 1 of 2  
Media Relations

## 9400 MEDIA RELATIONS

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district's community relations program.

The West Windsor-Plainsboro Regional School District Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the broadcasting, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate.

The Superintendent or designee must authorize in advance interviews between staff members and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.



# POLICY

WEST WINDSOR-PLAINSBORO  
REGIONAL SCHOOL DISTRICT

**FIRST READING:** December 17, 2019  
**SECOND READING:** January 7, 2020

COMMUNITY  
9400/Page 2 of 2  
Media Relations

The Superintendent or designee must authorize the release of any image of district subjects, personnel, or students.

Any image of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any image may violate the privacy of any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

Adopted: 24 June 2003  
Revised: 07 October 2014  
Revised:



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# SCHOOL BOARD ETHICS

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West Windsor-Plainsboro  
Regional School District  
January, 2020  
Jeffrey R. Caccese

A large, bold, dark blue letter 'M' logo, which is the primary symbol of the West Windsor-Plainsboro Regional School District.A light blue logo consisting of the letters 'WGI' in a stylized, bold font. The 'W' and 'G' are connected at the bottom, and the 'I' is a simple vertical bar.



THIS PRESENTATION  
**DOES NOT** REPLACE  
INDIVIDUAL ETHICS  
TRAINING REQUIRED  
FOR ALL NEWLY  
ELECTED OR  
APPOINTED BOARD  
MEMBERS.



Governing body of the school district.

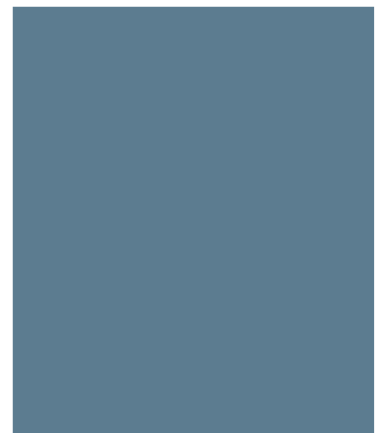
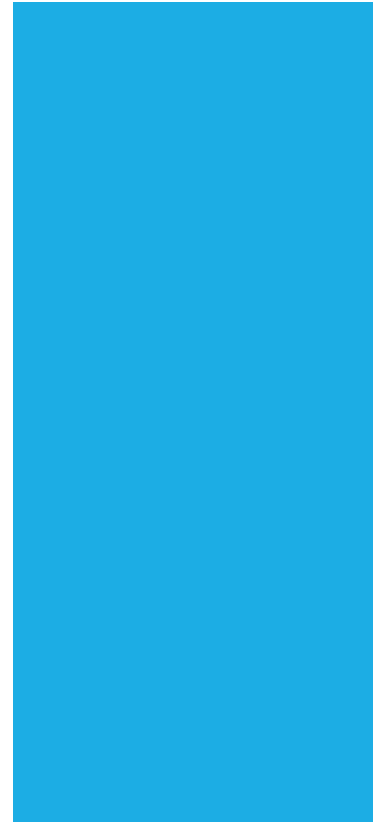
Charged with high level, policy-making decisions.

Only entity can enter into contracts or other binding agreements.

Decision-making authority limited – cannot administer the schools.

May not act in many situations without CSA recommendation.

Governed by Code of Ethics; N.J.S.A. 18A:12-24.1, et seq.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(A)  
“UPHOLD ALL  
LAWS”**

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

Evidence of Violation:

- A. Copy of a final decision from any court of law or administrative agency of this State demonstrating that the Board member failed to enforce all laws, rules and regulations of the State Board of Education; or
- B. Court orders pertaining to schools; or that the board member brought about changes through illegal or unethical procedures.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(A)  
“UPHOLD ALL  
LAWS”**

C58-14: Board member violated the Code when he attempted to issue a Board employee a Rice notice without following the proper legal procedure of seeking Board authority or consulting with the Board.

C11-04: President of the Board violated the Code when he took it upon himself to contact someone hired by the Board to tell them that their appointment was void because he had directed the Superintendent to remove the individual's name from the agenda but the Superintendent failed to do so. Board member was ultimately removed.



# CODE OF ETHICS N.J.S.A. 18A:12-24.1(B) “EDUCATIONAL WELFARE”



2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

Evidence of violation:

- A. That Board member willfully made a decision contrary to the educational welfare of children; or
- B. That the Board member took deliberate action to obstruct programs and policies designed to meet the individual needs of all children, regardless of their ability, race, color, creed or social standing



**CODE OF  
ETHICS N.J.S.A.  
18A:12-24.1(B)  
“EDUCATIONAL  
WELFARE”**

C18-10: Board member violated the Code when he released an ethics complaint filed against another board member to the media which contained confidential information regarding the other board member’s student child.

A05-15: Conflicted Board members could not participate in any matter related to the search, hiring of selection agency, criteria, job description, or vote to advertise relating to the hire of a new Superintendent as their decision-making abilities may not be focused on the educational welfare of children, but rather, their relationships with Board employees in district.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(C)  
“LIMITED TO  
POLICY  
MAKING”**

3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

Evidence of Violation:

- A. That the Board member took board action to effectuate policies and plans without consulting those affected by such policies and plans; or
- B. Took action that was unrelated to the member’s duty to:
  - i. Develop the general rules and principles that guide the management of the school district or charter school;
  - ii. Formulate the programs and methods to effectuate the goals of the school district or charter school; or
  - iii. Ascertain the value or liability of a policy.



CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(C)  
“LIMITED TO  
POLICY  
MAKING”

C16-14: Board members conducted a site visit to assess a candidate for Assistant Superintendent without Board authority

A10-15: Board member violated the code when he regularly volunteered for a school club, wherein he had contact with and control of students, personnel, resources, and administration. Additionally, he would receive orders from personnel/administration. The Board member failed to confine his actions to policy making, planning, and appraisal. The Commission does not find that all forms of volunteering are prohibited.





**CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(C)  
“LIMITED TO POLICY  
MAKING”**

C32-14: Board member violated the ethics code when she participated in discussions to develop criteria for use by a consulting firm in its search for the district’s next Superintendent when her daughter (who resides with her) is an employee of the same district in which she sits as a Board member.



**CODE OF ETHICS**  
**N.J.S.A. 18A:12-**  
**24.1(D)**  
**“NO**  
**MICROMANAGING”**

4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

Evidence of Violation:

- A. That the Board member gave a direct order to school personnel; or
- B. The Board member became directly involved in activities or functions that are the responsibility of school personnel or the day-to-day administration of the school district or charter school.



CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(D)  
“NO  
MICROMANAGING”

A10-15: Board member violated the code by attempting to administer the schools when he volunteered for a school play and had supervisory authority over students and personnel.

C40-10: Board member violated the code by instructing the Superintendent to allow a graduating senior to participate in graduation ceremonies when the Superintendent had barred the student from participating in the ceremonies due to safety concerns. The police had reported that there were threats that the student was the target of a shooting and the board member was aware of the report.



**CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(D)  
“NO  
MICROMANAGING”**

C64-06: Board member violated the code when he unilaterally visited the school and took pictures of open windows in the middle school and items in the Board office bathroom, which he then spoke to reporters about.

A15-10: Board member would violate the act by participating in an exit interview or merely observing the exit interview, as it would breach the board member’s obligation to refrain from becoming directly involved in activities that are the responsibility of school personnel and would equate to micromanaging school personnel.



CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(E)  
“NO PERSONAL  
PROMISES/PRIVATE  
ACTION”

5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

Evidence of Violation:

- A. That the Board member made personal promises or took action beyond the scope of his or her duties such that, by its nature, had the potential to compromise the Board.



CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(E)  
“NO PERSONAL  
PROMISES/PRIVATE  
ACTION”

C16-14: Board members violated the Code when they made personal promises to a candidate for Assistant Superintendent by advancing the possibility of his employment with the District and promising to resolve a contract issue for the district, which had the potential to compromise the Board.

A44-14: Board member, who was employed as an aide in a private day care center that contracts with the school, must recuse himself from any participation related to the contract between the Board and the day care center so as to ensure that he takes no action that might compromise the Board.



**CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(E)  
“NO PERSONAL  
PROMISES/PRIVATE  
ACTION”**

C34-18: Board member violated the Act when during a traffic stop she identified herself as a Board member, called the request for her license and registration a “F\*\*\*ing insult”, “threatened to make a call “right now” to the Council President, and after told that the ticket could not be voided stated: “Then I’ll call the Council President and your skinhead cop chief too.” Township Administrator sent a memo to the BOE President expressing concerns over these actions. SEC found that her near immediate self-identifying as a board member was attempt to leverage BOE position. Six month suspension.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(F)  
“NO  
PERSONAL  
GAIN”**

6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

Evidence of Violation:

- A. That the Board member took action on behalf of, or at the request of, a special interest group or persons organized and voluntarily united in opinion and who adhere to a particular political party or cause; or
- B. That the Board member used the schools in order to acquire some benefit (financial or otherwise) for the member a member of his or her immediate family or a friend.





**CODE OF ETHICS**  
**N.J.S.A. 18A:12-**  
**24.1(F)**  
**“NO PERSONAL**  
**GAIN”**

A33-14: A Board member, also employed by a company that sells vocabulary books to the district, would not violate the code by participating in Board actions relating to the Superintendent or any other administrative position as he was a salaried employee with no interest in the company and was not responsible for sales.

A36-14: Board members may endorse candidates up for election to the Board if the endorsement is made as a private citizen and not as a Board member or on behalf of the Board.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(F)  
“NO  
PERSONAL  
GAIN”**

A24-14: Conflicted Board members may not participate in the Board’s search for a new Superintendent as confidential matters pertaining to search criteria, etc. might be disclosed by the Board member.

A06-08: Board member, who was previously employed and was terminated by the Superintendent, filed ethics charges against the Superintendent and upon being elected, called for a vote of no confidence in the Superintendent, would violate the Act by participating in the evaluation or any discussions, activities and votes related to the employment of the Superintendent.



**CODE OF ETHICS**  
**N.J.S.A. 18A:12-**  
**24.1(G)**  
**“MAINTAIN**  
**CONFIDENTIALITY”**

7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

Evidence of Violation:

- A. That the Board member took action to make public, reveal or disclose information that was not public under any laws, regulations or court orders, or information that was otherwise confidential by way of board policies, procedures or practices. or
- B. Evidence that substantiates the inaccuracy of the information provided and evidence that the inaccuracy was other than reasonable mistake or personal opinion or was not attributable to developing circumstances.



CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(G)  
“MAINTAIN  
CONFIDENTIALITY

C17-18: Board member was censored for responding to and having a social media message re-posted over an alleged student discipline incident of a HS student. Message identified the student’s school, grade level, gender and specific details about the incident and length of suspension imposed.

C68-18: Board President did not violate this provision but not having a resolution or public discussion about Chromebooks on the agenda even though there was notation in Ex. Session minutes that same would appear at the next meeting. SEC cautioned that agenda setting is not an issue under the Ethics Act.



CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(H)  
“CONSIDER CSA’S  
RECOMMENDATION”

8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

#### Evidence of Violation

- A. That the Board member acted on a personnel matter without a recommendation of the chief administrative officer.



CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(H)  
“CONSIDER CSA’S  
RECOMMENDATION”

C35-02: Board members did not violate the Code when they voted not to reappoint an employee to her former position with the district despite the contrary recommendation of the principal and superintendent.

The Commission found that N.J.S.A. 18A:12-24.1(h) does not require the board to accept all recommendations of the CSA. Board members must, however, consider all recommendations and dismiss those that are arbitrary or capricious.



CODE OF ETHICS  
N.J.S.A. 18A:12-  
24.1(H)  
“CONSIDER CSA’S  
RECOMMENDATION”

A31-15: Held that selecting candidates for District positions and making recommendations is the role of the Superintendent. Prior to the recommendations, Board members have no role in selecting candidates for positions other than that of the Superintendent.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(I)  
“SUPPORT  
DISTRICT  
PERSONNEL”**

9. I will support and protect school personnel in proper performance of their duties.

Evidence of violation:

- A. That the Board member took deliberate action which resulted in undermining, opposing, compromising or harming school personnel in the proper performance of their duties.





CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(I)  
“SUPPORT  
DISTRICT  
PERSONNEL”

C01-18: Board member violated the Code when during a private conversation during a board meeting, he asked if the CSA position opened, would that person (a current employee) be interested. Not only was there no position to fill, as there was a CSA, but the other individual was the Superintendent’s subordinate. By inquiring if interested in the boss’s job, the Board member undermined the CSA, thwarted the chain of command, and compromised the CSA in the proper performance of his/her duties.

C53-05: Board member violated the Code when he sent an email to the Superintendent (that was also sent to BA and all other Board members) that was threatening and intimidating in that it asked for the Superintendent to provide an accounting of her personal leave.



CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(I)  
“SUPPORT  
DISTRICT  
PERSONNEL”

C25-11: President of the Board member violated the Code by posting comments the following comments on his Facebook page and a link to a picture of the Superintendent: “Now if we could only do something about our local terrorists that destroy dreams and burn futures.”

CASE POINT C84-17: Board members and Superintendent **DID NOT** violate the Code when the Superintendent decided to allow the parent of a special education student to observe a classroom without consulting with the classroom teachers, and the Board did not violate the Code by denying the grievance that was filed by the Association in connection with that visit.



CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(J)  
“PROCEED  
THROUGH  
PROPER  
CHANNELS”

10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution

Evidence of Violation:

- A. That the Board member acted on or attempted to resolve a complaint, or conducted an investigation or inquiry related to a complaint:
  - i. Prior to referral to the chief administrative officer; or
  - ii. At a time or place other than a public meeting and prior to the failure of an administrative solution.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(J)  
“PROCEED  
THROUGH  
PROPER  
CHANNELS”**

C25-05: Board members violated the Code by going to the Principal directly in connection with a parent complaint that he had received rather than referring the complaint to the Superintendent.

C24-07: Board member violated the Code by not providing Superintendent with letters because he did not like the Superintendent’s management of issues raised in the letters. Instead, Board member went to other administrators to address the issues.

Administration of schools **by the Administration.**





# CONFLICTS – DEFINITIONS

## ETHICS ACT V. NEPOTISM REGULATIONS

Ethics = “Member of immediate family” / “Relative” / “Others”	Nepotism = “Relative”
<p><b>Immediate Family (N.J.S.A. §18A:12-23)</b></p> <ul style="list-style-type: none"><li>● Spouse or Partner</li><li>● Dependent Child residing in same household</li></ul> <p><b>Relative (N.J.S.A. §18A:12-23)</b></p> <p>Spouse or Partner</p> <ul style="list-style-type: none"><li>● Child (natural or adopted)</li><li>● Sibling</li><li>● Parent</li></ul> <p><b>“Others”</b> – A11-15: An individual who meets the definition of “relative” under nepotism regs will be considered and “other” under the Ethics Act</p>	<ul style="list-style-type: none"><li>● Spouse, civil union or domestic partner</li><li>● Parent or Step-Parent</li><li>● Child or Step-Child</li><li>● Sibling, Half-Sibling or Step-Sibling</li><li>● Aunt or Uncle</li><li>● Niece or Nephew</li><li>● Grandparent</li><li>● Grandchild</li><li>● In-laws</li><li>● Of you OR your spouse/partner by blood, marriage or adoption</li></ul>



# BREAKDOWN OF PARTICIPATION

Absent another conflict, a Board member who is currently (or who has an immediate family member that is currently) a member of any statewide public teachers' union, but in another school district, cannot participate in any aspect of negotiations until the MOA, including salary guides and the total compensation package, has been attained. Once that is done the Member can vote on the Successor CNA.

A Board member with an immediate family member who is employed in the District, cannot participate in any aspect of negotiations, including the vote on the Successor CNA.



# BREAKDOWN OF PARTICIPATION

A Board member with a relative who is employed in the District, cannot participate in any aspect of negotiations, including the vote on the Successor CNA following attainment of the MOA.

Absent another conflict, a Board member with a relative who is currently a member of any statewide public teachers' union , but works in another school district, may be able to participate in all aspects of negotiations, including the vote on the collection negotiations agreement following attainment of the memorandum of agreement.

# BREAKDOWN OF PARTICIPATION

	In-District	Out of District
Immediate Family Member	Conflict	Conflict
Relative	Conflict	Maybe*
“Other”	Maybe*	Maybe*

**\*Must consider the following (See A11-15; A16-15):**

Is the out-of-district relative/other an officer in the NJEA or local education association?

Is the out-of-district relative/other on the negotiating team for that district?

Does the out-of-district relative/other have some other leadership role which may influence the outcome of negotiations in the other district?





## STAFFING COMPANIES?

### Advisory Opinion A24-17

Advised that the employment of a Board member's sister by a substitute staffing company that had a contract with the Board for substitutes would NOT conflict the Board member from negotiations or from participating in all issues concerning the District's Superintendent, Building Principal or Budget.



## SUBSTITUTES?

### Advisory Opinion A30-14

Advised that where a Board member's spouse is employed as a substitute teacher in-district, the Board member may not participate in any personnel matters of those in chain of command over Board member's spouse.



# NON- TRADITIONAL EDUCATION UNION MEMBERSHIP

## Advisory Opinion A32-17

Membership in a non-traditional teachers' union (i.e., not NJEA or American Federation of Teachers) will not preclude or conflict a board member from participating in negotiations unless:

- There is a financial relationship or nexus between the local association(s) and the non-traditional teachers' union of which the board member or board member's immediate family member, relative or other is a member.



# DOCTRINE OF NECESSITY

Where so many board members have ethical conflicts that the board cannot function, then a board may use the Doctrine of Necessity which will allow the board to function as if no member had a conflict.

Board must pass a resolution invoking doctrine, reasons for it, and the nature of the conflicts.

Doctrine allows voting and, in limited circumstances, participation in negotiations.

Board should consult with attorney before using Doctrine of Necessity.



# DOCTRINE OF NECESSITY

Advisory Opinion A28-17 --  
Invoking the Doctrine to form a  
Committee

- SEC does not require at least three members to be on a Board Committee.
- Permissible to have only two members on a Committee.
- But cannot have only one member on a Committee
  - If there is only one non-conflicted member, then the Board can invoke the Doctrine of Necessity in order to form a Committee.



Advisory Opinion A31-15 (Jan. 2016)

Each Board of Education may decide if it wants a Personnel Committee.

SEC *does not* support Board members conducting interviews for positions below Superintendent.

If a board forms a personnel committee, *no more than 1 or 2* board members may participate.

Participating members have a limited role.



## INTERVIEW PROCESS



## Advisory Opinion A31-15 (Jan. 2016)

Board members may not conduct the interview but may offer observations and assessments.

Final recommendations are “wholly within the purview of the Superintendent.”

Selecting candidates and making recommendations is solely the role of the Superintendent. (NJSA 18A:27-4.1)

Before a recommendation is made for hiring, board members have no role except when selecting a Superintendent.

# INTERVIEW PROCESS



# VOLUNTEERING



Advisory Opinions A32-14; A10-15;  
A17-15 and A-24-15

SEC concerned with “degree of involvement” with staff and students that a Board member could have with students

SEC also concerned with extent to which volunteering Board member has authority to give and receive directions to/from staff during the volunteering activity.

- No supervision of staff and students.

Should advise Superintendent and relative staff that you will be volunteering and when doing so you are in your capacity as a volunteer/parent – NOT as a BOE member.





# VOLUNTEERING



But, see A17-15: Held that board members are not entirely precluded from volunteering;,, rather, it is fact-specific.

- SEC looks to degree of involvement a Board member had with staff and students, as well as the degree to which the Board member had authority to give and receive directions and order to staff during the volunteering activity.
- Where a Board member is in a supervisory position and generally oversees staff or students, such an interaction would be inconsistent with the Act and violate Act.



# BUS DRIVER

## Advisory Opinion A18-17 & A06-19

- Board member who is employee of a busing company that contracts with the District to provide transportation to students can transport District students on a daily basis to and from school, even though bus driver has supervisory role over students, enforces school rules. and interacts with staff and students on a daily basis.
- Difference between private employment and volunteering
  - Getting Paid – Contact OK
  - Not Getting Paid – Contact Not OK



# NO LONE WOLVES

C25-16

Lone board member with procedural concerns about a superintendent contract. The board member wanted to file a petition with the commissioner for determination on those issues. Board attorney told board member he could not do so without the support of the majority of the board. Board member filed anyway. After board member filed, ethics charges were brought against the board member.

SEC found that the board member instituted a proceeding adverse to the district, and took personal action that compromised the board. The ALJ recommended a reprimand but the SEC modified the penalty to censure.

*“If a lone Board member is unable to convince his or her fellow Board members of his or her position, then the Board member’s recourse is to address the issue in public, or to vote against a resolution or action that he may disagree with. The recourse, is not, for Board members to take matters in their own hands and to file a public proceeding against other members of the Board.”*

# OPRA

*“Government record” or “record” means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business by any officer, commission, agency or authority of the State or of any political subdivision thereof, including subordinate boards thereof, or that has been received in the course of his or its official business by any such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof. The terms shall not include inter-agency or intra-agency advisory, consultative, or deliberative material.*

N.J.S.A. 47:1A-1.1.



# OPRA

Government records shall be readily accessible for inspection, copying, or examination by the citizens of this State, with certain exceptions, for the protection of the public interest, and any limitations on the right of access accorded by P.L.1963, c.73 (C.47:1A-1 et seq.) as amended and supplemented, shall be construed in favor of the public's right of access.

N.J.S.A. 47:1A-1.



# OPRA

The purpose of OPRA is access to the public, and the definition of Government record covers “information stored or maintained electronically.” However, if the information contained in the email or social media posting is personnel in nature, then it need not be disclosed. OPRA limits disclosure of personnel information to an individual’s name, title, position, salary, payroll record, length of service, date of separation and reason therefore, and the amount and type of any pension received. N.J.S.A. 47:1A-10.



# OPRA

## Verry v. Fire District No. 1 (GRC 2014-387)

Similar to email, text messages are government records subject to OPRA so long as “made, maintained or kept on file in the course of his or its official business,” including those generated between public employees and/or officials outside of working hours, meetings, or on non-publicly-owned devices.

To hold otherwise and different than email would be to encourage an “abrogation” of OPRA through text communication.





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856.234.4114

LAW GRC





## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

### **Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

## **JANUARY 28, 2020: PUBLIC HEARING & BOARD OF EDUCATION MEETING**

### **Central Office**

321 Village Road East, West Windsor, NJ 08550

### **ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**

**7:30 PM Public Hearing on Harassment, Intimidation, and Bullying  
and Public Meeting - Multi-Purpose Room**

### **Board of Education**

Michele Kaish, President

Rachel Juliana, Vice-President

Isaac Cheng

Anthony Fleres

Louisa Ho

Dana Krug

Graelynn McKeown

Martin Whitfield

Robin Zovich

### **Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North

Annabell Su, High School South

### **Liaison Appointments**

New Jersey School Boards Association: Dana Krug

Plainsboro Township Committee: Rachel Juliana

Superintendent's Advisory Council: Dana Krug

West Windsor-Plainsboro Education Foundation: TBD

West Windsor Board of Recreation Commissioners: Dana Krug

West Windsor Township Council: Martin Whitfield

West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

### **Administration**

David Aderhold, EdD, Superintendent of Schools

Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary

Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction

James Earle, Assistant Superintendent, Pupil Services/Planning

Charity Fues, Director, Human Resources/Affirmative Action Officer

Patrick Duncan, Special Assistant for Labor Relations

Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2019 to The Times and on January 24, 2020, to The Home News Tribune and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on January 24, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on January 24, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Negotiations with the WWPEA</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>OCR # 02-19-1038</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board, which need not remain confidential, will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.

II. **SPECIAL PUBLIC HEARING AND PRESENTATION ON HARASSMENT, INTIMIDATION, AND BULLYING**

III. **SPECIAL OPPORTUNITY FOR PUBLIC COMMENT ON HARASSMENT, INTIMIDATION, AND BULLYING**

Three minutes per speaker to a maximum of ten minutes will be provided for public comments on the harassment, intimidation and bullying report.

IV. **APPROVAL OF THE REPORT**

*To be voted on 1/28/20:* Recommend approval of the following resolutions:

1. Accept the “July 1, 2019, to December 31, 2019, District Semi-Annual Report of Harassment, Intimidation, and Bullying” as required by the New Jersey State Department of Education under the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122).

V. **ADJOURNMENT OF SPECIAL PUBLIC HEARING ON HARASSMENT, INTIMIDATION, AND BULLYING**

VI. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Health and Physical Education Program Review Presentations

VII. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

VIII. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

IX. **MEETING**

A. **ADMINISTRATION**

*To be voted on 01/28/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Reaffirm superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated December 17, 2019, for the following case numbers: HSS120519001.

2. Affirm superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated January 7, 2020, for the following case numbers: GMS122019001, GMS122019003, DNE121919001, HSN092019, and HSN102019.
3. Review superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated January 28, 2020, for the following case numbers: CMS19-2019, 207061-MRS-01222020, and 206553-PHS-01092020.

**Non-Public School Security Aid Program**

4. Approve the following expenditure of the FY 2020 New Jersey Non-Public School Security Aid Program:

Children's House of the Windsors	\$ 5,550.00
French American School of Princeton	\$23,540.72

**Agreement**

5. Approve a Penn Medicine Princeton Medical Center agreement for provision of Occupational Health Services from January 1, 2020 through December 31, 2020 for student drug screenings as requested by the District. The cost is not to exceed \$6,000 through June 30, 2020.

**Special Services**

6. Approve Dr. Mahchid Namazi, Ph. D. Asst. Professor, Kean University School of Communication Disorders and Deafness, to do a presentation on Feb. 14, 2020 on the topic of "Bi-lingual Speech & Language Assessment & Treatment," at a cost not to exceed \$750.
7. Approve the following consultants/evaluators:
  - a) Learning Tree Multicultural/Multilingual Evaluation & Consulting, Inc., not to exceed \$850 per evaluation and \$17,000 through June 30, 2020.
  - b) Rock Brook School, not to exceed \$375 per evaluation and \$4,000 through June 30, 2020.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 01/28/20:* Recommend approval of the following resolutions:

**Summer Course**

1. Approve an on-line, district Financial Literacy course for summer 2020, at a cost of \$350 per student. Upon successful completion, students will receive 2.5 credits.

**Professional Development Consultant**

2. Approve Handle With Care to provide a one-day training on the Handle With Care techniques for district staff members at a cost not to exceed \$3,000 plus travel expenses for the instructor.

### **Overnight Field Trip**

#### 3. Approve the following overnight field trips:

Grover Middle School

- a) 6<sup>th</sup> Grade students to Timber Tops Camp in Greeley, Pennsylvania, from June 8, 2020 to June 12, 2020. The cost of the trip is approximately \$275 per student.

High School South

- b) Swim Team to Coral Springs, Florida, from December 26, 2020 to January 1, 2021. The cost of the trip is approximately \$1,000 per student.

### **Disposal of Instructional Materials**

#### 4. Disposal of the following obsolete items in accordance with R7300.0:

- a) 1 Set of Vineland SEEC Response Forms
- b) 1 WWPSI-III Kit
- c) 2 Woodcock-Johnson-III Cognitive Kits
- d) 1 WISC-IV Kit
- e) 1 TOWRE Kit
- f) 1 Gray Oral Reading Test -3
- g) 1 Gray Oral Reading Test -4
- h) 1 C-TOPP
- i) 1 OWLS Manual and Discs
- j) 1 WJ-III Normative Update/Tech Manual
- k) 1 ADHD-T Manual/Response Forms
- l) 1 DTVP-2 Kit
- m) 1 BRIEF Manual/Response Forms
- n) 1 BASC-2
- o) 1 Vineland – 2 Response Forms
- p) 1 ABAS-II Manual
- q) 1 ABAS-II Scoring Assistant CD
- r) 1 ABAS-II Scoring Assistant Update CD
- s) 1 ABAS Manual

All items meet one or more of the below criteria:

- i. Are so outdated as to no longer serve as worthy instructional tools, OR
- ii. Are so worn and/or damaged as to preclude effective use and economical repair or restoration.

### **C. FINANCE**

***To be voted on 01/28/20:*** Recommend approval of the following resolutions:

## **Business Services**

1. Payment of bills as follows:
  - a) Bills List General for January 28, 2020 (run on 1-23-20) in the amount of \$11,042,113.29.
  - b) Bills List Capital for January 28, 2020 (run on 1-17-20) in the amount of \$170,685.67.
2. Budget adjustments as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for December 31, 2019 (run on 1/09/20) (Adjustment Numbers 305-347).
3. Accept the following reports this will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of November 30, 2019, indicating that no major account is over-expended and the board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.
  - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of November 30, 2019.

## **Cooperative Purchase**

4. Authorize the purchase of Rock Salt utilizing Mercer County Cooperative Contract Purchasing System, (CK09MERCER2019-28), Riverside Construction Material, Inc. of Fairless Hills, PA as awarded through January 23, 2022 at the rates listed below not to exceed 200 tons per year for a total of \$10,186.

Untreated Rock Salt:

Cost Per Ton Delivered     \$50.93

Cost Per Ton For Pick-Up   \$50.93.

## **Capital Projects - Change Orders**

5. Change Order No. 1 – Single overall contract of Seacoast Construction, Inc., for ADA Curb and Sidewalk Improvements at Town Center Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5166C) for additional cost to remove and replace existing concrete entrance pad to the exterior playground at a cost of \$6,250. This change order increases the contract amount of \$84,100.00 to \$90,350.
6. Change Order No. 2 – QPI Electrical, Inc. for Additions and Renovations at Maurice Hawk Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 4989) to furnish and install LED strip lights under school name and flood light at flag pole at a cost of \$11,749. This change order increases the contract amount of \$1,349,454 to \$1,361,203.
7. Change Order No. 3 – Addition and Renovations to Town Center Elementary School Contract No. 3: Plumbing, Drainage, Gas Fittings & Sprinkler System Work of Preferred Plumbing, LLC (Architects/Planners Project No. 5054) as recommended by Fraytak Veisz Hopkins Duthie, P.C., for a credit back to the owner for unused allowance in the amount of \$6,320. This change order decreases the contract amount of \$309,049.19 to \$302,729.19.

**Equipment Disposal**

8. Disposal of obsolete equipment that has met the district’s life expectancy.  
[The age and/or physical condition of the equipment rendered it ineffective.]

Community Education

Walkie Talkie, Motorola, EX500

Grover Middle School

Chair, Student - 2

Chair, Teacher - 2

Millstone River

Table, Computer – 6

Special Services

Computer, Laptop, Dell – 2

Transportation

Car Seat, Expired Dec 2019, Registration: F103187, Lot/ID: 5628149, District #: 24

Wicoff Elementary

Risers - 5

**Transportation**

Quotes – To and From School

9. Award the 2019-2020 Student Transportation Contract-Multi Contract Number EDEN/LT to Garas Trans, LLC as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
EDEN/LT	Eden School	\$299.00	56	\$50.00	\$2.00

Quotes – School Related Activities

10. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23270 to Starr Tours as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23270	Courtyard by Marriott & MIT	\$3,650.00	1	\$50.00

11. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23277 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23277	Marriott Hotel & MIT	\$2,747.00	1	N/A

12. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23278 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23278	Arlington, VA	\$6,717.50	2	N/A

13. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23306 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23306	Washington, D.C. & National 4H Center	\$6,712.50	2	N/A

14. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23296 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23296	Philadelphia Marriott Downtown	\$550.00	1	N/A

Cancellation (Bid)

15. Cancel 2019 – 2020 Student Transportation Contract – Multi Contract Number RB-PUB19-6, route SEARCH12A awarded to Rick Bus Company on September 17, 2019. Total route cost is \$38,340.00.

**Travel and Related Expenses Reimbursement**

16. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:

- a) One coach to attend a Fundamentals of Coaching workshop in Robbinsville, New Jersey on January 29, 2020, at a cost of \$85 plus mileage. [Fundamentals of Coaching is mandatory training for this position].
- b) One coach to attend a CPR/AED workshop in Tinton Falls, New Jersey on February 1, 2020, at a cost of \$77 plus mileage. [CPR/AED Training is mandatory for this position].
- c) One district staff member to the following classes for Certified Educational Facilities Manager (CEFM) certification:
  - Environmental Code Compliance and Sustainability in New Brunswick, New Jersey from February 15, 2020 through March 21, 2020, at a cost of \$800 plus mileage.



- Preventive Maintenance in Neptune, New Jersey, from March 3, 2020 through March 17, 2020, at a cost of \$571 plus mileage.
  - Financial Management and Purchasing in Howell, New Jersey, from April 25, 2020 through May 9, 2020, at a cost of \$502 plus mileage.
  - Energy Management in Howell, New Jersey on May 16, 2020, at a cost of \$258 plus mileage.
- d) Six staff members to attend the Autism New Jersey Transition Conference in Newark, New Jersey on February 24, 2020 at a cost of \$129 per person plus mileage.
  - e) Four district staff members to attend the Embracing Wellness in Our Students and Ourselves conference from February 26, 2020, through February 28, 2020, in Atlantic City, New Jersey, at a cost of \$325.00 plus travel [partially funded through WWPEA contractual allowance].
  - f) One central office staff member to attend Government Purchasing Association of New Jersey (GPANJ) meetings on the following dates: March 12, June 11, July 15, September 10, October 22, and December 3, 2020 in Hamilton, New Jersey at a cost of \$35 per meeting.
  - g) One district staff member to attend the Directors of Athletic Conference in Atlantic City, New Jersey, from March 16, 2020 to March 20, 2020, at a cost of \$375 plus travel.
  - h) Three district staff members to attend Transitioning from Picture Exchange Communication System (PECS) to Speech Generating Devices (SGDs) in New Brunswick, New Jersey on March 19, 2020, at a cost not to exceed \$219 per person plus mileage.
  - i) One district staff member to attend Picture Exchange Communication System (PECS) Level 1 Training in New York, New York, from March 19, 2020 through March 20, 2020, at a cost not to exceed \$429 plus mileage.
  - j) One district staff member to attend the “Facing the Future 28” conference in New Brunswick, New Jersey on March 20, 2020 at a cost of \$175.
  - k) One district staff member to attend the New Jersey School Buildings and Grounds Association Annual Conference/ Expo in Atlantic City, New Jersey from March 23, 2020 through March 25, 2020 at a cost of travel only.

#### **D. PERSONNEL**

*To be voted on 01/28/20:* Recommend approval of the following resolutions:

##### **Job Descriptions**

1. Approve the following job descriptions:

- Assistant Head Custodian
- Courier
- Custodian
- Electrical Operations Foreman
- HVAC Operation Foreman
- Maintenance Mechanic
- Maintenance Worker
- Operations Foreman
- Utility Foreman

**Personnel**

2. Personnel Items:

- A. Administrators
- B. Certificated Staff
- C. Non-Certificated Staff
- D. Substitutes/Other
- E. Extracurricular/Extra Pay
- F. Community Education Staff
- G. Emergent Hiring

**X. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 1/28/20:*

- A. December 17, 2019 Meeting
- B. December 17, 2019 Closed Executive Session
- C. December 18, 2019 Special Meeting
- D. January 7, 2020 Reorganization & Meeting
- E. January 7, 2020 Closed Executive Session

**XI. BOARD LIAISON REPORTS**

**XII. NEW BUSINESS**

**XIII. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**XIV. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 1/28/2020**

**Deadline for next Agenda: 1/29/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Bartocci, Kathryne	Appoint	Teacher Elementary	2BA	\$57,000.00 (prorated)	MR	1/31/20	6/30/20	Appoint as 4th grade teacher, replacing L. Rebecca King, who transferred. (Tenure date: 2/1/24)
D'Orazio, Jessica	Appoint	Teacher Resource Specialist- BCBA	0MA+30	\$59,000.00 (prorated)	DIST	TBD	6/30/20	Appoint as Teacher Resource Specialist - BCBA, growth position. (Tenure date: TBD)
<b>Change</b>								
King, L. Rebecca	Change	Teacher Basic Skills Mathematics		N/C	WIC	2/4/20	6/30/20	Change from 4th grade teacher at MR to Basic Skills Mathematics teacher at WIC, replacing Janine Lang, who retired.
Scranton, Dorothy	Change	Teacher Basic Skills Reading		N/C	MR	TBD	6/30/20	Change from 5th grade teacher to Basic Skills Reading teacher, replacing Delia Fontana, who is on leave.
Fontana, Delia	Change	Teacher Basic Skills Reading		N/C	MR	5/7/20	6/30/21	Change FMLA/NJFLA/CC from 5/7/20-6/30/20 to 5/7/20-10/2/20 unpaid, with benefits. CC: 10/3/20-6/30/21 unpaid, no benefits. (RTW: 9/1/21)
D'Angelo, Emilee	Change	Teacher Elementary- LR	0BA	\$55,500.00 (prorated)	DN	1/17/20	6/30/20	Change start date from TBD to 1/17/20.
Altwater, Deanna	Change	Teacher Elementary	2MA	\$58,950.00 (prorated)	VIL	2/1/20	6/30/20	Change salary from BA to MA as per contract.
Falanga, Michelle	Change	Teacher Resource Specialist- Gifted and Talented	10MA+30	\$77,600.00 (prorated)	VIL	2/1/20	6/30/20	Change salary from MA to MA+30 as per contract.
Horan, Heather	Change	Teacher Special Education	11MA	\$78,500.00 (prorated)	VIL	2/1/20	6/30/20	Change salary from BA to MA as per contract.
Redelico, Rachel	Change	Teacher Elementary	2MA	\$58,950.00 (prorated)	VIL	2/1/20	6/30/20	Change salary from BA to MA as per contract.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sacca, Lisa	Change	Teacher Science	4MA+30	\$62,400.00 (prorated)	CMS	2/1/20	6/30/20	Change salary from MA to MA+30 as per contract.
<b>Leave of Absence</b>								
Bok, Mara	Leave-FMLA/NJFLA/CC	Teacher Spanish		N/A	CMS	6/9/20	11/4/20	FMLA/NJFLA/CC: 6/9/20-11/4/20 unpaid, with benefits. (RTW: 11/9/20)
Russo, Krystal	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	MH	9/1/20	10/30/20	FMLA/NJFLA/CC: 9/1/20-10/30/20 unpaid, with benefits. (RTW: 11/2/20)
Williams, Krista	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	MR	5/9/20	6/30/20	FMLA/NJFLA/CC: 5/9/20-6/30/20 unpaid, with benefits. (RTW: 9/1/20)
<b>Resignation</b>								
Boyce, Robert	Resign	Teacher Mathematics		N/A	HSN	6/30/20	6/30/20	Resign, after 31 years in the district, for the purpose of retirement.
Cornell, John Timothy	Resign	Teacher Mathematics		N/A	HSN	6/30/20	6/30/20	Resign, after 26 years in the district, for the purpose of retirement.
Mackenzie, Kevin	Resign	Teacher Science		N/A	CMS	7/31/20	7/31/20	Resign, after 27 years in the district, for the purpose of retirement.
McMichael, Ryan	Resign	Teacher Special Education		N/A	HSN	3/13/20	3/13/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Change</b>								
Harris, David	Change	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	1/24/20	6/30/20	Change from Security Officer - "Eyes on the Door" to substitute Security Officer - "Eyes on the Door", as needed.
Hofflinger, Raymond	Change	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	1/17/20	6/30/20	Change start date from TBD to 1/17/20.
Hofflinger, Raymond	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	1/24/20	6/30/20	Change from substitute Security Officer - "Eyes on the Door" to Security Officer - "Eyes on the Door".
<b>Leave of Absence</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dennes, Alexis	Leave-FMLA/NJFLA/CC	Administrative Analyst		N/A	CO	6/22/20	9/30/20	FMLA/NJFLA/CC: 6/22/20-9/11/20 unpaid, with benefits. CC: 9/14/20-9/30/20 unpaid, no benefits. (RTW: 10/1/20)
Neuls, Patricia	Leave-FMLA/NJFLA	Instructional Assistant		N/A	MH	1/21/20	3/3/20	FMLA/NJFLA: 1/21/20-3/3/20 unpaid, with benefits. (RTW: 3/4/20)
<b>Resignation</b>								
Caracappa, Mary	Resign	Instructional Assistant		N/A	HSN	6/30/20	6/30/20	Resign, after 26 years in the district, for the purpose of retirement.
Zia, Tooba	Resign	Cafeteria Aide		N/A	MH	1/23/20	1/23/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Bladel, Lesley	Appoint	Substitute Teacher		\$95.00/day	DIST	1/29/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Kocses, Kerry	Appoint	Substitute Teacher		\$95.00/day	DIST	1/29/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
DiNatale, Lauren	Appoint	Substitute Teacher		\$85.00/day	DIST	1/29/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>Reappoint</b>								
Sahoo, Sasmita	Reappoint	Substitute Teacher		\$85.00/day	DIST	1/29/20	6/30/20	Reappoint as a Substitute Teacher (County Cert.), as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>AVID</b>								
Burgess, Ellen	Extra Duty	AVID Planning		\$47.09/hr.	DIST	1/1/20	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.
Godnick, Jenny	Extra Duty	AVID Planning		\$47.09/hr.	DIST	1/1/20	6/30/20	AVID exploration & planning meetings, not to exceed 30 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Extra Duty</b>								
De Windt, Rhounda	Extra Duty	Extra Duty		\$47.09/hr.	GMS	11/29/19	12/31/19	Grading coverage, <b>total program</b> not to exceed 12 hours.
Figueroa, Ivett	Extra Duty	Extra Duty		\$47.09/hr.	GMS	11/29/19	12/31/19	Grading coverage, <b>total program</b> not to exceed 12 hours.
Martin, Maricel	Extra Duty	Extra Duty		\$47.09/hr.	GMS	11/29/19	12/31/19	Grading coverage, <b>total program</b> not to exceed 12 hours.
Rodrigo, Jose	Extra Duty	Extra Duty		\$47.09/hr.	GMS	11/29/19	12/31/19	Grading coverage, <b>total program</b> not to exceed 12 hours.
<b>Home Instruction</b>								
Backman, Mary	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/27/20	2/3/20	Home Instruction for Social Studies, not to exceed 2 hours.
Bebawi, Kimberly	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/8/20	1/24/20	Home Instruction for Creative Design, not to exceed 4 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/7/20	2/13/20	Home Instruction for Financial Literacy, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/27/20	2/24/20	Home Instruction for Language Arts IV, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/10/20	2/13/20	Home Instruction for World History, not to exceed 10 hours.
Cabarle, Christine	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/27/20	2/24/20	Home Instruction for AP Psychology, not to exceed 8 hours.
Costanza, Michelle	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/22/19	2/13/20	Home Instruction for Language Arts II and American Studies I, not to exceed 24 hours.
Damour, Judith	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/22/20	2/7/20	Home Instruction for French 2, not to exceed 4 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ferri, Robert	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/8/20	1/24/20	Home Instruction for Geometry, not to exceed 4 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/10/20	2/13/20	Home Instruction for Algebra II and Biology, not to exceed 20 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/7/20	2/13/20	Home Instruction for Forensic Science, not to exceed 8 hours.
Jackson, Michael	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/27/20	2/7/20	Home Instruction for Social Studies, not to exceed 4 hours.
Kratz, Emily	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/21/20	2/7/2020	Home Instruction for World History, not to exceed 4 hours.
Ku, Brittany	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/27/20	2/7/20	Home Instruction for Math 7 Honors, not to exceed 4 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/8/20	1/24/20	Home Instruction for Language Arts III, not to exceed 4 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/21/20	2/1/20	Home Instruction for Language Arts III and American Studies II, not to exceed 4 hours.
Maher, Kaitlin	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/27/20	2/7/20	Home Instruction for IRLA, not to exceed 4 hours.
Postlethwait, Brooke	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/27/20	2/3/20	Home Instruction for Science, not to exceed 2 hours.
Postlethwait, Brooke	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/27/20	2/7/20	Home Instruction for Science, not to exceed 4 hours.
Radice, Debra	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/10/20	2/13/20	Home Instruction for Language Arts I, not to exceed 10 hours.
Richards, Ann	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/21/20	2/4/20	Home Instruction for Algebra 1, not to exceed 4 hours.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rivera-Gonzalez, Brittany	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/25/20	2/7/20	Home Instruction for IRLA, not to exceed 4 hours.
Schannen, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/13/19	12/18/19	Home Instruction for Language Arts III, not to exceed 4 hours.
Scott, Mariah	Extra Duty	Home Instruction		\$47.09/hr.	VIL	1/22/20	2/21/20	Home Instruction for Reading, Writing, Math, Science and Social Studies, not to exceed 30 hours.
Serughetti, Beth	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/27/20	2/24/20	Home Instruction for Physical Education, not to exceed 8 hours.
Sternotti, Taylor	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/27/20	2/3/20	Home Instruction for Math, not to exceed 2 hours.
Tignor, Laura	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/7/20	2/7/20	Home Instruction for Language Arts IV, not to exceed 8 hours.
Villacres, Veronica	Extra Duty	Home Instruction		\$47.09/hr.	HSS	1/10/20	1/31/20	Home Instruction for Reading, Writing and Math, not to exceed 9 hours.
Wishart, Kelly	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/27/20	2/24/20	Home Instruction for Calculus Honors, not to exceed 8 hours.
Young, Benjamin	Extra Duty	Home Instruction		\$47.09/hr.	DIST	11/22/19	12/11/19	Home Instruction for Forensic Science, not to exceed 4 hours.
Yu, Teping	Extra Duty	Home Instruction		\$47.09/hr.	HSN	1/27/20	2/24/20	Home Instruction for Chinese 5 Honors, not to exceed 8 hours.
<b>Moving</b>								
Jenkins, Cynthia	Extra Duty	Moving		\$47.09/hr.	DIST	9/1/19	6/30/20	Moving, not to exceed 6 hours.
<b>Title I</b>								
Kratz, Emily	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSN	1/29/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 382 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Heeman, Zachary	Extra Duty	Title I: Academic Support		\$19.48/hr.	HSN	1/29/20	6/30/20	Title I Academic Support - Supervision, <b>total program</b> not to exceed 382 hours.
Moore, Franklin	Extra Duty	Title I: Academic Support		\$19.48/hr.	HSN	1/29/20	6/30/20	Title I Academic Support - Supervision, <b>total program</b> not to exceed 382 hours.
Leonard, Rosemary	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	1/1/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Miller, Sydney	Extra Duty	Title I: Academic Support Tutor Program		\$47.09/hr.	HSS	1/14/20	6/30/20	Title I Tutor, <b>total program</b> not to exceed 250 hours.
Milman, Suzan	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	1/29/20	6/30/20	Title I Flex Support Tutor, as needed.
Thomas, Stephanie	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	1/15/20	6/30/20	Title I Flex Support Tutor, as needed.
Baer, Debra	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
Cox, Vicki	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
Curran, Jane	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
Gambatese, Jaedi	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
Jinks, Melissa	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
Knoblock, Jennifer	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
Miller, Julianna	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rao, Shobha	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
<b>E. Stipend Athletic</b>								
<b>Athletic Coordinator</b>								
Jones, Michael	Stipend- Athletic	Athletic Coordinator		\$5,532.85	HSS	Spring 2020	Spring 2020	Athletic Coordinator, 6 yrs. exp., paid in FULL in June.
O'Shea, Owen	Stipend- Athletic	Athletic Coordinator		\$4,024.27	GMS	Spring 2020	Spring 2020	Athletic Coordinator, 0 yrs. exp., paid in FULL in June.
<b>Baseball</b>								
Gottlob, Gary	Stipend- Athletic	Baseball- Head Coach		\$6,036.40	HSN	TBD	Spring 2020	Baseball - Head Coach, 0 yrs. exp., paid in FULL in June.
Barbieri, Christopher	Stipend- Athletic	Baseball- Assistant Coach		\$4,024.27	HSN	TBD	Spring 2020	Baseball - Assistant Coach, 0 yrs. exp., paid in FULL in June.
Kinloch, Robert	Stipend- Athletic	Baseball- Assistant Coach		\$4,024.27	HSN	Spring 2020	Spring 2020	Baseball - Assistant Coach, 0 yrs. exp., paid in FULL in June.
Fiocco, James	Stipend- Athletic	Baseball- Coach		\$3,018.20	CMS	Spring 2020	Spring 2020	Baseball Coach, 0 yrs. exp., paid in FULL in June.
<b>Fitness Supervisor</b>								
Brack, Daniel	Stipend- Athletic	Fitness Supervisor- Shared		\$1,584.53	HSS	Spring 2020	Spring 2020	Fitness Supervisor - shared 50%, 4 yrs. exp., paid in FULL in June.
Garzio, Michael	Stipend- Athletic	Fitness Supervisor- Shared		\$1,509.10	HSS	Spring 2020	Spring 2020	Fitness Supervisor - shared 50%, 1 yr. exp., paid in FULL in June.
<b>Lacrosse</b>								
Marquez, Gabriel	Stipend- Athletic	Lacrosse- Boys Assistant Coach		\$4,024.27	HSS	Spring 2020	Spring 2020	Lacrosse - Boys Assistant Coach, 0 yrs. exp., paid in FULL in June.
Mastroianni, Elisa	Stipend- Athletic	Lacrosse- Girls Assistant Coach		\$4,027.27	HSS	Spring 2020	Spring 2020	Lacrosse - Girls Assistant Coach, 1 yr. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Leverton, Ryan	Stipend- Athletic	Lacrosse- Boys Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Lacrosse - Boys Coach, 0 yrs. exp., paid in FULL in June.
Kellerman, Kacie	Stipend- Athletic	Lacrosse- Girls Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Lacrosse - Girls Coach, 1 yr. exp., paid in FULL in June.
<b>Softball</b>								
Lee, Mark	Stipend- Athletic	Softball- Head Coach		\$6,036.40	HSS	Spring 2020	Spring 2020	Softball - Head Coach, 1 yr. exp., paid in FULL in June.
Kumor, Zachary	Stipend- Athletic	Softball Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Softball - Coach, 0 yrs. exp., paid in FULL in June.
Oldehoff, Robert	Stipend- Athletic	Softball Coach		\$3,320.96	GMS	Spring 2020	Spring 2020	Softball - Coach, 5 yrs. exp., paid in FULL in June.
<b>Spring Track</b>								
Jemal, Nabil	Stipend- Athletic	Spring Track- Boys Assistant Coach		\$4,024.27	HSS	Spring 2020	Spring 2020	Spring Track - Boys Assistant Coach, 1 yr. exp., paid in FULL in June.
Tipton, Craig	Stipend- Athletic	Spring Track- Girls Assistant Coach		\$4,024.27	HSS	Spring 2020	Spring 2020	Spring Track - Girls Assistant Coach, 0 yr. exp., paid in FULL in June.
Colon, Marissa	Stipend- Athletic	Spring Track Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Spring Track - Coach, 0 yrs. exp., paid in FULL in June.
Maloney, William	Stipend- Athletic	Spring Track Coach		\$3,772.49	GMS	Spring 2020	Spring 2020	Spring Track - Coach, 14 yrs. exp., paid in FULL in June.
Robinson, Todd	Stipend- Athletic	Spring Track Coach		\$3,621.63	GMS	Spring 2020	Spring 2020	Spring Track - Coach, 9 yrs. exp., paid in FULL in June.
Scupp, Rachel	Stipend- Athletic	Spring Track Coach		\$3,320.96	GMS	Spring 2020	Spring 2020	Spring Track - Coach, 6 yrs. exp., paid in FULL in June.
<b>Tennis</b>								
Sierzega, Daniel	Stipend- Athletic	Tennis- Boys Assistant Coach		\$4,049.24	HSS	Spring 2020	Spring 2020	Tennis - Boys Assistant Coach, 7 yrs. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Delsignore, Glenn	Stipend- Athletic	Tennis Coach		\$3,772.49	GMS	Spring 2020	Spring 2020	Tennis - Coach, 17 yrs. exp., paid in FULL in June.
Ely, Jaime	Stipend- Athletic	Tennis Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Tennis - Coach, 0 yrs. exp., paid in FULL in June.
<b>Volleyball</b>								
Cichowski, Brianna	Stipend- Athletic	Volleyball- Boys Assistant Coach		\$4,024.27	HSN	Spring 2020	Spring 2020	Volleyball - Boys Assistant Coach, 0 yrs. exp., paid in FULL in June.
<b>Change</b>								
Doody, Glenn	Stipend- Athletic	Ice Hockey- Assistant Coach		\$4,024.00 (prorated)	HSS	1/16/20	Winter 2019- 2020	Change start date from TBD to 1/16/20.
<b>Rescind</b>								
Bisson, Caitlin	Rescind	Spring Track- Coach		\$3,321.00	CMS	Spring 2020	Spring 2020	Rescind Spring Track - Coach, 5 yrs. exp.
Marquez, Gabriel	Rescind	Lacrosse- Boys Coach		\$3,018.00	CMS	Spring 2020	Spring 2020	Rescind Lacrosse - Boys Coach, 1 yr. exp.
McMichael, Ryan	Rescind	Softball- Coach		\$3,169.00	CMS	Spring 2020	Spring 2020	Rescind Softball - Coach, 3 yrs. exp.
Nicoletti, Sabrina	Rescind	Baseball- Coach		\$3,018.00	CMS	Spring 2020	Spring 2020	Rescind Baseball - Coach, 1 yr. exp.
Serughetti, David	Rescind	Lacrosse- Boys Coach		\$3,773.00	CMS	Spring 2020	Spring 2020	Rescind Lacrosse - Boys Coach, 13 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Mentor</b>								
Episcopo, Kelsey	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	DN	1/17/20	6/30/20	Mentor for Emilee D'Angelo, paid in FULL in June.
Levinson, Brian	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	HSS	1/8/20	6/30/20	Mentor for Jake Rispoli, paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tucker, Hillary	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	DN	1/9/20	6/1/20	Mentor for Jenna Bailin, paid in FULL in June.
Winterstein, Karen	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	MR	2/19/20	6/30/20	Mentor for Ashley Nemeth, paid in FULL in June.
<b>High School North</b>								
Bossio, Joseph	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Corriveau, Robert	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Costanza, Michelle	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Hannon, Christa	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Paulsson, Albert	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Ramaprasad, Venkat	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Washington Seminar Chaperone stipend, paid in FULL in June.
Tessein, Paula	Stipend Non-Athletic	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Washington Seminar Chaperone stipend, paid in FULL in June.
<b>High School South</b>								
Muneer, Amirah	Stipend Non-Athletic	Dance Team		\$2,766.78	HSS	9/1/19	6/30/20	Dance/Step Team Advisor, 0 yrs. exp., paid in FULL in June.
<b>Grover Middle School</b>								
Crilly, Michelle	Stipend Non-Athletic	8th Grade Picnic Coordinator-Shared		\$250.00	GMS	5/1/20	6/30/20	Coordinator for Grade 8 Picnic - shared 50%, paid in FULL in June.
Godnick, Jenny	Stipend Non-Athletic	8th Grade Salute Coordinator		\$500.00	GMS	5/1/20	6/30/20	Coordinator for Grade 8 Salute, paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Hoeflinger, Kimberly	Stipend Non-Athletic	8th Grade Hershey Park Coordinator		\$500.00	GMS	5/1/20	6/30/20	Coordinator for Grade 8 Hershey Park trip, paid in FULL in June.
Nordstrom, Jocelyn	Stipend Non-Athletic	8th Grade Picnic Coordinator-Shared		\$250.00	GMS	5/1/20	6/30/20	Coordinator for Grade 8 Picnic - shared 50%, paid in FULL in June.
Scupp, Rachel	Stipend Non-Athletic	8th Grade Awards Coordinator		\$500.00	GMS	5/1/20	6/30/20	Coordinator for Grade 8 Awards, paid in FULL in June.
<b>Change</b>								
Fontana, Delia	Change	Mentor		\$2,010.00 (prorated)	MR	9/1/19	2/18/20	Change end date from 6/30/20 to 2/18/20 for mentor for Ashley Nemeth.
<b>F. Community Education</b>								
<b>Appoint</b>								
Chan, Suzanne	Appoint	EDP 1-to1 Assistant		As Per Contract	CMS	1/29/20	6/30/20	Appoint as an EDP 1-to-1 Assistant.
Gamarnik, Aleksandr	Appoint	EDP 1-to1 Assistant		As Per Contract	CMS	2/3/20	6/30/20	Appoint as an EDP 1-to-1 Assistant.
<b>Resignation</b>								
Kannan, Vaishnavi	Resign	EDP 1-to1 Assistant		N/A	CMS	1/24/20	1/24/20	Resign from position.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Change</b>								
Brienza, Bonnie	Change	Teacher Mathematics		N/A	HSS	12/9/19	1/31/20	Change FMLA/NJFLA from 12/9/19-2/28/20 to 12/9/19-1/31/20 unpaid, with benefits. (RTW: 2/3/20)
Scranton, Dorothy	Change	Teacher Basic Skills Reading		N/C	MR	2/19/20	6/30/20	Change start date from TBD to 2/19/20 for change from 5th grade teacher to Basic Skills Reading teacher.
Rowan, Christine	Change	Teacher Technology-120%	4BA	\$70,380.00 (prorated)	HSS	9/1/19	3/12/20	Change end date from 6/30/20 to 3/12/20 for salary change from 100% to 120% for an additional section.
De Windt, Rhounda	Change	Teacher Spanish- 120%	15BA	\$95.85/day	GMS	1/2/20	TBD	Change end date from 1/31/20 to TBD for additional per diem payment for an extra section.
Figueroa, Ivett	Change	Teacher Spanish- 120%	0BA	\$55.50/day	GMS	1/2/20	TBD	Change end date from 1/31/20 to TBD for additional per diem payment for an extra section.
Martin, Maricel	Change	Teacher Spanish- 120%	15MA	\$97.44/day	GMS	1/2/20	TBD	Change end date from 1/31/20 to TBD for additional per diem payment for an extra section.
Costello, Kathleen	Change	Teacher Special Education- 120%	15MA	\$115,728.00 (prorated)	HSS	9/6/19	TBD	Change end date from 1/31/20 to TBD for salary change from 100% to 120% for an additional section.
Ferri, Robert	Change	Teacher Special Education- 120%	15BA	\$115,020.00 (prorated)	HSS	9/6/19	TBD	Change end date from 1/31/20 to TBD for salary change from 100% to 120% for an additional section.
Mastroianni, Elisa	Change	Teacher Mathematics- 100%; Teacher Special Education- 20%	1BA	\$67,200.00 (prorated)	HSS	9/6/19	TBD	Change end date from 1/31/20 to TBD for salary change from 100% to 120% for an additional section.
Raveendran, Jaina	Change	Teacher Special Education- 120%	7BA	\$76,260.00 (prorated)	HSS	9/6/19	TBD	Change end date from 1/31/20 to TBD for salary change from 100% to 120% for an additional section.
Hawkins, Michael	Change %	Teacher Special Education- 120%	0MA	\$69,000.00 (prorated)	HSS	2/3/20	TBD	Change salary from 100% to 120% for an additional section.





It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Leave of Absence</b>								
Rowan, Christine	Leave-FMLA/NJFLA/CC	Teacher Technology		N/A	HSS	4/20/20	9/18/20	FMLA/NJFLA/CC: 4/20/20-6/30/20 unpaid, with benefits. FMLA/NJFLA: 9/1/20-9/18/20 unpaid, with benefits. (RTW: 9/21/20)
<b>C. Non Certificated Staff</b>								
<b>Change</b>								
Doctor, Leatrice	Change	Secretary 12 Months		N/A	HSN	1/9/20	2/7/20	Change FMLA/CC from 1/9/20-1/27/20 to 1/9/20-2/7/20 unpaid, with benefits. (RTW: 2/10/20)
Vargas Pena, Livingston	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	1/27/20	6/30/20	Change from substitute Security Officer - "Eyes on the Door" to Security Officer - "Eyes on the Door", replacing David Harris, who resigned.
<b>Rescind</b>								
Vaddadi, Nandini	Rescind	Instructional Assistant	1	\$18.83/hr.	MH	1/25/20	1/25/20	Rescind appointment as Instructional Assistant.
<b>Resignation</b>								
Salvador, Stephanie	Resign	Security Officer "Eyes on the Door"		N/A	DIST	1/6/20	1/6/20	Resign from position.
Thoota, Tejasri	Resign	Instructional Assistant		N/A	CMS	1/31/20	1/31/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Zhang, Karen	Appoint	Substitute Teacher		\$85.00/day	DIST	1/29/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>Change</b>								
Maley, Dana	Change	Substitute Teacher		\$95.00/day	DIST	11/29/20	6/30/20	Change from County Substitute Teacher to New Jersey Certified Substitute Teacher.
<b>E. Extracurricular / Extra Pay</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Title I</b>								
Tresansky, Eileen	Extra Duty	Title I: Parent Program		\$47.09/hr.	TC	1/29/20	1/29/20	Parent Program - Title I grant funded, <b>total program</b> not to exceed 50 hours.
<b>Title III</b>								
Christie, Shayne	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, <b>total GMS program</b> not to exceed 60 hours.
Zhao, Suihua	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, <b>total GMS program</b> not to exceed 60 hours.
Zola, Anna	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, <b>total GMS program</b> not to exceed 60 hours.





# Harassment, Intimidation & Bullying Semi-Annual Report

September - December 2019

# HIBster



- HIBster was developed in response to the New Jersey Anti-Bullying Bill of Rights Act
- School districts expressed concerns about keeping up with the strict rules and regulations of the law
- HIBster collects HIB incident data and conveniently manages them in one system
- Used by more than 250 New Jersey school districts

# Revised HIB Categories

- Founded vs. Unfounded
- Streamline Data Collection
- Simplify Stakeholder Communication
- Align to NJDOE Student Safety Data System (SSDS)



# Definition of HIB



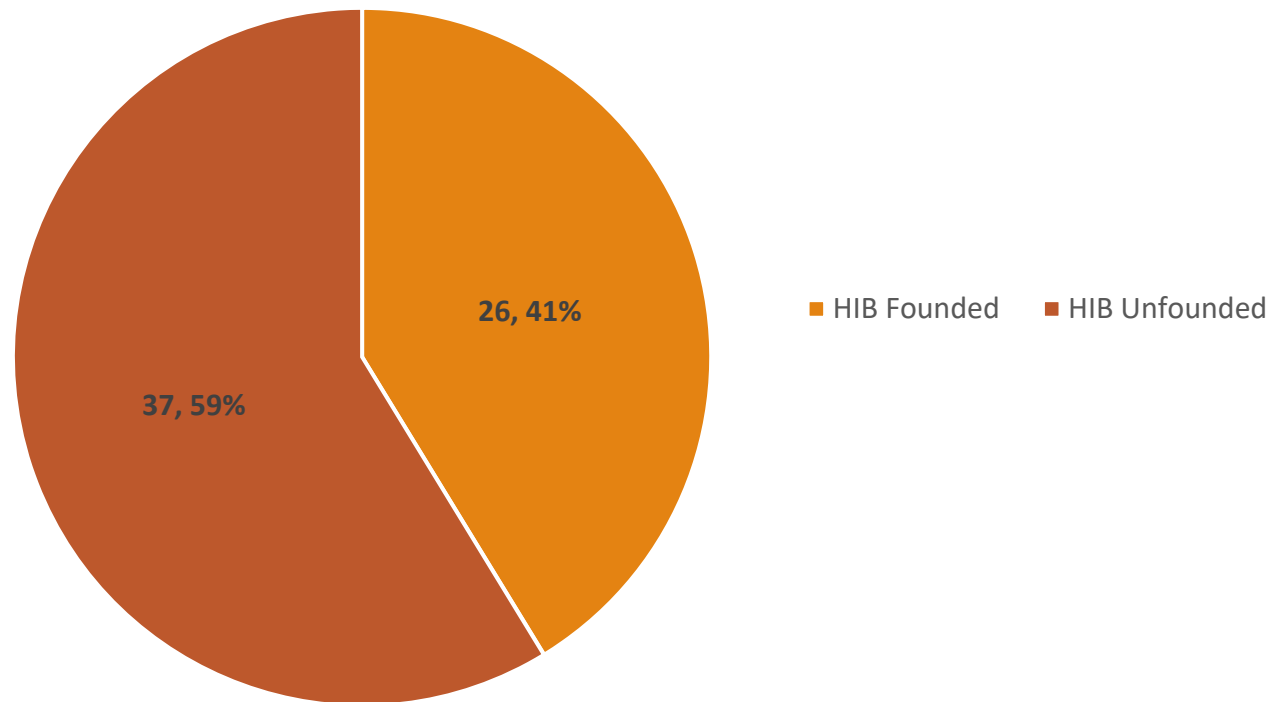
- Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents
- Reasonably perceived as being motivated either by any actual or perceived characteristic
- That takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students

# WWPRSD HIB Data



# WWPRSD HIB Findings By Category September - December 2019

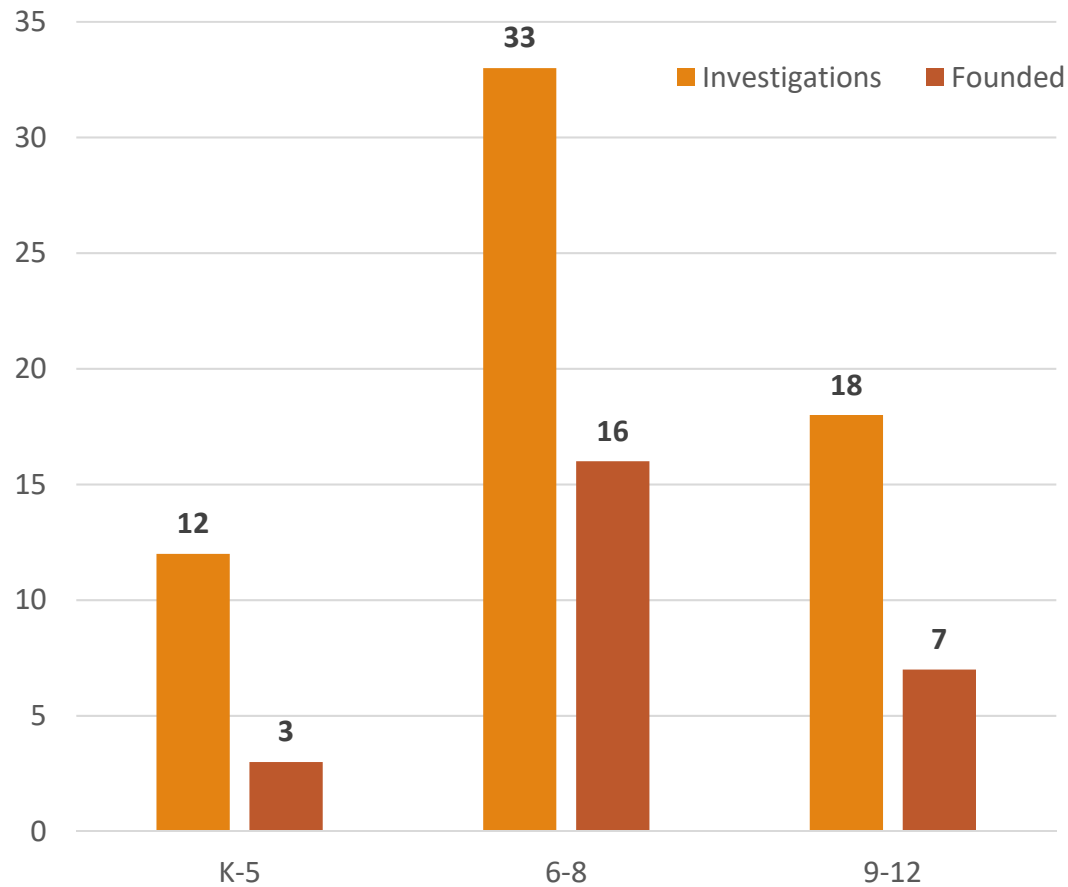
**63 Investigations / 26 Founded / 37 Unfounded**



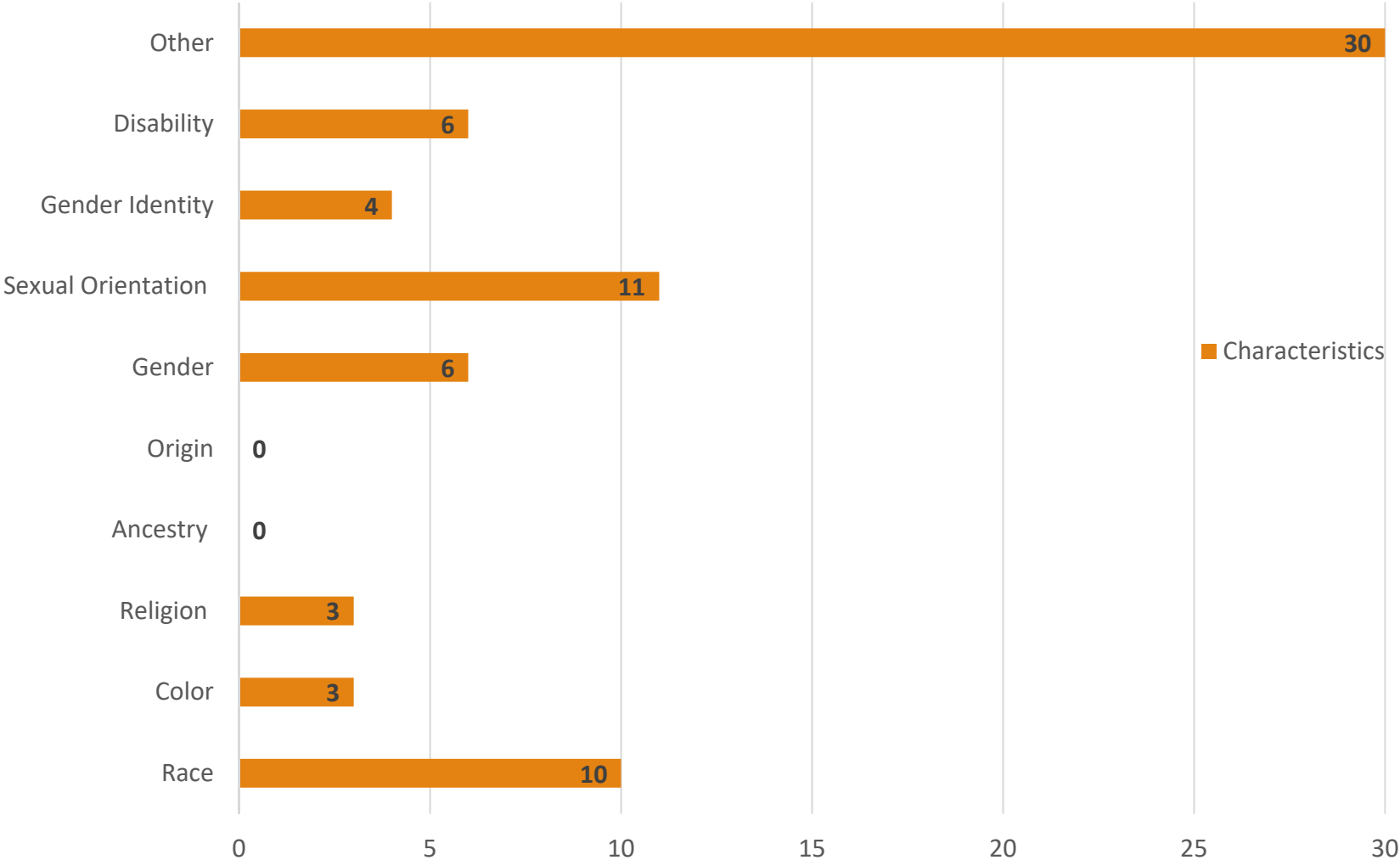


# WWPRSD HIB Grade Level Investigations Founded HIB Sept. – Dec. 2019

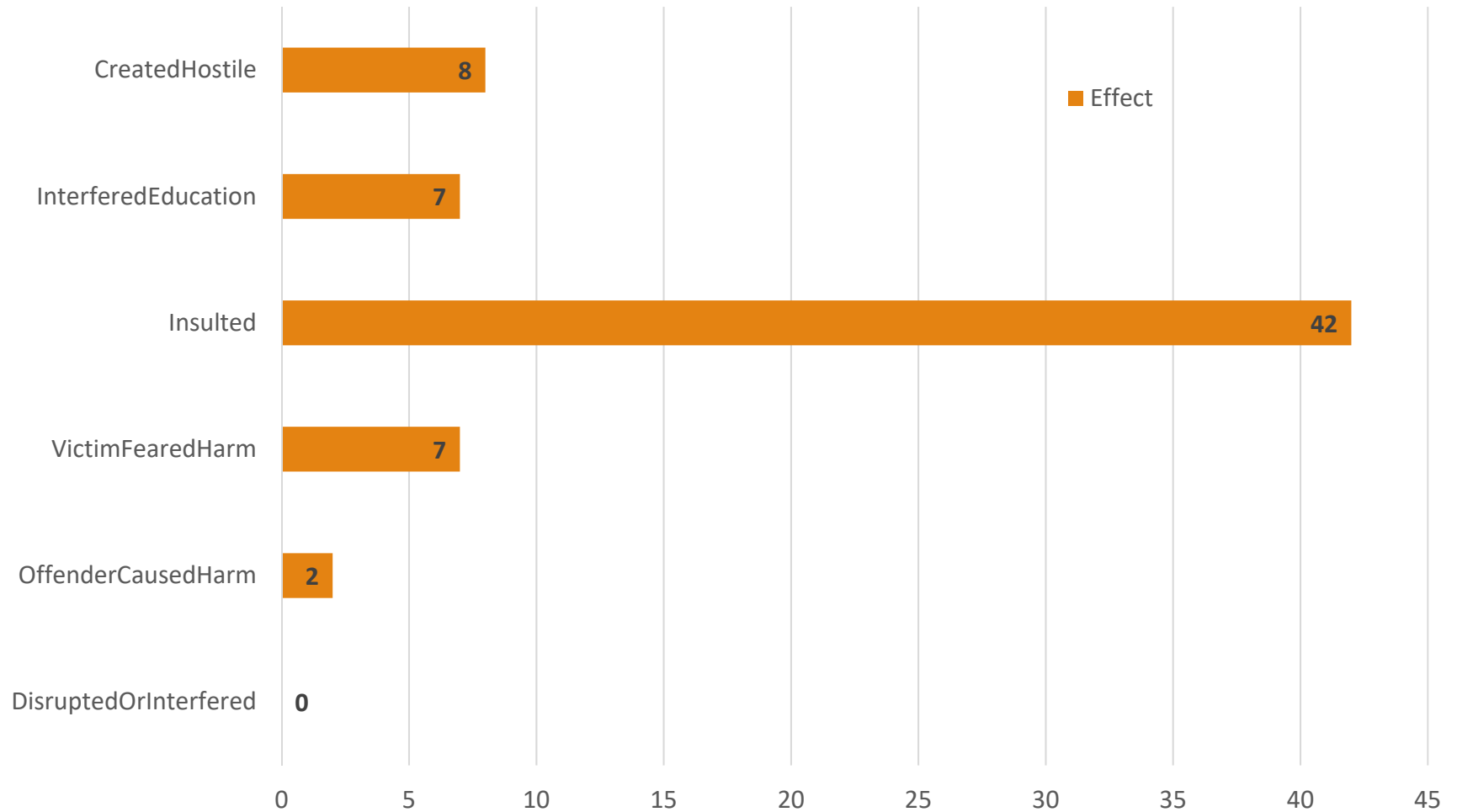
**63 Investigations / 26 Founded / 37 Unfounded**



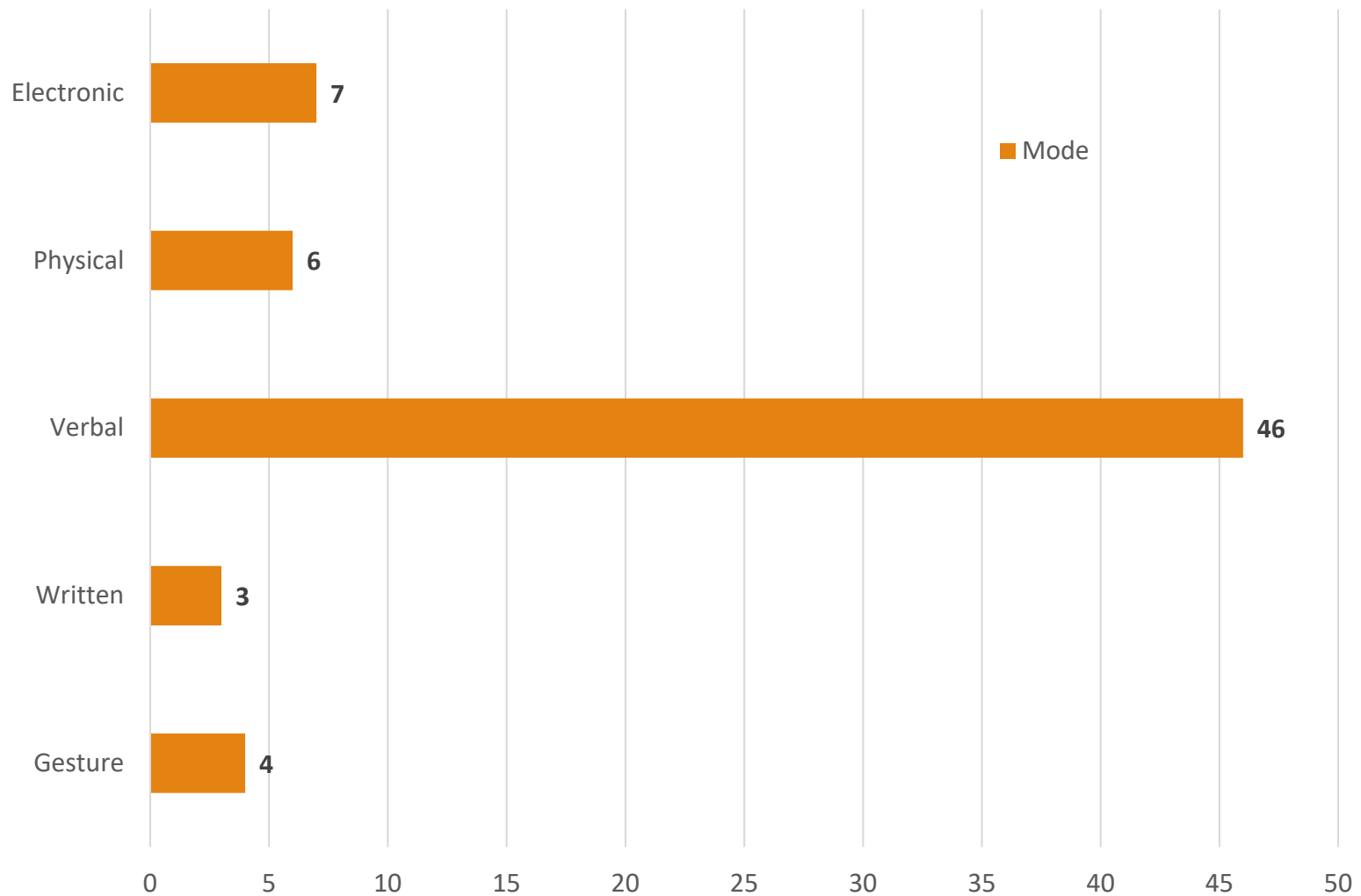
# WWPRSD HIB Distinguishing Characteristics September - December 2019



# WWPRSD HIB Effect on Victim September - December 2019



# WWPRSD HIB Mode September - December 2019



# Patterns & Trends

- Investigations Slightly Up
- Confirmed HIB Slightly Down
- “Other” Distinguishing Characteristics
- Insulted Effect on Victim
- Verbal Mode
- Unstructured Activities
- Minimally Supervised Settings



# School Climate



School climate refers to the current quality and character of school life. It is based on people's experiences of schools and reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures

# Data Based Inquiry Cycle



# K-12 School Climate Summit

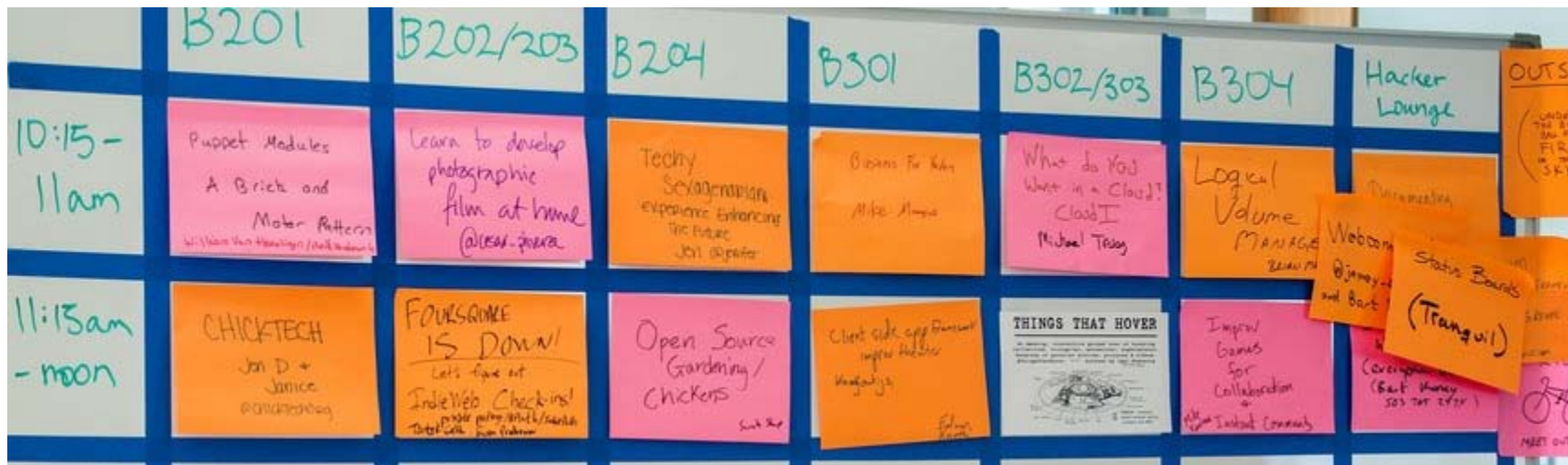


- Authentic Participation
- Partners in Learning
- Respectful Relationships
- Connecting Communities
- Change Makers



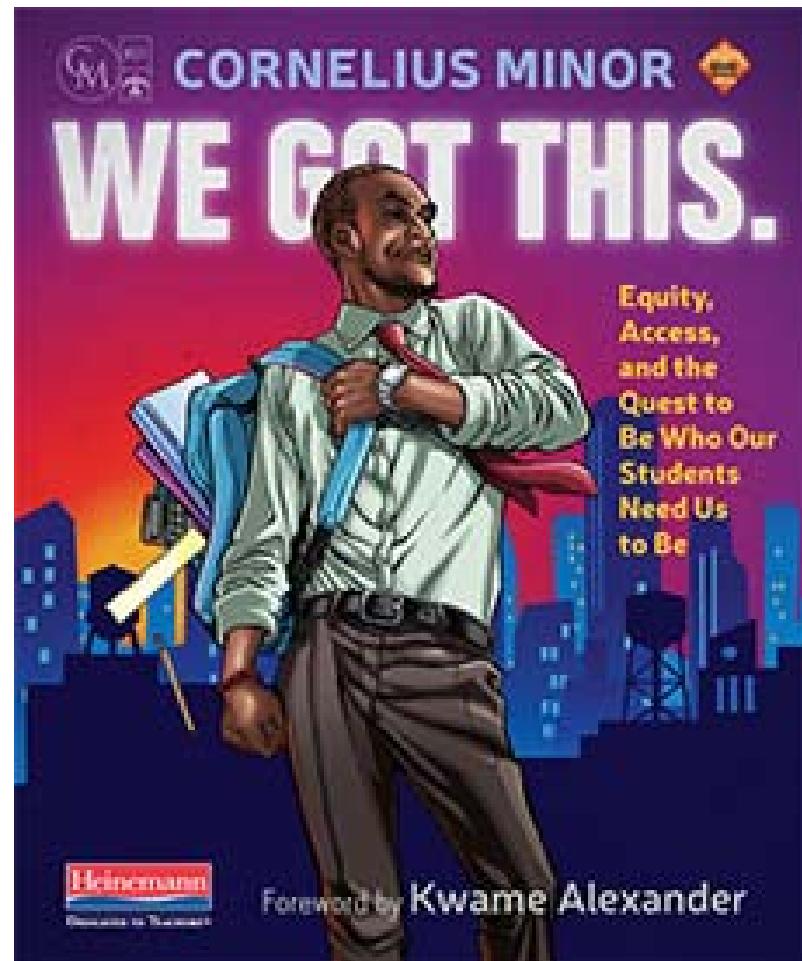


# Un-Conference

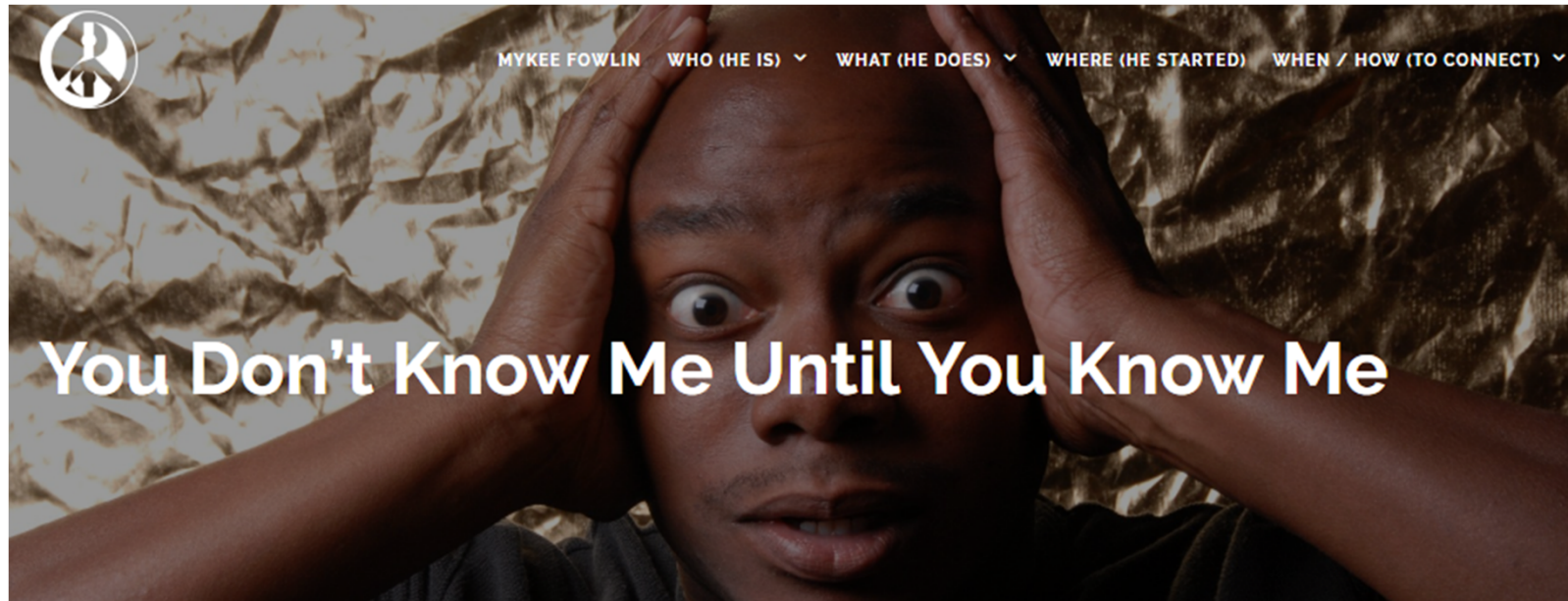


- Provide students an opportunity to communicate with each other about topics and subjects they care deeply about, both here in our community, nationally and the world
- Topics included Improving Eco-Friendliness, The Science of Gratitude, Mental Fitness, Love for Modern Art, Assisting ESL Students, Phone Addiction, Yoga Appreciation

# Faculty Professional Development



# Assemblies



Dr. Mykee Fowlin takes the audience on an experiential journey with humor, performance art, poetry, storytelling, psychology, theatrical monologues, and his personal journey – to create a moving experience for all who are open to this evolution.

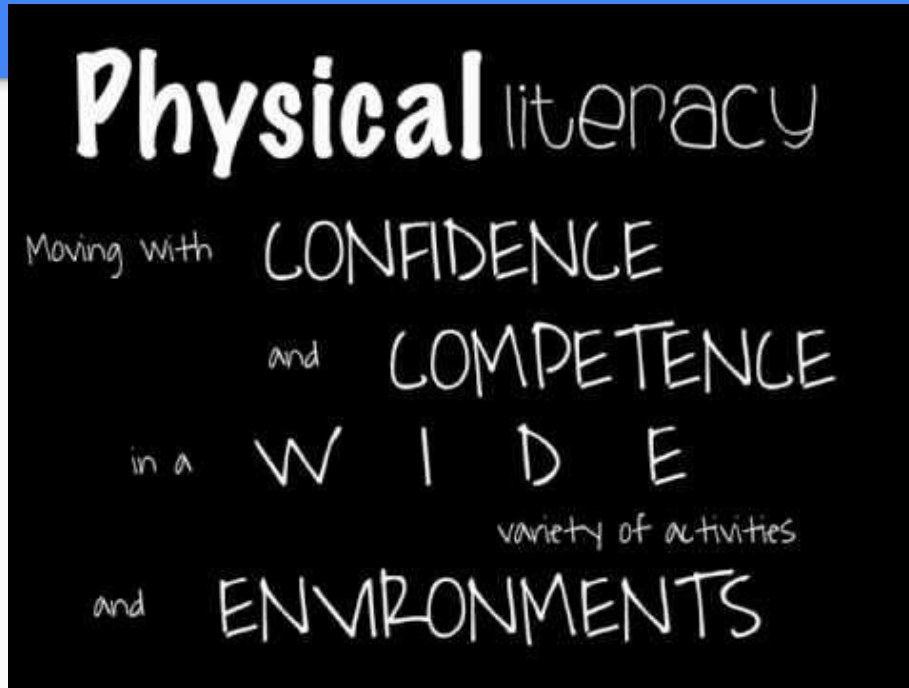


# Health, Physical Education and Driver's Ed Program Review

Internal Committee Report

*Whole Child, Every Child, Global Child*

# Health/PE and the Whole Child



## Why children and young people need regular Physical Education, School Sport & Physical Activity



### FACT 1: ACHIEVEMENT

Pupils improve in all subjects



### FACT 2: PERSONAL DEVELOPMENT

Pupils are more confident & positive



### FACT 3: SOCIAL SKILLS

Pupils have more developed social skills



### FACT 4: HEALTH & EMOTIONAL WELL-BEING

Pupils have a better outlook on life



### FACT 5: LEADERSHIP

Pupils will be able to make informed decisions

## Internal Committee Members



The internal committee was comprised of representatives from administration as well as Health/PE teachers, nurses and Student Assistant Counselors from all 10 district buildings

# Internal Committee Subcommittees

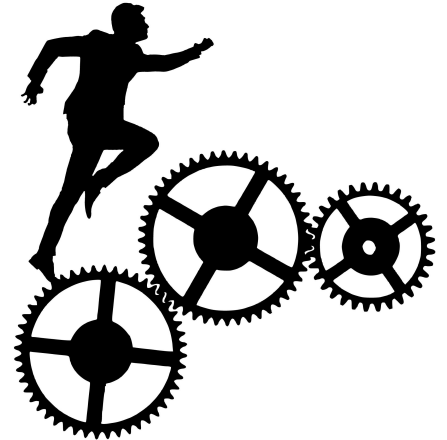
- K-5 Health and PE
- 6-8 PE and Health Cycle Programs
- 9-12 Health and PE





# Internal Team Process

- Identification of strengths & weaknesses of all programs
- Solicitation of faculty input
- Creation of areas of strength and recommendations
- Internal report delivered to Curriculum Committee



# Strengths of the Current Program

## Communication:

- Addition of dedicated supervisor has increased communication at district and building levels

## Curriculum:

- Current Curriculum addresses the Social, Emotional, and Physical needs of our students
- Allows for vertical articulation between all grade levels and meets the developmental needs of our students

## Facilities:

- Variety of indoor and outdoor spaces for instructional use.
- Dedicated health rooms at the secondary levels
- Middle School and High Schools have weight rooms for class use
- Each High school has an Adventure Course, Swimming Pool, Tennis Courts

# Strengths of the Current Program

## Materials and Budget

- Dedicated budget for the purchase of equipment and supplies at each building
- Purchasing based on needs of the staff and students within building
- Flexibility with purchasing larger items when warranted

## Staffing/Scheduling

- Students receive Physical Education at least 2 times per week at Elementary- Middle levels, 3 days at the High school level
- Health Education taught at grade 5-12 by a certified Health Teacher
- Secondary level classes are scheduled in “like” grade level pairs or triplets

# Strengths of the Current Program

## Professional Development

- Teachers receive funds for Professional Development through WWPEA agreement
- Bi-Annual Lifeguard, CPR/AED recertification at the High School level
- Bi- Annual CPR/AED recertification at Elementary- Middle level

## Technology

- All PE spaces have access to AV equipment for classes
- Plat4m weight lifting program purchased at the highschool level
- Health Teachers trained in District 1-1 Chromebook initiative

# Summary of Recommendations

## Communication

- Efforts should be made to raise awareness of the impact that a Comprehensive Health and Physical Education Program can have on the development of the “Whole Child”
  - Working with PTA/PTSA on the vision of the department
  - Presenting to parents at Program of Studies Nights

## Curriculum

- Curriculum should be updated to reflect revised NJCCCS for Health and PE, SHAPE America Standards, as well as NJ Model Curriculum
  - Updated State Standards to be release in July 2020
- Curriculum should include opportunities for student choice and lifelong fitness model/activities (having students select their levels or a modified elective PE program)

# Summary of Recommendations

## Facilities

- Evaluate instructional and storage space in all buildings.
- Create a schedule to maintain instructional spaces
- Consider “off periods” when maintenance and repairs can be made

## Materials, Equipment and Budget

- Evaluate budget amounts to ensure they reflect increased enrollment and cost of materials.
- Ensure budget equity between schools.
- Allocate funds for cycle of repair and maintenance of the Adventure Courses

# Summary of Recommendations

## Professional Development

- Use in-district meeting and PD Days for PE and Health-specific professional development

## Staffing/Scheduling

- Examine possible impacts of reinstating K-4 Health Education
- Schedule “like” grade levels at the same time

## Technology

- Ensure all instructional space includes up-to-date and appropriate technological resources while increasing teacher knowledge and access to emerging technologies.

# Appreciation

On behalf of the Health and Physical Education Department I would like to thank the Board of Education and District Administration for their ongoing support and opportunity to undertake this review.







**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**FEBRUARY 11, 2020: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Louisa Ho  
Dana Krug  
Graelynn McKeown  
Martin Whitfield  
Robin Zovich

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Plainsboro Township Library Committee: Robin Zovich  
Superintendent's Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Graelynn McKeown  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on February 7, 2020, to the *Home News Tribune*, and *The Times*. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, and on February 7, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on February 7, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>OAL DKT NOS. EDS 08629-2018; 08630-2018; and 18309-2018; Tort Claim</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representative Reports

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

IV. **MEETING**

A. **ADMINISTRATION**

*To be voted on 02/11/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated January 28, 2020, for the following case numbers: CMS19-2019, 207061-MRS-01222020 and 206553-PHS-01092020.
2. Review the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated February 11, 2020, for the following case numbers: GMS011320001, GMS011320002, 207374-CMS-01292020, 207330-CMS-01282020, 207261-CMS-01272020, 207196-HSN-01242020, 207124-CMS-01232020, 206772-HSS-01152020, and 207558-MRS-02032020.

**School Security Drills**

3. Acknowledge the following fire and security drills were performed in January 2020 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
1/10/20	1/22/20	Dutch Neck Elementary School
1/10/20	1/7/20	Maurice Hawk Elementary School
1/15/20	1/8/20	Town Center Elementary School
1/9/20	1/28/20	J.V.B. Wicoff Elementary School
1/10/20	-	Millstone River School
1/8/20	1/16/20	Village School
1/2/20	1/27/20	Community Middle School
1/24/20	1/9/20	Thomas Grover Middle School
1/6/20	1/7/20	WW-P High School North
1/8/20	1/13/20	WW-P High School South

**Professional Service**

4. Approve the following resolution:

WHEREAS the West Windsor-Plainsboro Regional School District Board of Education engaged Public Consulting Group (PCG) on November 19, 2019, through a competitive process (RFP #19-1), to provide professional services, specifically a comprehensive special education program review, and

WHEREAS West Windsor-Plainsboro Regional School District Board of Education has found it necessary to expand the scope of the professional services being provided as a part of the special education program review, and so

BE IT THEREFORE RESOLVED that the West Windsor-Plainsboro Board of Education hereby amends the original award to Public Consulting Group (PCG) to include additional professional services at a cost not to exceed an additional \$20,000.

**Special Services**

5. Approve a settlement agreement for student 12302009, dated January 31, 2020, as recommended by the Board attorney and discussed in Closed Executive Session.

**B. CURRICULUM AND INSTRUCTION – (NONE)**

**C. FINANCE**

*To be voted on 02/11/20:* Recommend approval of the following resolutions:

**Business Services**

1. Payment of bills as follows:
- a) Bills List General for February 11, 2020 (run on 2-03-20) in the amount of \$230,519.50.
  - b) Bills List Capital for February 11, 2020 (run on 2-06-20) in the amount of \$9,246,453.91.

**Equipment Disposal**

2. Approve the disposal of obsolete surplus equipment that has met the district’s life expectancy [The age and physical condition of the equipment render the equipment ineffective.]:

Community Middle School

- a) Audio Visual, Dukane
- b) Cart, overhead projector
- c) Cart, with doors
- d) DVD/VCR, Toshiba
- e) Overhead Projector, 3M - (3)
- f) View Screen, Texas Instrument

Grover Middle School

- g) Cart, rolling, black
- h) Chair, student
- i) Overhead Projector, Apollo – (2)

Transportation

j) Harness, expired – (10)

**Procurement of Goods and Services**

3. Be it resolved by the Board of Education of the West Windsor-Plainsboro Regional School District pursuant to Title 18A: 18A-10, and N.J.A.C. 5:34-7.29(c), on timely basis, to procure goods and services utilizing state contract vendors to meet the needs of the school district who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the West Windsor-Plainsboro Regional School District and the referenced State Contract Vendors shall be for the **2019-2020** School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

**Educational Data Services Cooperative Bid**

<b><u>Commodity/Vendor</u></b>	<b><u>Vendor Bid No.</u></b>	<b><u>Expiration Date</u></b>
<b>Athletic Reconditioning</b>		
Kranos Corporation, dba Schutt Reconditioning	8588	12/1/2020
<b>Athletic Supplies</b>		
Aluminum Athletic Equipment Co.	190503	12/1/2020
ARC Sports	9851001	12/1/2020
Extra Innings Mount Laurel dba. KTTA Ent.	100819A	12/1/2020
George L. Haider Inc dba Sportsman's	9851PREBID	12/1/2020
Leisure Sporting Goods	LE685-9851	12/1/2020
Levy's Inc.	L9851	12/1/2020
Longstreth Sporting Goods, LLC	NJ9851	12/1/2020
Medco Supply dba Performance Health	EST1154944	12/1/2020
MFAC, LLC (M-F Athletic)	MF9851	12/1/2020
Passon's Sports/US Games/BSN Sports	3080676	12/1/2020
Pioneer Manufacturing Company	Pioneer9851	12/1/2020
R&R Trophy and Sporting Goods Co.	NJPB100819	12/1/2020
Riddell	133880	12/1/2020
Sports Time Inc.	9851	12/1/2020
Winning Teams By Nissel, LLC	1018	12/1/2020
<b>Audio Visual Supplies</b>		
Acco Brands USA LLC	9830 AV Supp	12/1/2020
Adorama Inc.	1912465	12/1/2020
B&H Foto & Electronics Corp.	824993710	12/1/2020
Camcor, Inc.	9830	12/1/2020
Generations Technologies Inc.	Gen Tech9830	12/1/2020
Paper Clips, Inc.	9830	12/1/2020
PC University Distributors, Inc.	9830	12/1/2020

Troxell Communications, Inc.	9830	12/1/2020
Valiant National/Alltec	9830	12/1/2020

**Copy Duplicator Supplies**

WB Mason Co., Inc.	EDS-9461-NJNorth	2/20/2020
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**Custodial Supplies**

All American Poly Corp.	NJ8936	12/1/2020
American Paper Towel Co., LLC	9837	12/1/2020
Brookaire Company, LLC	QUO2843	12/1/2020
Calico Packaging LLC	9836	12/1/2020
Central Poly - Bag Corporation	169022	12/1/2020
Conserv Flag Company	9837	12/1/2020
Cooper Electric Supply Co.	S038145318	12/1/2020
Cooper Electric Supply Co.	S038174574	12/1/2020
Donna Jana Enterprizes LLC/My Price Supply	9837NJPrebid2020	12/1/2020
E.A. Morse & Company Inc.	B1008199837	12/1/2020
Farrar Filter Co., Inc.	FFC2591-9837	12/1/2020
Generations Technologies Inc.	GenTech9832	12/1/2020
Indco, Inc.	1082019	12/1/2020
Interboro Packaging Corporation	9836	12/1/2020
Interboro Packaging Corporation	9837	12/1/2020
John A. Earl, Inc.	9837	12/1/2020
Metco Supply Inc.	9837cu102	12/1/2020
Performance Health Supply Inc., dba Medco Supply	EST1164742	12/1/2020
Real Lighting Inc.	9832NJ	12/1/2020
Staples Contracts & Commercial LLC	SPLS9837	12/1/2020
Tristate LED	TS9832	12/1/2020
WB Mason Co., Inc.	EDS-NJ#9837Cust	12/1/2020
WW Grainger, Inc./Grainger Industrial Supply	9837	12/1/2020

**Elementary Science Grade Level Materials List**

Bio Company Inc./Bio Corporation	9758	12/1/2020
Carolina Biological Supply Company	P105868	12/1/2020
EAI Education/Eric Armin Inc.	9758	12/1/2020
School Specialty, Inc.	7790912601	12/1/2020
Ward's Science/VWR International, LLC	8031102419	12/1/2020

**Elementary Science Supplies**

Bio Company Inc./Bio Corporation	9765	12/1/2020
Carolina Biological Supply Company	P105868	12/1/2020
EAI Education/Eric Armin Inc.	9765	12/1/2020
Nasco Education LLC	50299	12/1/2020
Pitsco Education	748924	12/1/2020
School Specialty, Inc.	7790912625	12/1/2020
Ward's Science/VWR International, LLC	8031100997	12/1/2020

**Family Consumer Science Supplies**

Metco Supply Inc.	9805fc102	12/1/2020
Nasco Education LLC	50295	12/1/2020
S.A.N.E.	20100	12/1/2020

**File Management**

FileBank Inc.	9172	12/1/2020
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**Fine Art Supplies**

Blick Art Materials LLC	QD20EDS-NJ-19/20	12/1/2020
Cascade School Supplies, Inc.	94957	12/1/2020
Ceramic Supply, Inc.	CS9807	12/1/2020
Nasco Education LLC	50294	12/1/2020
National Art & School Supplies Inc.	9807	12/1/2020
School Specialty, Inc.	7790912443	12/1/2020
Sheffield Pottery, Inc.	njcoop2020	12/1/2020
WB Mason Co., Inc.	EDS-#9807FA	12/1/2020

**General Classroom Supplies**

School Specialty, Inc.	7791035523	12/1/2020
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**Health and Trainer Supplies**

Henry Schein, Inc./Henry Schein Medical	57745	12/1/2020
Performance Health Supply Inc., dba Medco Supply	EST1142222	12/1/2020
School Health Corporation	3668835	12/1/2020
Winning Teams By Nissel, LLC	1016	12/1/2020

**Library Supplies**

Acco Brands USA LLC	Bid#9804 Library Supp	12/1/2020
Cascade School Supplies, Inc.	94958	12/1/2020
Demco, Inc.	C80901	12/1/2020
The Library Store, Inc.	NJEDS	12/1/2020

**Math Supplies**

EAI Education/Eric Armin Inc.	9817	12/1/2020
Hand2Mind Inc./ETA	9817NJ	12/1/2020
Nasco Education LLC	50296	12/1/2020

**Music Supplies**

Cascio Music Co., Inc., dba Interstate Music	EdData9820NJCOOP_100 219NJ	12/1/2020
K&S Music Inc.	9820KS	12/1/2020
Music & Arts	EDS9820	12/1/2020
Music In Motion	CRM#1966	12/1/2020
Peripole, Inc.	7411-19D/C	12/1/2020
Shar Products Company	9820	12/1/2020
West Music Company	9820	12/1/2020

<b>Musical Instrument Repair</b>		
Advantage Music LTD		12/1/2020
<b>Office/Computer Supplies</b>		
Staples Contracts & Commercial LLC	SPLS9829	12/1/2020
<b>Photography Supplies</b>		
Adorama Inc.	1909376	12/1/2020
B&H Foto & Electronics Corp.	9828	12/1/2020
Metco Supply Inc.	9828ph102	12/1/2020
Valley Litho Supply Co.	9992	12/1/2020
<b>Physical Education Supplies</b>		
Levy's, Inc.	L9808	12/1/2020
Nasco Education LLC	50297	12/1/2020
Palos Sports, Inc. dba School Health Corp.	60102	12/1/2020
Passons Sports & US Games/ BSN Sports/Varsity Sport	3080616-2019	12/1/2020
School Specialty, Inc.	7790912476	12/1/2020
Winning Teams By Nissel, LLC	1015	12/1/2020
<b>Rocketry</b>		
Electonix Express (R.S.R. Electronics Inc.)	GC9824	12/1/2020
Metco Supply Inc.	9824rk102	12/1/2020
Midwest Technology Products	2108498	12/1/2020
Pitsco Education	749792	12/1/2020
<b>Science Supplies</b>		
Arbor Scientific	9768	12/1/2020
Bio Company Inc./Bio Corporation	9768	12/1/2020
Carolina Biological Supply Company	P105868	12/1/2020
EAI Education/Eric Armin Inc.	9768	12/1/2020
Fisher Scientific Company LLC	9273-1546-56	12/1/2020
Flinn Scientific, Inc.	211514	12/1/2020
Metco Supply Inc.	9768sc102	12/1/2020
Nasco Education LLC	50298	12/1/2020
Parco Scientific Company	PQA113095	12/1/2020
Pitsco Education	749718	12/1/2020
Sargent Welch/VWR International, LLC	8031100844 & 8031100879	12/1/2020
School Specialty, Inc.	7790922026	12/1/2020
Ward's Science/VWR International, LLC	8031098577	12/1/2020
<b>Special Needs Supplies</b>		
Nasco Education LLC	50301	12/1/2020
School Health Corporation	3671421	12/1/2020
School Specialty, Inc.	7790955819	12/1/2020
Super Super Inc., dba Super Duper Publications	EDS-NJ-SN	12/1/2020



**Teaching Aids**

Cascade School Supplies, Inc.	94959	12/1/2020
Charles J. Becker & Bro/Becker's School Supplies	9834	12/1/2020
Discount School Supply/Early Childhood LLC	9834	12/1/2020
EAI Education/Eric Armin Inc.	9834	12/1/2020
Kaplan Early Learning Company	3527	12/1/2020
Kurtz Bros., Inc.	E0252B	12/1/2020
Lakeshore Equipment Co./Lakeshore Learning Material	9834	12/1/2020
Lakeshore Equipment Co./Lakeshore Learning Material	9993	12/1/2020
Nasco Education LLC	50302	12/1/2020
Really Good Stuff, LLC	9993	12/1/2020
S&S Worldwide, Inc.	9993-19	12/1/2020
School Specialty, Inc.	77980973626	12/1/2020
United Supply Corp.	NJTA9834-2019-20	12/1/2020

**Technology Supplies**

Electronix Express (R.S.R. Electronics Inc.)	GC9815	12/1/2020
IDESIGN Solutions Inc.	9815	12/1/2020
Klingspor Corporation	3048 & 3052	12/1/2020
Metco Supply Inc.	9815te102	12/1/2020
Midwest Technology Products	2108227	12/1/2020
Paxton/Patterson LLC	B760727	12/1/2020
Pitsco Education	749709	12/1/2020

**World Languages**

Teachers Discovery Inc., dba American Eagle Inc.	ED-9816	12/1/2020
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**MSRP Athletic - Bid #9760**

Aluminum Athletic Equipment Co.	190501	12/1/2020
Degler-Whiting, Inc.	DEG9760	12/1/2020
Extra Innings Mount Laurel dba KTTA Ent.	100819B	12/1/2020
Longstreth Sporting Goods, LLC	NJ9760	12/1/2020
NZL Equipment Inc.	9760	12/1/2020
Passons Sports & US Games/BSN Sports/Varsity Sport	3080765	12/1/2020
Performance Health Supply Inc., dba Medco Supply	EST1151492	12/1/2020
Riddell	133886	12/1/2020
Sports Paradise	9760	12/1/2020
Varsity Spirit Fashions & Supplies, LLC	19-6680	12/1/2020

**MSRP Athletic - Bid #8574**

Ampro	8574	12/1/2020
Metro Team Outfitters, Inc.	8817MSRP	12/1/2020
Passons Sports & US Games/BSN Sports/Varsity Sport	3077379	12/1/2020

**MSRP Custodial - Bid #9769**

Atra Janitorial Supply Co., Inc.	100819MSRP	12/1/2020
Cleaning Science Academy LLC	20191	12/1/2020
Cleaning Systems Inc.	9769	12/1/2020
Cooper Electric Supply Co.	9769	12/1/2020
General Chemical and Supply, Inc.	GCS9769	12/1/2020
Generations Technologies Inc.	Gen Tech9769	12/1/2020
Northeast Janitorial Supply, Inc.	N979E	12/1/2020
Scoles Floorshine Industries	100819SF	12/1/2020
Simplify Chemical Solutions Inc.	201920	12/1/2020

**MSRP Custodial - Bid #8578**

Allied Filter Company, Inc.	7242017	12/1/2020
Atra Janitorial Supply Co., Inc.	MSRPCUSTODIAL	12/1/2020
Bio-Shine, Inc.	ED8578081017	12/1/2020
Cooper Electric Supply Co.	8578	12/1/2020
E.A. Morse & Company Inc.	B0810178578	12/1/2020
Envirox, LLC	ENV8578	12/1/2020
General Chemical and Supply, Inc.	GCS8578	12/1/2020
Hillyard Inc.	080517DC	12/1/2020
Home Depot USA Inc., dba The Home Depot Pro	8578	12/1/2020
Nilfisk, Inc.	2018ED-DATA	12/1/2020
Northeast Janitorial Supply, Inc.	N8578E	12/1/2020
Scoles Floorshine Industries	081017SFI	12/1/2020
Simplify Chemical Solutions Inc.	2017MSRP	12/1/2020
Spruce Industries, Inc.	1381017	12/1/2020
Twi-Laq Industries, Inc.	8847	12/1/2020
WB Mason Co., Inc.	EDS-NJ-8578	12/1/2020

**MSRP Custodial - Bid #8847**

Home Depot USA Inc., dba The Home Depot Pro		12/1/2020
Scoles Floorshine Industries	010318SF	12/1/2020

**MSRP Furniture - Bid #9762**

Academy Furniture & Supplies LLC	9762ACAD	12/1/2020
Commercial Interiors Direct, Inc.	9762COMM	12/1/2020
Fomcore, LLC	2020NJED	12/1/2020
Haskell Office, LLC	Haskell9762	12/1/2020
Lee Distributors, Inc.	1111	12/1/2020
Nickerson New Jersey, Inc.	9762Furniture	12/1/2020
NZL Equipment Inc.	9762	12/1/2020
Scholar Craft Products	9762	12/1/2020
School Specialty, Inc.	7790949556	12/1/2020
Smartdesks dba CBT Supply, Inc.	CBT_EdData_9762_2020	12/1/2020
Toledo Furniture	TFI2019	12/1/2020
Tri Furniture Design LLC	TDF=EDDATA-20/21	12/1/2020
Troxell Communications, Inc.	9762	12/1/2020
WB Mason Co., Inc.	9762	12/1/2020
Wenger Corporation	9762	12/1/2020

**MSRP Furniture - Bid #8576**

Academy Furniture & Supplies LLC	8576ACAD	12/1/2020
Artcobell Corporation	8576	12/1/2020
Commercial Interiors Direct, Inc.	8576	12/1/2020
Corilam Fabricating Co., Inc.	8576	12/1/2020
Garden State Office Systems & Equipment Inc.	8576	12/1/2020
Hertz Furniture Systems, LLC	8576	12/1/2020
Jonti-Craft, Inc.	8576JON	12/1/2020
Lakeshore Equipment Co/Lakeshore Learning Material	8576	12/1/2020
Lee Distributors, Inc.	8576	12/1/2020
Mitchell Furniture Systems, Inc.	8576	12/1/2020
National Public Seating	NJNPS2017	12/1/2020
Proacademy Furniture	8576	12/1/2020
School Outfitters	8576-SO	12/1/2020
School Specialty, Inc.	2017002306	12/1/2020
Smith System MFG.	AAAQ35560	12/1/2020
Tanner North Jersey Inc.	6259	12/1/2020
Tri Furniture Design LLC	TFD-NJ-EDDATA-18/19	12/1/2020
Troxell Communications, Inc.	8576 MSRP	12/1/2020
Virco Inc.	8154766	12/1/2020
WB Mason Co., Inc.	8576/STEF40	12/1/2020

**MSRP Generators - Bid #9165**

Bio-Shine, Inc.	ED9165083018	11/30/2020
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**MSRP Green Custodial Products - Bid #9770**

Capital Supply Company	9770	12/1/2020
Donna Jana Enterprizes LLC/My Price Supply	9770MSRP2020	12/1/2020
General Chemical and Supply, Inc.	GCS9770	12/1/2020
Twi-Laq Industries, Inc.	9770	12/1/2020

**MSRP Green Custodial Products - Bid #8571**

Acuity Specialty Products, Inc./Zep Sales	0817	12/1/2020
Atra Janitorial Supply Co., Inc.	8846GREEN	12/1/2020
Bio-Shine, Inc.	ED8571081017	12/1/2020
Donna Jana Enterprizes LLC/My Price Supply	MSRP88462018	12/1/2020
E.A. Morse & Company Inc.	B0810178571	12/1/2020
Envirox, LLC	ENV8571	12/1/2020
General Chemical and Supply, Inc.	GCS8571	12/1/2020
Healthy Clean Buildings	HCB1	12/1/2020
Home Depot USA Inc., dba The Home Depot Pro	8571	12/1/2020
Imperial Bag & Paper Co., LLC dba Imperial Dade	IB081017	12/1/2020
Simplify Chemical Solutions, Inc.	2017GMSRP	12/1/2020
Spruce Industries, Inc.	1381017A	12/1/2020

**MSRP Green Custodial Products - Bid #8846**

Bio-Shine, Inc.	ED8846010318	12/1/2020
Home Depot USA Inc., dba The Home Depot Pro		12/1/2020
TWI-LAQ Industries, Inc.	8846	12/1/2020

**MSRP Music (Supplies & Equipment) - Bid #9771**

Wenger Corporation	9771	12/1/2020
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**MSRP Music (Supplies & Equipment) – Bid #8570**

Catalano Musical Products	JRSR10077858	12/1/2020
Houghton Music LLC dba Coles Music Service	8570	12/1/2020
K&S Music Inc.	8570KS	12/1/2020
Music & Arts	EDS8570	12/1/2020
National Discount Music, Inc.	731	12/1/2020
Pleasantville Music Shoppe	8570	12/1/2020
Washington Music Center, Inc.	8570	12/1/2020

**MSRP Tech/AV/Computer/Interactive Whiteboards - Bid #9763**

Academy Furniture & Supplies LLC	9763ACAD	12/1/2020
Applied Video Technology, Inc.	EDDATA10819	12/1/2020
Barbizon Electric Co., Inc.	9763	12/1/2020
CDW Government LLC	EdData2019	12/1/2020
Gemba Security Solutions, LLC	GEMNJ9763	12/1/2020
Generations Technologies Inc.	GenTech9763	12/1/2020
Reid Sound, Inc.	9763	12/1/2020
Troxell Communications, Inc.	9763	12/1/2020
Video Hi-Tech Corp., dba Adwar Video	9763	12/1/2020

**MSRP Tech/AV/Computer/Interactive Whiteboards - Bid #8572**

Dyntek Services, Inc.	DYNT-EDS8572	12/1/2020
Educate-Me.Net	082017	12/1/2020
Gemba Security Solutions, LLC	GEMNJJNFG17	12/1/2020
Keyboard Consultants, Inc.	8572	12/1/2020
Lee Distributors, Inc.	8572	12/1/2020
Metcomm.Net, LLC	20170726-8572	12/1/2020
Pivotal Communications Group, LLC	PIV-8572	12/1/2020
Troxell Communications, Inc.	8572MSRP	12/1/2020
Visual Sound, Inc.	17-1658	12/1/2020

**MSRP Athletic Uniforms - Sublimation - Bid #9761**

Extra Innings Mount Laurel dba KTTA Ent.	100819C	12/1/2020
Longstreth Sporting Goods, LLC	NJ9761	12/1/2020
Passons Sports & US Games/BSN Sports/Varsity Sport	3080766	12/1/2020
Riddell	133887	12/1/2020
Varsity Spirit Fashions & Supplies, LLC	19-6689	12/1/2020

**MSRP Athletic Uniforms - Sublimation - Bid #9167**

Longstreth Sporting Goods, LLC	NJ9167	12/1/2020
Metro Team Outfitters, Inc.	MSRP08292018NJ	12/1/2020
Metuchen Center Inc.	9167	12/1/2020
Passons Sports & US Games/BSN Sports/Varsity Sport	3079154	12/1/2020
Port Jefferson Sports/BSN Sports	POR9167	12/1/2020
Riddell	131586	12/1/2020
Sports Paradise	9167	12/1/2020
Uniforms For All Sports, Inc.	Uniforms200	12/1/2020

**MSRP Lighting Systems Exterior and Gymnasiums - Bid #9855**

Cooper Electric Supply Co.	9855	12/1/2020
Generations Technologies Inc.	GenTech9855	12/1/2020

**MSRP Photography - Bid #9450**

Valley Litho Supply Co.	9450	11/30/2020
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**MSRP Playground Equipment - Bid #9775**

NZL Equipment Inc.	9775	12/1/2020
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**MSRP Playground Equipment - Bid #9168**

MRC, Inc./Marturano Recreation	9168	12/1/2020
Young Equipment Solutions, Inc.		12/1/2020

**MSRP Robotics - Bid #9772**

IDesign Solutions Inc.	9772	12/1/2020
PCL Solutions, Inc.	PM100819	12/1/2020

**MSRP Robotics - Bid #8573**

IDesign Solutions Inc.	025676	12/1/2020
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**Educational Services Commission of New Jersey (ESCNJ) Cooperative Bid**

<u>Category/Vendor</u>	<u>Bid No.</u>	<u>Expiration Date</u>
<b>Apple Products</b> Apple Inc.	ESCNJ 18/19-67	5/12/2021
<b>Athletic Supplies and Equipment</b> Fitness Lifestyles, Inc. Metuchen Center Inc. Nickerson Corporation Riddell	ESCNJ 17/18-31	5/8/2021
<b>Athletic Equipment Reconditioning and Repair</b> Riddell	ESCNJ 18/19-24	9/3/2020

<b>Automotive &amp; Diesel Lubricants and Fuel Treatment Products</b> David Weber Company, Inc.	ESCNJ 18/19-19	9/3/2020
<b>Cars, Crossovers, SUV's and Trucks</b> Beyer Ford Mall Chevrolet Beyer of Morristown	ESCNJ 17/18-44	9/14/2020
<b>Ceiling Tiles</b> Commercial Interiors Direct General Chemical & Supply, Inc. Interline Brands, Inc./SupplyWorks – Home Depot Pro	ESCNJ 18/19-33	12/15/2020
<b>Custodial Supplies</b> BioShine General Chemical and Supply Hillyard Northeast Janitorial Scoles Floorshine SupplyWorks - Home Depot Pro WB Mason Co., Inc.	ESCNJ 17/18-47	1/21/2021
<b>Custodial Supplies - Plastic Liners</b> The Home Depot Pro	ESCNJ 19/20-21	6/30/2020
<b>Document Management for Records Retention and Disposal RFP</b> Alpine Consulting, Inc., dba AccuScan Foveonics Imaging Technologies, Inc.	ESCNJ 16/17-48	6/30/2020
<b>Document Management Services</b> Atlantic Business Products	MRESC 15/16-20	7/30/2020
<b>Furniture &amp; Accessories</b> Academy Furniture and Supplies Ackerson Furniture Allied Equipment Company, Inc. Artco-Bell Creative Office Concepts Global Industries Group Group Lacasse Haskell Hertz National Public Seating Nickerson Corporation Nickerson New Jersey Paper Clips, Inc.	ESCNJ 17/18-16	7/1/2020

School Specialty, Inc. Tanner Troxell Communications Virco, Inc. WB Mason Wenger Corporation		
<b>Medical Supplies</b> School Nurse Supply Inc. V.E. Ralph & Sons, Inc.	ESC NJ 17/18-40	1/15/2021
<b>Musical Instrument Repair</b> K&S Music, Inc.	ESC NJ 19/20-25	2/23/2022
<b>Musical Instruments</b> Zita Corporation dba Elfante Music K&S Music Music and Arts	ESC NJ 17/18-52	6/4/2020
<b>Nursing Services</b> Delta-T Group North Jersey, Inc.	ESC NJ 18/19-11	7/28/2020
<b>Occupational and Physical Therapy Services</b> Cumberland Therapy Services, LLC	ESC NJ 18/19-83	6/30/2021
<b>Printing Services</b> Allegra/Princeton	ESC NJ 18/19-10	8/31/2020
<b>Printing Services - Envelopes, etc.</b> Apex Printing Services Atlantic Envelope Deans Graphics Ridgewood Press	ESC NJ 19/20-01	8/31/2020
<b>School Bus Surveillance Cameras</b> Seon Systems Sales, Inc.	ESC NJ 17/18-14	8/11/2020
<b>School Buses - A, B, C &amp; D</b> Alliance Bus Group, Inc. H.A. DeHart & Son, Inc. Robert H. Hoover & Sons, Inc. Truck King International Sales & Service, Inc. Van-Con, Inc. Wolfington Body Company, Inc.	ESC NJ 19/20-22	12/1/2020
<b>Services - Flexible Spending Account Management</b> National Benefit Services, LLC	ESC NJ 16/17-37	12/31/2020

<b>Shredding and Disposal of Records</b> Imwoth, LLC dba IDS Auto Shredd	ESCNJ 18/19-23	5/8/2021
<b>Speech Services</b> Advance Education Advisement Corporation	ESCNJ 18/19-29	3/17/2021
<b>Staffing Services - Non-Certified</b> Delta-T Group	MRESC 15/16-12	6/4/2020
<b>Technology - Apple Products</b> Apple, Inc.	ESCNJ 18/19-67	5/12/2021
<b>Technology - Interactive Floor Projectors</b> RTB Distributors dba Funtronic USA	ESCNJ 19/20-18	8/29/2020
<b>Technology - Internet and Technology Consulting Services RFP</b> Dellicker Strategies	ESCNJ 18/19-18	9/20/2021
<b>Technology - Radios</b> PMC Associates	ESCNJ 18/19-03	6/30/2020
<b>Technology Supplies and Services</b> CDWG	ESCNJ 18/19-03	6/30/2020
<b>Telecommunications - ACT Hosted Phone Services</b> Cablevision Lightpath Data Network Solutions Xtel Communications	MRESC 15/16-36	11/20/2020
<b>Telecommunications - ACT Telecommunications Regional/Long Distance</b> Xtel Communications	ESCNJ 16/17-42	6/30/2022
<b>Telecommunications - Voice, Unified Communications and Collaboration Services</b> Altice/Lightpath Comcast Data Network Solutions Evolve IP Spectrotel Vonage Xtel Communications	ESCNJ 19/20-30	12/12/2022



**Hunterdon County Educational Services Commission (HCESC) Cooperative Bid**

<b><u>Category/Vendor</u></b>	<b><u>Bid No.</u></b>	<b><u>Expiration Date</u></b>
<b>10 Passenger Full Size Vans</b> DFFLM LLC, Ditschman/Flemington Ford	HCESC-Trans-19-18	1/13/2021
<b>Abigail's Law Compliant Sensor System and Accessories</b> Safetech Professional	HCESC-Trans-18A	3/11/2020
<b>Chromebook Refurbishment Parts &amp; Accessories</b> AssetGenie, Inc. Garden State Micro, Inc. dba Educate-me.net Mobile Defenders	HCESC-19-10	6/30/2020
<b>Custodial Supplies &amp; Equipment (No Equipment)</b> Bio-Shine, Inc. Hillyard Delaware Valley W.B. Mason Co., Inc. Spruce Industries Envirox, LLC South Jersey Paper Simplify Chemical Solutions Inc. General Chemical & Supply Penn Valley Chemical Northeast Janitorial Supply, Inc.	HCESC-Cat-19-02	2/12/2021
<b>Fleet Tracking &amp; Management Systems</b> IVS Inc., dba AngelTrax	HCESC-Trans-18C	1/6/2022
<b>Food Services Supplies and Equipment</b> BHS Foodservice Solutions S.A.N.E. WB Mason	HCESC-Cat-18-05	7/22/2020
<b>Furniture - School and Office</b> Academy Furniture and Supplies Commercial Interiors Direct, Inc. Nelson Adams, NACO Proacademy Furniture Tanner North Jersey W.B. Mason Co., Inc.	Bid #202	1/13/2021
<b>Gasoline, Diesel and #2 Fuel Oil</b> Griffith-Allied Oil	HCESC-Fuel-18/19	10/7/2020

<b>Health/Sports Medicine Supplies Bid #201</b>	EST1251277	1/13/2021
Medco Supply Co. School Health		
<b>Interactive Technology for Classrooms/ Meeting Rms</b>	HCESC-CAT-19-06	4/9/2021
B&H Foto & Electronics Corp. Camcor, Inc. Clary Business Machines Clinton Learning Solutions LLC Excel Communications Worldwide Inc. Generations Technologies Inc. Keyboard Consultants Inc. Sharp Electronics Corp. Tele-Measurements, Inc. Troxell Communications Visual Sound Inc.		
<b>Musical Instruments - Equipment, Supplies, Repair and Conditioning</b>	HCESC-Cat/Ser-18-03	1/13/2021
K&S Music, Inc. (All Categories) Lakeshore Learning Materials (Music/Movement Products Only) National Educational Music Co. (Equipment/Supplies/Print Music) The Music Den (Equipment/Supplies) The Music Shop (Equipment/Supplies) Washington Music Center, Inc. (Equipment/Supplies) West Music Company, Inc. (Equipment/Supplies) Zita Corp., dba Elefante Music (Equipment/Supplies)		
<b>Photography Supplies</b>	HCESC-Cat-18-07	9/30/2020
B&H Foto & Electronics Corp. Troxell Communications		
<b>Physical Education Supplies &amp; Equipment</b>	HCESC-CAT-16-02	
Metuchen Center S&S Worldwide School Specialty (Sportime)		
<b>Science Supplies and Equipment</b>	HCESC-CAT-16-01	2/10/2020
Ace Educational Supplies Carolina Biological Frey Scientific		
<b>Technology Installation &amp; Integration Services</b>	Bid #15/16-Tech-01	5/12/2020
ePlus Technologies, Inc.		
<b>Type A, B, &amp; C School Vehicles</b>	HCESC-Trans 19-17	1/11/2022
H.A. DeHart & Son		

**New Jersey State Contracts**

<b><u>Category/Vendor</u></b>	<b><u>Contract Number</u></b>	<b><u>Expiration Date</u></b>
<b>Appliances-Walk-in Building Supplies - Bid #M8001</b> Lowes Home Centers LLC	18-FLEET-00235	7/31/2022
<b>Athletic Supplies - Sporting Goods - T0118</b> Leisure Unlimited Stans Sport Center Inc.	40743 40751	4/30/2020
<b>Auctioneering Services - T2581</b> Municibid	19-GNSV1-00696	4/30/2022
<b>Auditing Services - T2485</b> Wiss & Company LLP	17-PROSV-00221	8/31/2020
<b>Cabling Products and Services: Data Center Management Solutions - T1778</b> Graybar Electric Co., Inc. Johnston G P Inc.	85151 85152	10/9/2020
<b>Communications Wiring Services - T2989</b> AT&T GM Data Communications Inc. Extel Communications Inc. New Jersey Business Systems Inc. Network Cabling Inc., dba NetQ Multimedia Co. Millennium Communications Group Inc. Johnston G P Inc.	88735 88736 88737 88738 88739 88740 88766	5/31/2020
<b>Computer Equipment and Peripherals - M0483</b> Howard Technology Solutions HP Inc. CISCO Systems FireFly Computers Oracle America Inc. Microsoft Corporation Hewlett Packard Enterprise Company Dell Marketing L.P.	89976 89974 89966 89970 42967 40166 40116 19-TELE-00656	3/31/2020
<b>Computer Equipment Repair Services - T2707</b> Signature Technology Group	42206	4/30/2020

<b>Copiers - CPC and Related Software/Accessories - M0053</b>		12/31/2020
Canon USA	82707	
Ricoh USA Inc.	82709	
Xerox Corporation	82703	
<b>Copiers - Multi-Function Devices, Maintenance Supplies and Print Services - G2075</b>		1/11/2021
Canon USA	40462	
HP Inc.	40463	
Ricoh USA Inc.	40467	
Xerox Corporation	40469	
<b>Data Communications Equipment - M7000</b>		5/31/2020
CISCO Systems	87720	
Dell Marketing LP	88796	
Hewlett Packard Enterprise Company	88130	
<b>Furniture - Classroom &amp; Library - G1219</b>		4/11/2020
Brodart Company	83737	
Jasper Seating Company Inc.	83741	
Virco Inc.	83753	
<b>Furniture - Office/Lounge &amp; Systems - G2004</b>		4/30/2020
Allsteel Inc.	81608	
Arcadia Chair Company	81706	
Groupe Lacasse LLC	81714	
Groupe Lacasse LLC	81722	
Haskell Office	81716	
Jasper Seating Company Inc.	81718	
National Office Furniture Inc.	81721	
Steelcase Inc.	81639	
The HON Company LLC	19-FOOD-00927	
Trendway Corporation	81642	
<b>Library and School Supplies - T0114</b>		8/30/2021
Beckers School Supplies	17-FOOD-00249	
Blick Art Materials LLC	17-FOOD-00254	
BMI Educational Services, Inc.	17-FOOD-00260	
Cascade School Supplies	17-FOOD-00243	
Demco Inc.	17-FOOD-00246	
Discount School Supply	17-FOOD-00251	
EAI Education Eric Armin Inc.	17-FOOD-00258	
Kaplan Early Learning Company	17-FOOD-00248	
Keyboard Consultants Inc.	17-FOOD-00266	
Kurtz Bros.	17-FOOD-00247	
Lakeshore Learning Materials	17-FOOD-00250	
Lightspeed Technologies of Oregon Inc.	17-FOOD-00261	
Nasco	17-FOOD-00267	
Paper Clips Inc.	17-FOOD-00259	

S&S Worldwide	17-FOOD-00253
School Specialty	17-FOOD-00242
Steps to Literacy LLC	17-FOOD-00245
The Library Store Inc.	17-FOOD-00264
Troxell Communications Inc.	17-FOOD-00244
United Supply Corp.	17-FOOD-00262

**Mailroom Equipment and Maintenance - T0200** 4/14/2020

Jersey Mail Systems	19-GNSV2-00680
Neopost USA	41267
Pitney Bowes Inc.	41258
Prior & Nami Business Systems	41259

**Park and Playground Equipment - T0103** 5/30/2020

Beckers School Supplies	16-FLEET-00119
Ben Shaffer Recreation Inc.	16-FLEET-00135
BSN Sports LLC	16-FLEET-00138
Fibar Group LLC	16-FLEET-00128
Liberty Parks and Playgrounds Inc.	16-FLEET-00139
Marturano Recreation Company Inc.	16-FLEET-00121
Recreation Resource USA	16-FLEET-00120
Rubberecycle LLC	16-FLEET-00131
Safety Down Under Inc.	16-FLEET-00127
Whirl Construction Inc.	16-FLEET-00124

**Software License & Related Services - M0003** 6/30/2020

CDW Government LLC	89849
Dell Marketing LP	89850
SHI International	89851
Insight Public Sector Inc.	89853
PCMG	89854

**Telecommunications Equipment & Services - T1316** 1/31/2021

AT&T	80811
Extel Communications	80807
MCI Communications Services Inc.	80813

**Wireless Devices and Services - T216A** 2/29/2020

AT&T Mobility	82584
Verizon Wireless	82583

**Somerset County Cooperative Pricing System - #2-SOCCP**

<b><u>Category/Vendor</u></b>	<b><u>Bid No.</u></b>	<b><u>Expiration Date</u></b>
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<b>Office Supplies, Furniture &amp; Equipment</b>	<b>CC-0001-18</b>	<b>5/14/2020</b>
W.B. Mason		

**Transportation**

Quotes – School Related Activities

- 4. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23213 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
23213	Princeton University Chapel	\$250.00	4	N/A

*To be discussed on 02/11/20:*

**2020-2021 Budget**

- 1. Discussion of the proposed 2020-2021 budget.

**D. PERSONNEL**

*To be voted on 2/11/20:* Recommend approval of the following resolutions:

**Personnel**

- 1. Personnel items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**V. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 2/11/20:*

- A. January 28, 2020 Public Hearing and Meeting
- B. January 28, 2020 Closed Executive Session

**VI. BOARD LIAISON REPORTS**

**VII. NEW BUSINESS**

**VIII. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**IX. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 2/11/2020**

**Deadline for next Agenda: 2/12/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Change</b>								
D'Orazio, Jessica	Change	Teacher Resource Specialist- BCBA	0MA+30	\$59,000.00 (prorated)	DIST	1/30/20	6/30/20	Change start date from TBD to 1/30/20. Change tenure date from TBD to 1/31/24.
Koncsol, Kim	Change	Occupational Therapist- 50%	15MA	\$46,220.00 (prorated)	TC	2/10/20	6/30/20	Change start date from TBD to 2/10/20. Change tenure date from TBD to 2/11/24.
<b>Leave of Absence</b>								
Rodgers, Michelle	Leave- CC Extend	Teacher Art		N/A	MR	9/1/20	6/30/21	Extend CC leave for 2nd year. (RTW: 9/1/21)
<b>Resignation</b>								
Carasso, Laura	Resign	Teacher Reading Recovery		N/A	MH	6/30/20	6/30/20	Resign from position.
Parker, Mary	Resign	Teacher Science		N/A	GMS	6/30/20	6/30/20	Resign, after 26 years in the district, for the purpose of retirement.
Resnick, Joan	Resign	Teacher Special Education		N/A	HSN	6/30/20	6/30/20	Resign, after 27 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Patil, Saranya	Appoint	Communications Support Specialist		\$55,000.00 (prorated)	CO	TBD	6/30/20	Appoint as Communications Support Specialist, pending employment verification, replacing Nancy Catalina, who retired.
<b>Change</b>								
Kerr, Robin	Change	Secretary To	10	\$59,639.00 (prorated)	HSS	2/12/20	2/12/20	Change from Secretary 12 Months to Secretary To.
Ponader, Keith	Change	Instructional Assistant		N/C	HSN	1/27/20	6/30/20	Change hrs/day from 7.25 hrs/day to 8.0 hrs/day.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Klahre, Patricia	Change Location	Instructional Assistant		N/C	MR	2/5/20	6/30/20	Change location from DN to MR for 6.5 hrs/day.
<b>Payment</b>								
Oleskiewicz, Susan	Payment	Administrative Assistant to the Assistant Superintendent-50%		\$16,615.69	CO	2/12/20	2/12/20	Payment for unused sick and vacation days, as per contract.
<b>Resignation</b>								
Klieger, Debra	Resign	Secretary 12 Months		N/A	HSN	3/31/20	3/31/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Gottlob, Gary	Appoint	Substitute Teacher		\$85.00/day	DIST	2/12/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Wright, Talauria	Appoint	Substitute Teacher		\$85.00/day	DIST	2/12/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>DLI Information Session</b>								
Pan-Ng, Anna	Extra Duty	DLI Information Session		\$47.09/hr.	DIST	2/1/20	6/30/20	Dual Language Immersion Parent Information Session, not to exceed 4 hours.
Warren, Ashley	Extra Duty	DLI Information Session		\$47.09/hr.	DIST	2/1/20	6/30/20	Dual Language Immersion Parent Information Session, not to exceed 4 hours.
<b>Home Instruction</b>								
Bebawi, Kimberly	Extra Duty	Home Instruction		\$47.09/hr.	DIST	12/17/19	12/19/20	Home Instruction for Creative Design, not to exceed 2 hours.
Bebawi, Kimberly	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/25/20	2/1/20	Home Instruction for Creative Design, not to exceed 2 hours.
Bebawi, Kimberly	Extra Duty	Home Instruction		\$47.09/hr.	HSS	1/27/20	6/18/20	Home Instruction for Financial Literacy, not to exceed 40 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	MR	2/5/20	2/28/20	Home Instruction for AP Literature and Composition, not to exceed 6 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/4/20	3/6/20	Home Instruction for Forensics Science, not to exceed 4 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/4/20	3/6/20	Home Instruction for Language Arts III, not to exceed 4 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/21/20	2/21/20	Home Instruction for World History, not to exceed 8 hours.
Bossio, Deborah	Extra Duty	Home Instruction		\$47.09/hr.	MR	2/5/20	2/28/20	Home Instruction for Reading, Writing, Math, Science and Social Studies, not to exceed 30 hours.
Brokaw, Jennifer	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/27/20	2/13/20	Home Instruction for Math, Science, IRLA, and Social Studies, not to exceed 16 hours.
Costanza, Michelle	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/29/20	2/20/20	Home Instruction for Art Foundation, not to exceed 4 hours.
Ellingson, Caitlin	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/4/20	3/6/20	Home Instruction for Algebra II, not to exceed 4 hours.
Ferri, Robert	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/25/20	2/1/20	Home Instruction for Geometry, not to exceed 4 hours.
Hsueh, Susan	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/27/20	2/13/20	Home Instruction for Chinese, not to exceed 4 hours.
Jackson-Escogido, Jennifer	Extra Duty	Home Instruction		\$47.09/hr.	HSS	1/27/20	6/18/20	Home Instruction for ESL IV, not to exceed 40 hours.
Kluxen, Susan	Extra Duty	Home Instruction		\$47.09/hr.	HSS	1/30/20	3/31/20	Home Instruction for Social Studies, not to exceed 20 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/21/20	2/1/20	Home Instruction for American Studies II and Language Arts III, not to exceed 12 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/31/20	2/7/20	Home Instruction for Language Arts III and Geometry, not to exceed 4 hours.
Lieb, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/31/20	2/7/20	Home Instruction for Descriptive Astronomy and Genetics, not to exceed 2 hours.
Lowrey, NancyAnn	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/31/20	2/7/20	Home Instruction for American Studies II, not to exceed 2 hours.
Per, Steven	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/21/20	2/21/20	Home Instruction for Biology, not to exceed 8 hours.
Per, Steven	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/5/20	2/21/20	Home Instruction for Environmental Science, not to exceed 6 hours.
Postlethwait, Brooke	Extra Duty	Home Instruction		\$47.09/hr.	CMS	1/30/20	3/31/2020	Home Instruction for Science, not to exceed 20 hours.
Radice, Debra	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/21/20	2/21/20	Home Instruction for Language Arts I, not to exceed 8 hours.
Sternotti, Cynthia	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/21/20	2/28/20	Home Instruction for Algebra I, not to exceed 8 hours.
Young, Benjamin	Extra Duty	Home Instruction		\$47.09/hr.	DIST	1/8/20	2/1/20	Home Instruction for Forensic Science, not to exceed 8 hours.
<b>Professional Development Planning</b>								
Crystal, Jamie	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	2/20/20	2/20/20	Presenting at Parent University, not to exceed 2 hours.
Efstathios, Ariana	Extra Duty	Professional Development Planning		\$47.09/hr.	DIST	2/20/20	2/20/20	Presenting at Parent University, not to exceed 2 hours.
<b>StarTalk</b>								
Mouzon, Rufus	Extra Duty	StarTalk Grant-Technology Assistant		Hourly Rate	DIST	2/1/20	2/1/20	Provide technology support for StarTalk post program, not to exceed 6 hours. Paid through StarTalk Grant.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pyle, Alex	Extra Duty	StarTalk Grant-Technology Assistant		Hourly Rate	DIST	2/1/20	2/1/20	Provide technology support for StarTalk post program, not to exceed 6 hours. Paid through StarTalk Grant.
<b>Title I</b>								
Bridgewater, Jennifer	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	HSS	1/10/20	6/30/20	Title I Flex Support Tutor, as needed.
Ferri, Jennifer	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	HSS	1/10/20	6/30/20	Title I Flex Support Tutor, as needed.
Leonard, Rose	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	HSS	1/10/20	6/30/20	Title I Flex Support Tutor, as needed.
Villacres, Veronica	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	HSS	1/10/20	6/30/20	Title I Flex Support Tutor, as needed.
Tumillo, Nancy	Extra Duty	Title I: Flex Support Tutor Program		\$47.09/hr.	GMS	1/20/20	6/30/20	Title I Flex Support Tutor, as needed.
<b>E. Stipend Athletic</b>								
<b>Athletic Coordinator</b>								
Kiernen-Stout, James	Stipend- Athletic	Athletic Coordinator		\$5,030.33	HSN	Spring 2020	Spring 2020	Athletic Coordinator, 0 yrs. exp., paid in FULL in June.
<b>Baseball</b>								
Cruz, Vincent	Stipend- Athletic	Baseball- Coach		\$3,018.20	GMS	TBD	Spring 2020	Baseball - Coach, 0 yrs. exp., paid in FULL in June.
<b>Lacrosse</b>								
Simpson, Michael	Stipend- Athletic	Lacrosse- Boys Coach		\$3,018.20	CMS	Spring 2020	Spring 2020	Lacrosse - Boys Coach, 0 yrs. exp., paid in FULL in June.
Bower, Daniel	Stipend- Athletic	Lacrosse- Boys Coach		\$3,018.20	CMS	Spring 2020	Spring 2020	Lacrosse - Boys Coach, 0 yrs. exp., paid in FULL in June.
Terppe, Brianna	Stipend- Athletic	Lacrosse- Girls Coach		\$3,018.20	CMS	Spring 2020	Spring 2020	Lacrosse - Girls Coach, 0 yrs. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Softball</b>								
Churinkas, Linda	Stipend- Athletic	Softball- Coach		\$3,018.20	CMS	Spring 2020	Spring 2020	Softball - Coach, 0 yrs. exp., paid in FULL in June.
<b>E. Stipend Non-Athletic</b>								
None								
<b>F. Community Education</b>								
<b>Appoint</b>								
Accetta, Megan	Appoint	EDP Assistant Group Leader		\$11.25/hr.	DN	2/12/20	2/12/20	Appoint as an EDP Assistant Group Leader.
Aleynik, Valentin	Appoint	EDP High School Assistant		\$11.00/hr.	MR	2/24/20	2/24/20	Appoint as an EDP High School Assistant.
Gillette, Kamiah	Appoint	EDP High School Assistant		\$11.00/hr.	WIC	2/12/20	2/12/20	Appoint as an EDP High School Assistant.
Radadia, Anushka	Appoint	EDP High School Assistant		\$11.00/hr.	DN	2/12/20	2/12/20	Appoint as an EDP High School Assistant.
Raday, Natalie	Appoint	EDP High School Assistant		\$11.00/hr.	MH	2/12/20	2/12/20	Appoint as an EDP High School Assistant.
<b>Resignation</b>								
Paradkar, Kirti	Resign	EDP 1-to-1 Assistant		As per contract	MR	2/7/20	2/7/20	Resign from position.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
Carter, Shauna	Resign	Principal		N/A	CMS	6/30/20	6/30/20	Resign from position.
<b>B. Certificated Staff</b>								
<b>Change</b>								
Bresnahan, Marie	Change	Teacher Basic Skills Mathematics-103.4%	15MA+30	\$104,201.35 (prorated)	VIL	2/1/20	6/30/20	Change salary from MA to MA+30 as per contract.
Rodgers, Michelle	Change	Teacher Art		N/A	MR	3/20/20	6/30/21	Change from CC: 3/20/20-6/30/20 unpaid, no benefits to CC: 3/20/20-6/20/20 unpaid, with benefits, CC: 6/21/20-6/30/21 unpaid, no benefits. (RTW: 9/1/21)
Hittesdorf, Matthew	Change Location	Teacher Mathematics		N/A	HSS	2/18/20	6/30/20	Change location from 100% HSN to 100% HSS.
<b>Leave of Absence</b>								
McGowan, Elizabeth	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	DN	5/9/20	12/11/20	FMLA: 5/9/20-5/12/20 unpaid, with benefits. FMLA/NJFLA/CC: 5/13/20-10/9/20 unpaid, with benefits. CC: 10/10/20-12/11/20 unpaid, no benefits. (RTW: 12/14/20)
Wheeler, Rashmi	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	WIC	6/1/20	10/30/20	FMLA/NJFLA/CC: 6/1/20-10/30/20 unpaid, with benefits. (RTW: 11/2/20)
<b>Resignation</b>								
Ortolano, Cindy	Resign	Teacher Special Education		N/A	MH	6/30/20	6/30/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Maciejewski, Michelle	Appoint	Instructional Assistant	1	\$19.96/hr.	MH	TBD	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Alexandra Krantz, who resigned, for 3.75 hrs/day.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pasquerella, Donna	Appoint	Instructional Assistant	1	\$17.37/hr.	VIL	TBD	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Hayley Lamendola, who resigned, for 3.5 hrs/day.
<b>Leave of Absence</b>								
Sherron, Marion	Leave- NJFLA	Secretary To		N/A	CO	2/17/20	2/28/20	NJFLA: 2/17/20-2/28/20 unpaid, with benefits. (RTW: 3/2/20)
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Garzillo, Jenna	Appoint	Substitute Nurse		\$210.00/day	DIST	2/12/20	6/30/20	Appoint as a Substitute Nurse (County Cert.), pending employment verification, as needed for temporary assignments.
Jurczynski, Nicole	Appoint	Substitute Teacher		\$85.00/day	DIST	2/12/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Wright, Talauria	Appoint	Substitute Teacher		\$85.00/day	DIST	2/12/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>Resignation</b>								
Dumont, Theresa	Resign	Substitute Teacher		N/A	DIST	2/11/20	2/11/20	Resign from position.
<b>E. Stipend Athletic</b>								
<b>Baseball</b>								
Elwell, Don	Stipend-Athletic	Volunteer Baseball		\$0.00	HSN	TBD	Spring 2020	Volunteer Baseball.
Thakur, Sahil	Stipend-Athletic	Volunteer Baseball		\$0.00	HSS	TBD	Spring 2020	Volunteer Baseball.
<b>Track</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
O'Shea, Owen	Stipend-Athletic	Volunteer Track		\$0.00	HSS	Spring 2020	Spring 2020	Volunteer Track.
<b>Rescind</b>								
Barbieri, Christopher	Rescind	Baseball-Assistant Coach		\$4,024.27	HSN	TBD	Spring 2020	Rescind Baseball - Assistant Coach, 0 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Grover Middle School</b>								
Massih, Devin	Stipend Non-Athletic	Standard Club Advisor		\$754.58	GMS	1/1/20	6/30/20	Step Club Advisor (Spring only), 0 yrs. exp., paid in FULL in June.





## Personnel Addendum 2

Board Meeting Date: Feb 11, 2020

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Leave of Absence</b>								
Bowes, Stacey	Leave	Teacher Elementary		N/A	WIC	3/4/20	TBD	Leave of absence, unpaid, no benefits.



## **ADMINISTRATION ADDENDUM**

### **RECOMMENDATION**

#### **A. ADMINISTRATION**

*To be voted on 02/11/20: Recommend approval of the following resolution:*

##### **Special Services**

1. Approve a settlement agreement for student 02012012, dated February 10, 2020, as recommended by the Board attorney and discussed in Closed Executive Session.

## **FINANCE ADDENDUM**

### **RECOMMENDATION**

#### **C. FINANCE**

*To be voted on 2/11/20:* Recommend approval of the following resolutions:

##### **Procurement of Goods and Services**

1. Be it resolved by the Board of Education of the West Windsor-Plainsboro Regional School District pursuant to Title 18A: 18A-10, and N.J.A.C. 5:34-7.29(c), on timely basis, to procure goods and services utilizing state contract vendors to meet the needs of the school district who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the West Windsor-Plainsboro Regional School District and the referenced State Contract Vendors shall be for the **2019-2020** School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

##### **Educational Data Services Cooperative Bid**

###### **Time and Materials - Various Trades**

<b>Category/Bid Number/Vendor</b>	<b>Expiration Date</b>
<b>Air Duct Cleaning - Bid #9175</b> Induct Industries, Inc.	12/1/2020
<b>Asbestos Abatement and Removal - Bid #8521</b> Academy Construction, Inc.	12/1/2020
<b>Audio Visual Maintenance and Repair - Bid #9176</b> Boises - Advanced Cabling Technologies LLC	12/1/2020
<b>Automatic Temperature Controls Service/Repair - Bid #9736</b> Jersey State Controls	12/1/2020
<b>Boiler Inspection, Cleaning and Repair (Annual) - Bid #9737</b> Mack Industries Inc.	12/1/2020
<b>Boiler Repair (Emergency Callout) - Bid #9178</b> Mack Industries Inc.	12/1/2020

<b>Burglar Alarm System Inspection and Repair - Bid #8525</b> Alarm and Communication Technologies, Inc.	12/1/2020
<b>Carpet Cleaning and Extraction - Bid #8526</b> Direct Flooring, Inc.	12/1/2020
<b>Carpet Repair and Replacement - Bid #8527</b> RIS Construction Corp.	12/1/2020
<b>Clock District Sound Systems (Indoor/Outdoor) and Intercom System Service and Repair - Bid #8529</b> J&R Sound and Communication	12/1/2020
<b>Commercial Kitchen Hot Equipment Repair - Bid #9739</b> Marlee Contractors, LLC	12/1/2020
<b>Custodial/Janitorial Equipment Inspection/Service/Repair - Bid #8531</b> General Chemical and Supply, Inc.	12/1/2020
<b>Electric Motor Repair - Bid #9181</b> Pilot Electric Co., Inc.	12/1/2020
<b>Electrical Service and Repair - Bid #9740</b> Generations Services Inc.	12/1/2020
<b>Elevator Service, Inspection and Repair - Bid #9741</b> Kencor, Inc.	12/1/2020
<b>Extermination Services - Bid #8533</b> Alliance Pest Services, Inc.	12/1/2020
<b>Fencing Repair and Replacement - Bid #9182</b> Kin Contractors LLC	12/1/2020
<b>Fire Alarm System Inspection and Repair - Bid #8535</b> Haig's Service Corporation	12/1/2020
<b>Fire Extinguisher Inspection/Testing/Recharging and Fire Suppression Systems - Bid #9994</b> Fire and Security Technologies, Inc./FAST	12/1/2020
<b>Fire Sprinkler System Inspection and Repair - Bid #9996</b> Allied Fire & Safety Equipment Co., Inc.	12/1/2020

<b>Floor Tile Repair and Replacement - Bid #9742</b> Academy Construction, Inc.	12/1/2020
<b>Folding Door Repair and Replacement - Bid #8542</b> Tri State Folding Door Partitions Inc.	12/1/2020
<b>General Construction Repairs and Carpentry - Bid #8543</b> RIS Construction Corp.	12/1/2020
<b>HVAC Service and Repair - Bid #9195</b> Marlee Contractors, LLC	12/1/2020
<b>IP Intergration Services - Bid #8599</b> New Era Technology Services dba Promedia	12/1/2020
<b>Landscape and Irrigation System Repair and Maintenance - Bid #8546</b> Lincoln Landscaping Inc.	12/1/2020
<b>Locker Repair and Replacement - Bid #9369</b> Premier Business Solutions, Inc.	12/1/2020
<b>Locksmith Services - Bid #9744</b> R.D. Sales Door and Hardware, LLC	12/1/2020
<b>Macadam (Repaving) Service and Repair - Bid #9183</b> Diamond Construction	12/1/2020
<b>Masonry, Concrete Curbs and Sidewalks Service and Repair - Bid #9184</b> Diamon Construction	12/1/2020
<b>Outdoor Track - Tennis Court Inspection, Service and Repair - Bid #8552</b> American Tennis Courts, Inc.	12/1/2020
<b>Painting - Bid #8553</b> RIS Construction Corp.	12/1/2020
<b>Playground Equipment Inspection, Service and Repair - Bid #8554</b> Playground Medic dba Playground Maintenance	12/1/2020
<b>Plumbing (Commercial and Industrial) - Bid #9185</b> Robert Griggs Plumbing and Heating, LLC	12/1/2020

<b>Pump Repair - Bid #9746</b> Pilot Electric Co., Inc.	12/1/2020
<b>Refinishing Stage and Gymnasium Wood Floors - Bid #8556</b> Mathusek Incorporated	12/1/2020
<b>Roof Repairs and Replacement - Bid #9187</b> Laumar Roofing Company Inc.	12/1/2020
<b>Scoreboard/Bleachers and Gymnasium Equipment Inspection and Repair - Bid #8560</b> Tri State Folding Partitions Inc.	12/1/2020
<b>Stage Curtains and Draperies - Bid #8562</b> Ackerson Drapery & Decorator Services Inc.	12/1/2020
<b>Stage Theatrical Lighting Systems Maintenance and Repair - Bid #9748</b> Generations Services Inc.	12/1/2020
<b>Tree Removal and Pruning Service - Bid #9749</b> Rich Tree Service, Inc.	12/1/2020
<b>Vehicle Repairs - Bid #9750</b> Belair Services	12/1/2020
<b>Venetian Blind Repair and Replacement - Bid #8566</b> Ackerson Drapery & Decorator Services Inc.	12/1/2020
<b>Welding - Bid #9751</b> Silva's Mechanical Services	12/1/2020
<b>Window Glazing, Tinting and Glass Replacement - Bid #9752</b> Crystal Clear Glass, LLC/CCG	12/1/2020
<b>Window Shade Repair and Replacement - Bid #8569</b> Ackerson Drapery & Decorator Services Inc.	12/1/2020

**Educational Services Commission of New Jersey (ESCNJ) Cooperative Bid**  
**Time and Materials - Various Trades**

<b>Category/Bid Number/Vendor</b>	<b>Expiration Date</b>
<b>Annual Fire Extinguisher Inspection &amp; Related Services - Bid #ESCNJ 17/18-33</b> Fire & Security Technologies	10/15/2020
<b>Bleacher (Exterior) Systems - Purchase/Installation - Bid #MRESC 15/16-60</b> Nickerson Corporation	4/26/2021
<b>Bleacher (Interior) Systems - Purchase/Installation - Bid #ESCNJ 17/18-51</b> Nickerson Corporation	3/17/2020
<b>Boiler Maintenance, Repair &amp; Emergency Replacement - ESCNJ 19/20-32</b> Libery Mechanical Contractors, Inc.	1/17/2022
<b>Building Access &amp; Security Systems - Bid #MRESC 15/16-70</b> Open Systems Integrators, Inc.	4/28/2020
<b>Carpet &amp; Flooring - Bid #ESCNJ 19/20-05</b> Commercial Interiors Direct, Inc. Direct Flooring The Gillespie Group, Inc. Hannon Floor Covering Corporation	8/31/2021
<b>Electrical Services - Bid #ESCNJ 18/19-77</b> MTB Electric	6/30/2021
<b>Environmental/Mold - Bio-Decontamination Services - Bid #ESCNJ 18/19-32</b> Pathogend of New Jersey	10/18/2020
<b>Fire Extinguisher Annual Inspection and Related Services - Bid #ESCNJ 17/18-33</b> Fire and Security Technologies	10/15/2020
<b>Fire Alarm Systems: Integrated Software Based Intelligent Life Safety - Bid #ESCNJ 17/18-59</b> Alarm & Communications Technologies, Inc. Open Systems Integrators, Inc.	6/25/2020

<b>Generator Equipment and Maintenance - Bid #ESCNJ 18/19-09</b>	6/29/2020
Foley, Inc. Power Place, Inc.	
<b>Grounds Equipment - Bid #ESCNJ 18/19-25</b>	2/21/2020
Cherry Valley Tractor Sales Deere & Company EquipTech, LLC, dba Bobcat of Central Jersey Central Jersey Equipment Foley, Inc. Harter Equipment, Inc. KLBL dba Vic Gerard Golf Cars Laurel Lawnmover Service, Inc. North Jersey Bobcat, Inc. Power Place Inc. Storr Tractor Company Turf Equipment and Supply Company	
<b>HVAC - Airdale - Bid #ESCNJ 18-19-07</b>	8/27/2020
Midcoast Mechanical, Inc.	
<b>HVAC Time and Material - Bid #MRESC 15/16-58</b>	3/17/2020
In-Line Air Conditioning Co., Inc.	
<b>Landscaping Services - Bid #ESCNJ 19/20-10</b>	7/31/2021
JCW, Inc., dba Natural Green Lawn Care	
<b>Lawn Care Products and Services - Bid #ESCNJ 17/18-43</b>	1/21/2021
Central Turf & Irrigation Supply JCW, Inc., dba Natural Green Lawn Care	
<b>Lead Testing Consulting Services - Bid #ESCNJ 19/20-31</b>	12/12/2021
Tectonic Engineering & Surveying Consultants P.C. TTI Environmental, Inc. Whitman	
<b>Lighting - LED and Other Lighting - Bid #ESCNJ 18/19-39</b>	1/21/2021
TriState LED, Inc.	
<b>Lockers - Purchase/Installation and Repair - Bid #ESCNJ 18/19-64</b>	5/8/2021
Nickerson Corporation	
<b>Paving Services - Bid #ESCNJ 18/19-66</b>	6/2/2021
Garden State Sealing, Inc.	



<b>Pest Control Services with IPM Management - Bid #ESCNJ 18/19-21</b> Alliance Pest Services	9/15/2020
<b>Playground Equipment, Site Furnishing, Outdoor Circuit Training - Bid #ESCNJ 17/18-20</b> Ben Shaffer Recreation, Inc. Core Elements Gym, LLC Marturano Recreation Company	6/30/2020
<b>Playground Surfacing - Bid #ESCNJ 17/18-18</b> Downes Forest Services, LLC Rubberecycle Whirl Construction	6/30/2020
<b>Plumbing - Job Order Contracting - Bid #ESCNJ 17/18-52</b> Gordian - Magic Touch Construction	6/4/2020
<b>Plumbing Services - Time and Material - Bid #ESCNJ 16/17-19</b> Magic Touch Construction Co., Inc.	6/30/2020
<b>Pool Supplies and Services - Bid #ESCNJ 17/18-49</b> Leslie Poolmart, Inc. Main Line Commercial Pools, Inc.	3/26/2020
<b>Repair and Maintenance - General Contractor - Job Order Contracting - Bid #ESCNJ 16/17-54</b> Murray Paving & Concrete, LLC	6/25/2020
<b>Roofing and Building Envelope Services - Bid #ESCNJ/AEPA 17-F</b> Weatherproofing Technologies, Inc. (Tremco)	2/28/2020
<b>Scoreboards and Marquees - Interior/Exterior LED Scoreboards, Marquees, Equipment and Installation - Bid #ESCNJ 18/19-41</b> Daktronic, Inc. Nickerson Corporation	5/2/2021
<b>Security - Building Access &amp; Security Systems - Bid #MRESC 15/16-70</b> Open Systems Integrators, Inc.	4/28/2020

<b>Security - Electronic Cylinder Access Control Systems - Bid #ESCNJ 18/19-43</b> E.A. Waetjen, Inc. Hogan Security Group, LLC	1/17/2021
<b>Security - Emergency Notification Systems - Bid #ESCNJ 18/19-16</b> Eastern Datacomm Open Systems Integrators, Inc.	7/26/2020
<b>Security - Integrated Cloud Based Building Access/ Video, Critical Emergency Communications and Mobile Application Solutions - Bid #ESCNJ 17/18-19</b> Open Systems Integrators, Inc.	6/25/2020
<b>Security - Safety and Security Window Film and Door Shielding Protection Products - Bid #ESCNJ 18/19-28</b> Window Film Depot, Inc.	3/20/2021
<b>Security - Wireless Duress Monitoring Systems - Bid #ESCNJ 18/19-52</b> Office Solutions, Inc. Signal Electric Turn-Key Technologies, Inc.	3/21/2021
<b>Services - Water Meter Management Services - Bid #ESCNJ 19/20-27</b> Core & Main LP	11/14/2022
<b>Snow Vehicle Attachments and Accessories - Bid #ESCNJ 18/19-22</b> Cherry Valley Tractor Sales Power Place, Inc. Cliffside Body	12/17/2020
<b>Stage Curtains - Purchase/Installation and Repair - Bid #ESCNJ 18/19-51</b> Ackerson Drapery & Decorator Services, Inc.	3/21/2021
<b>Synthetic Turf Maintenance/Repair and Replacement - Bid #ESCNJ 18/19-55</b> Field Turf, USA, Inc. Hellas Construction, Inc. (Installer - ATT Sports) Shaw Contract Flooring Services, Inc. (Installers - Applied Landscape Technologies and Athletic Fields of America) Sprinturf, LLC	3/21/2021

<b>Tracks and Courts - Bid #ESCNJ/AEPA 16-H</b>	6/1/2020
Field Turf Hellas Coonstruction, Inc.	
<b>Vehicles - Automotive &amp; Diesel Lubricants and Fuel Treatment Products</b>	9/3/2020
<b>Bid #ESCNJ 18/19-19</b> David Weber Company, Inc.	
<b>Vehicles - Cars, Crossovers, SUVs and Trucks - Bid #ESCNJ 17/18-44</b>	9/14/2020
Beyer Ford Mall Chevrolet Beyer of Morristown	
<b>Vehicles - Class 4 and 5 Trucks - Bid #ESCNJ 18/19-42</b>	3/22/2021
A&K Equipment Company, Inc. Beyer Ford Beyer Brothers Corp. Bristol Donald Co., Inc. Chas S. Winner Ford dba Winner Ford Cliffside Body Dejana Truck & Utility Equipment Company Reed Systems Trius, Inc. W.E. Timmerman Co., Inc.	
<b>Vehicles - Truck Maintenance and Repair Services - Bid #ESCNJ 16/17-59</b>	6/30/2020
Ken's Body Works, Inc.	
<b>Vehicles - Trucks - 26,000 lbs. GVW or Greater - Bid #ESCNJ 17/18-30</b>	3/22/2021
Beyer Brothers Corp. Beyer Ford Bristol Donald Co., Inc. Campbell Freightliner, LLC Cliffside Body Corp. Dejana Truck Y Utility Equipment Company Deluxe International Trucks, Inc. Detachable Container & Compactor Corp. Eagle Equipment Environmental Equipment of Long Island Gabrielli Robert H. Hover & Sons Inc. Hudson County Motors	

Jet Vac Equipment, LLC  
 Mid-Atlantic Truck  
 Omaha Standard LLC  
 Reed Systems LTD  
 Sanitation Equipment  
 Timmerman  
 Tony Sanchez LTD  
 Trius Inc.  
 Vacuum Sales Inc.

**Trucks - Pick-ups, Vans and Sports Utility Vehicles - Bid #ESCNJ  
 17/18-21** 9/14/2020

Beyer Ford  
 Beyer of Morristown

**Vehicle Service Lifts and Accessories - Bid #ESCNJ 18/19-36** 11/15/2020

Stertil-Koni USA, Inc.  
 Mohawk Resources, LTD

**Hunterdon County Educational Services Commission (HCESC) Cooperative Bid**

**Time & Materials - Various Trades**

**Category/Bid Number/Vendor** **Expiration Date**

**Boiler Inspection/Cleaning and Repair Services - Bid #HCESC-SER-  
 19A** 11/1/2020

Liberty Mechanical Contractors, Inc. - Primary Contractor  
 McCloskey Mechanical Contractors, Inc. - Secondary Contractor

**Commercial Floor Covering & Related Services - Bid #186** 9/30/2021

Commercial Interiors Direct, Inc.  
 Direct Flooring, Inc.  
 The Gillespie Group

**Electrical Services - Bid #HCESC-SER-12B** 11/1/2020

Generations Services Inc. (Formerly Tatbit Company)

**Facilities Grounds Equipment - Bid #HCESC-Cat-Ser-19-03** 2/28/2021

Cherry Valley Tractor Sales  
 Powerco, Inc.  
 Power Place, Inc.

**Facilities Maintenance Equipment Bid #HCESC-Cat/Ser-19-01** 2/12/2021

Bio-Shine, Inc.

<p><b>Fencing- Repair/Replacement - Bid #HCESC-Ser-Cat-19-16</b>  Guardian Fence Co. - Primary Contractor  Denco Metals LLC - Secondary Contractor</p>	<p>11/1/2020</p>
<p><b>General Construction Repairs &amp; Carpentry Services - Bid #HCESC-SER-19F</b>  RIS Construction Corp. - Primary Contractor  Grafas Painting Contractors, Inc. - Secondary Contractor</p>	<p>11/1/2020</p>
<p><b>HVAC Services - Bid #HCESC-SER-12A</b>  McCloskey Mechanical</p>	<p>11/1/2020</p>
<p><b>Industrial Supplies &amp; Equipment - Bid #HCESC-Cat-19-09</b>  Ferguson Enterprises  F.W. Webb  Hilti, Inc.</p>	<p>5/6/2021</p>
<p><b>LED Lighting Supplies &amp; Equipment - Bid# HCESC-CAT-19-07</b>  Generations Technologies Inc.  Tristate LED  Warshauer Electric Supply</p>	<p>4/19/2021</p>
<p><b>Mechanical &amp; Electronic Door Locking Systems &amp; Products - Bid #185</b>  Hogan Security Group, LLC</p>	<p>6/18/2020</p>
<p><b>Painting Services - Bid #HCESC-SER-19C</b>  RIS Construction Corp. - Primary Contractor  Grafas Painting (GPC, Inc.) - Secondary Contractor</p>	<p>11/1/2020</p>
<p><b>Pest Control Services - Bid #HCESC-SER-19D</b>  Alliance Commercial Pest Control, Inc. - Primary Contractor  E&amp;G Exterminators, Inc. - Secondary Contractor</p>	<p>11/1/2020</p>
<p><b>Physical Security Products - Bid #HCESC-CAT-18-06</b>  Champion Alarm Systems, LTD  ePlus Technology, Inc.  Gemba Security Solutions, LLC  Metropolitan Data Solutions Management Co., Inc. (MDS)  Philip M Casciano Associates, Inc., dba PMC Associates  Reliable Communications Systems International (RCS)  School Specialty Inc.  Technotime Business Solutions</p>	<p>8/12/2020</p>

<b>Plumbing Services - Bid #HCESC-SER-11C</b> Robert Griggs Plumbing & Heating	11/1/2020
<b>Safety &amp; Security Window Film #HCESC-SER-19-08</b> Energy Solutions Window Tinting LLC	5/6/2021
<b>Synthetic Turf Maintenance &amp; Repair Services - Bid #HCESC-SER-19-13</b> The LandTek Group, Inc.	9/22/2021
<b>Tree Trimming/Pruning &amp; Removal Services - Bid #HCESC-SER-12H2</b> Rich Tree Service	11/1/2020
<b>Water Testing Services - Bid #HCESC-SER-19-05</b> Eurofins QC, LLC	4/30/2020
<b>Water/Fire/Sewage &amp; Mold Remediation Services - Bid #HCESC-SER-19-12</b> Rapid Recovery Services, LLC	9/15/2020

**New Jersey State Contract**

<b><u>Category/T Number/Vendor/Contract Number</u></b>	<b><u>Expiration Date</u></b>
<b>Automotive Lubricants: Engine/Gear Oils, Greases, ATF, Tractor Fluid, HYD Oils - T0097</b> Consolidated Motor Oil Co. - 81517 Craft Oil Corp., dba Petrochoice - 81514 David Weber Oil Co. - 81519 PPC Lubricants Inc., 81515	9/29/2020
<b>Automotive Parts and Accesories - OEM - Light Duty Vehicles Class 4 or Lower - T2760</b> Beyer Bros Corp - 19-FLEET-00922 Beyer Ford LLC - 19-FLEET-00913 Beyer of Morristown LLC - 19-FLEET-00914 Bob Novick Chevrolet - 19-FLEET-00921 Chapman Ford Sales - 19-FLEET-00923 Ciocca Chevrolet of Princeton - 19-FLEET-00924 DFFLM LLC T/A Ditschman Flemington Ford - 19-FLEET-00916 Fred Beans Parts Inc. - 19-FLEET-00919 Freehold Ford Inc. - 19-FLEET-00918	8/4/2022

Gentilini Ford - 19-FLEET-00920  
Malouf Ford Lincoln Inc. - 19-FLEET-00915  
McGuire Chevrolet Cadillac - 19-FLEET-00917

**Automotive Parts for Heavy Duty Vehicles (Class 5 or Higher over 15,000 GVWR) - T2085**

8/9/2020

Beyer Bros Corp. - 42069  
Bucks County International Inc. - 42080  
Campbell Freightline LLC - 42074  
Central Jersey Starter & Alternator Inc. - 42112  
Creston Hydraulics Inc. - 42125  
Del-Val International Trucks - 42077  
Genuine Parts Company - 42093  
Lawson Products Inc. - 42111  
Mid-Atlantic Truck Centre Inc. - 42075  
Norcia Corp. - 42083  
One Source of New Jersey LLC - 42119  
Rt. 23 Automall LLC - 42073  
Trenton A Z Auto Radiator Inc. - 42127  
Wolfington Body Company Inc. - 42076

**Carpet & Padding, Vinyl Tile/Sheet Flooring, Mats/Matting, Supplies and Install - G2005**

6/30/2020

Forbo Flooring Inc. - 81749  
Interface Americas Inc. - 81756  
Mannington Mills Inc., dba Mannington Commercial - 81751  
Mohawk Carpet Distribution, Inc. - 81753  
Shaw, Patcraft - 81754  
Tarkett USA Inc. - 20-FOOD-01063

**Diesel - Ultra Low Sulfur (ULSD) and Biodiesel - T-1845**

3/31/2020

Majestic Oil Co., Inc. (ULSD) - 82767  
Riggins Inc. (Biodiesel) - 82763

**Electrical Equipment and Supplies - T0167**

10/31/2020

Franklin Griffith LLC - 85580  
Jewel Electric, LLC - 19-FOOD-00608  
Pemberton Electrical Supply Company LLC - 85579

**Elevator Maintenance Repair, Testing & Inspection Services - T2946**

2/29/2020

Atlas Elevator Inc. - 85648  
Schindler Elevator Corp. - 85649  
Slade Industries - 85647

<b>Facilities Maintenance and Repair &amp; Operations (MRO) and Industrial Supplies - M0002</b>	6/30/2023
Fastenal Company - 19-FLEET-00565	
W.W. Grainger Inc. - 19-FLEET00566	
<b>Fence - Chain Link, Rock Fall, Wooden, Vinyl and Ornamental (Install/Replace) - T0640</b>	2/29/2020
Consolidated Steel & Aluminum Fence Co., Inc. - 88680	
EB Fence LLC - 88697	
<b>Fuel Oil #2 Heating - T0077</b>	6/30/2023
Majestic Oil Co., Inc. (Primary) - 17-FOOD-00398	
Taylor Oil Company (Secondary) - 17-FOOD00393	
<b>Gas - Propane - T0108</b>	5/31/2020
Suburban Propane Gas Corp. - 79926	
<b>Gasoline - Unleaded Automotive - T0083</b>	10/31/2024
Majestic Oil Company, Inc. (87 Octane) - 19-FLEET-00972	
Majestic Oil Company, Inc. (89 Octane up to 9,999 gal tank) - 19-FLEET-00972	
Riggins, Inc. (89 Octane 10,000 gal and above) - 19-FLEET-00969	
Majestic Oil Company, Inc. (93 Octane up to 9,999 gal tank) - 19-FLEET-00972	
Riggins, Inc. (93 Octane 10,000 gal and above) - 19-FLEET-00969	
<b>HVAC, Refrigeraton and Boiler Services - T1372</b>	2/29/2020
Bradley-Sciocchetti, Inc. - 88691	
Core Mechanical, Inc. - 88697	
General Asphalt - 88694	
George S. Hall - 88696	
Limbach Co., Inc. - 88689	
Marlee Contractors, LLC - 88692	
MultiTemp Mechanical, Inc. - 88695	
Northeast Mechanical Services, Inc. - 88690	
<b>Lawn and Grounds Equipment - Parts and Repairs - T2187</b>	2/16/2020
AC Equipment - 43033	
Central Jersey Equipment - 43037	
Chem-Tek Industries Inc. - 43025	
Cherry Valley Tractor Sales - 43022	
Contractor Service - 43024	
Farm Rite Inc. - 43035	
Harter Equipment Inc. - 43036	
Hoffman International Inc. - 43034	



Laurel Lawnmover Service - 43029  
 Lawson Products Inc. - 43023  
 Montage Enterprises Inc. - 43041  
 Northeast Equipment - 43031  
 Ocean County Equipment Inc. T/A Ace Outdoor Equipment - 43027  
 Peach Country Ford Tractor - 43028  
 Power Place Inc. - 43039  
 Storr Tractor Company - 43038

**Moving Services for DPMC and Cooperative Purchasing Participants  
 - T0877**

10/31/2020

Broadway Moving & Storage Inc. - 40142  
 Business Relocation Services - 40139  
 Ideal Way Movers Inc. - 40143  
 Simonik Transportation & Warehousing Group LLC - 40140

**Pest Control Service - Non-Residential (Statewide) - T0295**

4/30/2021

Tri County Termite & Pest Control Inc. - 17-GNSV1-00359

**Plumbing & Heating Supplies/Equipment (Statewide) - T3027**

10/30/2020

Atlantic Plumbing Supply - 89798  
 Central Jersey Supply Co. - 89796  
 Crosstown Plumbing Supply - 41501  
 Harry's Supply LLC - 89798  
 Raritan Group Inc. - 89801

**Portable Sanitation Units - Fabricated and Prefabricated - T0208**

7/31/2020

ARF Rental Services Inc. - 86580

**Radio Communication Equipment and Accessories - T0109**

4/30/2020

Kenwood USA Corp - 83927  
 M&W Communications, Inc. - 83909  
 Mid-State Mobile Radio - 83927  
 Mid-State Mobile Radio - 83909  
 Motorola Solutions - 83909

**Tires, Tubes and Services - M8000**

3/31/2024

**Bridgestone Americas, Inc. - 19-FLEET-00708**

American Tire & Auto Care of Mercerville LLC  
 Custom Bandag Inc.  
 Firestone Complete Auto Care  
 RW Tire

**The Goodyear Tire & Rubber Company - 20-FLEET-00948**

American Tire & Auto Care of Mercerville LLC

B&S Goodyear Auto Service Center  
Custom Bandag Inc.  
TireHub LLC

**Tree Trimming, Pruning and Removal Services - T0465** 12/31/2021  
Becker's Tree Service, Inc. - 18-DPP-00646  
Independence Constructors Corp., Inc. - 18-DPP-00650  
Peters-Todd's, Inc. - 18-DPP-00647  
Rich Tree Service, Inc. - 18-DPP-00645  
Tuff Greens, LLC - 18-DPP-00648

**Somerset County Coopertive Pricing System - #2-SOCCP**

<b><u>Category/Bid Number/Vendor</u></b>	<b><u>Expiration Date</u></b>
<b>Automotive and Diesel Lubricants: Engine/Gear Oils, Greases, ATF &amp; Hydraulic Oils - Bid #CC-0047-19</b> David Weber Oil Co. Ditschman Flemington Ford	11/26/2020
<b>Collision Repairs &amp; Vehicle Painting - Bid #CC-0029-18</b> Cliffside Body Corporation DGL Raftopoulos, Inc. dba Maaco Collision Repair Gabielli Kenworth of New Jersey, LLC Ideal Auto Body, LLC	11/20/2020
<b>Commercial Toro Parts &amp; Equipment Repairs - Bid #CC-0091-19</b> Storr Tractor Co.	12/10/2020
<b>Equipment &amp; Tool Rental - Bid #CC-0028-18</b> Envirosight Here Rentals, Inc. Pumping Services, Inc. Vacuum Sales, Inc.	10/8/2020
<b>Landscape Chemical Treatment &amp; Fertilization - Bid #CC-0110-17</b> TruGreen Limited Partnership	7/9/2020
<b>Rock Salt (Bulk) - Bid #CC-0054-18</b> Atlantic Salt, Inc.	10/22/2020
<b>Snow Plow Parts - Bid #CC-0043-18</b> A&K Equipment Co., Inc.	10/8/2020

Chemung Supply Corp.  
 Cliffside Body Corporation  
 Dejana Truck & Utility Equipment Co., Inc.  
 Henderson Products, Inc.  
 Tony Sanchez Ltd.

**Safety Equipment - Bid #CC-0107-18** 8/13/2020  
 Aramsco, Inc.  
 Cooper Friedman Electric Supply  
 Premier Safety

**Tire Road Services, 24 Hour Emergency - Bid #CC-0006-18** 4/23/2020  
 Richie's Tire Service  
 Steve's Tire Service

**Tires - Recapping Tire & Solid Tire Replacement - Bid #CC-0016-19** 6/25/2020  
 Advance Tire Inc.  
 Barnwell House of Tires  
 Custom Bandag, Inc.

**Mercer County Coopertive Pricing System - CK09-MERCER**

<b><u>Category/Bid Number/Vendor</u></b>	<b><u>Expiration Date</u></b>
<b>Carpet and Flooring - CK09MERCER2018-33B</b> Buzzy's Carpet, Inc. Commercial Interiors Direct, Inc. Contract Flooring Systems, LLC	2/17/2021
<b>Collision Repair and Vehicle Painting - CK09MERCER2019-22</b> Ed & Guys Auto Body Hainesport Enterprises, Inc.	11/25/2021
<b>Gasoline - Unleaded - CK09MERCER2018-34</b> Majestic Oil Company, Inc.	12/3/2020
<b>Diesel Fuel and Winter Mix - CK09MERCER2019-23</b> J. Swanton Fuel Oil Co., Inc.	11/29/2021
<b>Electrical Parts and Supplies - CK09MERCER2019-27</b> Franklin-Griffith, LLC Cooperfriedman Electric Supply Co., Inc., dba Cooper Electric Supply Co.	2/1/2022

<b>Fire Extinguishers, Fire Alarm Systems, Fire Suppression and Sprinkler Systems, Diesel and Electric Pump Preventative Maintenance/Service and Repair - CK09MERCER2019-17</b> Absolute Protective Systems, Inc. Fyr Fyter Sales & Service, Inc.	9/28/2021
<b>HVAC PM and Repair - CK09MERCER2019-18</b> McCloskey Mechanical, Inc. Multi-Temp Mechanical Inc.	10/1/2021
<b>Janitorial and Paper Household Supplies - CK09MERCER2018-04</b> All American Poly Bob Barker Company, Inc. Central Poly-Bag Corp. Interborl Packaging Corporation Interline Brands Inc. Office Basics, Inc. Office Penny LLC Spruce Industries Triple A Supplies Unipak Corp. United Sales USA Corp. WB Mason Co., Inc.	5/30/2020
<b>Lawn Maintenance Services - CK09MERCER2018-02</b> Greenleaf Landscape Systems & Services, Inc.	2/22/2020
<b>Lumber and Building Supplies - CK09MERCER2018-03</b> Heath Lumber Co.	2/13/2020
<b>Scrap Metal Removal - CK09MERCER2018-08</b> Scarpati, Inc.	4/29/2020
<b>Security Systems Installation, Maintenance, Service &amp; Repair - CK09MERCER2018-35</b> Absolute Protective Systems, Inc. J III Electronics, Inc.	12/31/2020

# **West Windsor-Plainsboro Regional School District**

Board of Education Meeting

Budget Discussion

February 11, 2020

## **WW-P MISSION STATEMENT**

***Building upon our tradition of excellence,  
the mission of the West Windsor-Plainsboro  
Regional School District is to empower all  
learners to thoughtfully contribute to  
a diverse and changing world  
with confidence, strength of character,  
and love of learning.***

**WEST WINDSOR-PLAINSBORO REGIONAL  
SCHOOL DISTRICT**

**Strategic Goals**

We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support our students' growth, empowering them to value their individual learning journeys.

**WEST WINDSOR-PLAINSBORO REGIONAL  
SCHOOL DISTRICT**

**Goal 1:** Understanding that all students have diverse needs, backgrounds, and approaches to learning, we will integrate tools and structures to appropriately challenge and enable students to realize their full potential.

**WEST WINDSOR-PLAINSBORO REGIONAL  
SCHOOL DISTRICT**

**Goal 2:** Embracing a rapidly changing world, we will empower learners to assume active roles in their communities, to face and engage global challenges, and to contribute proactively toward a more peaceful, just, inclusive, and secure world.

**WEST WINDSOR-PLAINSBORO REGIONAL  
SCHOOL DISTRICT**

**Goal 3:** Recognizing that children need to balance physical, social, emotional, and academic needs, we will maintain a supportive culture and build structures for the health, safety, and well-being of the Whole Child.

## **PROPOSED BUDGET: 2020-2021**

- **WHAT IS A SCHOOL BUDGET?**
  - **Budget Is a Planning Tool**
  - **Budget Considers Contingencies**
  - **Budget Manages Risk**
  - **Budget Must Be Fiscally Responsible**
  - **Is a reflection of our values**
  - **Budget Must Consider Safeguards and Buffers**

## **BUDGET PROCESS & TIMELINES**

- Summer/Fall: Finance Committee preliminary discussions; A&F Committee discussion of capital projects; Curriculum Committee discussion Program of Studies.
- December: BOE retreats.
- Mid-Year Budget Review with county office.
- November-February: Meetings with budget managers.
- January-March: BOE public budget discussions.
- February 25: Governor's address and release of state aid numbers (48 hours after the budget address, Feb 27).
- March 10: Adoption and filing of the preliminary budget with the county superintendent.
- April 28: Public hearing and adoption of the budget.



## Budget Discussion

### 2020-2021 Budget Stressors:

**Special Services** – Project Freedom

**Facilities/Custodial Contract Renewal**

**Health Care Cost** – Increase mid-year, off difficult renewal

**Staffing Needs** – Special education, program growth

**Transportation** – Addl. Routes (special education)

**Salary Increases** – as per negotiated agreement

**ESIP** – first year costs before full operational savings

## District Accolades

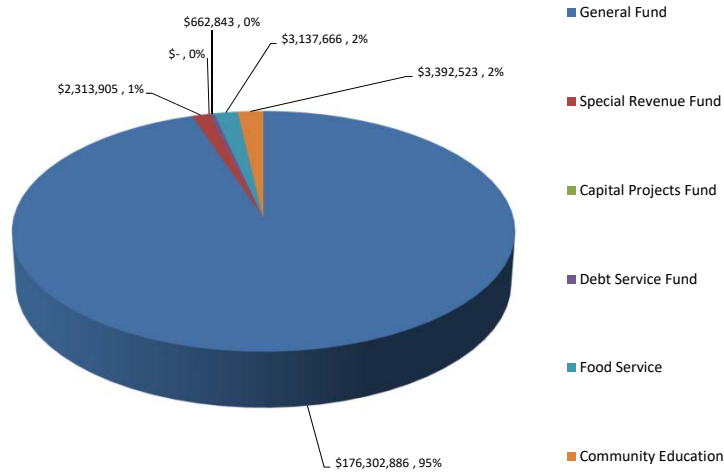
- **Certificate of Excellence** for CAFR (Association of School Business Officials International) – **Eleven (11) consecutive years**
- **Meritorious Budget Award** for Excellence in the Preparation and Issuance of Budget (Association of School Business Officials International) - **six (6) consecutive years**

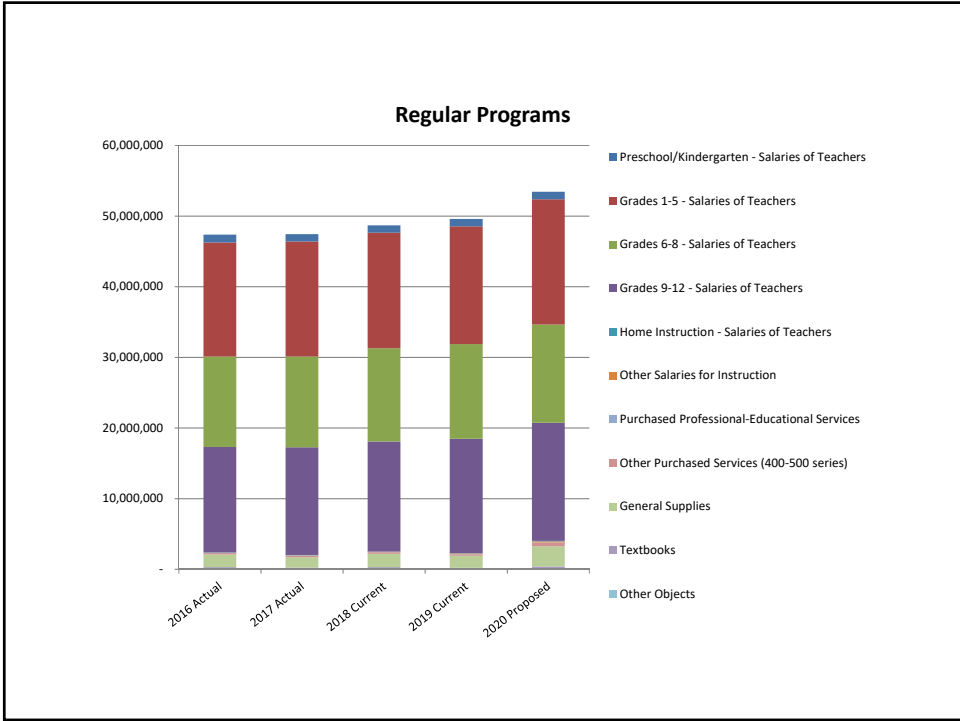
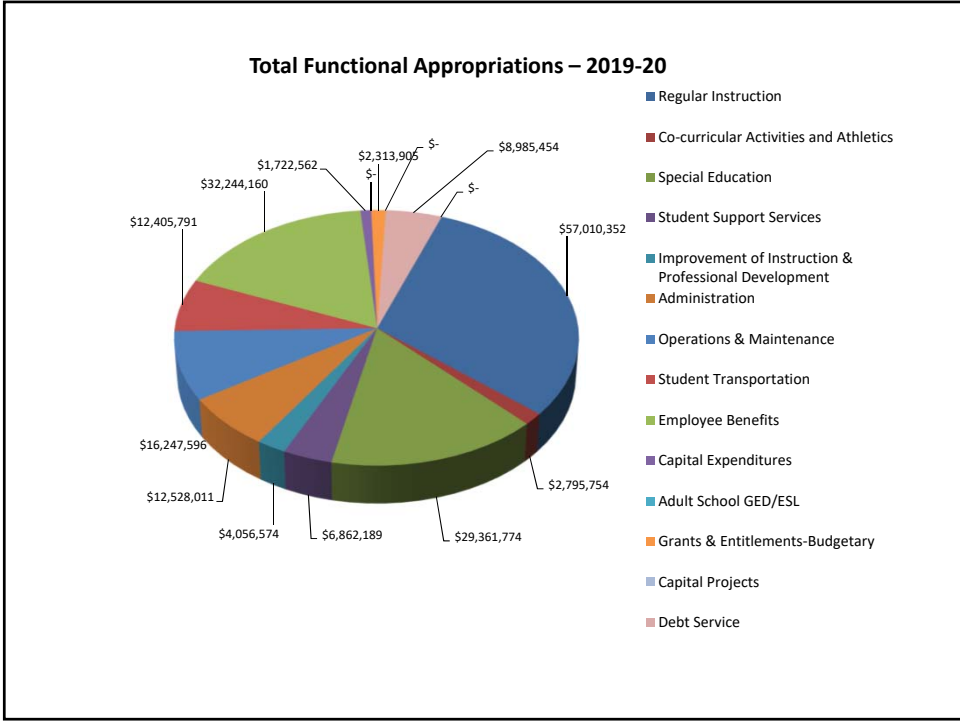
## Budget History

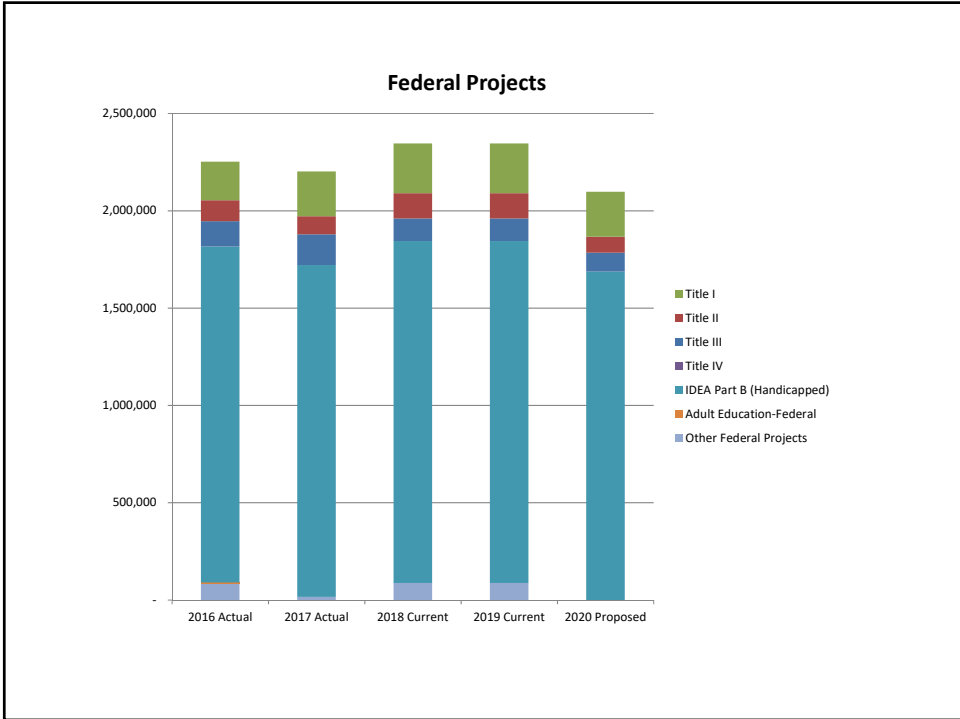
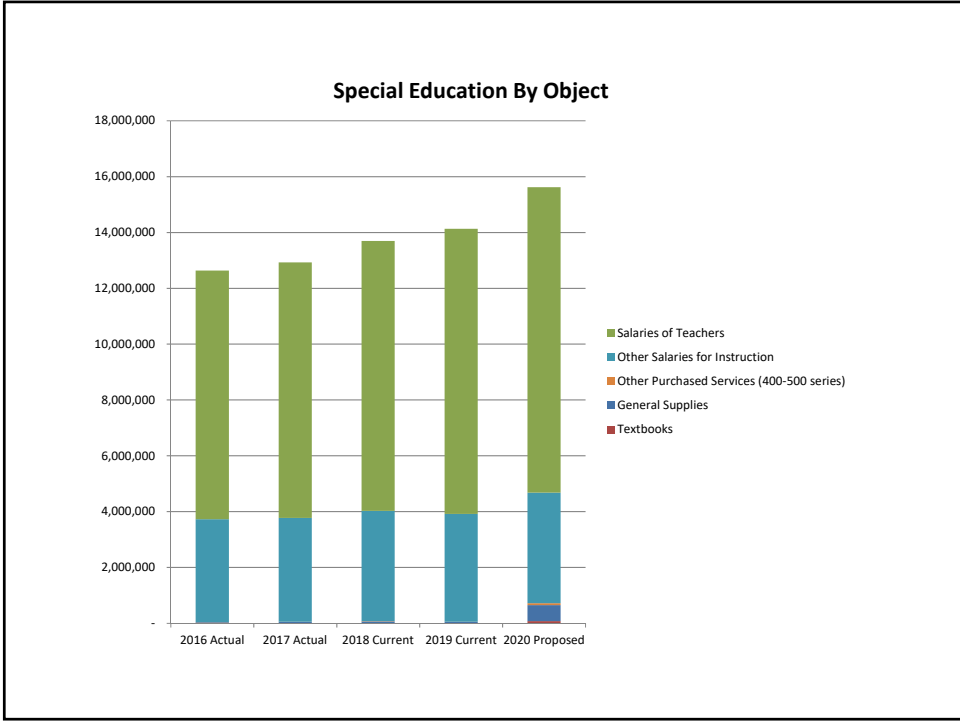
- The District’s tax levy has increased by an average of 2.2% in each of the last five (5) years.
- The Local Tax Levy typically represents 89% of the District’s operating budget (after deducting capital reserve contributions).

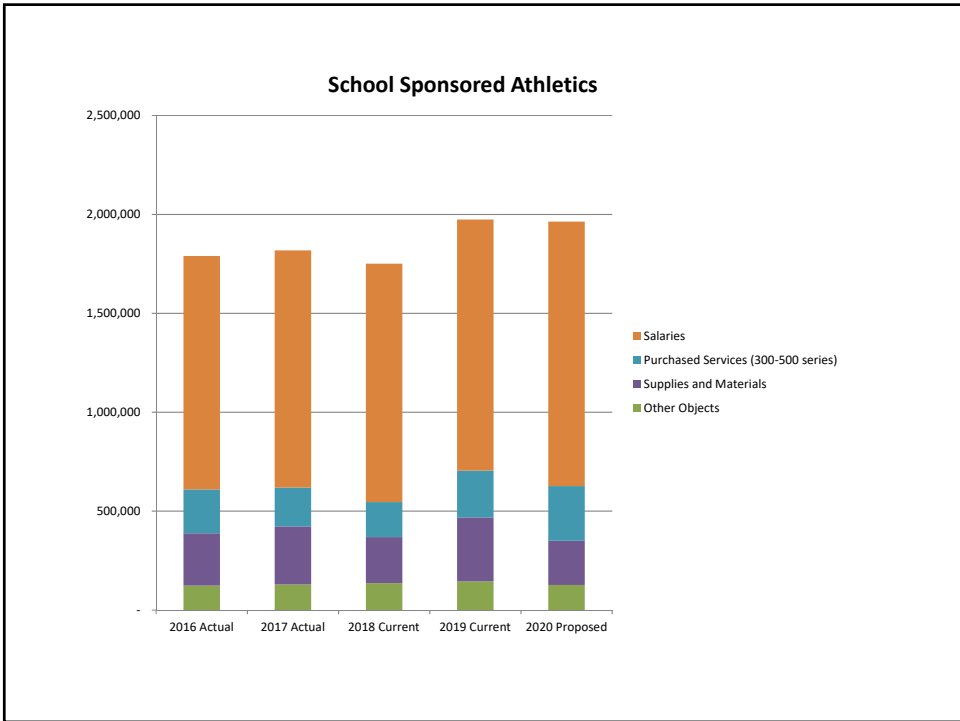
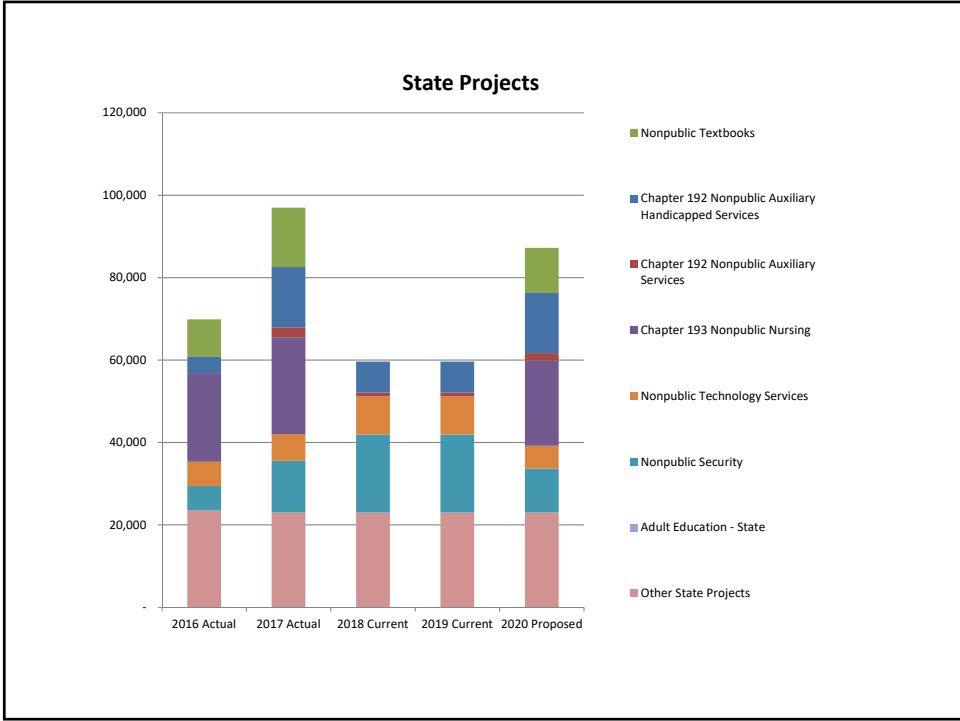
School Year	Amount Raised in Taxes	General Fund Budget Amount	% of Tax Levy Increase
2019-2020	\$165,862,744	\$188,602,694	2.5%
2018-2019	161,896,285	\$184,541,446	2.0%
2017-2018	158,721,848	\$176,518,273	2.1%
2016-2017	155,477,792	\$174,721,564	2.3%
2015-2016	151,936,966	\$170,839,999	2.3%

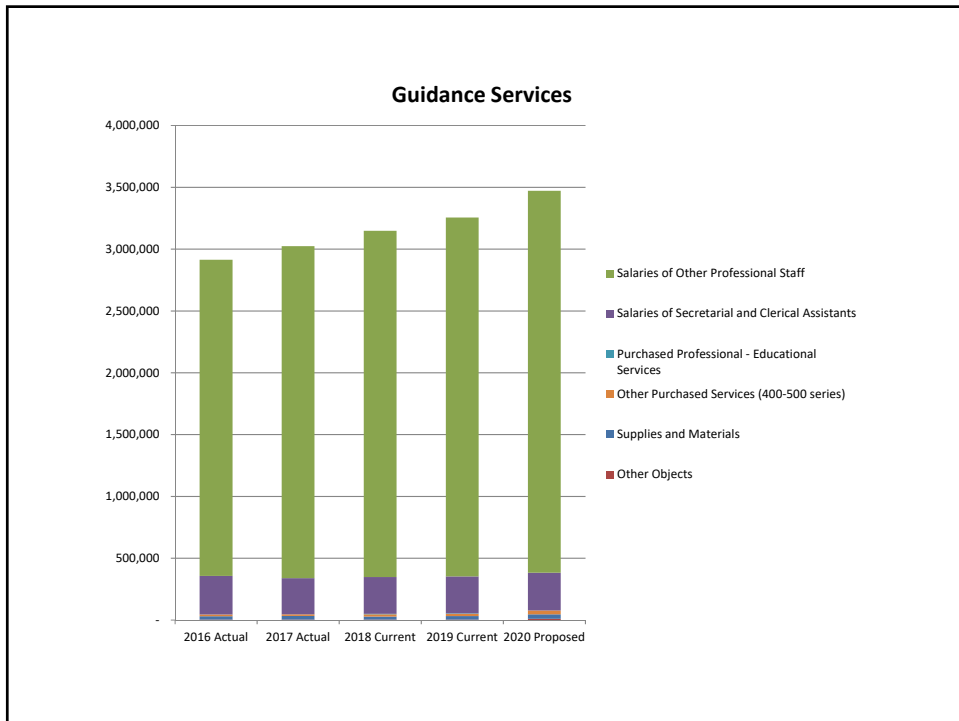
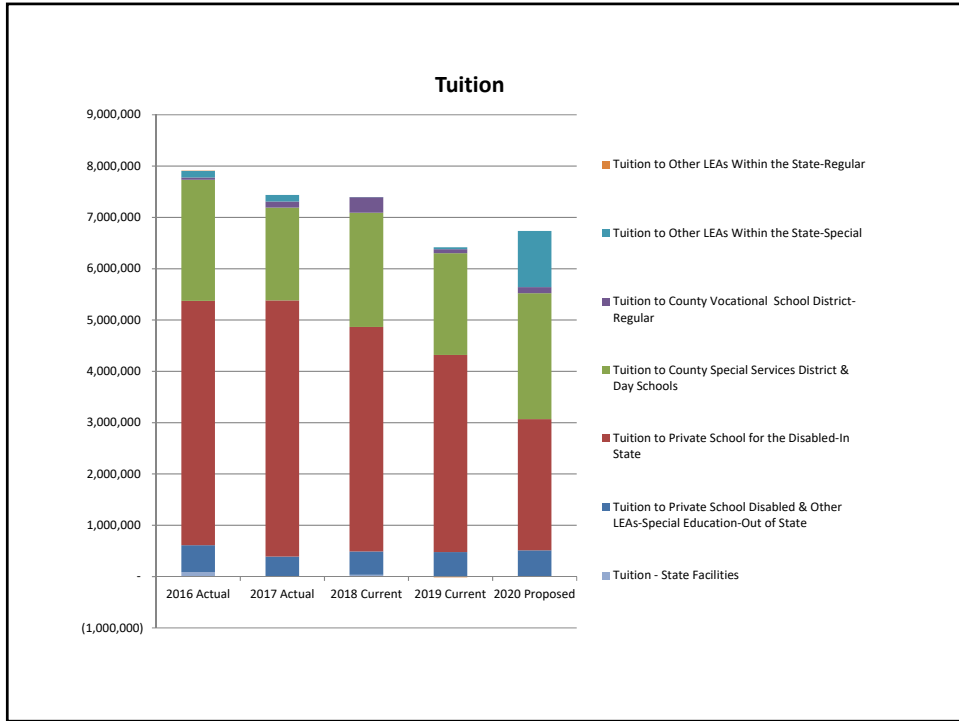
### 2019-20 Estimated Revenue All Funds - \$185,809,823

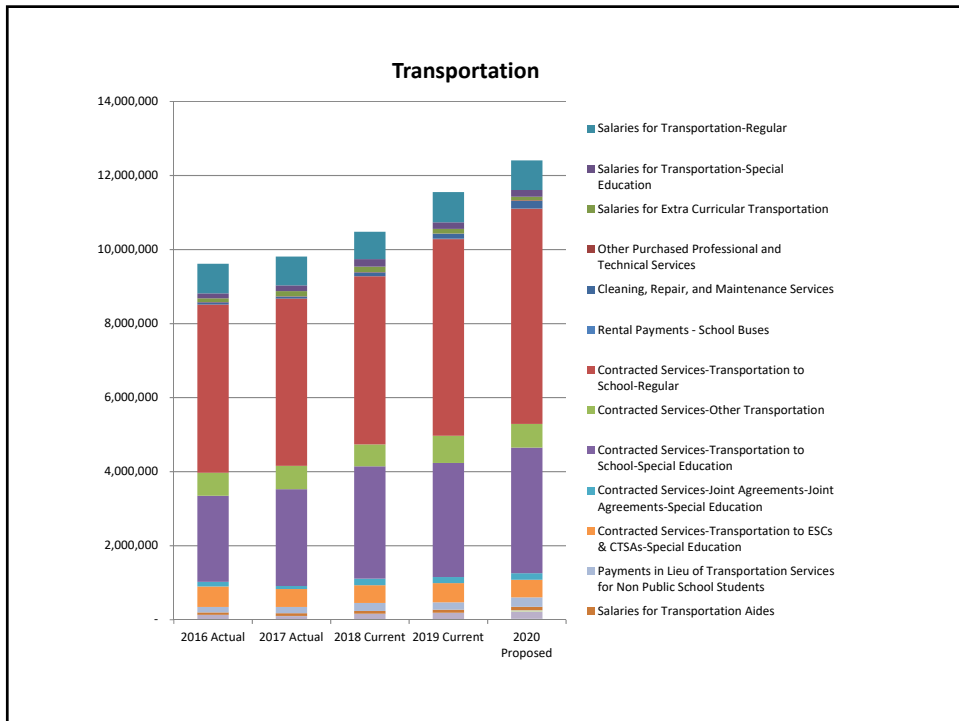
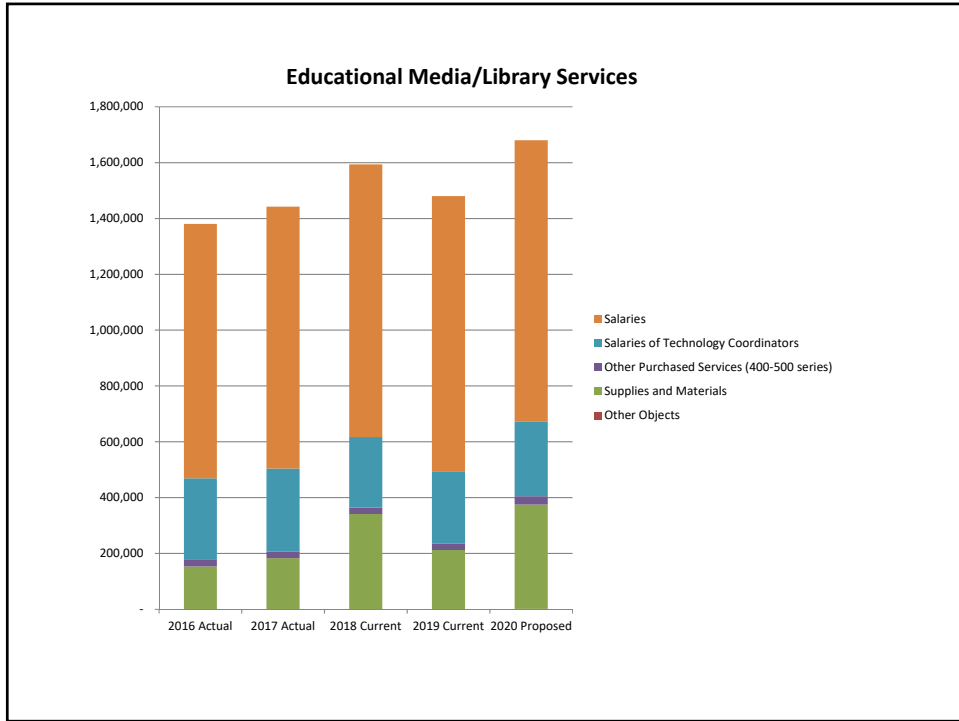












# Demographic Data

## NOVEMBER 2019 H.S. RANKINGS (niche.com)

	Princeton	WW-P South	WW-P North	Montgomery	Hopewell Valley
Ranking in New Jersey	10 <sup>th</sup>	13 <sup>th</sup>	24 <sup>th</sup>	18 <sup>th</sup>	43 <sup>nd</sup>
Student:Teacher	13:1	14:1	12:1	13:1	11:1
Cost Per Student	\$25,419	\$18,497	\$18,497	\$18,504	\$22,472
Average Teacher Salary	\$79,034	\$76,695	\$76,695	\$69,101	\$79,513



## ACTUAL PER PUPIL COSTS GROWTH (TGES)

Districts Greater than 3,500 Pupils			
	2002-2003	2012-2013	2017-18
<b>Princeton</b>	11,525	17,736	20,044
<b>Hopewell Valley</b>	10,552	16,171	19,999
<b>WW-P</b>	<b>10,534</b>	<b>12,819</b>	<b>13,699</b>
Montgomery	8,096	12,785	15,602
<b>NJ Average</b>	10,198	14,173	N/A

## TAXPAYERS GUIDE TO EDUCATION SPENDING 2019

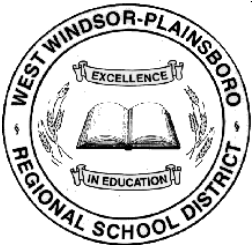
Districts Greater than 3,500 Pupils					
	2017-2018 Actual Per Pupil (\$)	Student: Teacher Ratio	Student: Admin Ratio	Median Teacher Pay (\$)	Facility \$ Per Pupil
<b>Princeton</b>	19,471	11.1	144.7	81,583	1,968
<b>Hopewell Valley</b>	19,087	10.1	144.2	82,152	1,898
<b>WW-P</b>	<b>13,699</b>	<b>12.7</b>	<b>197.7</b>	<b>76,350</b>	<b>1,368</b>
<b>Montgomery</b>	15,056	11.3	126.5	74,360	1,618

## US News and World Report & NJ DOE School Performance Report 17-18

2019 Best High Schools NJ					
	Princeton	WW-P South	WW-P North	Montgomery	Hopewell Valley
Ranking (overall)	12	16	17	29	63
Ranking (comprehensive)	1	3	4	12	41
SAT Scores (DOE Report 17-18)	1320	1316	1347	1311	1210

## Budget Discussion

- Budget Adoption – March 10<sup>th</sup>
- **State Aid Notices - February 27<sup>th</sup>**
- Public Hearing – April 28<sup>th</sup>
- Questions?



## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

### **Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

## **FEBRUARY 20, 2020: BOARD OF EDUCATION SPECIAL MEETING**

### **Central Office**

321 Village Road East, West Windsor, NJ 08550

### **NO ACTION WILL BE TAKEN**

**6:00 PM Board of Education Retreat – Multi-Purpose Room**

### **Board of Education**

Michele Kaish, President

Rachel Juliana, Vice-President

Isaac Cheng

Anthony Fleres

Louisa Ho

Dana Krug

Graelynn McKeown

Martin Whitfield

Robin Zovich

### **Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North

Annabell Su, High School South

### **Liaison Appointments**

New Jersey School Boards Association: Dana Krug

Plainsboro Township Committee: Rachel Juliana

Plainsboro Township Library Committee: Robin Zovich

Superintendent's Advisory Council: Dana Krug

West Windsor-Plainsboro Education Foundation: Graelynn McKeown

West Windsor Board of Recreation Commissioners: Dana Krug

West Windsor Township Council: Martin Whitfield

West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

### **Administration**

David Aderhold, EdD, Superintendent of Schools

Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary

Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction

James Earle, Assistant Superintendent, Pupil Services/Planning

Charity Fues, Director, Human Resources/Affirmative Action Officer

Patrick Duncan, Special Assistant for Labor Relations

Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on February 14, 2020, to the *Home News Tribune*, and *The Times*. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, and on February 14, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on February 14, 2020.

**II. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments

**III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

**IV. 2020-2021 BUDGET DISCUSSION**

**V. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**VI. ADJOURNMENT**



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

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**FEBRUARY 25, 2020: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Louisa Ho  
Dana Krug  
Graelynn McKeown  
Martin Whitfield  
Robin Zovich

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
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Superintendent's Advisory Council: Dana Krug  
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West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on February 21, 2020, to the *Home News Tribune*, and *The Times*. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, and on February 21, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on February 21, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel and Student Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Potential WWPSA Sidebar Agreement</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>Docket Number 8:19-cv-12816; Maurice Hawk Construction Project</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Case #GMS112619002</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Dual Language Immersion Program

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

IV. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee

V. **MEETING**

A. **ADMINISTRATION**

*To be voted on 02/25/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated February 11, 2020, for the following case numbers: GMS011320001; GMS011320002; 207374-CMS-01292020; 207330-CMS-01282020; 207261-CMS-01272020; 207196-HSN-01242020; 207124-CMS-01232020; 206772-HSS-01152020; 207558-MRS-02032020; 207534-CMS-02032020; and 207472-HSS-01312020.
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated February 25, 2020, for the following case numbers: 207869-VS-02072020; 207993-VS-02112020; 207844-CMS-02062020; 207809-HSS-02062020; 207552-TCE-02032020; 207364-HSS-01292020; and 207260-GMS-01272020.

**Policies: First Reading**

3. First reading of the following policy and regulation:

Policy

P7511- Athletic Field Light Usage

Regulation

R7510-Use of School Facilities

**2021-2022 Calendar**

4. Approve the 2021-2022 school year calendar.

**Special Services - Chapters 192/193**

5. Submit request for additional funding from the State of New Jersey Department of Education, under the Provisions of Chapters 192/193 for the fiscal year 2020 in the amount of \$496 for ESL services (one student) and \$372 for Exam and Class services (one student).

**Special Services – Consultant/Evaluator**

6. Approve the following consultants/evaluators:
  - a) Interim Health Care, not to exceed \$58/ hour RN; \$53/hour LPN, \$27/CNA or CHHA and 100,000 through June 30, 2020.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 02/25/20:* Recommend approval of the following resolutions:

**Financial Literacy Summer Course**

1. Approve Apex Learning to provide an online platform to host the 2020 Financial Literacy Summer course at a cost not to exceed \$125 per student.

**Cable TV Interlocal Services**

2. Authorize the second year of a five-year Shared Services Agreement between West Windsor Township and the West Windsor-Plainsboro Regional School District for cable television originally approved February 19, 2019.

**Non-Public Technology Expenditure**

3. Expenditures of the FY 2020 NJ Non-public School Technology Initiative as follows:

Montessori Corner at Princeton Meadows	\$110.50
Children’s House of the Windsors	\$508.93

**Professional Development Consultant**

4. Handle With Care to provide a two-day training on the Handle With Care techniques for district staff members at a cost not to exceed \$4,800 plus travel expenses for the instructor.
5. One-day Fishbird Training Workshop for district staff members at a cost not to exceed \$3,000.

**Evaluation Instrument**

6. The Highly Effective Option and the Alternative Evaluation Rubric are being used as part of the evaluation process for Highly Effective Teachers.



## **Field Trips**

7. The following overnight field trips:

### **Community Middle School**

- a) Grade 6 students to attend Outdoor Education to Camp Canadensis in Canadensis, Pennsylvania, from June 3, 2020 through June 5, 2020. The cost of the trip is approximately \$225 per student.
- b) Future Problem Solvers to the University of Massachusetts, in Amherst, Massachusetts, from June 3, 2020 to June 7, 2020. The cost of the trip is approximately \$900 per student.
- c) National History Day to the University of Maryland in College Park, Maryland, from June 14, 2020 to June 18, 2020. The cost of the trip is approximately \$300 per student.

### **Grover Middle School**

- d) Future Problem Solvers to the University of Massachusetts, in Amherst, Massachusetts, from June 3, 2020 to June 7, 2020. The cost of the trip is approximately \$900 per student.
- e) National History Day to the University of Maryland in College Park, Maryland, from June 14, 2020 to June 18, 2020. The cost of the trip is approximately \$300 per student.

## **Disposal of Instructional Materials**

8. Disposal of the following obsolete items in accordance with R7300.1:

- 1,230 Video Cassettes – Community Middle School Media Center
- 3,490 Books – High School North Media Center
- 246 Books – High School South Media Center
- 664 Books – Village School Media Center
- 1,012 Books – Wicoff Elementary Media Center
- 533 Books – Maurice Hawk Elementary Media Center

All items meet one or more of the below criteria:

- i. Are so outdated as to no longer serve as worthy instructional tools, OR
- ii. Are so worn and/or damaged as to preclude effective use and economical repair or restoration.

## **Community Education Summer 2020 Programs**

9. Community Education Summer 2020 Youth and Adult programs.

Community Education Summer Programs  
3D Game Design with Unity  
3D Printing: Minecraft Creations  
Acting: Fractured Fairy Tales  
Action Movie Flix  
Action Stop Motion Flix  
Adventureland Clay and Art  
Adventures Day Camp  
Adventures in Augmented Reality  
All Sports Camp  
Animal Cartoon Workshop

Animal Planet Clay and Art  
Animals of Africa- Pastel Drawing Workshop  
Anime & Manga Drawing Workshop  
Artful Antics Clay and Art  
Bat League with E-Blox Circuits  
Battle Royale: Make Your First Fortnite Style Video Game  
Biomedical Engineering  
Bollywood Dance  
Brick Adventure World with Coding & Scratch Programming  
Brick Critters with Remote Control  
Bricks and Sticks Stop Animation  
Building is Awesome! with LEGO Prototype Design  
Camp Invention  
Cartoon Adventures in Space  
Character Creation Drawing Workshop  
Chemical Engineering: Mix it Up  
Clash of Brick Arcade with LDD  
Claymation Flix  
Code Your Own Adventure! Interactive Storytelling  
Coding & Game Design: Alien Invasion  
Coding & Game Design: Ninja Attack  
Coding & Game Design: Ocean Invaders  
Coding & Game Design: Pizza Delivery  
Coding & Game Design: Shark Attack  
Coding & Game Design: Temple Escape  
Counselor in Training  
CRAYOLA®: Wild World Adventures  
Crazy Chemistry Class  
Crazy Summer Clay and Art  
Creative Code: Computers & Art  
Crochet Creations  
Culinary Mischief- Pastel Drawing Workshop  
Design Engineering  
Droids and Bots  
Drone Adventures  
Early Robotics with Motor Sensors  
Electrical Engineering: Electrified  
Engineering and Urban Landscape  
eSports Apprentice - Streamers and Gamers  
ESY Adventures Day Camp  
Even More Magnificent Masters- Pastel Drawing Workshop  
Exciting Eco Art Mixed Media  
Extreme Ninjas in Action with Robot Spinner  
Fantasy Forest Workshop  
Fashion, Faces, and Flowers  
Fast & Furious with WeDo  
Game Design with Scratch  
Graphics and Web Design  
Horses, Horses, Horses- Summer Art Workshop  
Imagination Unlimited with Ozobot Technology  
Introduction to Python Programming  
Introduction to Web Design using HTML/CSS and JavaScript  
Inventors Workshop

J'adore Paris! Sewing for fashion, style & elegance  
Joy of Journaling Mixed Media  
Junior Chemical Engineering: Crazy Concoctions  
Junior Civil Engineering: Fun Foundations  
Junior Earthquake Engineering  
Junior Engineers: Under Construction  
Junior Industrial Engineering: Fun Factory  
Junior Mechanical Engineering: Let's Make Toys  
Junior Mechanical Engineering: Widgets and Gadgets  
Junior Physicians Academy  
Junior Robotics: Adventure Stories  
Junior Robotics: Move it! Move it!  
Junior Robotics: Simple Machines United  
Junior Robotics: Wild Animals  
Kings & Queens Chess Academy  
Learn Anime Manga Drawing  
Learn to Code with Scratch  
LEGO® Flix  
LEGO® Video Games  
Live Action Flix  
Mad Machines & Rocking Rockets  
Making Toys  
Math Fun  
Mindful Movements with Jackie  
Minecraft Animators  
Minecraft Modders  
Minecraft vs. Robotics Flix Flix  
Minestorms EV3 Coding & Robotics- Bots Technology  
Mini Maker Lab: Construction  
Mini Maker Lab: Robots  
Mini Maker Lab: Sewing  
Mining & Crafting with LEGO® Robotics Challenge 1.0  
Movie Mashup Adventure with Animation  
NASA® and Mad Science: Future Space Explorers  
NASA®- Journey to Outer Space  
Ocean Engineering: Taking the Plunge  
Ocean Life- Pastel Drawing Workshop  
On the Court Basketball X-perience  
On the Court Fun and Games  
Optical Engineering: Lighten Up  
Pattern and Design- A World Tour  
Pokemon Masters  
Python Programmers  
ROBLOX Coders & Entrepreneurs!  
Royal Brick Camp-Fortnight w/ Sensor Programming  
Sketch and Friends- Underwater Explorers  
Summer Fun Clay and Art  
Supehero Comic Creations w/Remote Control Invention  
Super Science Olympics  
TGA Cheerleading  
TGA Flag Football  
TGA Lacrosse  
TGA Premier Golf

TGA Premier Tennis  
TGA Ultimate (Frisbee)  
TGA Volleyball  
The Art of Storytelling: Animated Head Turn  
The Art of Storytelling: Character Design  
The Art of Storytelling: Character Models  
The Art of Storytelling: Concept Art  
The Art of Storytelling: Flipbook  
The Art of Storytelling: Stop Motion Film  
The Art of Storytelling: Storyboarding  
The Sockeye/Hockey Experience  
Transportation Engineering  
Trash to Treasure Mixed Media  
VEX IQ Robotics  
Video Game Designing  
Wearables: Fashion & Technology  
WWP Leadership  
WWP Public Speaking  
YOCJ Summer Band Camp

Kaplan SAT  
Lentz & Lentz SAT  
Princeton Review SAT

## C. FINANCE

*To be voted on 02/25/20:* Recommend approval of the following resolutions:

### **Business Services**

1. Payment of bills as follows:
  - a) Bills List General for February 25, 2020 (run on 2-20-20) in the amount of \$9,456,951.40.
  - b) Bills List Capital for February 25, 2020 (run on 2-17-20) in the amount of \$184,683.85.
2. Budget adjustments as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for January 31, 2020 (run on 2-07-20) (Adjustment No. 348-412).
3. Accept the following reports; this will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of December 31, 2019, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.
  - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of December 31, 2019.

### **State Contract Purchase:**

4. A purchase utilizing NJ State Contract T2989 #88740 to Millennium Communications Group, Inc., East Hanover, NJ as awarded through March 19, 2020 for communications wiring

services to relocate fiber laterals into Community Middle School to avoid damage from upcoming construction project, at a project total not to exceed \$39,750. [Awarded Project is subject to the provisions of the NJ Prevailing Wage Act (NJSA 34:11-56.25 et. seq.)].

**Co-Op Purchase:**

5. Authorize a purchase utilizing NJ Cooperative Bid – ESCNJ18/19-03, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2020, as follows:

Quantity	Description	Unit Cost	Total Cost
400	Lenovo Chromebook 14e AMD	\$285.00	\$114,000.00
400	Chrome Education Upgrade	\$25.00	\$10,000.00
400	SFW 4Y 3YOEM Chromebook ADH 300-399	\$89.00	\$35,600.00
		<b>Total</b>	<b>\$159,600.00</b>

**Change Order**

6. Change Order No. 4 – Contract No. 3 Plumbing, Drainage & Gas Fittings Work of 3 G’s Plumbing for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, to furnish and install electric water heat in modular classroom B-118, installation delayed due to delayed case work delivery, replace damaged lavatory sink in Toilet A123, and review/correct existing domestic hot water system as requested by owner and a credit to owner for unused allowance, for a total amount of \$19,734.46. This change order increases the contract amount of \$736,209.00 to \$755,943.46.

**Equipment Disposal**

7. The disposal of obsolete surplus equipment that has met the district’s life expectancy [The age and physical condition of the equipment render the equipment ineffective.]:

Community Middle School

- a) Chair, cloth - 7

Millstone River Elementary School

- b) Chair, office - 45
- c) Desk, student - 52

**Transportation**

Bid – no award

8. No bids were received in response to the advertisement PUB19-10 on February 11, 2020.

**Cancellation – School Related Activities**

9. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23154, trip number 23154 awarded to Irvin Raphael, Inc., on December 17, 2019.

Bus Evacuation Drills – Walkers & Non-Riders

10. Acknowledge the following bus evacuation drills were performed in compliance with N.J.A.C. 6A: 27-11.2:

<b>Date</b>	<b>Time</b>	<b>School</b>	<b>Location</b>	<b>Routes</b>	<b>Overseer</b>
02/07/2020	9:15am	HS North	90 Grovers Mill Rd	Walkers & EDP students	J. Dauber
12/16/2019	9:15am	Maurice Hawk	303 Clarksville Rd	Walkers & EDP students	T. Buell
02/04/2020	10:05am	Millstone River	75 Grovers Mill Rd	Walkers & EDP students	G. Dalton
12/12/2019	9:30am	Wicoff	510 Plainsboro Rd	Walkers & EDP students	M. Wellborn
02/10/2020	12:50 pm	Town Center	700 Wyndhurst Dr	Walkers & EDP students	J. Bowes
01/31/2020	7:25 am	CMS	95 Grovers Mill Rd	Walkers & EDP students	S. Carter
02/07/2020	9:10 am	GMS	10 Southfield Rd	Walkers & EDP students	L. Thomas
02/06/2020	8:40 am	Village	601 New Village Rd	Walkers & EDP students	G. Tulp
12/18/2019	9:00am	HSS	326 Clarksville Rd	Walkers & EDP students	D. Lepold
02/06/2020	8:40 am	Dutch Neck	392 Village Rd E	Walkers & EDP students	D. Argese

*To be discussed on 02/25/20:*

**2020-2021 Budget**

1. Discussion of the proposed 2020-2021 budget.

**D. PERSONNEL**

*To be voted on 2/25/20:* Recommend approval of the following resolutions:

**Job Descriptions**

1. Approve the following job descriptions:
  - Secretary To
  - Operations Foreman

**Intern**

2. Extend a Guidance intern for Spring 2020, with no requirement for edTPA videotaping:  
Zack Heeman: High School North (Rutgers University)

**Personnel**

3. Personnel items:

- A. Administrators
- B. Certificated Staff
- C. Non-Certificated Staff
- D. Substitutes/Other
- E. Extracurricular/Extra Pay
- F. Community Education Staff
- G. Emergent Hiring

VI. **APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 2/25/20:*

- A. January 28, 2020 Public Hearing and Meeting
- B. January 28, 2020 Closed Executive Session

VII. **BOARD LIAISON REPORTS**

VIII. **NEW BUSINESS**

IX. **SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

X. **RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
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BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will not return to open session to conduct business at the conclusion of the executive session.

XI. **ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 2/25/2020**

**Deadline for next Agenda: 2/26/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Change</b>								
Giordano, Julia	Change	Teacher Science	2MA	\$58,950.00 (prorated)	GMS	2/1/20	6/30/20	Change salary from BA to MA as per contract.
Rowan, Christine	Change	Teacher Technology		N/A	HSS	3/16/20	6/12/20	Change FMLA/NJFLA/CC from 4/20/20-6/30/20 to 3/16/20-6/12/20 unpaid, with benefits. (RTW: 6/15/20)
Figuroa, Ivett	Change	Teacher Spanish	0BA	\$55.50/day	GMS	1/2/20	2/28/20	Change end date from TBD to 2/28/20 for additional per diem payment for an extra section.
Kemo, Kerry	Change %	Teacher Special Education-	120%	\$98.74/day	HSS	2/18/20	6/30/20	Additional per diem payment for an extra section.
<b>Leave of Absence</b>								
Kassel, Renee	Leave- CC	Speech Language Specialist-	60%	N/A	HSS	9/1/20	11/23/20	CC: 9/1/20-11/23/20 unpaid, no benefits. (RTW: 11/24/20)
<b>Resignation</b>								
Nunziato, Christine	Resign	Teacher Science		N/A	HSN	6/30/20	6/30/20	Resign, after 27 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Lendor, Bernard	Appoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	2/26/20	6/30/20	Appoint as substitute security officer - "Eyes on the Door", as needed.
Nimkar, Veena	Appoint	Cafeteria Aide	0	\$14.24/hr.	MH	TBD	6/30/20	Appoint as cafeteria aide, pending employment verification, not to exceed 2.5 hrs/day, replacing Tooba Zia, who transferred.
<b>Change</b>								
Pasquerella, Donna	Change	Instructional Assistant		N/C	VIL	2/13/20	6/30/20	Change start date from TBD to 2/13/20.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Henry, Roland	Change	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	2/14/20	6/30/20	Change start date from TBD to 2/14/20.
<b>Resignation</b>								
Kleinkauf, Michael	Resign	Security Officer "Eyes on the Door"		N/A	DIST	2/21/20	2/21/20	Resign from position.
Rodriguez, Carmen	Resign	Cafeteria Aide		N/A	MH	3/27/20	3/27/20	Resign from position.
Sisodiya, Viraj	Resign	Cafeteria Aide		N/A	DN	2/28/20	2/28/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Dutta, Prita	Appoint	Substitute Teacher		\$85.00/day	DIST	2/26/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Keenan, Cayleigh	Appoint	Substitute Teacher		\$85.00/day	DIST	2/26/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Miller, Andrea	Appoint	Substitute Teacher		\$85.00/day	DIST	2/26/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Pitts, Ernest	Appoint	Substitute Teacher		\$85.00/day	DIST	2/26/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>Curriculum</b>								
Zhao, Suihua	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/19	6/30/20	K-12 ESL Testing, not to exceed 2.25 hours.
<b>Extra Duty</b>								
Hanaway, Rebecca	Extra Duty	Extra Duty		\$47.09/hr.	GMS	2/28/20	2/28/20	Nurse duty for Grover Project Pride Staff/Student basketball game.
<b>Home Instruction</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/20/20	3/19/20	Home Instruction for Language Arts IV, not to exceed 8 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/18/20	3/27/20	Home Instruction for World History, not to exceed 12 hours.
Costanza, Michelle	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/13/20	3/5/20	Home Instruction for Language Arts II and American Studies I, not to exceed 12 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/20/20	3/19/20	Home Instruction for Algebra II, not to exceed 8 hours.
Kratz, Emily	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/13/20	2/28/20	Home Instruction for World History, not to exceed 4 hours.
Lieb, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/20/20	3/19/20	Home Instruction for Genetics, not to exceed 8 hours.
Mangieri, Haley	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/12/20	3/6/20	Home Instruction for AP Biology, not to exceed 6 hours.
Reilly, Kathleen	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/12/20	3/27/20	Home Instruction for Language Arts I, not to exceed 12 hours.
Schuster, Linda	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/12/20	3/27/20	Home Instruction for French 1, not to exceed 12 hours.
Trefz, Christopher	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/12/20	3/27/20	Home Instruction for Biology, not to exceed 12 hours.
Yorke, Jeannine	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/12/20	3/27/20	Home Instruction for Advanced Algebra II Honors, not to exceed 12 hours.
<b>Home Programming</b>								
McCormick, Megan	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/19	6/20/20	Change home programming to address IEP goals from not to exceed 18 hours to not to exceed 22 hours.
<b>Title III</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Incollingo, Ellen	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, not to exceed 18 hours.
Lewis, Joan	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, not to exceed 18 hours.
Labastida, Megan	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, not to exceed 18 hours.
Seitz, Katherine	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, not to exceed 18 hours.
Shwom, Heather	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Title III Immigrant Academic Support, not to exceed 18 hours.
<b>Change</b>								
Reca, Cheryl	Change	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Change Planning and presenting at Professional Development Day, February 14, 2020, from not to exceed 3 hours to not to exceed 6 hours.
Spicer, Colleen	Change	Professional Development Planning		\$47.09/hr.	DIST	12/17/19	2/14/20	Change Planning and presenting at Professional Development Day, February 14, 2020, from not to exceed 3 hours to not to exceed 6 hours.
<b>E. Stipend Athletic</b>								
<b>Baseball</b>								
Rossiter, Scott	Stipend- Athletic	Baseball- Assistant Coach		\$4,024.27	HSN	Spring 2020	Spring 2020	Baseball - Assistant Coach, 0 yrs. exp., paid in FULL in June.
Stewart, Eric	Stipend- Athletic	Baseball- Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Baseball - Coach, 0 yrs. exp., paid in FULL in June.
<b>Lacrosse</b>								
Pintimalli, Andrea	Stipend- Athletic	Lacrosse- Girls Assistant Coach		\$4,024.27	HSS	TBD	Spring 2020	Lacrosse - Girls Assistant Coach, 0 yrs. exp., paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Moscatello, Michael	Stipend- Athletic	Lacrosse- Boys Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Lacrosse - Boys Coach, 0 yrs. exp., paid in FULL in June.
O'Grady, Lauren	Stipend- Athletic	Lacrosse- Girls Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Lacrosse - Girls Coach, 0 yrs. exp., paid in FULL in June.
<b>Track</b>								
Musso, Michael	Stipend- Athletic	Spring Track- Assistant Coach		\$4,024.27	HSN	Spring 2020	Spring 2020	Spring Track - Assistant Coach, 1 yr. exp., paid in FULL in June.
Jackson, Michael	Stipend- Athletic	Spring Track- Coach		\$3,772.49	CMS	Spring 2020	Spring 2020	Spring Track - Coach, 17 yrs. exp., paid in FULL in June.
Thompson, Jay	Stipend- Athletic	Spring Track- Coach		\$3,018.20	GMS	Spring 2020	Spring 2020	Spring Track - Coach, 0 yrs. exp., paid in FULL in June.
<b>Change</b>								
Gottlob, Gary	Change	Baseball- Head Coach		\$6,036.40	HSN	Spring 2020	Spring 2020	Change start date from TBD to Spring 2020 for Baseball - Head Coach, 0 yrs. exp., paid in FULL in June.
<b>Rescind</b>								
Jemal, Nebil	Rescind	Spring Track- Boys Assistant Coach		\$4,024.27	HSS	Spring 2020	Spring 2020	Rescind Spring Track - Boys Assistant Coach, 1 yr. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Change</b>								
King, L. Rebecca	Change	Coordinator, Human Relations- Shared		\$844.00 (prorated)	MR	9/1/19	2/3/20	Change end date from 6/30/20 to 2/3/20 for Coordinator, Human Relations - shared 50%, paid 1/2 in Dec. & 1/2 in June.
Bhame, Karen	Change	Standard Club Advisor		\$1,509.15 (prorated)	CMS	1/30/20	6/30/20	Change Environmental Club Advisor from shared 50% to 100%, 0 yrs. exp., paid in June.
McLelland-Crawley, Rebecca	Change	Standard Club Advisor- Shared		\$754.58 (prorated)	CMS	9/1/19	1/29/20	Change end date from 6/30/20 to 1/29/20 for Environmental Club Advisor - shared 50%, 0 yrs. exp.
<b>F. Community Education</b>								
<b>Resignation</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Phillips, Lisa	Resign	KE Instructor		N/A	DN	6/30/20	6/30/20	Resign, after 21 years in the district, for the purpose of retirement.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Resignation</b>								
Harfenist, Kimberley	Resign	School Nurse-60%		N/A	HSN	6/30/20	6/30/20	Resign, after 18 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Resignation</b>								
Gupta, Seema	Resign	Instructional Assistant		N/A	DN	2/21/20	2/21/20	Resign from position.
Kannan, Vaishnavi	Resign	Instructional Assistant		N/A	CMS	2/21/20	2/21/20	Resign from position.
Mehta, Sweety	Resign	Instructional Assistant		N/A	TC	2/19/20	2/19/20	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Extra Duty</b>								
Gautieri, Alyssa	Extra Duty	Math 6 Enrichment		\$47.09/hr.	GMS	3/1/20	6/30/20	Math 6 Enrichment, not to exceed 2 hrs/week.
Jensen, Diana	Extra Duty	Math 6 Enrichment		\$47.09/hr.	CMS	3/1/20	6/30/20	Math 6 Enrichment, not to exceed 2 hrs/week.
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/2/20	3/20/20	Home Instruction for AP Literature and Composition, not to exceed 6 hours.
Conrad, Erin	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/20/20	3/20/20	Home Instruction for Biology, not to exceed 4 hours.
Yu, Teping	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/21/20	4/3/20	Home Instruction for AP Chinese, not to exceed 12 hours.
<b>Title I</b>								
Brown, Lisa	Extra Duty	Title I: Academic Support		\$47.09/hr.	HSS	2/19/20	6/30/20	NJSLA Profile, not to exceed 20 hrs per student, 40 hrs total.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Fevola, Carol	Extra Duty	Title I: Academic Support		\$47.09/hr.	HSS	2/19/20	6/30/20	NJSLA Profile, not to exceed 20 hrs total.
Mastroianni, Elisa	Extra Duty	Title I: Academic Support		\$47.09/hr.	HSS	2/19/20	6/30/20	NJSLA Profile, not to exceed 20 hrs per student, 40 hrs total.
Robles, Regina	Extra Duty	Title I: Academic Support		\$47.09/hr.	HSS	2/19/20	6/30/20	NJSLA Profile, not to exceed 20 hrs total.
<b>Title III</b>								
Aconi, Fabio	Extra Duty	Title III: Academic Support		\$47.09/hr.	HSS	3/1/20	6/30/20	Title III Language Arts Tutoring, not to exceed 20 hrs per student.
Bader Roman, Amanda	Extra Duty	Title III: Academic Support		\$47.09/hr.	HSS	3/1/20	6/30/20	Title III Language Arts Tutoring, not to exceed 20 hrs per student.
Brown, Lisa	Extra Duty	Title III: Academic Support		\$47.09/hr.	HSS	3/1/20	6/30/20	Title III Math Tutoring, not to exceed 20 hrs per student.
<b>Change</b>								
Mangieri, Haley	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/12/20	3/27/20	Change Home Instruction for AP Biology, from not to exceed 6 hours to not to exceed 12 hours. Change end date from 3/6/20 to 3/27/20.
<b>E. Stipend Athletic</b>								
<b>Lacrosse</b>								
Austin, Alexander	Stipend-Athletic	Volunteer Lacrosse		\$0.00	HSS	TBD	Spring 2020	Volunteer Lacrosse.
Hesterberg, Gordon	Stipend-Athletic	Volunteer Lacrosse		\$0.00	HSS	TBD	Spring 2020	Volunteer Lacrosse.





First Reading: February 25, 2020  
Second Reading:

Property  
7511/Page 1 of 2  
ATHLETIC FIELD LIGHT USAGE

## 7511 ATHLETIC FIELD LIGHT USAGE

### Policy Principles

The policy for the use of field lights is established to provide the administration with guidance for the planning of the field usage and to guide their day-to-day decision making regarding lighting use. Prudent use and management of school facilities outside of the regular operating schedules allows the community to benefit more broadly from use of its own property. However, such community use must always respect the rights of others, particularly the rights of those residents whose properties adjoin or are close to school properties

### Major Considerations

1. The lighting of the fields should serve the needs of the school district and its students.
2. The light usage policy should strive to increase the utilization of our fields for the benefit of our students and their activities.
3. The use of lighting should be based on the scheduling needs of the Principals, Athletic Director, and Administration. This may vary from day-to-day, week-to-week, or year-to-year. The policy will enforce a hard stop of 9PM (Monday through Thursday) and 10:30 PM on Friday evenings. An override component as per the completion of varsity sports as per NJSIAA regulations for all evening competitions. Additionally, we will abide by all noise regulations by respective township.
4. The planned usage for the fields for both competitions and practices must be done each season by the Athletic Director. This plan must include budgets to ensure that the financial and human resources are available for the utilities costs, security, and other related costs. This plan must be submitted for the review of the Administration and Facilities Committee prior to the beginning of each sports season. Any changes must be subject to the review of the Superintendent of Schools or designee. A log of all such overrides must be presented to the Administration and Facilities Committee quarterly.
5. During the first two years after the installation of the lights there will be a moratorium on any outside group's renting of the athletic field lights.



6. There will be no utilization of field lights on Saturday or Sunday evenings. Day competitions and events would continue as done previously.
  - a. Any Group I or Group II organization seeking to hold an event on a Saturday or Sunday evening must receive the approval of the Superintendent. No ongoing or continuously held event will be considered. Consideration will only be made for special limited events. Any request must follow the building use rental timelines.
7. The policy must be reviewed annually for the first three years, as circumstances may change which in turn require changes to the policy. A review of the policy will be conducted annually at an open session of the Administration and Facilities meeting. Notice will be posted on the school district website one week in advance of the meeting. Public comments will be solicited specifically regarding the utilization and implementation of this policy on a yearly basis. The Administration and Facilities committee will discuss their findings at a public board meeting. It will again provide interested parties an opportunity to present their comments.
8. On evenings that there is not competition, field lights must be turned off by 8PM.
9. Summer Usage will be limited to August athletic competitions and practices. The above timelines would apply.
10. Opportunities to host school competitions for high school sports and co-curricular activities (e.g., State Band Competition, Mercer County High School Tournaments) will be considered based upon the time considerations of this policy and must be approved by the Administration and Facilities Committee.

Adopted: 28 June 2011



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

First Reading: February 25, 2020  
Second Reading:

PROPERTY  
R 7510/Page 1 of 10  
USE OF SCHOOL FACILITIES

### R 7510 USE OF SCHOOL FACILITIES

The West Windsor-Plainsboro Board of Education believes that the school facilities (buildings, playing fields, turf fields and grounds) are a community resource. As such, facilities shall be available for use by community groups, for meetings and organizational objective activities, when that does not interfere with regular school activities. The Board reserves the right to limit facility access as the result of excessive use.

#### Prioritization of Facility Use

The priority use of the school buildings will be determined by participant category. Facility use is subject to the terms and conditions outlined below:

- I. **Directly Affiliated Organizations:** This category includes: organizations directly affiliated with the West Windsor-Plainsboro Regional School District including teacher groups, community education, parent-teacher organizations, district affiliated student organizations, and professional improvement organizations (teachers and staff).
- II. **Non-Profit Youth/Township Recreation Organizations:** This category includes organizations that are open to all school age residents. Examples include but are not limited to: Boy Scouts, Girl Scouts, Brownies, youth organizations that open to all school-age participants regardless of skill or ability level, West Windsor and Plainsboro Township recreation community programs. This category also includes adult group meetings related to the administration of youth programs in this category.
- III. **Other Non-Profit Organizations:** This category includes but is not limited to: Organizations that limit participation based on competitive selection and adult programs.
- IV. **Other Recognized Organizations:** This includes for Not for Profit groups that do not have 501(c)3 designation and For Profit groups and others who are not noted in groups 1, II and III. These organizations must be located within communities of West Windsor or Plainsboro, and must obtain prior Board of Education approval.
- V. **Outside the District Groups:** This includes organizations that are not located within the communities of West Windsor or Plainsboro. These organizations



must obtain prior Board of Education approval via Board meeting agenda and are subject to a minimum of \$1,000 security deposit dependent on facility being used.

1. Within Categories II, III, IV above, priority will be given to programs/activities that directly align with the requesting organization's mission and provide a broad level of participation among West Windsor and Plainsboro School District residents.
2. Programs/activities for West Windsor and Plainsboro youth have priority over adults during the early evening hours with the intent not to schedule youth beyond 9:00 p.m. on school nights. Youth will be provided reasonable amounts of time for their programs/activities while every effort will be made to maintain reasonable levels of programs/activities for West Windsor and Plainsboro adults. Consideration will be given to the appropriateness of the facility for the age of the participants.
3. For athletic programs/activities, in addition to the above priority use categories and criteria, consideration will be given to the sports season as recognized by the NJSIAA schedule.
4. If priority use and the above considerations above do not resolve scheduling priority use among organizations/groups requesting athletic facilities, the administrative designated committee will determine which program/activity should receive priority.

#### Parameters for Facility Use

1. Groups II, will be charged for facility use based on "Schedule A Fees." Notwithstanding the fee schedule, Group II organizations may petition the Superintendent for consideration regarding financial relief from facility usage fees. The Superintendent's determination shall not be appealable to the Board of Education.
2. Groups III, IV, V will be charged for facility use based on "Schedule A Fees."
3. Groups II, III, IV, V are subject to facility use fees if building use is required. Organizations that use outdoor sports fields (other than the synthetic turf) will not be charged unless building use (i.e. bathrooms or locker rooms) is requested.



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

PROPERTY  
R 7510/Page 3 of 10  
USE OF SCHOOL FACILITIES

4. A custodian (black seal license needed) must be present during all activities. See "Schedule A" for the rates.
5. If custodial services are required beyond 11:00 p.m. on week days, custodial fees will be billed at time and one half hourly pay and will be based on actual time worked after 11:00 p.m.
6. On weekends/holidays, groups are subject to custodial fees based on the following parameters: A minimum of one and one half hours for set up and cleaning afterwards, with a total minimum time of four hours. Fees will be based on the group's allotted time for a given activity.
7. All groups must maintain a minimum of fifty percent of participants as residents of West Windsor or Plainsboro in order to qualify for priority use, except as provided for league or tournament contests as set forth below.
8. Athletic contests between teams in a recognized youth league or tournament are considered to meet the community residency requirement so long as district residents constitute fifty percent of one of the participating teams in the league or tournament, provided the sponsoring West Windsor or Plainsboro organization has reciprocal relationship for facility usage in other participating organizations in other towns. In this case, the required certificate(s) of insurance must cover all teams' use of the facility. When this clause invoked or approved, the administration will inform the Board of both its review and decision.

### Limitations

1. The use of school facilities will not be granted for observances or celebrations that are essentially private in nature.
2. Groups in category I, II, III recognized nonprofit township based groups holding events where any funds being raised are for nonprofit purposes provided they comply with all local ordinances and applicable laws, and regulations.
3. Groups may not use school equipment without the expressed prior approval of the district administration.



# REGULATION

4. Custodians (black seal license needed) must be present at all times when the building(s) are in use.
5. Use of buildings and grounds cannot endanger school property or the health and safety of the public.
6. A group must comply with the building use rules and regulations.
7. The Superintendent must be satisfied that adequate supervision of groups using the buildings and grounds will be provided at all times.
8. Failure of any organization or participant to comply with these regulations may result in denial of future use by such organization.

## Application Procedures

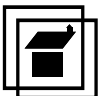
### 1. Building Use Request

All organizations requesting the use of school facilities must be completed using the online format, at least thirty days in advance of the date requested for use. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.

For seasonal or repeated use of "high demand" facilities, organizations must submit their requests in accordance with the following timelines:

For dates requested during the following times:	Request Deadline	Notification Deadline
June 16 – August 15	March 1	March 15
August 16 – November 15	May 1	May 15
November 16 – March 15	July 1	July 15
March 16 – June 15	October 1	October 15

### 2. Accompanying Documentation

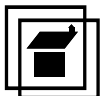


Category II, III, and IV organizations/groups must attach the following to the Building Use Request Form

- a. A description of the activity/program for which the facility will be used;
- b. A list of participants in the activities/program for which the facility is requested, each participant's home address, and each participant's signature or, in the case of youth activities/programs, a parent's signature; and
- c. Certificate of insurance (with a minimum of \$1,000,000 liability coverage) naming the West Windsor-Plainsboro School District as an additional insured.

Category II & III Organizations must also attach the following to the Building Use Request Form:

- a. A copy of non-profit status (STATUS TITLE 15A:9-4); and
  - b. A copy of the Internal Revenue Service's determination letter showing that the requesting organization is a 501(e)3 organization.
3. If the facility requested is not available at the time and date requested, the Superintendent's designee will inform the representative of the requesting organization of alternative dates, times, or facilities that might be available.
  4. Notification of a denied request will be made in within thirty days of the application date. A written explanation as to the reason for the denial will be appended to the denied Building Use Request Form and returned to the representative that made the request.
  5. An appeal of a denial must be made in writing within five working days of receipt of the denial. The building use coordinator must respond in writing to the appeal within five working days. If the appeal is not granted, the requesting organization can request that an administrative designee committee review the determination. The Superintendent designee shall respond within ten working days of the request. This decision will be final.



## Cancellations

1. Permits may be canceled by the applicant by reasonable advance notice to the Superintendent. Applicant will be charged for any costs incurred by the district by virtue of the applicant's failure to provide reasonable advance notice.
2. The Board reserves the right to cancel any scheduled use whenever facilities are required for school purposes.
3. Permits will be canceled for failure to comply with public law, these rules and regulations, and/or Board policy.
4. After-school, evening or weekend building use will be canceled if inclement weather or other emergencies necessitate the closing of a school building(s).
5. The Board reserves the right to deny an application and to withdraw permission to use school facilities even approval has been granted and use has commenced from any organization whose representative has willfully made misrepresentation on the application. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

## Care of Property

1. Any damage must be paid for by the applicant.
2. Adequate supervision and protection must be provided by the applicant.
3. Paper, bottles, and other debris shall be removed from school property or left in receptacles.

## Use of Apparatus/Special Facilities

1. No equipment is to be brought into or onto school property unless noted in the application or obtained by special permission.





# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

PROPERTY  
R 7510/Page 7 of 10  
USE OF SCHOOL FACILITIES

2. Stage lighting panels are to be operated only by a person arranged for by the school. The user will be charged by Community Education (see fee Schedule A).
3. Requests to use kitchen equipment must be made at least thirty days prior to date of the event. Arrangements must be made to have a member of the cafeteria staff present to supervise such use - minimum of four hours. The user will be charged by the food service management company for this service.
4. Use of scoreboards is only granted with approval of the district administration.
5. Use of turf fields by Category II, III, IV, or V requires thirty days' notice and will only be only granted with Board approval.

### Other

1. All school buildings and parking lots must be vacated by 11:00 p.m. (unless prior approval has been granted) or police will be contacted.
2. Facility use permits are not transferable.
3. Use of the buildings and grounds is restricted to the areas defined in the application.
4. Smoking is not permitted in school building or on school grounds.
5. Refreshments or food may be consumed only in the areas designated by school authorities.
6. Alcoholic beverages shall not be brought to or be consumed in the buildings or on school grounds.
7. Gratuities or any compensation in addition to fees shall not be offered to or accepted by any district staff.



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

### Site Supervisor Responsibilities

A district employed sited supervisor will be present at the Board's discretion. The Supervisor's duties include:

1. Ensuring the group(s) are following the allocated space guidelines;
2. Making sure the facilities are prepared for the reserved group(s);
3. Securing the facilities;
4. Trouble shooting;
5. Evaluating number of participants; and
6. Provide point of contact for participant groups for any immediate concerns.

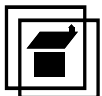
In the event of a misallocation of space or any other on-site issues, the Site Supervisor will make the final determination.

### Custodian Responsibilities

A district employed custodian (black seal license needed) is required for all activities requiring all access to inside facilities. The custodian will provide access to all requested spaces, provide a comfortable environment, ensure facilities are kept clean and well maintained, quickly act to remedy any issues which make the environment hazardous or uncomfortable.

PROPERTY - R 7510 - Use of School Facilities  
SCHEDULE A  
RATES FOR FACILITIES USE (EFFECTIVE JULY 1, 2011)

HOURLY FACILITIES RATE (Additional Custodians may be necessary) M-F Evening After 6 pm, All Day Weekends & Holidays					
School	Facility	Group II	Group III	Group IV	Group V
Primary Schools (K-3)	Gym, Multi Purpose Room	\$5	\$7	\$70	\$100



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

Elementary Schools (4-5) and Middle Schools (6-8)	Gym, Dining Room, Commons	\$5	\$7	\$150	\$300
Elementary Schools (4-5) and Middle Schools (6-8)	Theatre or Commons	\$5	\$7	\$200	\$400
Elementary Schools (4-5) and Middle Schools (6-8)	Stage Lighting (in addition to Theatre)	\$50	\$50	\$75	\$100
High School	Gym, Dining Room, Commons	\$5	\$7	\$200	\$400
High School	Pool	\$25	\$25	\$200	\$400
High School	Theater	\$25	\$25	\$200	\$400
High School	Stage Lighting (in addition to Theatre)	\$50	\$50	\$75	\$100
High School	Turf Fields***	\$50	\$50	\$200	\$400
All Schools	Classroom	\$5	\$7	\$30	\$50

MINIMUM WEEKEND CHARGES (4 Hour Minimum, Including 1 Custodian and Facilities Charges)									
Monday - Saturdays*						Sundays & Holidays			
School	Facility	Group II	Group III	Group IV	Group V	Group II	Group III	Group IV	Group V
Primary Schools (K-3)	Gym, Multi Purpose Room	\$240 \$60/ hr	\$248 \$62/ hr	\$500 \$125/ hr	\$620 \$155/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$540 \$135/ hr	\$660 \$165/ hr
Elementary Schools (4-5) and Middle Schools (6-8)	Gym, Dining Room, Commons	\$240 \$60/ hr	\$248 \$62/ hr	\$820 \$205/ hr	\$1420 \$355/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$860 \$215/ hr	\$1460 \$365/ hr



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

PROPERTY  
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USE OF SCHOOL FACILITIES

Elementary Schools (4-5) and Middle Schools (6-8)	Theatre or Commons	\$240 \$60/ hr	\$248 \$62/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
Elementary Schools (4-5) and Middle Schools (6-8)	Stage Lighting (in addition to Theatre)								
High School	Gym, Dining Room, Commons	\$240 \$60/ hr	\$248 \$62/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
High School	Pool	\$320 \$80/ hr	\$320 \$80/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$360 \$90/ hr	\$360 \$90/hr	\$1060 \$265/hr	\$1860 \$465/ hr
High School	Theater	\$320 \$80/ hr	\$320 \$80/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$360 \$90/ hr	\$360 \$90/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
High School	Stage Lighting (in addition to Theatre)								
High School	Turf Fields***	\$420 \$105/ hr	\$420 \$105/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$460 \$115/hr	\$460 \$115/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
All Schools	Classroom	\$240 \$60/ hr	\$248 \$62/ hr	\$340 \$85/ hr	\$420 \$105/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$380 \$95/ hr	\$460 \$115/ hr

Notes: Custodial rates are based on a ratio of one custodian for every 250 participants. If the district determines that the event requires additional custodians, users will be charged a minimum of 4 hours per custodian.

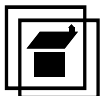
Fees may be negotiated for long term use of facilities.

\*Monday-Saturday custodial rate: \$55/hr

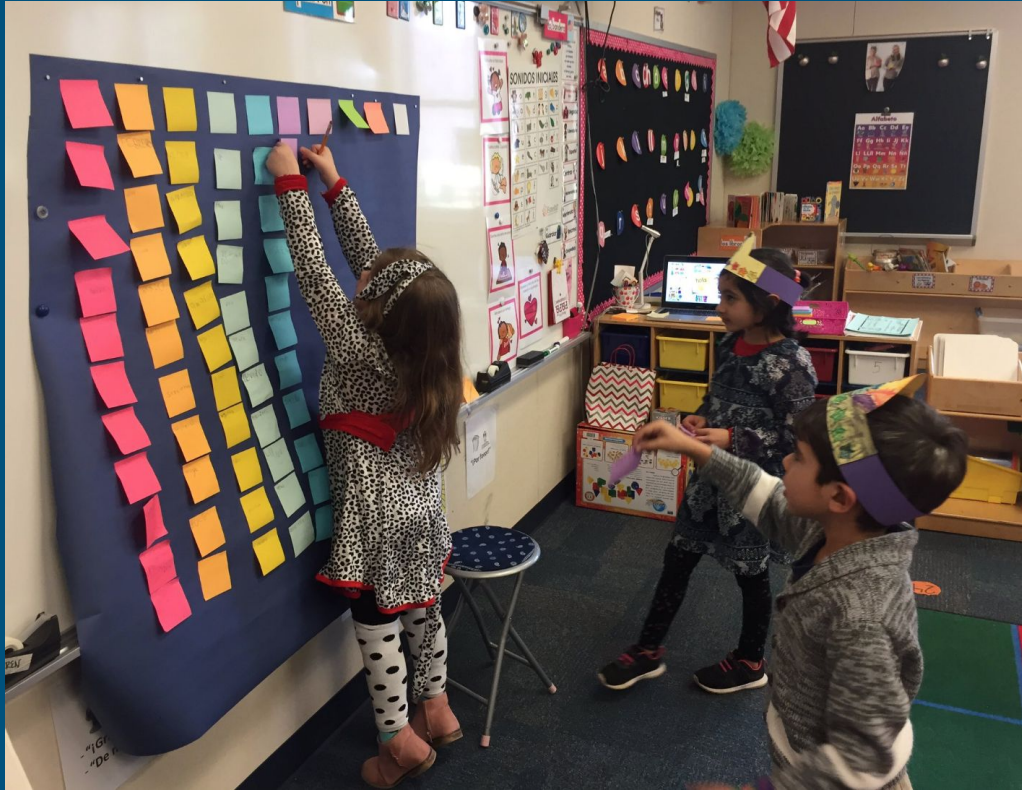
\*\*Sunday/Holidays custodial rate: \$65/hr

\*\*\*Turf Fields are not available for use Monday to Friday, August to May.

Issued: 15 January 2013



# Dual Language Immersion





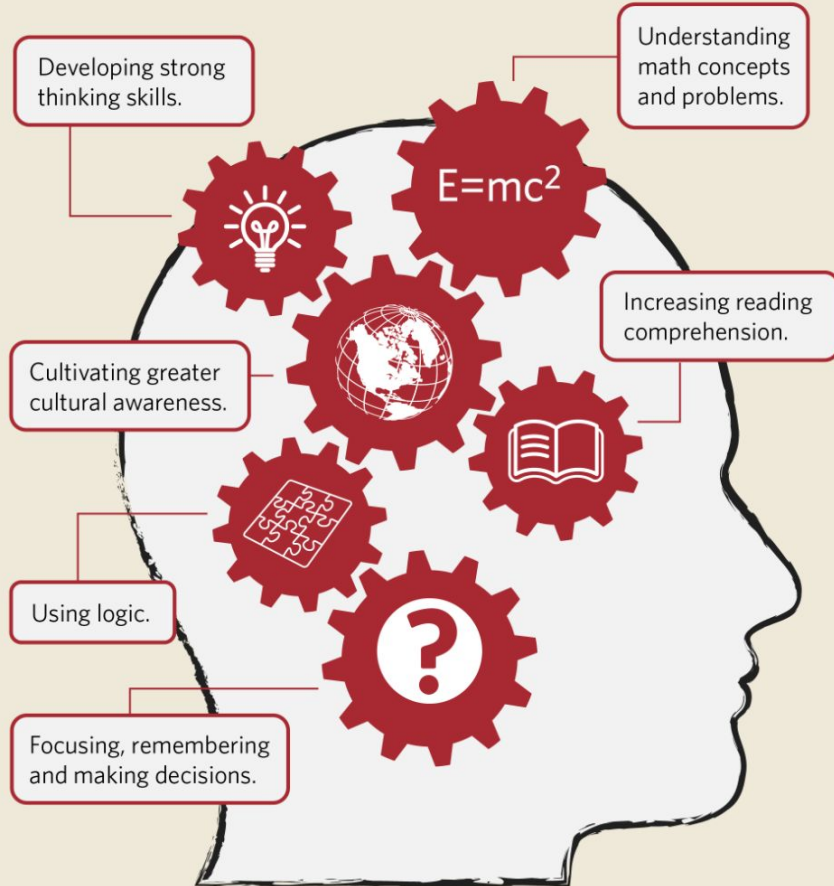
# Why?

Enhanced Cognitive Skills  
Higher Second Language Proficiency  
Enhanced Global Citizenship  
Improved Academic Performance

*Goal 2 in progress*



Research shows that **bilingual people** have an easier time with these key brain functions:



### Mental Health

A multilingual brain is quicker, nimbler and more resistant to Alzheimer's and other forms of dementia.



### Academic Performance

Students in dual language programs consistently outperform monolingual peers on state-mandated tests, regardless of demographic.



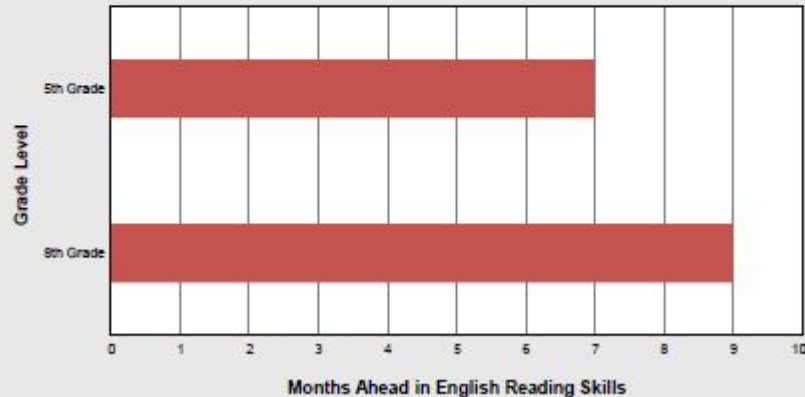
### Preparation for the Future

Bilingual adults have several advantages over monolingual adults, including higher average salaries and greater career opportunities.

# Improved Academic Performance

Immersion students perform as well as or better than non-immersion students on standardized tests of English and mathematics, even when these tests are administered in English. (Robinson, 1998; Swain and Lapkin, 1982)

Estimate of the Number of Months Students in Dual-Language Immersion Classes are Ahead of their Peers in Monolingual Classrooms in English Reading Skills, 2012–2015





# What?

- Provides curriculum in English and a second language
- Integrates academic content and language acquisition
- Is aligned to the New Jersey Academic Standards in English/Language Arts, mathematics and all other content areas



# Program Structure: Kindergarten

Target Language:

- Language Arts
- Math
- Science
- Social Studies

English:

- Physical Education
- Music
- Media
- School-wide activities



# Program Structure: 1st - 5th grade

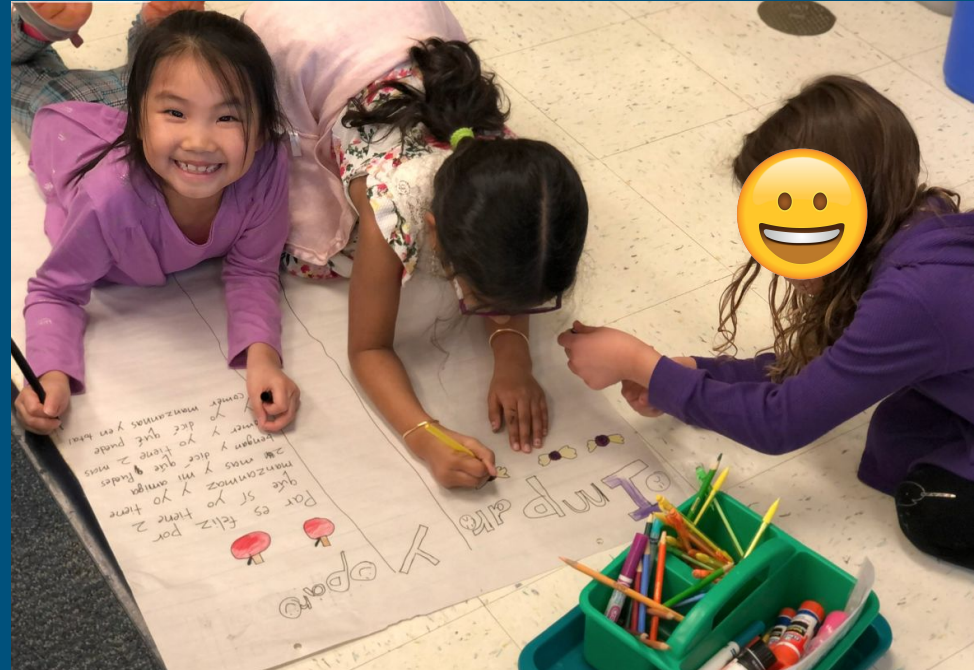
## English

- Literacy: English Language Arts (Reading, Writing, Word Study, Read Aloud)
- Content area transfer
- All Specials: Physical Education, Music, Art, Media/Computers

## Target Language:

- Math
- Science/Social Studies
- Literacy: Target Language Arts

## Paired Teachers





# Eligibility & Transportation

- Students from the sending districts of all 4 elementary schools are eligible and will be bussed
- 
- No more than 50% of either program is comprised of heritage students
- 
- This is a multi-year commitment. The benefits do not accrue with one or two years
- 
- If interest exceeds capacity, a lottery will determine participation



# Where?

West Windsor-Plainsboro is offering Dual Language in two languages:

Mandarin Chinese at  
Maurice Hawk

and

Spanish at Dutch Neck



# What are the program goals?

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- Meet or exceed academic achievement levels in all content areas of the district curriculum
- Acquire a high level of communicative and academic proficiency in both English and the target language





# Program Goals Continued

- Gain an appreciation of other cultures and a deeper understanding of their own culture
- Increase capacity for creative thinking and problem solving
- Ensure students are integrated into the fabric of the school



# What have we learned?

1. Required Kindergarten Parent Information Sessions
2. Instructional Assistants provide significant value
  - a. Classroom management
  - b. Small group instruction
  - c. Assessment
  - d. Uninterrupted instruction during teacher absences
  - e. Training for new teachers
3. Content transfer strategies





# Where are we? What's next?

Currently approximately 200 students in the program (50 per grade per language)

Moving into third year:

Beginning Parent Information Sessions for September 2020 Kindergarten

Looking at curriculum for second grade





# **Budget Information: 2020 – 2021**

**WW-P Board of Education  
Meeting**

**2.25.20**

## **WW-P MISSION STATEMENT**

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***Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning.***

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# WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

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## **Strategic Goals**

We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support our students' growth, empowering them to value their individual learning journeys.

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# WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

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**Goal 1:** Understanding that all students have diverse needs, backgrounds, and approaches to learning, we will integrate tools and structures to appropriately challenge and enable students to realize their full potential.

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## WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

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**Goal 2:** Embracing a rapidly changing world, we will empower learners to assume active roles in their communities, to face and engage global challenges, and to contribute proactively toward a more peaceful, just, inclusive, and secure world.

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## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

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**Goal 3:** Recognizing that children need to balance physical, social, emotional, and academic needs, we will maintain a supportive culture and build structures for the health, safety, and well-being of the Whole Child.

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# PROPOSED BUDGET: 2020-2021

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## ▶ **WHAT IS A SCHOOL BUDGET?**

- ▶ **Budget is a planning tool**
- ▶ **Budget considers contingencies**
- ▶ **Budget manages risk**
- ▶ **Budget must be fiscally responsible**
- ▶ **Budget is a reflection of our values**
- ▶ **Budget must consider safeguards and buffers**



# BUDGET PROCESS & TIMELINES

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- Summer/Fall: Finance Committee preliminary discussions; A&F Committee discussion of capital projects; Curriculum Committee discussion Program of Studies.
  - December: BOE retreat.
  - Mid-Year Budget Review with county office.
  - November-February: Meetings with budget managers.
  - January-March: BOE public budget discussions.
  - February 25: Governor's address and release of state aid numbers (48 hours after the budget address, Feb. 27).
  - March 10: Adoption and filing of the preliminary budget with the county superintendent.
  - April 28: Public hearing and adoption of the budget.
- 



# Budget Parameters Overview

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- 2% on the general fund tax levy and adjustments
- Health care adjustments
- Banked cap



## Budget Discussion

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### 2020-2021 Budget Stressors:

**Special Services** – Project Freedom

**Facilities/Custodial Contract Renewal**

**Health Care Costs** – Increase mid-year, coming off difficult renewal

**Staffing Needs** – Special education, program growth

**Transportation** – Additional routes (special education)

**Salary Increases** – As per negotiated agreement

**ESIP** – First year costs before full operational savings

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## Anticipated Appropriations

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	<b>20-21</b>	<b>19-20</b>	<b>Difference</b>
<b>Regular Programs</b>	54,150,253	53,445,329	704,924
<b>Spec. Ed. &amp; Tuition</b>	24,594,152	22,383,944	2,210,208
<b>Athletics &amp; Activities</b>	2,812,941	2,795,754	17,187
<b>Educational Support</b>	18,268,117	17,405,041	863,076
<b>Improvement of Instruction/Training</b>	4,285,608	4,056,574	229,034

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## Anticipated Appropriations

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	<b>20-21</b>	<b>19-20</b>	<b>Difference</b>
<b>Admin &amp; Technology</b>	12,635,649	12,528,011	107,638
<b>Ops &amp; Maintenance</b>	17,408,100	16,258,097	1,150,003
<b>Transportation</b>	13,627,077	12,405,790	1,221,287
<b>Benefits/Pensions</b>	33,316,410	32,244,160	1,072,250
<b>Capital Outlay</b>	31,556,587	25,112,230	6,444,357

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# Capital Reserve/Capital Outlay Projects

<b>HSS Ball Stopper</b>	<b>160,000</b>	<b>Annual Building and Grounds Projects (General Fund)</b>	<b>1,357,000</b>
<b>DN Exterior Door Replacement</b>	<b>100,000</b>		
<b>HSN Composter</b>	<b>150,000</b>		
<b>HSN Roof Restoration</b>	<b>775,000</b>		
<b>HSN Lock Hardware</b>	<b>120,000</b>		
<b>GMS Roof Coating</b>	<b>700,000</b>		
<b>Community MS Parking Lot</b>	<b>3,000,000</b>		
<b>ESIP HVAC</b>	<b>2,900,000</b>		
<b>ESIP Asbestos</b>	<b>150,000</b>		
		<b>Carryover Projects 19-20</b>	<b>1,400,000</b>
<b>Capital Reserve Total:</b>	<b>8,055,000</b>	<b>Total Capital Projects 20-21</b>	<b>8,055,000</b>
		<b>Total Capital Projects</b>	<b>9,455,000</b>

## 20-21 Budget Information:

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▶ Questions?







**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**MARCH 10, 2020: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Louisa Ho  
Dana Krug  
Graelynn McKeown  
Martin Whitfield  
Robin Zovich

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Plainsboro Township Library Committee: Robin Zovich  
Superintendent's Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Graelynn McKeown  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on March 6, 2020, to the *Home News Tribune*, and *The Times*. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, and on March 6, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on March 6, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>EDS-03079-14; Building and Grounds Contract Award; Maurice Hawk Construction Project; EL13WE-67852; 17E-2020-00151</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Appeal GMS Case # 011320001 and #011320002</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

**II. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representative Reports
- D. Referendum and Facility Project Overview
- E. 2020-2021 Proposed Budget

**III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

**IV. BOARD OF EDUCATION COMMITTEE REPORTS**

Finance Committee

**V. MEETING**

**A. ADMINISTRATION**

*To be voted on 03/10/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated February 25, 2020, for the following case numbers: 207869-VS-02072020; 207993-VS-02112020; 207844-CMS-02062020; 207809-HSS-02062020; 207552-TCE-02032020; 207364-HSS-01292020; 207848-MRS-02072020; and 207260-GMS-01272020.
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated March 10, 2020, for the following case numbers: 208650-MRS-02262020; 208530-WES-02252020; 208450-MRS-02212020; 208444-HSN-02212020; 208376-VS-02202020; 208014-VS-02112020; 208885-HSN-03032020; and 208812-CMS-03022020.

**School Security Drills**

3. Acknowledge the following fire and security drills were performed in February 2020 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
2/12/20	2/5/20	Dutch Neck Elementary School
2/4/20	2/26/20	Maurice Hawk Elementary School

2/6/20	2/6/20	Town Center Elementary School
2/5/20	2/21/20	J.V.B. Wicoff Elementary School
2/4/20	2/24/20	Millstone River School
2/7/20	2/19/20	Village School
2/12/20	2/7/20	Community Middle School
2/12/20	2/27/20	Thomas Grover Middle School
2/3/20	2/4/20	WW-P High School North
2/10/20	2/13/20	WW-P High School South

## **B. CURRICULUM AND INSTRUCTION**

### **STARTALK Grant Acceptance**

1. To accept the STARTALK grant in the amount of \$89,326 for Elementary Hindi and Urdu Summer Immersion Camp (Grades 3-5) for the period of March 2020 through March 2021.

### **Disposal of Instructional Materials**

2. Disposal of the following obsolete items in accordance with R7300.1:
  - a) Yamaha PSR-320 Keyboard – Community Middle School
  - b) Yamaha PSR-350 Keyboard – Community Middle School
  - c) Yamaha PSR-E263 Keyboard – Community Middle School
  - d) Yamaha PSR-E243 Keyboard – Community Middle School
  - e) 827 books from Community Middle School Media Center
  - f) 396 books from Town Center Elementary Media Center
  - g) 217 books from High School North Media Center
  - h) 103 audio cassettes from High School North Media Center
  - i) 145 compact discs from High School North Media Center
  - j) 449 video tapes from High School North Media Center
  - k) 476 books from Village Elementary Media Center

All items meet one or more of the below criteria:

- i. Are so outdated as to no longer serve as worthy instructional tools, OR
- ii. Are so worn and/or damaged as to preclude effective use and economical repair or restoration.

### **Field Trips**

3. The following overnight field trips:

#### **High School North**

- a) First Robotics Competition Team to Lehigh University in Lehigh, Pennsylvania, from April 1, 2020 to April 4, 2020. The cost of the trip is approximately \$470 per student.
- b) Science Club to University of Southern Mississippi, in Gulfport, Mississippi, from April 16, 2020 to April 19, 2020. There is no cost associated with this trip.

#### **High School South**

- c) First Robotics Competition Team to Lehigh University in Lehigh, Pennsylvania, from April 1, 2020 to April 4, 2020. The cost of the trip is approximately \$470 per student.

**C. FINANCE**

*To be voted on 03/31/20:* Recommend approval of the following resolutions:

**2020-2021 Tentative Budget Submission**

- 1. To approve the tentative budget for the 2020-2021 school year for submission to the County Superintendent of Schools for Department of Education review as follows:

Be It Resolved to approve a school district budget for the fiscal year 2020-2021 school year:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$ 212,813,972	\$ 169,594,656
Total Special Revenue Fund	\$ 2,272,526	N/A
Total Debt Service Fund	\$ 12,152,645	0
Totals	\$ 227,239,143	\$ 169,594,656

Included in the general fund budget is \$7,387,276 to be deposited in capital reserve to transfer to repayment of debt.

Included in the general fund budget is \$8,055,000 to be withdrawn from the Board of Education’s approved Capital Reserve Account to support funding of capital projects.

Included in the general fund budget is \$3,250,000 for deposit into the Board of Education’s approved Capital Reserve Account for future funding of capital projects.

The school district has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education. Information on this budget and the programs and services it provides is available from your local school district.

The tax levy includes \$414,657 of banked cap.

**Maximum Travel Expenditure**

- 2. Approve the following resolution:

Whereas, pursuant to *N.J.S.A. 18A:11-12*, in each pre-budget year, the West Windsor-Plainsboro Regional School District Board of Education is required to establish a maximum travel expenditure amount for the budget year that may not be exceeded; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has established the maximum travel amount in the pre-budget year of \$495,000 and the amount spent to date is \$89,450; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by state and local funds; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; now, therefore be it

Resolved, that the West Windsor-Plainsboro Regional School District Board of Education hereby establishes the maximum travel expenditure amount for the 2020-2021 school year will be a maximum of \$495,000.

### Regular School District Business Travel

3. Approve the following resolution:

Whereas, Chapter 53 of the Laws of 2007 and *N.J.A.C. 6A:23A-1.1 et seq.* govern all reimbursements to school district employees for costs related to travel; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education (“Board”) recognizes that the needs of the district require many employees to travel between schools and other offices within the school district; and

Whereas, the Board recognizes that the needs of the district also require numerous employees to travel outside the school district to attend various meetings and activities related to their duties; and

Whereas, Chapter 53 of the Laws of 2007 and *N.J.A.C. 6A:23A-7.3* authorize the West Windsor-Plainsboro Regional School District Board of Education to establish a maximum amount for which employees may be reimbursed for costs related to “regular school district business travel” for which no specific approval of the Board of Education is required; and

Whereas, *N.J.A.C. 6A:23A-1.2* defines “regular school district business travel” as “regular official business travel, including attendance at meetings, conferences and any other gatherings” which are not considered “training and seminars,” “conventions and conferences,” or “school district-sponsored events” as defined by *N.J.A.C. 6A:23-1.2*; and

Whereas, *N.J.A.C. 6A:23A-1.2* also defines “regular school district business travel” as “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; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education wishes to ensure that its employees carry out their duties in an effective and efficient manner; now, therefore be it

Resolved, that the West Windsor-Plainsboro Regional School District Board of Education establishes \$1,500 as the maximum amount for which any individual employee may be reimbursed for costs associated with regular school district business travel during the 2020-2021 school year, without specific approval by the Board of Education; and

Resolved, that all requests by employees for reimbursement for costs associated with regular district business travel shall be made and processed in accordance with applicable law and regulations and Board of Education policies and procedures.

### Business Services

4. Payment of bills as follows:

- a) Bill List General for March 10, 2020 (run on 03-05-20) in the amount of \$8,455,949.25.
- b) Bill List Capital for March 10, 2020 (run on 02-29-20) in the amount of \$681,098.46.

**Competitive Contracting Bid Award - Buildings & Grounds**

- 5. Award the December 12, 2019 Custodial, Maintenance, Grounds and Management Services Request For Proposal #19-2 to ABM Industry Groups, LLC in the amount of \$15,348,683.32 (Year 1 \$7,3180,969.66; Year 2 \$8,029,713.66), as per N.J.S.A. 18A:18A-4, contingent upon attorney review and approval of contract language.

Other Proposals:	Sodexo	\$13,310,552.65
	Aramark	\$15,155,765.13
	Pritchard	\$15,826,780.16

**Professional Services – Supplemental Architectural Services**

- 6. Authorize the extension of the supplemental architectural services to the AIA Architect/Owner Agreement of Fraytak Veisz Hopkins Duthie, P.C., school district appointed architect, for professional services related to extended construction administration/observation services for the Maurice Hawk Addition/Renovation, at an amount to exceed \$90,000.

**Change Orders**

- 7. Change Order No. 1 to the lump sum bid award of Bradley-Sciocchetti for Boiler Alarms at District (Architects/Planners Project No. 5051-District Boiler Alarms), as recommended by Fraytak Veisz Hopkins Duthie, for a credit to the owner for unused allowance in the amount of \$9,435. This change order decreases the contract amount of \$134,700 to \$125,265.
- 8. Change Order No. 3 to the lump sum bid award of QPI Electrical Corp., for Contract No. 5 Electrical Work for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, for a credit to the owner for unused allowance in the amount of \$732.00. This change order decreases the contract amount of \$1,361,203 to \$1,360,471.

**Regularly Operating District (ROD) Grants - Concluded**

- 9. West Windsor-Plainsboro Regional School District Board of Education acknowledges the below listed ROD Grant has been completed and the district has received confirmation from the State of New Jersey Schools Development Authority that all requirements of the agreements have been met and final disbursements made and authorizes the return of any unspent funds back to its original funding source.

<u>School Name</u>	<u>Project</u>	<u>Grant</u>	<u>DOE Number</u>
Community MS	Rooftop Air Handlers	G5-4627	5715-140-10-1015 (GOVN)

**Equipment Disposal**

- 10. The disposal of obsolete equipment that has met the district’s life expectancy. [The age of the equipment has rendered it ineffective.]

High School North

- a) Camera, Panasonic
- b) Cassette player, EIKI – 2
- c) CD player, portable, Panasonic
- d) Cord, microphone
- e) DVD-ROM Recorder, Memorex

- f) Floppy Disk Reader, Targus
- g) Hard Drive, external, ZIP
- h) Headphones, Telex – 4
- i) Laserdisk Player, Pioneer - 3
- j) Microphones, corded
- k) Microphone, cordless - 3
- l) Screen, projector - 3
- m) Television - 6
- n) VHS Cleaner/Rewinder
- o) VHS Player, Panasonic - 2
- p) VHS/DVD Player – 10

High School South

- a) Amplifier
- b) Cassette players – 35
- c) CD players – 13
- d) CD/Cassette player – 1
- e) Copy machine, Minolta
- f) Document reader – 2
- g) DVD/VCR Player – 4
- h) Fax Machine
- i) Keyboard – 3
- j) Projector, carousel
- k) Projector, ektagraphic
- l) Projector. Overhead
- m) Speaker, amplifier
- n) Tape Recorder, handheld – 4
- o) Television, Panasonic
- p) VCR Player, Panasonic – 3
- q) Video AC Adaptor - 2
- r) Video Camera – 9
- s) Video rewinder

**Transportation**

Bid Rejections

- 11. To reject the following bid from the February 25, 2020 bid opening: PUB19-11 from Garas Tran, LLC due to a materially defective Consent of Surety form.
- 12. To reject the following bid from the February 25, 2020 bid opening: PUB19-11 from Good Shepherd Transportation, LLC for a material defect in the insurance forms and the Consent of Surety form provided.

Bid Awards – Special Services To and From

- 13. Award the February 25, 2020, Bid Number PUB19-11, Student Transportation Contract – Multi Contract Number IR-PUB19-11 to Irvin Raphael, Inc. for the 2019-2020 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
CPC ELEMA	CPC High Point School	\$327.00	72	\$105.00	\$1.95
LT EDEN	The Eden School	\$440.00	71	\$135.00	\$1.95



Quotes –To and From School

14. Award the 2019-2020 Student Transportation Contract-Multi Contract Number CCMA to A-1 Limousine, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
CCMA	Children’s Center of Monmouth	\$259.58	74	N/A	N/A

Adjustment

15. 2019-2020 Student Transportation Contract Addendum Multi-Contract Number RB-PUB19-6, route SEARCH12A awarded to Rick Bus Company on September 17, 2019, adjustment to final route cost to \$36,210.

**Travel and Related Expenses Reimbursement**

16. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district’s travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:

- a) Nine staff members to attend the Creating a Safe & Smooth Ride workshop in Rockaway, New Jersey on March 14, 2020 at a cost of \$20 per person.
- b) Three staff members to the New Jersey Educational Technology Coaches (NJETC) spring meeting in Hillsborough, New Jersey on March 19, 2020 at a cost of mileage only.
- c) One staff member to attend the “Facing the Future 28” conference in New Brunswick, New Jersey on March 20, 2020 at a cost of \$175.
- d) Eleven staff members to attend the Creating a Safe & Smooth Ride workshop in Woodbury Heights, New Jersey on March 21, 2020 at a cost of \$20 per person.
- e) Five staff members to attend a one-week Teachers College Summer Institute at Columbia University in New York, New York, from June 22, 2020 to June 26, 2020, at a cost of \$850 per person plus mileage.
- f) One staff member to attend a one-week Teachers College Summer Institute at Columbia University in New York, New York, from June 29, 2020 to July 3, 2020, at a cost of \$850 plus mileage.
- g) One staff member to attend a one-week Teachers College Summer Institute at Columbia University in New York, New York, from August 3, 2020 to August 7, 2020, at a cost of \$850 plus mileage.
- h) Three staff members to attend a one-week Teachers College Summer Institute at Columbia University in New York, New York, from August 10, 2020 to August 14, 2020, at a cost of \$850 plus mileage.

**D. PERSONNEL**

*To be voted on 3/10/20:* Recommend approval of the following resolutions:

**Intern**

1. Approve a student teacher for spring 2020, with no requirement for edTPA videotaping, pending background clearances:

Courtney Dignan: Community Middle School (The College of New Jersey)

**Personnel**

2. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 3/10/20:*

- A. February 11, 2020 Meeting
- B. February 11, 2020 Closed Executive Session
- C. February 20, 2020 Special Meeting

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**X. RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
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BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will not return to open session to conduct business at the conclusion of the executive session.

**XI. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 3/10/2020**

**Deadline for next Agenda: 3/18/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Martinie, Rachel	Appoint	Teacher Spanish	6MA	\$64,850.00	HSS	9/1/20	6/30/21	Appoint as Spanish Teacher, replacing Kate Brady, who resigned. (Tenure date: 9/2/24)
<b>Leave of Absence</b>								
De Souza, Nicole	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	MR	9/1/20	11/20/20	FMLA/NJFLA/CC: 9/1/20-11/20/20 unpaid, with benefits. (RTW: 11/23/20)
Wilkins, Lauren	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	TC	9/1/20	11/20/20	FMLA/NJFLA/CC: 9/1/20-11/20/20 unpaid, with benefits. (RTW: 11/23/20)
<b>Change</b>								
Mackenzie, Kevin	Change	Teacher Science		N/A	CMS	6/30/20	6/30/20	Change date from 7/31/20 to 6/30/20 for resignation, after 27 years in the district, for the purpose of retirement.
Rispoli, Jake	Change	Teacher Social Studies- LR		N/A	HSS	2/28/20	6/30/20	Change start date from TBD to 2/28/20 for leave replacement School Counselor.
<b>Resignation</b>								
Camevale, Mary-Ann	Resign	Teacher Resource Specialist- Curriculum and Instruction		N/A	MR	6/30/20	6/30/20	Resign, after 35 years in the district, for the purpose of retirement.
Jenkins, Cynthia	Resign	School Nurse		N/A	VIL	6/30/20	6/30/20	Resign, after 35 years in the district, for the purpose of retirement.
Jinks, Ellen	Resign	Teacher Life Skills		N/A	GMS	6/30/20	6/30/20	Resign, after 33 years in the district, for the purpose of retirement.
Steinman, Joshua	Resign	Teacher Spanish		N/A	HSS	6/30/20	6/30/20	Resign from position.
Weingart, Jessica	Resign	Teacher Special Education		N/A	TC	4/24/20	4/24/20	Resign from position.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>C. Non Certificated Staff</b>								
<b>Change</b>								
Doctor, Leatrice	Change	Secretary To	4-5	\$49,670.00 (prorated)	HSN	3/16/20	6/30/20	Change from Secretary 12 Months to Secretary To.
Soller, Michelle	Change	Secretary To	6	\$51,264.00 (prorated)	HSN	3/16/20	6/30/20	Change from Secretary 12 Months to Secretary To.
<b>Rescind</b>								
Gupta, Seema	Rescind	Instructional Assistant		N/A	DN	2/21/20	2/21/20	Rescind resignation.
<b>Resignation</b>								
Baker, Lateshia	Resign	Security Officer "Eyes on the Door"		N/A	DIST	10/30/19	2/11/20	Resign from position.
Chan, Suzanne	Resign	Instructional Assistant		N/A	CMS	3/13/20	3/13/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Annam, Samatha	Appoint	Substitute Teacher		\$85.00/day	DIST	3/11/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Kamat, Aparna	Appoint	Substitute Teacher		\$85.00/day	DIST	3/11/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Roell, Paige	Appoint	Substitute Teacher		\$85.00/day	DIST	3/11/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>Change</b>								
Rispoli, Jake	Change	Substitute Teacher		\$95.00/day	DIST	2/28/20	6/30/20	Change from County Substitute Teacher to New Jersey Certified Substitute Teacher.
Wright, Talauria	Change	Substitute Teacher		\$95.00/day	DIST	2/28/20	6/30/20	Change from County Substitute Teacher to New Jersey Certified Substitute Teacher.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>E. Extracurricular / Extra Pay</b>								
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/22/20	3/5/20	Home Instruction for World History, not to exceed 2 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/20/20	3/19/20	Home Instruction for Spanish 1, not to exceed 8 hours.
Kavanagh, Deborah	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/272020	5/8/20	Home Instruction for Creative Design, not to exceed 16 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/27/20	5/8/20	Home Instruction for Language Arts IV Honors, not to exceed 16 hours.
Nicheporuck, Jackeline	Extra Duty	Home Instruction		\$47.09/hr.	VIL	2/24/20	3/20/20	Home Instruction for Reading, Writing and Math, not to exceed 6 hours.
Serughetti, Beth	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/26/20	5/1/20	Home Instruction for Physical Education, not to exceed 16 hours.
Walters, Florence	Extra Duty	Home Instruction		\$47.09/hr.	HSS	TBD	6/19/20	Home Instruction for Geometry, not to exceed 22 hours.
Wishart, Kelly	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/27/20	2/27/20	Home Instruction for Calculus Honors, not to exceed 1.5 hours.
Yu, Teping	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/272020	2/27/20	Home Instruction for Chinese 5 Honors , not to exceed 8 hours.
<b>Home Programming</b>								
McCormick, Megan	Extra Duty	Home Programming		\$ 70.00/hr.		9/6/19	6/20/20	Change home programming to address IEP goals to not to exceed 22 hours to not to exceed 34 hours.
<b>Title I</b>								
McLelland-Crawley, Rebecca	Extra Duty	Title I- FAST Grant		\$47.09/hr.	MR	2/19/20	6/30/20	Title I Workshop Presenter for FAST Grant Program, <b>total program</b> not to exceed 80 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Aloi, Tina	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
Bange, Tara	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
Carnevale, Mary-Ann	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
Coffey, Amy	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
Eggert, David	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
Greene, Christopher	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
Ozdonski, Paige	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
Paetow, Devin	Extra Duty	Title I: SES After School Tutor Program		\$47.09/hr.	MR	3/10/20	3/31/20	Title 1 SES After School Tutor Program, <b>total session</b> not to exceed 12 hours per staff.
<b>Title III</b>								
Beste, Steven	Extra Duty	Title III: Student/Parent Program		\$47.09/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program: Title III Immigrant funded, not to exceed 4.5 hours per workshop.
Burgess, Ellen	Extra Duty	Title III: Student/Parent Program		\$47.09/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program: Title III Immigrant funded, not to exceed 4.5 hours per workshop.
Capritti, Luke	Extra Duty	Title III: Student/Parent Program		\$47.09/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program: Title III Immigrant funded, not to exceed 4.5 hours per workshop.
Efstathios, Ariana	Extra Duty	Title III: Student/Parent Program		\$47.09/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program: Title III Immigrant funded, not to exceed 4.5 hours per workshop.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Reilly, Jeff	Extra Duty	Title III: Student/Parent Program		\$47.09/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program: Title III Immigrant funded, not to exceed 4.5 hours per workshop.
Scibienski, Faith	Extra Duty	Title III: Student/Parent Program		\$47.09/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program: Title III Immigrant funded, not to exceed 4.5 hours per workshop.
Staffieri, Monique	Extra Duty	Title III: Student/Parent Program		\$47.09/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program: Title III Immigrant funded, not to exceed 4.5 hours per workshop.
Moore, Franklin	Extra Duty	Title III: Student/Parent Program Support		\$19.48/hr.	CMS	3/1/20	6/30/20	Student/Parent Afterschool Program Support: Title III Immigrant funded, not to exceed 4.5 hours per workshop.
<b>E. Stipend Athletic</b>								
<b>Change</b>								
Pintimalli, Andrea	Stipend- Athletic	Change		\$4,024.27	HSS	Spring 2020	Spring 2020	Change start date from TBD to Spring 2020 for Lacrosse - Girls Assistant Coach, 0 yrs. exp., paid in FULL in June.
<b>E. Stipend Non-Athletic</b>								
<b>Lunch Duty</b>								
McCarthy, Tara	Stipend Non-Athletic	Lunch Duty-Shared		\$1,988.00 (prorated)	HSN	3/16/20	6/30/20	Lunch Duty - shared 50%, paid in FULL in June.
Petrocelli, Tammy	Stipend Non-Athletic	Lunch Duty-Shared		\$1,988.00 (prorated)	HSN	3/16/20	6/30/20	Lunch Duty - shared 50%, paid in FULL in June.
<b>Mentor</b>								
Belmonte, Colleen	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	DIST	2/27/20	6/30/20	Mentor for Jessica D'Orazio, paid in FULL in June.
<b>Change</b>								
McMichael, Ryan	Change	Lunch Duty		\$1,988.00 (prorated)	HSN	9/1/19	3/13/20	Change end date from 6/30/20 to 3/13/20 for Lunch Duty, paid in FULL.
<b>F. Community Education</b>								
<b>Appoint</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Santiago, Catherine	Appoint	EDP Group Leader		\$12.00/hr.	MR	3/11/20	3/11/20	Appoint as an EDP Group Leader.
Rodriguez, Jacob	Appoint	EDP Assistant Group Leader		\$11.25/hr.	MR	3/11/20	3/11/20	Appoint as an EDP Assistant Group Leader.
Dory, William	Appoint	EDP High School Assistant		\$11.00/hr.	MR	3/11/20	3/11/20	Appoint as an EDP High School Assistant.
<b>Resignation</b>								
Chan, Suzanne	Resign	EDP 1-to-1 Assistant		As per contract	CMS	3/13/20	3/13/20	Resign from position.
Mehta, Sweety	Resign	EDP 1-to-1 Assistant		As per contract	CMS	2/19/20	2/19/20	Resign from position.
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Lynch, Kevin	Appoint	Teacher Science 0BA		\$56,000.00	CMS	TBD	6/30/21	Appoint as a Science Teacher, certificate pending, pending employment verification, replacing Kevin Mackenzie, who resigned. (Tenure date: TBD)
Zhao, Maozhu	Appoint	Teacher Dual Language Immersion-Chinese	0MA+30	\$59,500.00	MH	TBD	6/30/21	Appoint as Dual Language Immersion Teacher - Chinese, certificate pending, pending employment authorization.
<b>Change</b>								
Lawrence, Janet	Change	Teacher Special Education- LR		N/C	CMS/HSN	10/30/19	6/30/20	Change end date from 4/3/20 to 6/30/20 for leave replacement Special Education teacher. Change location from 100% CMS to 60% CMS, 40% HSN.
Obst, Alysha	Change	Teacher Science 3MA		\$61,050.00	GMS	TBD	6/30/21	Change from 5th Grade Teacher, 100% VIL to Science Teacher, 100% GMS, replacing Mary Parker, who retired. (Tenure date: 9/2/20)
Fityere, Christine	Change Location	Teacher Special Education		N/C	HSN	3/23/20	6/30/20	Change location from 60% CMS, 40% HSN to 100% HSN, replacing Ryan McMichael, who resigned.
<b>Resignation</b>								
Borup, Kelly	Resign	Teacher Resource Specialist-Curriculum and Instruction		N/A	WIC	6/30/20	6/30/20	Resign, after 34 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Bhatt, Jignesh	Appoint	Cafeteria Aide	0	\$14.24/hr.	MH	TBD	6/30/20	Appoint as cafeteria aide, pending employment verification, not to exceed 2.5 hrs/day, replacing Carmen Rodriguez, who resigned.
Mehta, Sweety	Appoint	Instructional Assistant	1	\$18.83/hr.	TC	3/12/20	6/30/20	Appoint as Instructional Assistant for 3.5 hrs/day.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wilson, Caitlin	Appoint	Instructional Assistant	1	\$18.83/hr.	CMS	TBD	6/30/20	Appoint as Instructional Assistant, pending employment verification, replacing Suzanne Chan, who resigned, for 3.75 hrs/day.
Mejia, Roberto	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as security officer - "Eyes on the Door", pending employment verification, replacing Michael Kleinkauf, who resigned.
Pierre, Lencia	Appoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	TBD	6/30/20	Appoint as substitute security officer - "Eyes on the Door", pending employment verification, as needed.
<b>Change</b>								
Holsman, Susan	Change	Secretary To	2	\$46,795.00 (prorated)	HSN	TBD	6/30/20	Change from Secretary 12 Months to Secretary To.
Lendor, Bernard	Change	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	3/3/20	6/30/20	Change from substitute to permanent security officer - "Eyes on the Door", replacing Lateshia Baker, who resigned.
Patil, Saranya	Change	Communications Support Specialist		N/C	CO	3/16/20	6/30/20	Change start date from TBD to 3/16/20.
Kelmanovich, Helen	Change Location	Instructional Assistant		N/C	TC	1/13/20	6/30/20	Change location from WIC to TC.
Perilli, Linda	Change Location	Secretary 12 Months		N/C	HSN	TBD	6/30/20	Change location from TC to HSN.
<b>Leave of Absence</b>								
Frazier, Angela	Leave- FMLA	Instructional Assistant		N/A	HSN	3/26/20	5/7/20	FMLA: 3/26/20-5/7/20 unpaid, with benefits. (RTW: 5/8/20)
<b>Resignation</b>								
Joo, Jennifer	Resign	Instructional Assistant		N/A	HSN	3/20/20	3/20/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Philbin, Suzanne	Appoint	Substitute Secretary		\$12.00/hr.	DIST	3/11/20	6/30/20	Appoint as a substitute secretary, as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>Extra Duty</b>								
Belton, Stacey	Extra Duty	Extra Duty		\$47.09/hr.	DIST	1/27/20	6/30/20	Assist with after school LARKS events, as approved by the Supervisor, not to exceed 21 hours.
Davis, Jennifer	Extra Duty	Extra Duty		\$47.09/hr.	DIST	1/27/20	6/30/20	Assist with after school LARKS events, as approved by the Supervisor, not to exceed 21 hours.
Nicosia, Victoria	Extra Duty	Extra Duty		\$47.09/hr.	DIST	1/27/20	6/30/20	Assist with after school LARKS events, as approved by the Supervisor, not to exceed 21 hours.
Verhoog, Brianne	Extra Duty	Extra Duty		\$47.09/hr.	DIST	1/27/20	6/30/20	Assist with after school LARKS events, as approved by the Supervisor, not to exceed 21 hours.
Washington, Rosalyn	Extra Duty	Extra Duty		\$47.09/hr.	DIST	1/27/20	6/30/20	Assist with after school LARKS events, as approved by the Supervisor, not to exceed 21 hours.
<b>E. Stipend Athletic</b>								
<b>Cheerleading</b>								
Palmer, Morgan	Stipend-Athletic	Cheerleading - Head Coach		\$4,778.56	HSS	Fall 2020	Fall 2020	Cheerleading - Head Coach, 0 yrs. exp., paid in FULL in December.
<b>Soccer</b>								
Downs, Jordan	Stipend-Athletic	Soccer- Boys Head Coach		\$6,036.40	HSN	Fall 2020	Fall 2020	Soccer - Boys Head Coach, 0 yrs. exp., paid in FULL in December.
<b>Softball</b>								
Ventura, Ashley	Stipend-Athletic	Softball- Assistant Coach		\$4,024.27	HSS	TBD	Spring 2020	Softball - Assistant Coach, 0 yrs. exp., paid in FULL in June.
<b>Change</b>								



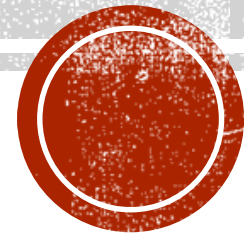
It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Elwell, Don	Change	Volunteer Baseball		\$0.00	HSN	3/6/20	Spring 2020	Change start date from TBD to 3/6/20 for Volunteer Baseball.
<b>F. Community Education</b>								
<b>Appoint</b>								
Mehta, Sweety	Appoint	EDP 1-to-1 Assistant		As per contract	CE	3/11/20	6/30/20	Appoint as an EDP 1 to 1 Assistant.



**WW-P BOARD OF EDUCATION  
PRESENTATION OF TENTATIVE BUDGET  
2020 – 2021**

**WW-P Board of Education  
Meeting  
03.10.2020**



# **WW-P MISSION STATEMENT**

**Building upon our tradition of excellence,  
the mission of the West Windsor-Plainsboro  
Regional School District is to empower all learners  
to thoughtfully contribute to  
a diverse and changing world  
with confidence, strength of character,  
and love of learning.**





# **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

## **Strategic Goals**

We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support our students' growth, empowering them to value their individual learning journeys.



# **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

**Goal 1:** Understanding that all students have diverse needs, backgrounds, and approaches to learning, we will integrate tools and structures to appropriately challenge and enable students to realize their full potential.



# **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

**Goal 2:** Embracing a rapidly changing world, we will empower learners to assume active roles in their communities, to face and engage global challenges, and to contribute proactively toward a more peaceful, just, inclusive, and secure world.

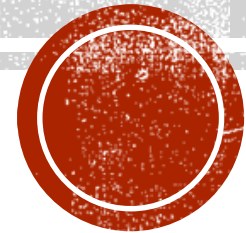


## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

**Goal 3:** Recognizing that children need to balance physical, social, emotional, and academic needs, we will maintain a supportive culture and build structures for the health, safety, and well-being of the Whole Child.



# DISTRICT FINANCIAL OVERVIEW



# PROPOSED BUDGET: 2020 - 2021

## ■ WHAT IS A SCHOOL BUDGET?

- Budget is a planning tool
- Budget considers contingencies
- Budget manages risk
- Budget must be fiscally responsible
- Budget is a reflection of our values
- Budget must consider safeguards and buffers



# BUDGET PROCESS & TIMELINES

- Summer/Fall: Finance Committee preliminary discussions; A&F Committee discussion of capital projects; Curriculum Committee discussion Program of Studies.
- December: BOE retreat.
- Mid-Year Budget Review with county office.
- November-February: Meetings with budget managers.
- January-March: BOE public budget discussions.
- February 20<sup>th</sup>: BOE retreat.
- Late February (Feb. 25<sup>th</sup>): Governor's address and release of state aid numbers. (released on Feb. 27<sup>th</sup>).
- March 10: Adoption and filing of the preliminary budget with the county superintendent.
- April 28: Public hearing and adoption of the budget.



# DISTRICT ACCOLADES

- **Certificate of Excellence for CAFR (Association of School Business Officials International) - eleven (11) consecutive years**
- **Meritorious Budget Award for Excellence in the Preparation and Issuance of Budget (Association of School Business Officials International) - six (6) consecutive years**





# BUDGET OPTIONS 2020 - 2021

## Discussion of Budget Parameters

- 5 Options:

- **Option #1 – 2.00% = \$3,317,255**
  - **Option #2 – 2.25% = \$3,731,912 (2% + \$414,657 banked cap)**
  - **Option #3 – 2.45% = \$4,063,637 (2% + \$746,382 banked cap)**
  - **Option #4 – 2.65% = \$4,395,363 (2% + \$1,078,108 banked cap)**
  - **Option #5 – 2.86% = \$4,745,420 (2% + total banked cap)**
- 
- **Banked Cap - \$1,428,165 with \$1,035,900 set to expire in 2021/2022 and \$392,265 set to expire in 2022/2023.**
  - **Will there be a SGLA for Health Care?**



## **WHAT COSTS ARE DRIVING THE 2020-2021 BUDGET?**

- Health Care Costs – Increase of \$1.1M
  - Salary Increases – Increase of \$2.3M
- (above 2 items more than allowable 2% tax levy)**
- Staff Increases – 8 positions - \$400K
  - Transportation – Increase of \$1.2M
  - Building and Grounds – Increase of \$1.1M
  - Special Education – Increase of \$1.9M
  - ESIP – Increase of \$615K
  - Capital Projects – \$8M



# DISCUSSION TOPIC #1

## Budget Considerations



# SPECIAL EDUCATION

- Staffing
- Programs
- Out of District Tuition Placements
- Program Review
- Project Freedom



# INSTRUCTIONAL CONSIDERATIONS

- ELL/ESL
- Technology Electives (Computer Art and Design; Robotics)
- Strategic Planning Professional Development



# LIBRARY/MEDIA CENTERS

- Collection Size
- Book Circulation
- Percent of Collection Circulated
- Enrollment
- "Collection Cost(Books & Hours)"
- Summer Hours
- Ebooks Cost
- Databases & Catalog Cost
- Special Events / Programs Cost

**INCREASE OF \$100,000**



# COMMUNICATION PLAN

- Website
  - Communication Tool – ex/ Constant Contact
  - Social Media/Website Archiving
  - Equipment
- 
- Total - \$60K



# STAFF INCREASES

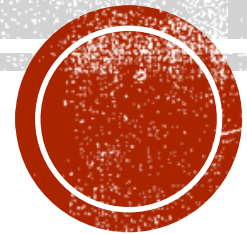
- **Elementary Teachers (1) - DN**
- **High School Teachers (2) – Growth 80 students – 560 increased requests**
- **Special Education (2)**
  - **MRES Autism Program**
  - **CMS Autism Program**
- **BCBA (1)**
- **IA's (2)**
- **Endocrinologist – Monthly Expenditure**





# DISCUSSION TOPIC #2

Construction and  
Referendum Updates



# CAPITAL PROJECTS

- HSN Roof
- GMS Roof
- Exterior Door Replacement at Dutch Neck (carry over project)
- Lock hardware/FA system (carry over project)
- CMS Parking Lot Expansion
- ESIP
  - 1/2 of District ESIP Contribution
  - Asbestos Abatement
- HSN Composter w/ Princeton University
- HSS Ball stopper system (carry over project)
- Annual Project List for Building and Grounds



# ESIP

- Project meetings are beginning.
- Financing is finalized.
- Summer installation schedules and equipment ordering is underway.
- Coordination meetings are being established.
- Discussions regarding material storage is underway.
- Safety protocols reviewed.



# REFERENDUM PROJECTS

- CMS
- HSS
- GMS
- Fire Alarms
- HVAC
- Security Vestibules
- Media Centers
- DN/WC Bathrooms

# DISCUSSION TOPIC #3

Building and Grounds



# BUILDING AND GROUNDS STAFF

## STEPS TAKEN:

1. Opened Bids and Interviewed Responsive Bidders.
2. Developed the Non-Affiliate F Policy
3. Negotiated new language for Custodial and Grounds during the WWPSA Contract.
4. Discussion of Building and Grounds Staffing for 2020 - 2021



# BUILDING AND GROUNDS STAFF

## Four Responsible Bidders:

1. Aramark - \$7.4M
2. Pritchard – \$7.5M
3. Sodexo - \$6.5M
4. ABM - \$7.3M



# BUILDING AND GROUNDS STAFF

- Based upon the Building and Grounds bid proposals and interviews we recommend hiring ABM for custodial services (cleaning services).
- Return 21 Building and Grounds positions to WW-P to join our five current staff members.
  - Director of Building and Grounds
  - 2 Assistant Directors of Building and Grounds
  - District Plumber
  - Secretary to Building and Grounds





# BUILDING AND GROUNDS STAFF

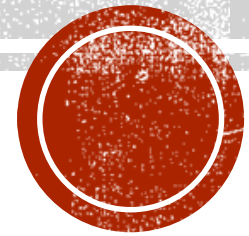
Return 21 members of Building and Grounds to WW-P

- Non Affiliated staff (16)
  - 11 Operations Foreman (Non-Affiliated F)
  - 2 HVAC Mechanics (Non-Affiliated)
  - 1 Vehicle Mechanic (Non-Affiliated)
  - 1 Electrician (Non-Affiliated)
  - 1 Utility Forman (Grounds Forman)
  
- Members of the WWPSA (5)
  - 4 Members of Grounds
  - 1 Courier



# DISCUSSION TOPIC #4

## Budget Parameters



## **WHAT COSTS ARE DRIVING THE 2020-2021 BUDGET?**

- Health Care Costs – Increase of \$1.1M
  - Salary Increases – Increase of \$2.3M
- (above 2 items more than allowable 2% tax levy)**
- Staff Increases – 8 positions - \$400K
  - Transportation – Increase of \$1.2M
  - Building and Grounds – Increase of \$1.1M
  - Special Education – Increase of \$1.9M
  - ESIP – Increase of \$615K
  - Capital Projects – \$8M



# UNKNOWN BUDGET CONTRIBUTORS

- State Aid – 4<sup>th</sup> Thursday, February 27<sup>th</sup> – Increase in state aid was realized
- Prescription Increases in December 2020
- Health Care Benefits Increase in December 2020



# REVENUES

- **2% General Fund Tax Increase and Allowances**
- **Allowances (Banked Cap)**
  - Health Care Adjustment
  - Enrollment Adjustment
- **Cap Reserve Allocation**
- **State Aid Increase**



# RECOMMENDATION

- Budget was built to 2.45% prior to the state aid release.



# STATE AID

- On Thursday, February 27<sup>th</sup> the NJ Department of Education released the tentative state aid numbers. The state aid numbers came in favorable for WWP as we received \$1,143,119 in additional aid.
- This represents an increase of \$350,000 over what was anticipated.



# STATE AID

- It is important to note that until the NJ Legislature approves the official budget in late June 2020, our state aid notification is tentative.





# 2020–2021 TENTATIVE BUDGET SUBMISSION

- It is our recommendation that we reduce the budget-to-budget increase on the general fund budget from 2.45% (as discussed with the BOE) to 2.25%.
- By making this change, we preserve \$331,725 of additional banked cap spending authority for the 21/22 budget.
- We would also move an additional \$573,054 to Capital Reserve to ensure our full contribution of funding for the referendum payments.



# 2020–2021 TENTATIVE BUDGET SUBMISSION

- As we just received notice of a slight increase in Charter School tuition, we would add an additional \$34,141 to that line.
- The remaining \$204,199 would be budgeted to further support anticipated Transportation and Special Education costs.
- No additional staff positions would be added.



# FUTURE TAX AUTHORITY

- By preserving the available/expiring banked cap, we would have a remaining taxing authority in 21/22 of 2.36% (2% plus banked cap)
- In the 22/23 budget, we would have 2.2% (2% plus the remaining expiring banked cap).
- After the 2022 – 2023 budget build we will be held to 2.0% unless budgetary circumstances change.



To approve the tentative budget for the 2020-2021 school year for submission to the County Superintendent of Schools for Department of Education review as follows:

Be It Resolved to approve a school district budget for the fiscal year 2020-2021 school year:

		<b>Budget</b>		<b>Local Tax Levy</b>
<b>Total General Fund</b>	\$	212,813,972	\$	169,594,656
<b>Total Special Revenue Fund</b>	\$	2,272,526	\$	N/A
<b>Total Debt Service Fund</b>	\$	12,152,645	\$	0
<b>Totals</b>	\$	227,239,143	\$	169,594,656



Included in the general fund budget is \$7,387,276 to be deposited in capital reserve to transfer to repayment of debt.

Included in the general fund budget is \$8,055,000 to be withdrawn from the Board of Education's approved Capital Reserve Account to support funding of capital projects.

Included in the general fund budget is \$3,250,000 for deposit into the Board of Education's approved Capital Reserve Account for future funding of capital projects.

The school district has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education. Information on this budget and the programs and services it provides is available from your local school district.

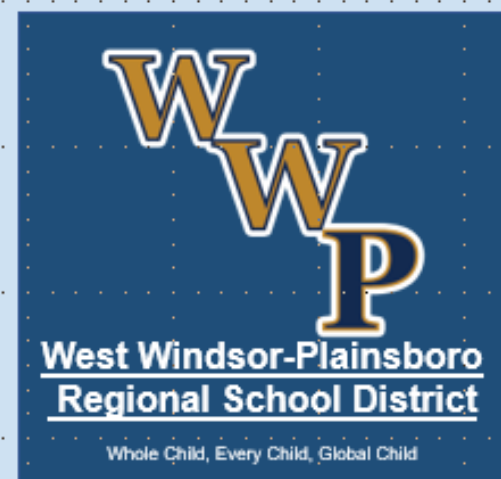
The tax levy includes \$414,657 of banked cap.



# West Windsor- Plainsboro Regional School District Referendum and Capital Project Update

## Board of Education Presentation

March 10, 2020





# West Windsor- Plainsboro Regional School District Referendum Project Update

## Where Are We Now?

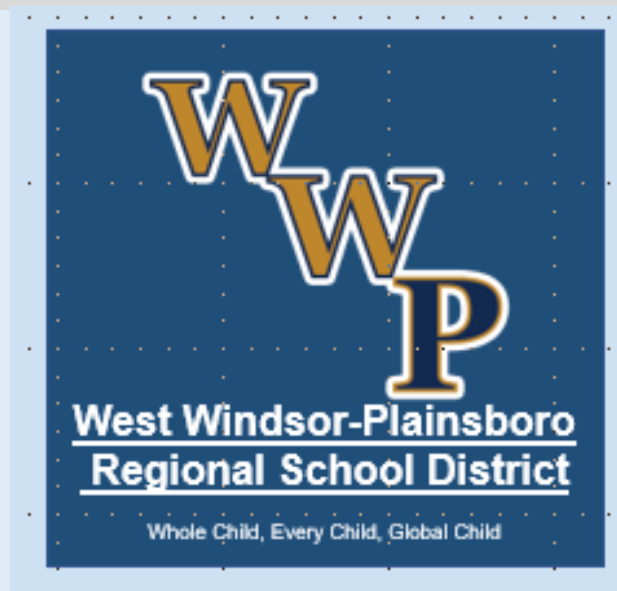
Much Has Been Accomplished Since Our Last Meeting!





# West Windsor- Plainsboro Regional School District Referendum Project Update

- **The School district, FVHD and New Road Construction Management are working closely together to effectively plan for the intricacies and complexities associated with these projects!**



- **As of this date awarded projects have been at or under budget!**



# Planning Steps:

- **Many of the normal steps of project planning are time consuming and complex. Some steps end up requiring additional effort and diligence.**
- **Some of the Complexities Include:**
  - **Agency Reviews**
  - **Design Refinements**
  - **Existing Conditions**
  - **Bidder Inquiries**
  - **Schedule Coordination/Phasing**
  - **Unanticipated Conditions**
  - **Coordination/Overlap With Ongoing ESIP**

# Where Are We Now?- Underway:

- **Fire Alarm System Replacement-**  
Well Underway at Dutch Neck School.  
Completed at Hawk, Town Center and Village.  
Millstone River ES Spring/Summer 2020.  
HS South/Community MS/Wicoff ES Concurrent With  
Construction.
- **HVAC Upgrades at Millstone River and HS North**  
Project Awarded and Will Soon Be Underway.  
(Slated for Completion December 2021)



# Where Are We Now?- Completed:

- **Emergency Generator Systems-**  
**(Community Middle, Grover Middle, Millstone River, and Village Schools)**  
**All Generators Completed and Ready for Service!!**  
**HS South Generator is Part of Construction Project.**

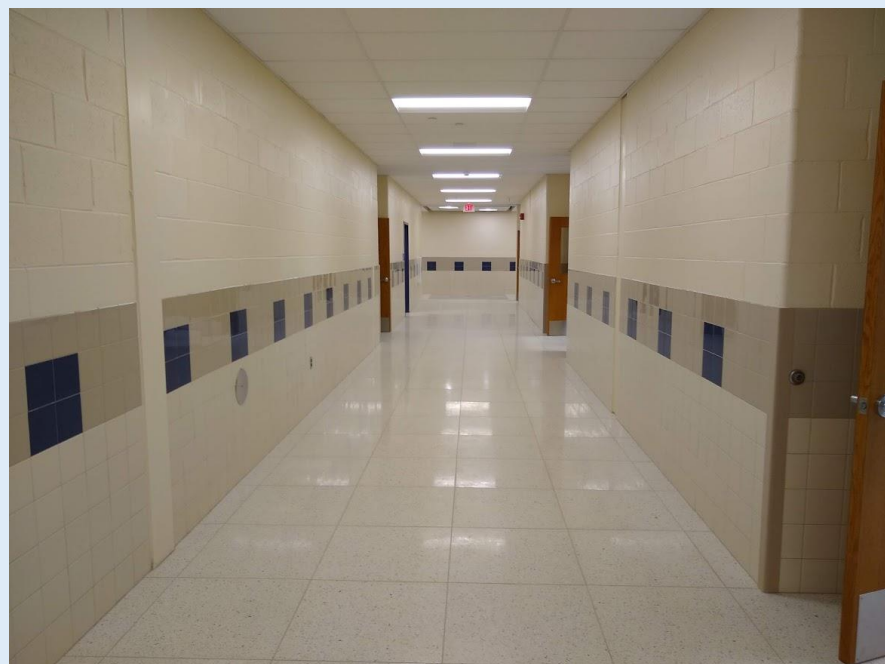




# Where Are We Now?- Completed:

## Maurice Hawk Elementary School

**(Pending Punch List and Corrective Items, Final Township Approval)**





# Where Are We Now?- Completed:

## Town Center Elementary School (Completed and Occupied!)





# Where Are We Now?- Underway:

- Addition to Thomas Grover MS  
Project Well Underway and On Schedule



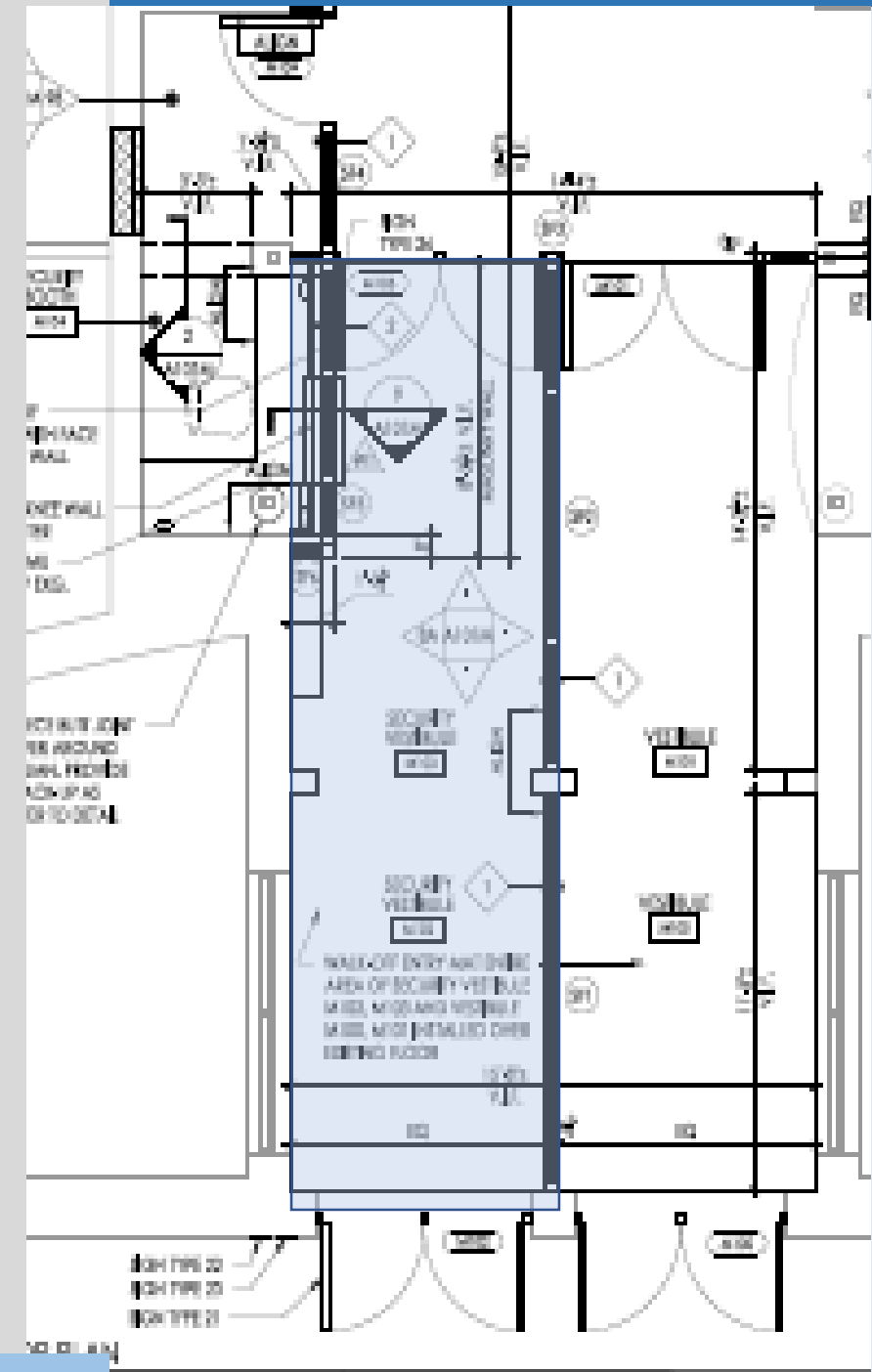
# Where Are We Now?- Underway:

- **Energy Savings Improvement Program (ESIP)**  
**(Information provided by Schneider Electric)**

<b><u>Task</u></b>	<b><u>Dates</u></b>
<b>Light Fixture Replacement</b>	<b>April 2020 - April 2021</b>
<b>Controls</b>	<b>April 2020 - Winter 2021</b>
<b>Mechanical Upgrades</b> <b>(Dutch Neck ES, Community MS, Dutch Neck ES)</b>	<b>Summer 2020 - Fall 2020</b>
<b>Other Energy Projects</b>	<b>Spring 2020 - Fall 2020</b>
<b>Final Training and Completion</b>	<b>July 2021</b>

# Where Are We Now?- Out To Bid:

- **Toilet Room Renovations** (Dutch Neck ES & Wicoff ES)
- **Bus Driveway** (Dutch Neck ES)
- **Security Vestibules**
  - (Dutch Neck ES, Village ES, Thomas Grover MS, Millstone River ES, Town Center ES, HS North)
  - Hawk School completed as part of construction.
  - Community MS, HS South and Wicoff ES vestibules will be part of new construction projects.

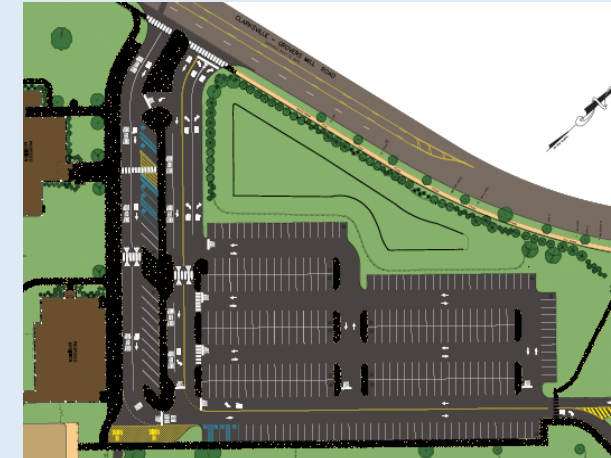


**Bid Opening March 24, Award March 31,  
Completion Summer of 2020**



# Where Are We Now?- Out To Bid:

- **Phase 1 Site Work at HS South-**  
**Out to Bid, Award March 31, Completion Summer 2020.**

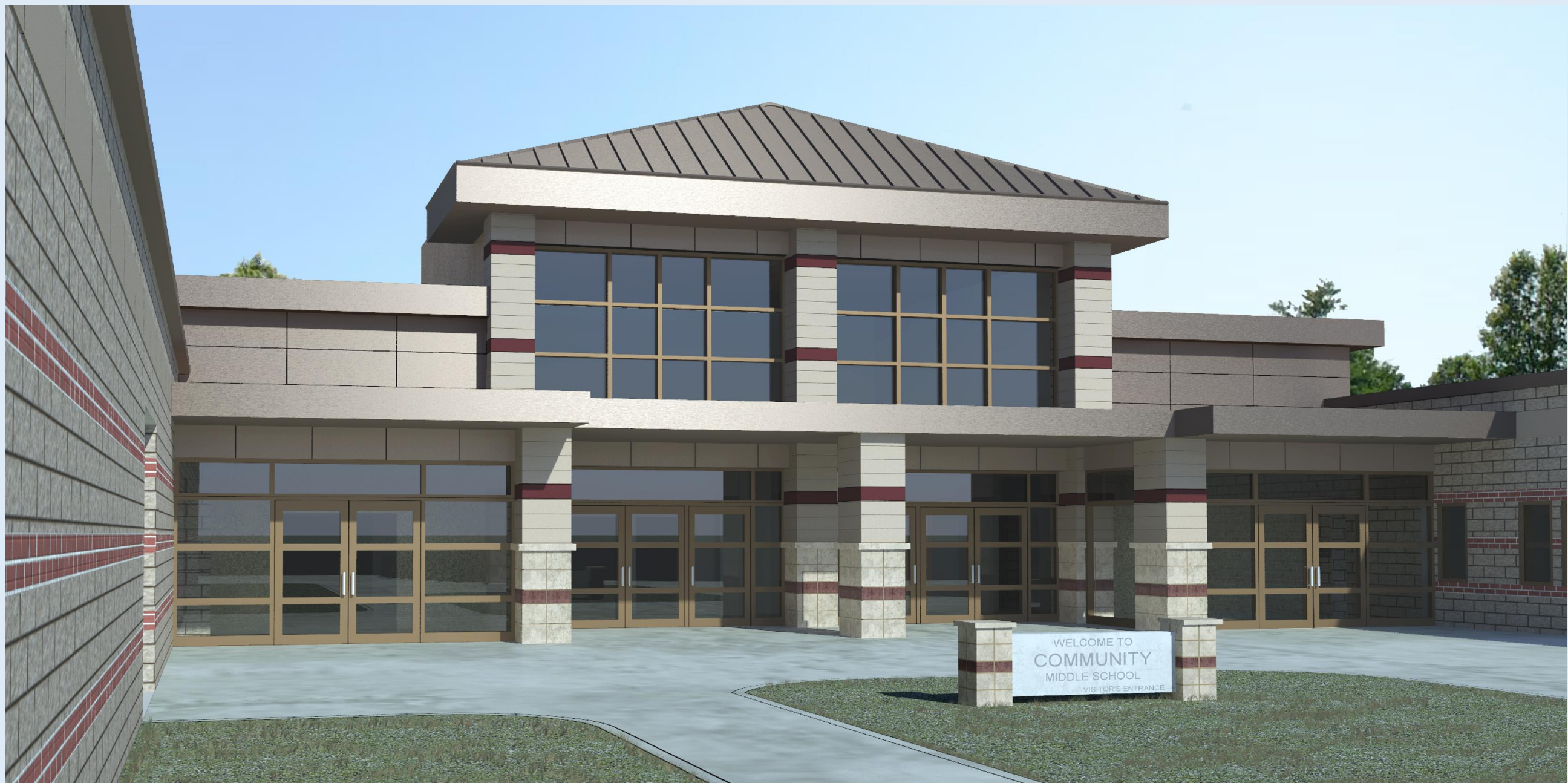


- **Additions/Renovations to HS South**  
**Project Bidding Pending Final Document Review, On Schedule for Planned Bidding by End of March.**



# Where Are We Now?- Out To Bid:

- **Additions/Renovations to Community MS-**  
**Out to Bid, Anticipated Award at March 31 BOE Meeting**



# Where Are We Now?- Out To Bid:

## Summer 2020 Capital Projects

### Out To Bid

- Roof Restoration at Thomas Grover MS  
and HS North

- Bus Compound at HS North

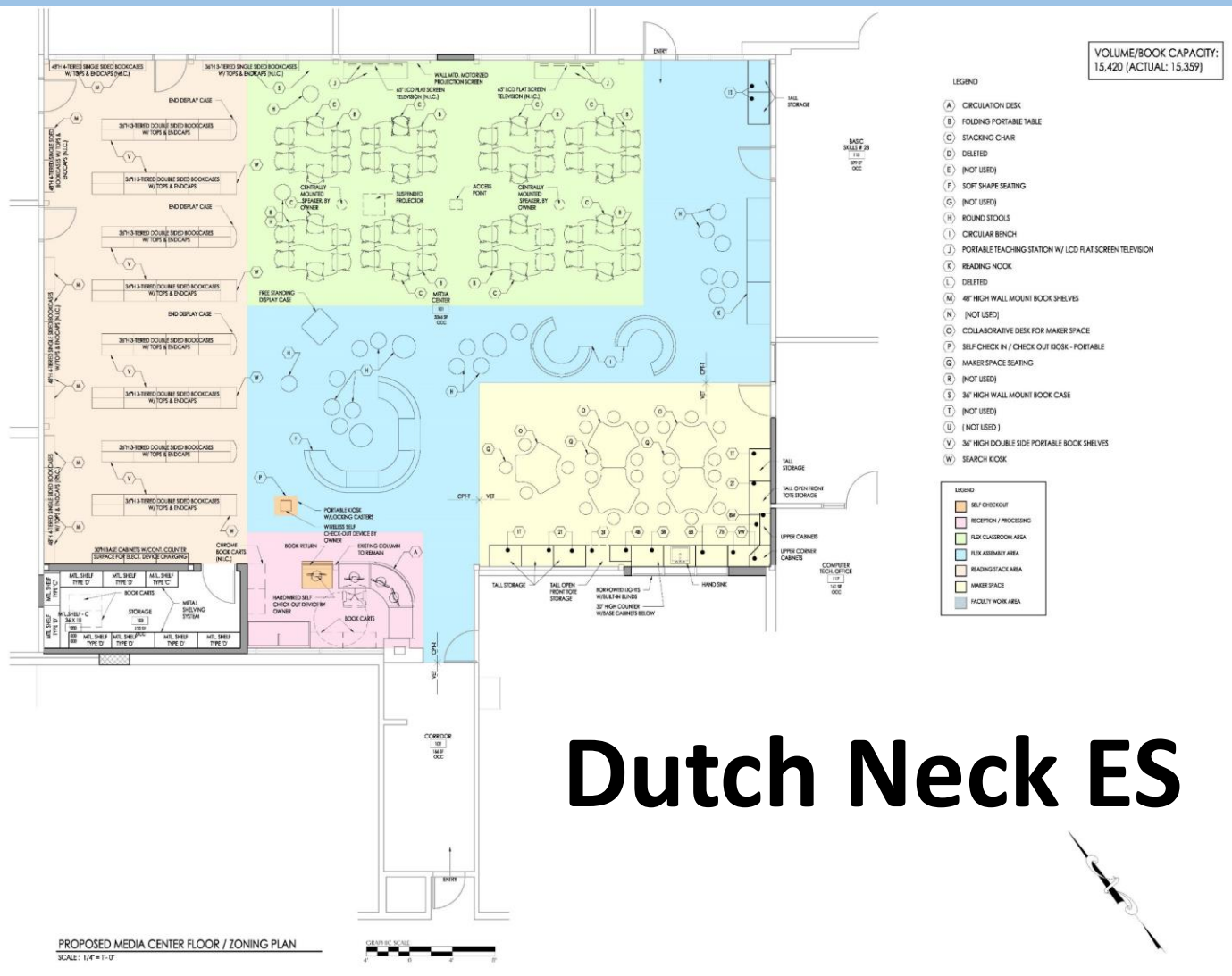
- Salt Storage Buildings  
(HS North and Village ES)  
Ready to Bid Pending final approvals by  
Townships.  
Completion Fall of 2020.



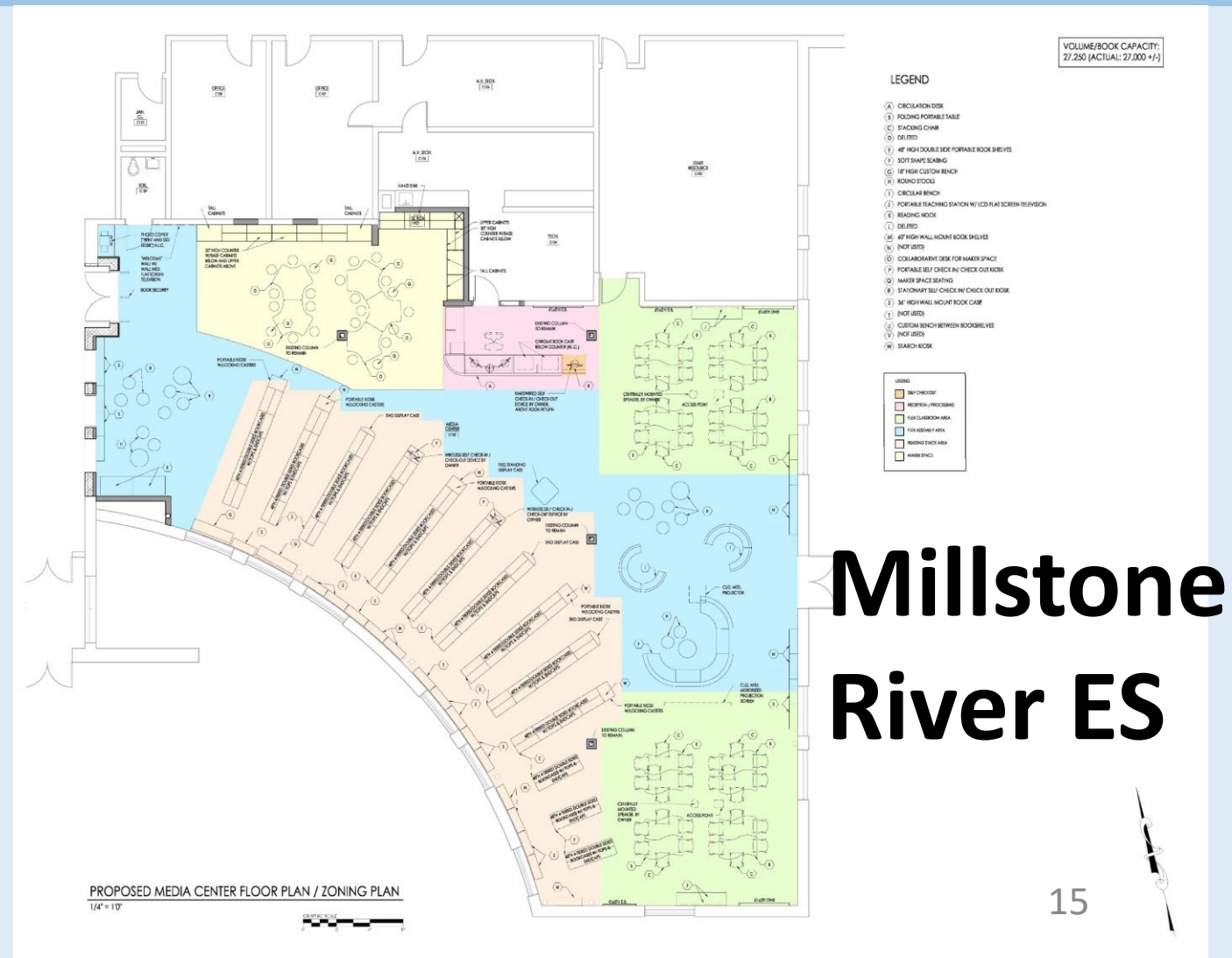
# Where Are We Now?- Bidding Soon:

## Media Center Renovations Phase 1 (Dutch Neck AND Millstone River Schools):

An extended collaboration process has resulted in highly flexible and functional designs for the school libraries:



**Dutch Neck ES**



**Millstone River ES**

# Where Are We Now?- Projects Remaining:

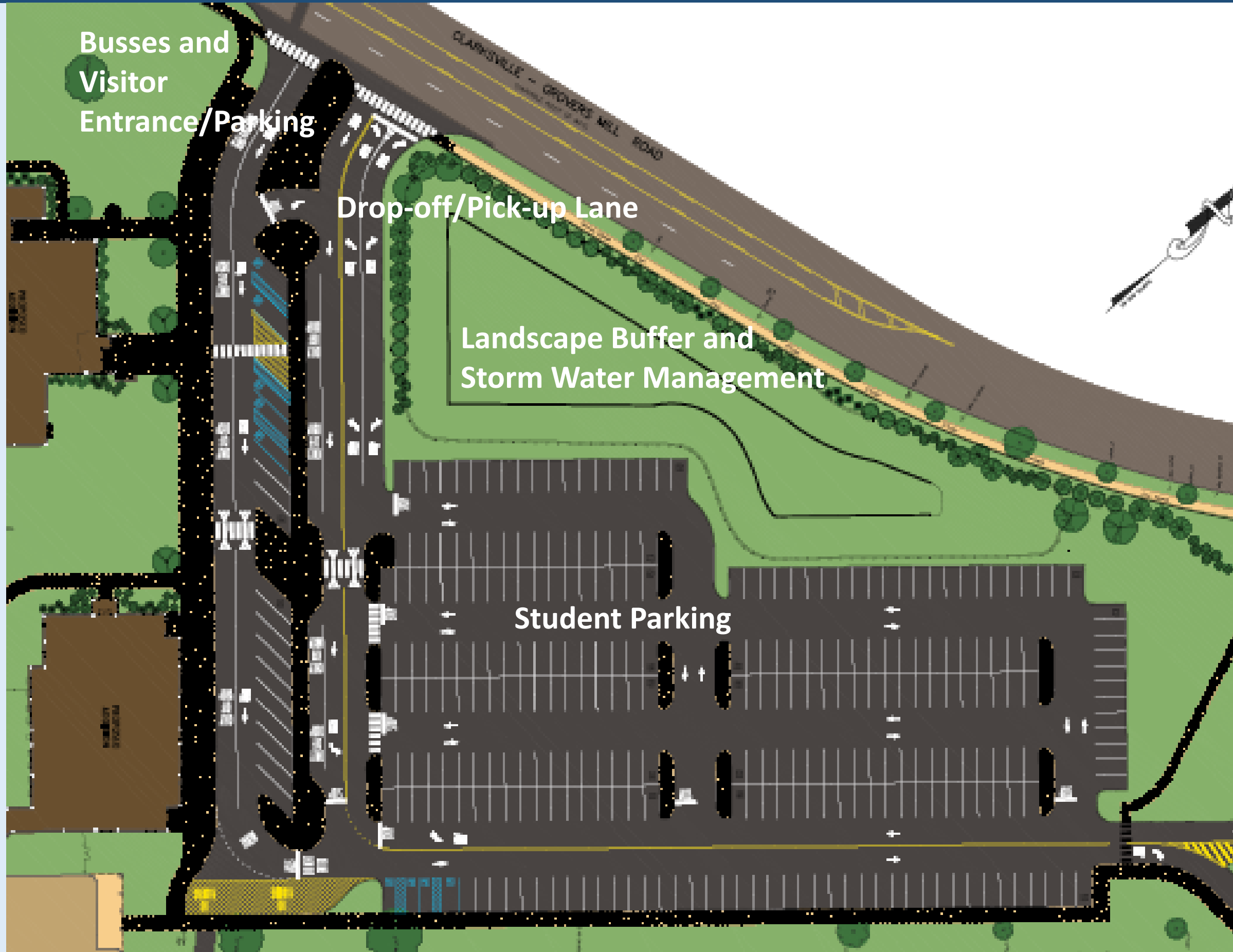
- **Media Center Renovations Phase 2:**  
Wicoff, Hawk, Town Center and Village School Libraries Are Slated for Work During the Summer of 2021.
- **Additions/HVAC Upgrades to Wicoff School:**  
Bid Fall of 2020, Completion December 2021.
- **Addition/Renovations to HS North:**  
Bid Fall of 2020, Completion December 2021.



# HS South



# Detail Site Plan- HS South



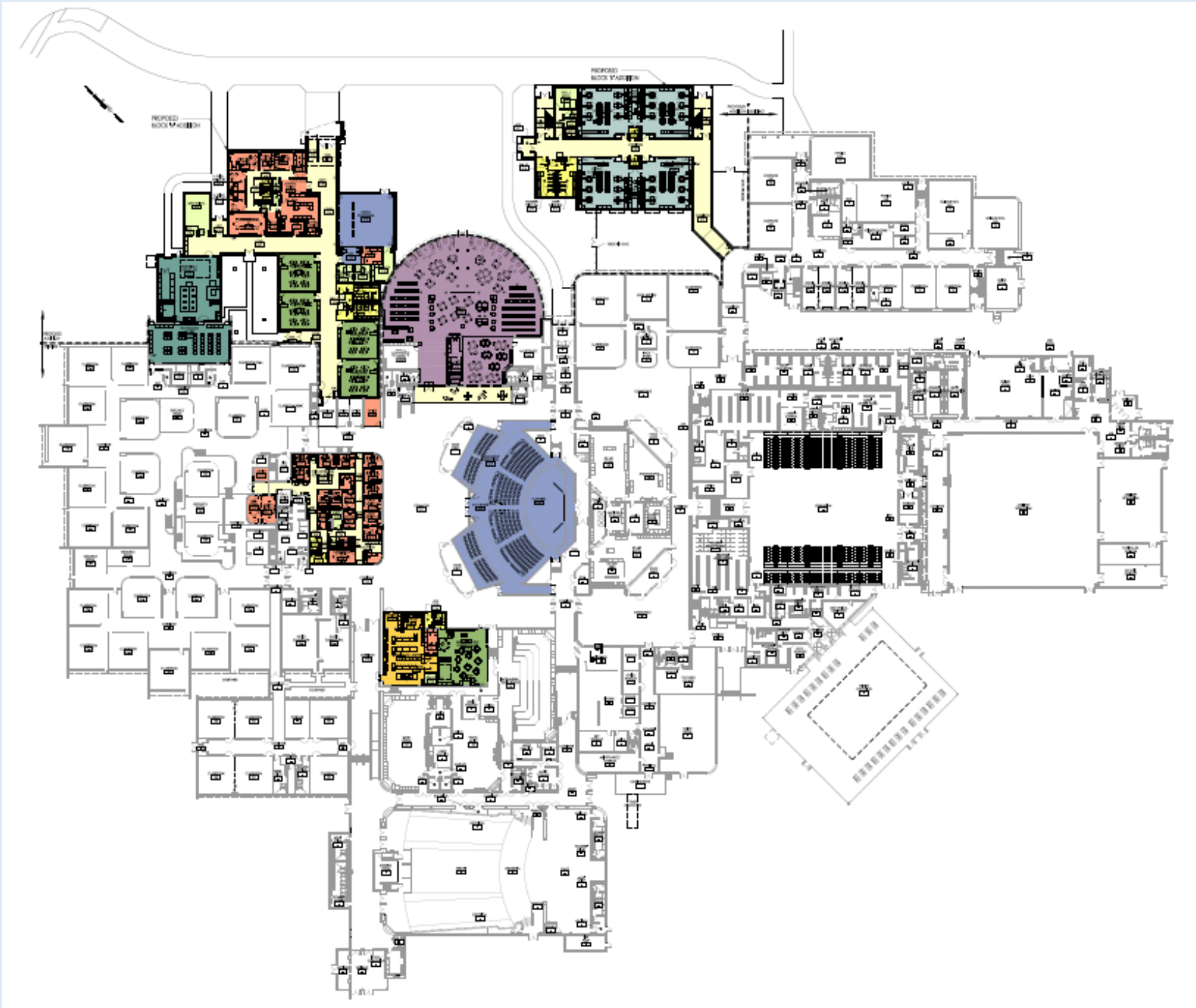
## PARKING SPACE COUNT

**Existing: 296**













**New: 305**



# Overall First Floor Plan- HS South



## PLAN LEGEND: AREA DESIGNATIONS

 ACADEMIC CLASSROOMS	 PHYSICAL EDUCATION
 TECHNOLOGY CLASSROOMS	 LIFE SKILLS / CULINARY
 SCIENCE CLASSROOMS	 SERVICES
 PERFORMING ARTS	 BUILDING SERVICES
 LIBRARY/ MEDIA SPACES	 CIRCULATION
 ADMINISTRATION	 EXISTING SPACES NO PROPOSED CHANGES



# Project Schedule- HS South

EVENT	DATE(s)
<b><u>Phase 1 Site Work</u></b>	
<b>Out to Bid</b>	<b>February 24, 2020</b>
<b>Open Bids/Award</b>	<b>March 24, 2020/March 31, 2020</b>
<b>Start/Complete</b>	<b>April 27, 2020/August 21, 2020</b>
<b><u>Additions/Renovations</u></b>	
<b>Advertise for Bids- Pending Final Agency Approvals</b>	<b>March 16, 2020</b>
<b>Open Bids/Award</b>	<b>April 21, 2020/April 28, 2020</b>
<b>Start Construction- New Additions</b>	<b>On/about June 22, 2020</b>
<b>Complete Construction- New Additions</b>	<b>June 25, 2021</b>
<b>Start Renovation Work</b>	<b>June 28, 2021</b>
<b>Complete Renovation Work</b>	<b>December 18, 2021</b>

# Referendum and Capital Project Status Report

## Thank You!!





## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

### **Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

## **MARCH 31, 2020: BOARD OF EDUCATION MEETING**

### **Central Office**

321 Village Road East, West Windsor, NJ 08550

### **ACTION MAY BE TAKEN**

**6:30 Closed Executive Session – Virtual Platform**

**7:30 Public Meeting – Virtual Platform**

### **Board of Education**

Michele Kaish, President

Rachel Juliana, Vice-President

Isaac Cheng

Anthony Fleres

Louisa Ho

Dana Krug

Graelynn McKeown

Martin Whitfield

Robin Zovich

### **Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North

Annabell Su, High School South

### **Liaison Appointments**

New Jersey School Boards Association: Dana Krug

Plainsboro Township Committee: Rachel Juliana

Plainsboro Township Library Committee: Robin Zovich

Superintendent's Advisory Council: Dana Krug

West Windsor-Plainsboro Education Foundation: Graelynn McKeown

West Windsor Board of Recreation Commissioners: Dana Krug

West Windsor Township Council: Martin Whitfield

West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

### **Administration**

David Aderhold, EdD, Superintendent of Schools

Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary

Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction

James Earle, Assistant Superintendent, Pupil Services/Planning

Charity Fues, Director, Human Resources/Affirmative Action Officer

Patrick Duncan, Special Assistant for Labor Relations

Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on March 27, 2020, to the *Home News Tribune*, and *The Times*. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, posted on the district website on March 27, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on March 27, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>WWPSA Sidebar Agreement</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	<b>Buildings &amp; Grounds Contracts</b>
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>Maurice Hawk Construction, Community Middle School Construction, US District Court NJ Civil Action No. 8:19-cv-12816</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board, which need not remain confidential, will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

## II. PRESENTATIONS/REPORTS

- A. Board President's Comments
- B. Superintendent's Comments

## III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS

The Board invites thoughts and reactions on agenda items and items of concern from members of our community that have submitted written comments on the form that was open and available on the District website up until the start of this First Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer and not individual members of the Board.

## IV. BOARD OF EDUCATION COMMITTEE REPORTS

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

## V. MEETING

### A. ADMINISTRATION

*To be voted on 03/31/20:* Recommend approval of the following resolutions:

#### **Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated March 10, 2020, for the following case numbers: 208650-MRS-02262020; 208530-WES-02252020; 208450-MRS-02212020; 208444-HSN-02212020; 208376-VS-02202020; 208014-VS-02112020; 208885-HSN-03032020; and 208812-CMS-03022020.
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated March 31, 2020, for the following case numbers: 209366-CMS-03132020; 209328-GMS-03122020; 209247-HSS-03112020; 209244-HSS-03112020; 209243-HSS-03112020; 209410-GMS-03172020; 209040-HSS-03052020; 209037-HSS-03052020; 208597-HSS-02262020; and 208978-GMS-03042020.

#### **Professional Services – Special Services**

3. Whereas, the Public School Contracts Law (N.J.S.A. 18A: 18A-5) requires a resolution authorizing the award of contracts/agreements for "professional services" without competitive bids; it is recommended that approval be given to adopt the following resolutions for the 2019-2020 School Year:
  - a) Brookfield Academy for bedside instruction, not to exceed \$47.09 per hour and \$8,000 through June 30, 2020.



**Policy and Regulation**

4. First reading of the following policy:

Policy  
P1126      Benefits Covering Foremen-Category F

5. Second reading and approval of the following policy and regulation:

Policy  
P7511      Athletic Field Lights

Regulation  
R7510      Use of Facilities

**Special Considerations in Response to COVID-19**

6. Empower the Superintendent of Schools to authorize employment appointments beginning March 31, 2020 through the first Board of Education meeting in September, or until such time as the District resumes normal operations, whichever is later, with the understanding that formal action would be taken at the next voting meeting of the Board.
7. Empower the Superintendent of Schools and the Board Secretary to audit and approve demands for payment prior to presentation to the Board.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 03/31/20:* Recommend approval of the following resolutions:

**Professional Development Consultants**

1. PLYOGA Fitness to provide a one-day PLYOGA Educator Certification workshop at a cost not to exceed \$1,690.

**Disposal of Instructional Materials**

2. Disposal of the following obsolete items in accordance with R7300.1:

a) 820 books from Community Middle School Media Center

All items meet one or more of the below criteria:

- i. Are so outdated as to no longer serve as worthy instructional tools, OR
- ii. Are so worn and/or damaged as to preclude effective use and economical repair or restoration.

**Non Public Technology Expenditure**

3. Expenditures of the FY2020 NJ Non-public School Technology Initiative as follows:

Laurel School of Princeton      \$981.45

**C. FINANCE**

*To be voted on 03/31/20:* Recommend approval of the following resolutions:

**Business Services**

1. Payment of bills as follows:
  - a) Bills List General for March 31, 2020 (run on 3-24-20) in the amount of \$8,670,184.46.
  - b) Bills List Capital for March 31, 2020 (run on 3-17-20) in the amount of \$761,403.05.
2. Budget adjustments as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for February 29, 2020 (run on 3-05-20) (Adjustment Nos. 413-468).
3. Accept the following reports this will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of January 31, 2020, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year.
  - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of January 31, 2020.

**Bid Rejection**

4. Reject the following bids from the March 19, 2020 opening of bid #2019-05 for the West Windsor-Plainsboro Regional School District Addition/Renovations to Community Middle School as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5063N-Addition/Renovations at Community Middle School), because the lowest responsible bid substantially exceeds the cost estimates for the services, pursuant to N.J.S.A. 18A:18A-22(a).

<u>Bids Received:</u>	<u>Bidder</u>	<u>Base Bid</u>
	Bennett Company	\$36,100,000
	G&P Parlamas	\$37,414,107
	Niram, Inc.	\$38,577,000
	Brockwell & Carrington	\$38,670,000
	Benjamin R. Harvey Co.	\$38,830,000
	Hall Corp.	\$40,224,000
	Newport Construction Mgmt	\$40,410,887

**Bid Awards**

**Capital Projects**

5. Award the following Capital Projects bids:
  - a) March 24, 2020 bid #2019-07 for Renovations at Various Schools: Toilet Room and Secure Vestibule Renovations as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architect/Planners Project Nos. 5063B2-Dutch Neck ES, 5063C-Thomas Grover MS,

5063D2-HS North, 5063G4- Millstone River ES, 5063H2-Town Center ES, 5063I3-Village ES, and 5063J4-Wicoff ES), for a single overall contract to J.H. Williams Enterprises, Inc., Moorestown, New Jersey, for a base bid award of \$1,577,000 contingent upon attorney review and approval of bid documents.

Other bid: H&S Construction and Mechanical \$1,648,000

- b) March 24, 2020 bid #2019-09 for Bus Parking at High School North as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5168-Bus Parking at High School North.), for a single overall contract to Your Way Construction, Inc. of Irvington, New Jersey, for a total lump sum bid of \$78,690 contingent upon attorney review and approval of bid documents. There were no other bids.
- c) March 24, 2020 re-bid #2019-10 for Roof Restoration at Thomas Grover MS Ph 2 and HS North Ph 4 as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project Nos. 5044A/5144-Roof Restoration at Thomas Grover Middle School and HS North), for a single overall contract to Patriot Roofing, Inc. of Jobstown, New Jersey, for a total lump sum bid of \$2,088,791 contingent upon attorney review and approval of bid documents.

Other bids:

Safeway Contracting	\$2,232,000
Northeast Roof Maintenance	\$2,245,000
VMG Group	\$2,255,000
Pravco Inc.	\$2,324,206
USA General Contractors	\$2,396,000
D.A. Nolt	\$2,559,006

Music

- 6. Award the March 11, 2020 Bid #2019-08 Music Instruments and Supplies as follows:\*

<u>Bids Received</u>	<u>No. of Items</u>	<u>Total Bid</u>
K&S Music	17	\$8,864.88
Shar Products Co.	8	\$5,263.88
Washington Music Center	30	\$28,863.70
West Music	29	\$15,684.39
<u>Reject Items Only</u>	<u>No. of Items</u>	<u>Total Rejected</u>
K&S Music	6	\$6,765.00
<u>Awards</u>	<u>No. of Items</u>	<u>Total Award(s)</u>
K&S Music	3	\$761.63
Shar Products Co.	6	\$4,265.88
Washington Music Center	27	\$27,125.50
West Music	12	\$5,236.47

No bids

Six (6) items did not receive bids and will be purchased utilizing a cooperative bid.

\*Complete details on file in the Board of Education office. Award is per unit cost as quantities may change due to budget and need.



**Co-Op Purchases over the bid limit**

- 7. Enter into a contract with Open Systems Integrators, Inc. for the replacement of fire alarm systems at Millstone River Elementary School (Architects/Planners Project No. 5063G1) at a cost of \$525,883.10 through Educational Services Commission of New Jersey Cooperative #65MCESCCPS, Bid #MRESC 17/18-59, Term 6/28/2018 – 6/25/2020, funded through the 2018 Bond Referendum.
- 8. Authorize the following purchase utilizing NJ Cooperative Bid ESCNJ18/19-03, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2020.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1800	Google Chrome Mgmt. License	\$25.00	\$45,000.00
1800	Dell CTO 3100 N4000	\$310.00	\$558,000.00
1800	Chromebook Deployment	\$8.50	\$15,300.00
	Total		\$618,300.00

**Custodial, Maintenance, Grounds, and Management Agreements**

- 9. Approve Addendum 1 to the service agreement of ABM Industry Groups, LLC for Custodial, Maintenance, Grounds, and Management Services awarded on March 10, 2020 to eliminate 12.38 Maintenance FTEs, 5.58 Grounds FTEs, 1 Courier FTE, 1 Maintenance Manager FTE and 1 Clerical FTE for a total reduction of 20.96 FTEs. The amended contract price is \$10,881,862.04 (Year 1 \$5,188,980.48; Year 2 \$5,692,881.56).
- 10. Extend the services of the ABM Industry Groups, LLC agreement awarded March 10, 2020 and originally approved to begin on July 1, 2020, for two additional months. The extended services would begin May 1, 2020 through June 30, 2020 to address extensive cleaning efforts necessary in response to the COVID-19 pandemic as per LFN 2020-06. The cost for services during the 2019-2020 school year is not to exceed \$900,000 and is based on the prorated Year 1 amended contract price approved above.
- 11. Amend, in cooperation with Aramark, the termination date of the July 1, 2019 addendum to the Aramark service agreement to instead terminate on April 30, 2020.

**Change Orders**

- 12. Change Order No. 1 – Contract No. 2: Structural, Miscellaneous Steel & Iron Work of Mastercraft Iron, Inc., for Addition and Renovations to Town Center Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC (Architects/Planners Project No. 5054-Additions/Renovations at Town Center) for a credit to the owner for unused allowance in the amount of \$1,365.90. This change order decreases the contract amount from \$349,000.00 to \$347,634.10.
- 13. Change Order No. 1 – Contract No. 4: Heating, Ventilating, A/C & Refrigeration Work for Addition and Renovations to Town Center Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5054-Additions/ Renovations at Town Center), for a credit to the owner for unused allowance in the amount of \$7,975.00. This change order decreases the contract amount from \$660,000 to \$652,025.

**Equipment Disposal**

14. Approve the disposal of obsolete equipment that has met the district’s life expectancy.  
[The physical condition of the equipment renders it ineffective.]

Community Middle

- a) Desk, Metal, Teacher
- b) Table, Wood, Art - 11

Grover Middle

- c) Saw, Radial Arm
- d) Saw, Table

High School South

- e) Copy Machine, Minolta
- f) Fax Machine, Brother

**Transportation**

Quotes – School Related Activities

15. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24034 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
24034	Patriot’s Theater	\$300.00	4	N/A

16. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24072 to Rick Bus Company as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
24072	Patriot’s Theater	\$422.00	6	N/A

17. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24073 to Rick Bus Company as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
24073	Philadelphia Hotel	\$372.00	1	N/A

18. Award the 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24077 to Irvin Raphael, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
24077	Princeton Univ. Chapel	\$275.00	3	N/A

## **Travel and Related Expenses Reimbursement**

19. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:

- a) Two district staff members to attend SHAPE America National Conference from April 20, 2020 through April 24, 2020, in Salt Lake City, Utah, at a cost not to exceed \$390 per person plus travel.
- b) Two staff members to attend "Teach at the Beach 2020" on May 15, 2020, in Toms River, New Jersey, at a cost not to exceed \$100 per person plus mileage.
- c) One administrator to attend the New Jersey Association of School Business Officials (NJASBO) 58<sup>th</sup> Annual Conference, from June 3, 2020, through June 5, 2020, in Atlantic City, New Jersey, at a cost not to exceed \$275 plus mileage.
- d) One staff member to attend a one-week Teachers College Summer Institute from June 22, 2020 through June 26, 2020, at Columbia University in New York, New York, at a cost not to exceed \$850 plus mileage.
- e) Five staff members to attend the Quest 2020 Scholars Program offered through Princeton University TeacherPrep at Princeton University from July 7, 2020 through July 9, 2020, at no cost to the district.
- f) Two staff members to attend the Quest 2020 Scholars Program offered through Princeton University TeacherPrep at Princeton University from July 7, 2020 through July 9, 2020, at a cost not to exceed \$150 per person, no travel included.
- g) One staff member to attend the Quest 2020 Scholars Program offered through Princeton University TeacherPrep at Princeton University from July 27, 2020 through July 31, 2020, at a cost not to exceed \$250, no travel included.

## **D. PERSONNEL**

***To be voted on 3/31/20:*** Recommend approval of the following resolutions:

1. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 3/31/20:*

- A. February 25, 2020 Executive Session
- B. February 25, 2020 Meeting
- C. March 10, 2020 Executive Session
- D. March 10, 2020 Meeting

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

At the end of the meeting, the Board will provide a Second Opportunity for Public Comment for members of the public that submitted written comments on the form that was open and available on the District website up until the start of this Second Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer and not individual members of the Board.

**X. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 3/31/2020**

**Deadline for next Agenda: 4/9/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Edwards, Quinn	Appoint	Teacher Science	6MA	\$64,850.00	CMS	TBD	6/30/21	Appoint as a Science Teacher, pending employment verification, replacing Sven Strnad, who retired. (Tenure date: TBD)
Gu, Ying	Appoint	Teacher Dual Language Immersion-Chinese	3MA	\$61,050.00	MH	TBD	6/30/21	Appoint as Dual Language Immersion Teacher - Chinese, pending employment authorization.
Levy, Jillian	Appoint	Teacher Special Education	1MA	\$58,000.00 (prorated)	TC	TBD	6/30/20	Appoint as Special Education Teacher, pending employment verification, replacing Jessica Weingart, who resigned. (Tenure date: TBD)
<b>Change</b>								
Huelbig, Amanda	Change	Teacher Mathematics		N/A	HSN	4/11/20	6/30/20	Change FMLA/NJFLA/CC from 3/30/20-6/30/20 to 4/11/20-6/30/20 unpaid, with benefits. (RTW: 9/1/20)
Martin, Maricel	Change	Teacher Spanish-120%	15MA	\$97.44/day	GMS	1/2/20	3/31/20	Change end date from TBD to 3/31/20 for additional per diem payment for an extra section.
Lipman, Johanna	Change %	Teacher Special Education- 120%	15BA	\$93.55/day	GMS	2/19/20	3/20/20	Additional per diem payment for an extra section.
<b>Leave of Absence</b>								
Blackwell, Jamie	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	MR	9/1/20	11/20/20	FMLA/NJFLA/CC: 9/1/20-11/20/20 unpaid, with benefits. (RTW: 11/23/20)
Gifford, Jennifer	Leave- CC Extend	School Psychologist		N/A	WIC	3/14/20	3/31/20	Extend CC leave for 1st year, unpaid, no benefits. (RTW: 4/1/20)
Laurenzo, Shea	Leave-FMLA/NJFLA/CC	Teacher IRLA		N/A	GMS	9/1/20	6/30/21	FMLA/NJFLA/CC: 9/1/20-11/20/20 unpaid, with benefits. CC: 11/21/20-6/30/21 unpaid, no benefits. (RTW: 9/1/21)
<b>Resignation</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mustoe, Sarah	Resign	Media Specialist		N/A	HSS	6/30/20	6/30/20	Resign, after 11 years in the district, for the purpose of retirement.
Stamile, Lisa	Resign	Teacher Special Education		N/A	MR	6/30/20	6/30/20	Resign, after 33 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Sadowski, Tomasz	Appoint	Operations Foreman		\$65,000.00 (prorated)	HSN	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Karam, Andrew	Appoint	Operations Foreman		\$60,000.00 (prorated)	HSS	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Ramirez, Danis	Appoint	Operations Foreman		\$65,000.00 (prorated)	CMS	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Santiago, Ramon	Appoint	Operations Foreman		\$60,000.00 (prorated)	GMS	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Grullon, Julio	Appoint	Operations Foreman		\$60,000.00 (prorated)	MR	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Ibrahim Khalil, Sameh	Appoint	Operations Foreman		\$60,000.00 (prorated)	VIL	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Leck, Thomas	Appoint	Operations Foreman		\$60,000.00 (prorated)	DN	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Bencivengo Jr., Ralph	Appoint	Operations Foreman		\$65,000.00 (prorated)	MH	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Binas, Herminio	Appoint	Operations Foreman		\$60,000.00 (prorated)	TC	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Roman, Kyle	Appoint	Operations Foreman		\$60,000.00 (prorated)	WIC	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rodriguez, Edison	Appoint	Operations Foreman		\$60,000.00 (prorated)	DIST	TBD	6/30/20	Appoint as Operations Foreman, pending employment verification, growth position.
Barnhill Sanchez, Wilmer	Appoint	Electrical Foreman		\$70,000.00 (prorated)	DIST	TBD	6/30/20	Appoint as Electrical Foreman, pending employment verification, growth position.
Buffa, Anthony	Appoint	HVAC Foreman		\$68,000.00 (prorated)	DIST	TBD	6/30/20	Appoint as HVAC Foreman, pending employment verification, growth position.
Tanedo, Matthew	Appoint	HVAC Foreman		\$75,000.00 (prorated)	DIST	TBD	6/30/20	Appoint as HVAC Foreman, pending employment verification, growth position.
Villafuerte, Jose	Appoint	Maintenance Mechanic		\$55,000.00 (prorated)	DIST	TBD	6/30/20	Appoint as Maintenance Mechanic, pending employment verification, growth position.
Ferraro, Craig	Appoint	Utility Foreman		\$60,000.00 (prorated)	DIST	TBD	6/30/20	Appoint as Utility Foreman, pending employment verification, growth position.
Crowley, Robert	Appoint	District Courier		\$19.50/hr.	DIST	TBD	6/30/20	Appoint as District Courier, pending employment verification, growth position.
Rodriguez, Melvin	Appoint	Assistant Head Custodian	11	\$21.78/hr.	DIST	TBD	6/30/20	Appoint as Assistant Head Custodian, pending employment verification, growth position.
Bencivengo, Anthony	Appoint	Grounds Worker	10	\$15.99/hr.	DIST	TBD	6/30/20	Appoint as Grounds Worker, pending employment verification, growth position.
Gonzalez-Castro, German	Appoint	Grounds Worker	13	\$16.89/hr.	DIST	TBD	6/30/20	Appoint as Grounds Worker, pending employment verification, growth position.
Herrera, Reynaldo	Appoint	Grounds Worker	10	\$15.99/hr.	DIST	TBD	6/30/20	Appoint as Grounds Worker, pending employment verification, growth position.
<b>Change</b>								
Drago, Rose	Change	Bus Driver/ Instructional Assistant		N/A	HSN/CMS	1/6/20	3/13/20	Change FMLA from 1/6/20-3/27/20 to 1/6/20-3/13/20 unpaid, with benefits. (RTW: 3/16/20)
Vannatta, Donna	Change Location	Cafeteria Aide		N/A	DN	3/16/20	6/30/20	Change location from MR to DN.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Rescind</b>								
Frazier, Angela	Rescind	Instructional Assistant		N/A	HSN	3/26/20	5/7/20	Rescind FMLA: 3/26/20-5/7/20 unpaid, with benefits.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Irwin, Kerry	Appoint	Substitute Nurse		\$210.00/day	DIST	4/1/20	6/30/20	Appoint as a Substitute Nurse (County Cert.), pending employment verification, as needed for temporary assignments.
Goswami, Ozlem	Appoint	Substitute Teacher		\$85.00/day	DIST	4/1/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Poznan, Attila	Appoint	Substitute Teacher		\$85.00/day	DIST	4/1/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
Tejwani, Pooja	Appoint	Substitute Teacher		\$85.00/day	DIST	4/1/20	6/30/20	Appoint as a Substitute Teacher (County Cert.), pending employment verification, as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>Curriculum</b>								
Bryde, Jeanine	Extra Duty	Curriculum		\$47.09/hr.	DIST	3/10/20	6/12/20	Summer Financial Literacy Curriculum Work; <b>total program</b> not to exceed 20 hours.
<b>Extended School Year</b>								
Davis, Jennifer	Extra Duty	ESY Special Education Teacher/Coordinator		\$47.09/hr.	TC	7/1/20	8/7/20	Approve as Special Education Teacher/Coordinator for the Extended School Year Program, not to exceed 245 hours.
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/10/20	5/29/20	Home Instruction for American Studies 1 Honors, not to exceed 22 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/11/20	4/30/20	Home Instruction for Forensic Science, not to exceed 12 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/10/20	5/29/20	Home Instruction for Language Arts II Honors, not to exceed 22 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/11/20	4/30/20	Home Instruction for Language Arts III, not to exceed 12 hours.
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	3/20/20	4/1/20	Home Instruction for Language Arts IV, not to exceed 12 hours.
Brokaw, Jennifer	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/20/20	2/27/20	Home Instruction for Math, Science, IRLA, and Social Studies, not to exceed 4 hours.
Danch, Alia	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	4/3/20	Home Instruction for Social Studies, not to exceed 4 hours.
Ellingson, Caitlin	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/12/20	4/30/20	Home Instruction for Algebra II, not to exceed 12 hours.
Ferrante, Julia	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	6/19/20	Home Instruction for Algebra 1, not to exceed 28 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	3/20/20	4/1/20	Home Instruction for Algebra II and Spanish 1, not to exceed 24 hours.
Jackson, Michael	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/5/20	3/31/20	Home Instruction for Social Studies, not to exceed 8 hours.
Knorr, Andrea	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/10/20	5/29/20	Home Instruction for Chemistry, not to exceed 22 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	DIST	2/24/20	3/10/20	Home Instruction for Language Arts III and Geometry, not to exceed 6 hours.
Leonard, Rosemary	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	4/3/20	Home Instruction for IRLA, not to exceed 4 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lieb, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	3/20/20	4/1/20	Home Instruction for Genetics, not to exceed 12 hours.
McGuinness, Catherine	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	6/19/20	Home Instruction for IRLA, not to exceed 28 hours.
Richards, Ann	Extra Duty	Home Instruction		\$47.09/hr.	HSN	3/10/20	5/29/20	Home Instruction for Advanced Algebra II, not to exceed 22 hours.
Rivera-Gonzales, Brittany	Extra Duty	Home Instruction		\$47.09/hr.	CMS	2/10/20	2/10/20	Home Instruction for IRLA, not to exceed 1.5 hours.
Sacca, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	6/19/20	Home Instruction for Science, not to exceed 28 hours.
Scott, Mariah	Extra Duty	Home Instruction		\$47.09/hr.	VIL	3/18/20	4/24/20	Home Instruction for Reading, Writing, Math, Science and Social Studies, not to exceed 40 hours.
Slovak, Rachel	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	6/19/20	Home Instruction for Spanish, not to exceed 28 hours.
Sternotti, Cynthia	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	4/3/20	Home Instruction for Math, not to exceed 4 hours.
Teeter, Allysa	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	6/19/20	Home Instruction for Social Studies, not to exceed 28 hours.
Villacres, Veronica	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	4/3/20	Home Instruction for Spanish, not to exceed 4 hours.
Villacres, Veronica	Extra Duty	Home Instruction		\$47.09/hr.	HSS	2/5/20	2/19/20	Home Instruction for Reading, Writing and Math, not to exceed 6 hours.
Weinmann, Jeanne	Extra Duty	Home Instruction		\$47.09/hr.	CMS	3/10/20	4/3/20	Home Instruction for Science, not to exceed 4 hours.
<b>Moving</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gill, Holly	Extra Duty	Moving		\$47.09/hr.	TC	3/11/20	6/30/20	Moving, not to exceed 12 hours.
Jarvis, Alexa	Extra Duty	Moving		\$47.09/hr.	TC	3/11/20	6/30/20	Moving, not to exceed 12 hours.
Kaufman, Alexis	Extra Duty	Moving		\$47.09/hr.	TC	2/10/20	2/21/20	Moving, not to exceed 3 hours.
Rothschild, Amy	Extra Duty	Moving		\$47.09/hr.	TC	3/11/20	6/30/20	Moving, not to exceed 12 hours.
Solomon, Lori	Extra Duty	Moving		\$47.09/hr.	TC	2/10/20	2/21/20	Moving, not to exceed 3 hours.
<b>Title III</b>								
McKenna, Maureen	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	GMS	3/1/20	6/30/20	Title III Immigrant Academic Support, not to exceed 18 hours.
Schannen, Lisa	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	HSS	3/9/20	6/30/20	Title III Immigrant Academic Support, <b>total program</b> not to exceed 60 hours.
Vlassenko, Caryn	Extra Duty	Title III: Immigrant Academic Support		\$47.09/hr.	HSS	3/9/20	6/30/20	Title III Immigrant Academic Support, <b>total program</b> not to exceed 60 hours.
<b>Change</b>								
Coleman, Bradford	Change	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	Change NGSS Phase II Elementary Science PD for Teachers, from not to exceed 12 hours to not to exceed 24 hours.
Johnson, Juliana	Change	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	Change NGSS Phase II Elementary Science PD for Teachers, from not to exceed 12 hours to not to exceed 24 hours.
Lewis, Joan	Change	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	Change NGSS Phase II Elementary Science PD for Teachers, from not to exceed 12 hours to not to exceed 24 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Munoz, Deanna	Change	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	Change NGSS Phase II Elementary Science PD for Teachers, from not to exceed 12 hours to not to exceed 24 hours.
Piergrossi, Melinda	Change	Professional Development Planning		\$47.09/hr.	DIST	11/25/19	6/30/20	Change NGSS Phase II Elementary Science PD for Teachers, from not to exceed 12 hours to not to exceed 24 hours.
Walters, Florence	Change	Home Instruction		\$47.09/hr.	HSS	3/20/20	6/19/20	Change start date from TBD to 3/20/20 for Home Instruction for Geometry, not to exceed 22 hours.
<b>E. Stipend Athletic</b>								
None								
<b>E. Stipend Non-Athletic</b>								
<b>CJ Pride</b>								
Gagliardo, Theresa	Stipend Non-Athletic	CJ Pride Administration		\$1,500.00	DIST	7/1/19	6/30/20	Administrative duties for CJ Pride, paid from CJ Pride Consortium funds, paid in FULL in June.
<b>F. Community Education</b>								
None								
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
McGrath, Alexis	Appoint	Teacher Family & Consumer Science	0BA	\$56,000.00	GMS	TBD	6/30/21	Appoint as Family & Consumer Science Teacher (Culinary Arts), pending employment verification, replacing Ellen Jinks, who retired. (Tenure Date: TBD)
<b>Resignation</b>								
Brienza, Bonnie	Resign	Teacher Mathematics		N/A	HSS	6/30/20	6/30/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
D'Errico, Jennifer	Appoint	Secretary 12 Months	1	\$43,716.00 (prorated)	TCS/GMS/ HSN	TBD	6/30/20	Appoint as Secretary 12 Months, pending employment verification, replacing Susan Holsman, who transferred. (Tenure Date: TBD)



## **PERSONNEL ADDENDUM #2**

### **RECOMMENDATION**

#### **D. PERSONNEL**

*To be voted on 03/31/20:* Recommend approval of the following resolution:

#### **WWPSA – Sidebar Agreement**

1. Approve an agreement with West Windsor-Plainsboro Service Association whereby:
  - a) The parties agree that Operations Staff (as defined in the parties collective negotiations agreement) hired prior to July 1,2020 shall be paid according to the parties' agreed upon 2020-2021 school year salary guides and shall not receive a salary adjustment on July, 1, 2020 and
  - b) The parties agree on salary ranges for the Courier position and a rate of pay for the putative Courier whose rate of pay shall not be adjusted on July 1, 2020.

## **ADMINISTRATION ADDENDUM**

### **RECOMMENDATION**

#### **A. ADMINISTRATION**

*To be voted on 03/31/20: Recommend approval of the following resolution:*

##### **Special Services**

1. Approve a settlement agreement for student 322056, dated March 27, 2020, as recommended by the Board attorney and discussed in Closed Executive Session.



## **ADMINISTRATION ADDENDUM 2**

### **RECOMMENDATION**

#### **A. ADMINISTRATION**

*To be voted on 03/31/20: Recommend approval of the following resolution:*

#### **Resolution Opposing Delay in Transmission**

1. Approve the following resolution opposing delay in transmission of quarterly property tax revenue to school districts:

WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the West Windsor-Plainsboro Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

NOW, THEREFORE, BE IT RESOLVED that the West Windsor-Plainsboro Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further

RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the 14<sup>th</sup> and 15<sup>th</sup> Legislative Districts' representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.

## **FINANCE ADDENDUM**

### **RECOMMENDATION**

#### **C. FINANCE**

*To be voted on 03/31/2020: Recommend approval of the following resolution:*

#### **Addendum to the Memorandum of Agreement Regarding Addition and Renovations to Maurice Hawk Elementary School Project**

1. Adopt Addendum #1 to the 12/30/2019 Memorandum of Agreement (MOA) between the West Windsor-Plainsboro Board of Education and 3R Painting and Contracting, Inc., for the Addition and Renovations at Maurice Hawk Elementary School Project, which amends the terms of the MOA.

# POLICY

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

FIRST READING: March 31, 2020  
SECOND READING:

Administration  
1126/Page 1 of 6

### BENEFITS COVERING FOREMEN - CATEGORY F

#### 1126 BENEFITS COVERING FOREMEN - CATEGORY F

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

Titles:

Operation Foreman  
Tradesmen Foreman  
Maintenance Foreman  
Utility Foreman  
Plumber  
Auto Mechanic

Benefits for these employees shall be as follows:

#### A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. For purposes of this policy, full time is defined as regularly scheduled to work thirty (30) hours or more in a week.
2. The Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
  - a. Eligible employees will be provided coverage, at Board expense and subject to the contributions set forth in P.L. 2011, c. 78, at the lowest cost HMO plan (currently HMO 2035).
  - b. The Board shall assume the cost of premiums for prescription coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.
  - c. The Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for dental insurance.



BENEFITS COVERING FOREMEN - CATEGORY F

3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form and providing the required documentation.

To the extent permitted by law, a full time employee who waives coverage shall receive payment equal to twenty-five percent (25%) of the cost of the premium the Board would have paid had the employee not waived coverage. Such payment will not exceed three thousand dollars (\$3,000).

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

B. Leave of Absence

1. Employees shall be credited with ten (10) days cumulative sick leave at the beginning of each school year.
2. To the extent permitted by law, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Such compensation shall be capped at \$10,000, regardless of the number of sick days accumulated.
3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
  - a. Religious holidays;
  - b. Closing on the purchase of a home;
  - c. Moving day;



BENEFITS COVERING FOREMEN - CATEGORY F

- d. Court appearance or other legal matters;
- e. Entering offspring in college;
- f. Attending graduation of offspring or spouse;
- g. Attending wedding of member of immediate family;
- h. Marriage;
- i. Adoption;
- j. Other Emergency or Urgent Reason Not Listed Above.

A full-time employee shall be granted up to three (3) days of personal leave per year with full pay. Personal business shall not be used to extend a school holiday or vacation period without approval of the Superintendent or his/her designee. A request for personal business leave made for a time occurring immediately preceding or following a vacation period or holiday will of necessity, therefore, require the reason for said leave be set forth in the application in order that the Superintendent's discretion may be exercised. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than (15) fifteen sick days may be accumulated in any one year.

- 4. A full-time employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.
- 5. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three (3) days for other close relatives, and up to one (1) day per year for relative not a member of the immediate family.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.



BENEFITS COVERING FOREMEN - CATEGORY F

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, or daughter-in-law.

C. Vacation

1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon Employment	10 days per year
After four (4) full school years of employment	15 days per year
After nine (9) full school years of employment	20 days per year
After fourteen (14) full years of employment	22 days per year

2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent/designee.
3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.
4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay.
5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
6. Carryover of vacation days is limited to one year of accumulated vacation and is subject to the limitation of state law found at *N.J.S.A. 18A:30-9.1* and any other prevailing law.



BENEFITS COVERING FOREMEN - CATEGORY F

D. Holidays

1. Employees shall receive the sixteen (16) holidays as listed in the annual holiday schedule.

E. Working Conditions

1. The Board shall supply operations employees with five uniforms per year. Employees shall receive a proper fitting jacket every three years and all employees required to work outdoors shall be provided with proper rain and foul weather gear.
2. There shall be one chemical apron available for use in each school.
3. Overalls shall be supplied for dirty work and ear and eye protection shall be provided as needed. These protections are required to be worn.
4. Employees shall be reimbursed an amount not to exceed \$225 per school year for the purchase of work shoes. All shoes must be steel toed and be approved by the Director of Building and Grounds. Receipts for shoe purchases must be submitted by October 30. New employees must submit receipts within two weeks of commencing employment.
5. No employee shall be expected to work in an unsafe or unhealthy condition. When an employee feels such a condition exists, the employee shall notify the Director of Buildings and Grounds. If the Director of Buildings and Grounds cannot resolve the problem, he/she shall notify the Superintendent who shall determine whether to alter the workday or workstation.
6. Employees called back to work shall be paid a minimum of two hours.
7. Snow Day/ Emergency Closing Provisions
  - a. There are two categories of snow days/ emergency shutdowns:
    - i. Total shutdown; total shutdown of the district declared by the Superintendent. Employees are required to report to work unless otherwise notified. Employees must report to work even when the state or municipality has declared a





## BENEFITS COVERING FOREMEN - CATEGORY F

state of emergency unless the state emergency declaration specifically bans driving.

- ii. School Closings; school closings for students. Employees are required to report to work unless otherwise notified
- b. Employee shall be paid time and one-half for each hour work during a total shutdown. During school closings, employees called to remove snow or perform other emergency services shall be paid time and a half for hours work after nonemergency staff have been sent home, if they have worked at least eight hours. If they have not worked eight hours, the work hours will be paid at the regular rate.
- c. Employees are required to bring in a medical note if they use a sick day during an emergency shut down.
- d. When there is a delayed opening or other emergent operational need, employees may be required to report to work earlier than their regularly start time at the discretion of the Director of Building and Grounds.

### E. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by state law or regulation.

Adopted: 17 September 2019



First Reading: February 25, 2020  
Second Reading: March 31, 2020

Property  
7511/Page 1 of 2  
ATHLETIC FIELD LIGHT USAGE

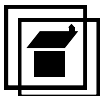
## 7511 ATHLETIC FIELD LIGHT USAGE

### Policy Principles

The policy for the use of field lights is established to provide the administration with guidance for the planning of the field usage and to guide their day-to-day decision making regarding lighting use. Prudent use and management of school facilities outside of the regular operating schedules allows the community to benefit more broadly from use of its own property. However, such community use must always respect the rights of others, particularly the rights of those residents whose properties adjoin or are close to school properties

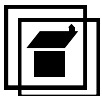
### Major Considerations

1. The lighting of the fields should serve the needs of the school district and its students.
2. The light usage policy should strive to increase the utilization of our fields for the benefit of our students and their activities.
3. The use of lighting should be based on the scheduling needs of the Principals, Athletic Director, and Administration. This may vary from day-to-day, week-to-week, or year-to-year. The policy will enforce a hard stop of 9PM (Monday through Thursday) and 10:30 PM on Friday evenings. Hard stops will comply with NJSIAA regulations for the completion of varsity sports for all evening competitions. Additionally, we will abide by all noise regulations by respective township.
4. The planned usage for the fields for both competitions and practices must be done each season by the Athletic Director. This plan must include budgets to ensure that the financial and human resources are available for the utilities costs, security, and other related costs. This plan must be submitted for the review of the Administration and Facilities Committee prior to the beginning of each sports season. Any changes must be subject to the review of the Superintendent of Schools or designee.
5. There will be no utilization of field lights on Saturday or Sunday evenings. Day competitions and events would continue as done previously.



- a. Any Group I or Group II organization seeking to hold an event on a Saturday or Sunday evening must receive the approval of the Superintendent. No ongoing or continuously held event will be considered. Consideration will only be made for special limited events. Any request must follow the building use rental timelines.
6. On evenings that there is not competition, field lights must be turned off by 8:30 PM.
7. Summer Usage will be limited to August athletic competitions and practices. The above timelines would apply.
8. Opportunities to host school competitions for high school sports and co-curricular activities (e.g., State Band Competition, Mercer County High School Tournaments) will be considered based upon the time considerations of this policy and must be approved by the Administration and Facilities Committee.

Adopted: 28 June 2011



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

First Reading: February 25, 2020  
Second Reading: March 31, 2020

PROPERTY  
R 7510/Page 1 of 10  
USE OF SCHOOL FACILITIES

### R 7510 USE OF SCHOOL FACILITIES

The West Windsor-Plainsboro Board of Education believes that the school facilities (buildings, playing fields, turf fields and grounds) are a community resource. As such, facilities shall be available for use by community groups, for meetings and organizational objective activities, when that does not interfere with regular school activities. The Board reserves the right to limit facility access as the result of excessive use.

#### Prioritization of Facility Use

The priority use of the school buildings will be determined by participant category. Facility use is subject to the terms and conditions outlined below:

- I. **Directly Affiliated Organizations:** This category includes: organizations directly affiliated with the West Windsor-Plainsboro Regional School District including teacher groups, community education, parent-teacher organizations, district affiliated student organizations, and professional improvement organizations (teachers and staff).
- II. **Non-Profit Youth/Township Recreation Organizations:** This category includes organizations that are open to all school age residents. Examples include but are not limited to: Boy Scouts, Girl Scouts, Brownies, youth organizations that open to all school-age participants regardless of skill or ability level, West Windsor and Plainsboro Township recreation community programs. This category also includes adult group meetings related to the administration of youth programs in this category.
- III. **Other Non-Profit Organizations:** This category includes but is not limited to: Organizations that limit participation based on competitive selection and adult programs.
- IV. **Other Recognized Organizations:** This includes for Not for Profit groups that do not have 501(c)3 designation and For Profit groups and others who are not noted in groups 1, II and III. These organizations must be located within communities of West Windsor or Plainsboro, and must obtain prior Board of Education approval.
- V. **Outside the District Groups:** This includes organizations that are not located within the communities of West Windsor or Plainsboro. These organizations



must obtain prior Board of Education approval via Board meeting agenda and are subject to a minimum of \$1,000 security deposit dependent on facility being used.

1. Within Categories II, III, IV above, priority will be given to programs/activities that directly align with the requesting organization's mission and provide a broad level of participation among West Windsor and Plainsboro School District residents.
2. Programs/activities for West Windsor and Plainsboro youth have priority over adults during the early evening hours with the intent not to schedule youth beyond 9:00 p.m. on school nights. Youth will be provided reasonable amounts of time for their programs/activities while every effort will be made to maintain reasonable levels of programs/activities for West Windsor and Plainsboro adults. Consideration will be given to the appropriateness of the facility for the age of the participants.
3. For athletic programs/activities, in addition to the above priority use categories and criteria, consideration will be given to the sports season as recognized by the NJSIAA schedule.
4. If priority use and the above considerations above do not resolve scheduling priority use among organizations/groups requesting athletic facilities, the administrative designated committee will determine which program/activity should receive priority.

#### Parameters for Facility Use

1. Groups II, will be charged for facility use based on "Schedule A Fees." Notwithstanding the fee schedule, Group II organizations may petition the Superintendent for consideration regarding financial relief from facility usage fees. The Superintendent's determination shall not be appealable to the Board of Education.
2. Groups III, IV, V will be charged for facility use based on "Schedule A Fees."
3. Groups II, III, IV, V are subject to facility use fees if building use is required. Organizations that use outdoor sports fields (other than the synthetic turf) will not be charged unless building use (i.e. bathrooms or locker rooms) is requested.



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

PROPERTY  
R 7510/Page 3 of 10  
USE OF SCHOOL FACILITIES

4. A custodian (black seal license needed) must be present during all activities. See "Schedule A" for the rates.
5. If custodial services are required beyond 11:00 p.m. on week days, custodial fees will be billed at time and one half hourly pay and will be based on actual time worked after 11:00 p.m.
6. On weekends/holidays, groups are subject to custodial fees based on the following parameters: A minimum of one and one half hours for set up and cleaning afterwards, with a total minimum time of four hours. Fees will be based on the group's allotted time for a given activity.
7. All groups must maintain a minimum of fifty percent of participants as residents of West Windsor or Plainsboro in order to qualify for priority use, except as provided for league or tournament contests as set forth below.
8. Athletic contests between teams in a recognized youth league or tournament are considered to meet the community residency requirement so long as district residents constitute fifty percent of one of the participating teams in the league or tournament, provided the sponsoring West Windsor or Plainsboro organization has reciprocal relationship for facility usage in other participating organizations in other towns. In this case, the required certificate(s) of insurance must cover all teams' use of the facility. When this clause invoked or approved, the administration will inform the Board of both its review and decision.

### Limitations

1. The use of school facilities will not be granted for observances or celebrations that are essentially private in nature.
2. Groups in category I, II, III recognized nonprofit township based groups holding events where any funds being raised are for nonprofit purposes provided they comply with all local ordinances and applicable laws, and regulations.
3. Groups may not use school equipment without the expressed prior approval of the district administration.



# REGULATION

4. Custodians (black seal license needed) must be present at all times when the building(s) are in use.
5. Use of buildings and grounds cannot endanger school property or the health and safety of the public.
6. A group must comply with the building use rules and regulations.
7. The Superintendent must be satisfied that adequate supervision of groups using the buildings and grounds will be provided at all times.
8. Failure of any organization or participant to comply with these regulations may result in denial of future use by such organization.

## Application Procedures

### 1. Building Use Request

All organizations requesting the use of school facilities must be completed using the online format, at least thirty days in advance of the date requested for use. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.

For seasonal or repeated use of "high demand" facilities, organizations must submit their requests in accordance with the following timelines:

For dates requested during the following times:	Request Deadline	Notification Deadline
June 16 – August 15	March 1	March 15
August 16 – November 15	May 1	May 15
November 16 – March 15	July 1	July 15
March 16 – June 15	October 1	October 15

### 2. Accompanying Documentation



Category II, III, and IV organizations/groups must attach the following to the Building Use Request Form

- a. A description of the activity/program for which the facility will be used;
- b. A list of participants in the activities/program for which the facility is requested, each participant's home address, and each participant's signature or, in the case of youth activities/programs, a parent's signature; and
- c. Certificate of insurance (with a minimum of \$1,000,000 liability coverage) naming the West Windsor-Plainsboro School District as an additional insured.

Category II & III Organizations must also attach the following to the Building Use Request Form:

- a. A copy of non-profit status (STATUS TITLE 15A:9-4); and
  - b. A copy of the Internal Revenue Service's determination letter showing that the requesting organization is a 501(e)3 organization.
3. If the facility requested is not available at the time and date requested, the Superintendent's designee will inform the representative of the requesting organization of alternative dates, times, or facilities that might be available.
  4. Notification of a denied request will be made in within thirty days of the application date. A written explanation as to the reason for the denial will be appended to the denied Building Use Request Form and returned to the representative that made the request.
  5. An appeal of a denial must be made in writing within five working days of receipt of the denial. The building use coordinator must respond in writing to the appeal within five working days. If the appeal is not grated, the requesting organization can request that an administrative designee committee review the determination. The Superintendent designee shall respond within ten working days of the request. This decision will be final.





## Cancellations

1. Permits may be canceled by the applicant by reasonable advance notice to the Superintendent. Applicant will be charged for any costs incurred by the district by virtue of the applicant's failure to provide reasonable advance notice.
2. The Board reserves the right to cancel any scheduled use whenever facilities are required for school purposes.
3. Permits will be canceled for failure to comply with public law, these rules and regulations, and/or Board policy.
4. After-school, evening or weekend building use will be canceled if inclement weather or other emergencies necessitate the closing of a school building(s).
5. The Board reserves the right to deny an application and to withdraw permission to use school facilities even approval has been granted and use has commenced from any organization whose representative has willfully made misrepresentation on the application. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

## Care of Property

1. Any damage must be paid for by the applicant.
2. Adequate supervision and protection must be provided by the applicant.
3. Paper, bottles, and other debris shall be removed from school property or left in receptacles.

## Use of Apparatus/Special Facilities

1. No equipment is to be brought into or onto school property unless noted in the application or obtained by special permission.



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

PROPERTY  
R 7510/Page 7 of 10  
USE OF SCHOOL FACILITIES

2. Stage lighting panels are to be operated only by a person arranged for by the school. The user will be charged by Community Education (see fee Schedule A).
3. Requests to use kitchen equipment must be made at least thirty days prior to date of the event. Arrangements must be made to have a member of the cafeteria staff present to supervise such use - minimum of four hours. The user will be charged by the food service management company for this service.
4. Use of scoreboards is only granted with approval of the district administration.
5. Use of turf fields by Category II, III, IV, or V requires thirty days' notice and will only be only granted with Board approval.

### Other

1. All school buildings and parking lots must be vacated by 11:00 p.m. (unless prior approval has been granted) or police will be contacted.
2. Facility use permits are not transferable.
3. Use of the buildings and grounds is restricted to the areas defined in the application.
4. Smoking is not permitted in school building or on school grounds.
5. Refreshments or food may be consumed only in the areas designated by school authorities.
6. Alcoholic beverages shall not be brought to or be consumed in the buildings or on school grounds.
7. Gratuities or any compensation in addition to fees shall not be offered to or accepted by any district staff.



# REGULATION

## Site Supervisor Responsibilities

A district employed sited supervisor will be present at the Board's discretion. The Supervisor's duties include:

1. Ensuring the group(s) are following the allocated space guidelines;
2. Making sure the facilities are prepared for the reserved group(s);
3. Securing the facilities;
4. Trouble shooting;
5. Evaluating number of participants; and
6. Provide point of contact for participant groups for any immediate concerns.

In the event of a misallocation of space or any other on-site issues, the Site Supervisor will make the final determination.

## Custodian Responsibilities

A district employed custodian (black seal license needed) is required for all activities requiring all access to inside facilities. The custodian will provide access to all requested spaces, provide a comfortable environment, ensure facilities are kept clean and well maintained, quickly act to remedy any issues which make the environment hazardous or uncomfortable.

PROPERTY - R 7510 - Use of School Facilities  
SCHEDULE A  
RATES FOR FACILITIES USE (EFFECTIVE JULY 1, 2011)

HOURLY FACILITIES RATE (Additional Custodians may be necessary) M-F Evening After 6 pm, All Day Weekends & Holidays					
School	Facility	Group II	Group III	Group IV	Group V
Primary Schools (K-3)	Gym, Multi Purpose Room	\$5	\$7	\$70	\$100



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

PROPERTY  
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USE OF SCHOOL FACILITIES

Elementary Schools (4-5) and Middle Schools (6-8)	Gym, Dining Room, Commons	\$5	\$7	\$150	\$300
Elementary Schools (4-5) and Middle Schools (6-8)	Theatre or Commons	\$5	\$7	\$200	\$400
Elementary Schools (4-5) and Middle Schools (6-8)	Stage Lighting (in addition to Theatre)	\$50	\$50	\$75	\$100
High School	Gym, Dining Room, Commons	\$5	\$7	\$200	\$400
High School	Pool	\$25	\$25	\$200	\$400
High School	Theater	\$25	\$25	\$200	\$400
High School	Stage Lighting (in addition to Theatre)	\$50	\$50	\$75	\$100
High School	Turf Fields***	\$50	\$50	\$200	\$400
All Schools	Classroom	\$5	\$7	\$30	\$50

MINIMUM WEEKEND CHARGES (4 Hour Minimum, Including 1 Custodian and Facilities Charges)									
Monday - Saturdays*						Sundays & Holidays			
School	Facility	Group II	Group III	Group IV	Group V	Group II	Group III	Group IV	Group V
Primary Schools (K-3)	Gym, Multi Purpose Room	\$240 \$60/ hr	\$248 \$62/ hr	\$500 \$125/ hr	\$620 \$155/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$540 \$135/ hr	\$660 \$165/ hr
Elementary Schools (4-5) and Middle Schools (6-8)	Gym, Dining Room, Commons	\$240 \$60/ hr	\$248 \$62/ hr	\$820 \$205/ hr	\$1420 \$355/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$860 \$215/ hr	\$1460 \$365/ hr



# REGULATION

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

PROPERTY  
R 7510/Page 10 of 10  
USE OF SCHOOL FACILITIES

Elementary Schools (4-5) and Middle Schools (6-8)	Theatre or Commons	\$240 \$60/ hr	\$248 \$62/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
Elementary Schools (4-5) and Middle Schools (6-8)	Stage Lighting (in addition to Theatre)								
High School	Gym, Dining Room, Commons	\$240 \$60/ hr	\$248 \$62/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
High School	Pool	\$320 \$80/ hr	\$320 \$80/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$360 \$90/ hr	\$360 \$90/hr	\$1060 \$265/hr	\$1860 \$465/ hr
High School	Theater	\$320 \$80/ hr	\$320 \$80/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$360 \$90/ hr	\$360 \$90/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
High School	Stage Lighting (in addition to Theatre)								
High School	Turf Fields***	\$420 \$105/ hr	\$420 \$105/ hr	\$1020 \$255/ hr	\$1820 \$455/ hr	\$460 \$115/hr	\$460 \$115/ hr	\$1060 \$265/ hr	\$1860 \$465/ hr
All Schools	Classroom	\$240 \$60/ hr	\$248 \$62/ hr	\$340 \$85/ hr	\$420 \$105/ hr	\$280 \$70/ hr	\$288 \$72/ hr	\$380 \$95/ hr	\$460 \$115/ hr

Notes: Custodial rates are based on a ratio of one custodian for every 250 participants. If the district determines that the event requires additional custodians, users will be charged a minimum of 4 hours per custodian.

Fees may be negotiated for long term use of facilities.

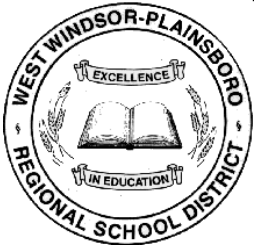
\*Monday-Saturday custodial rate: \$55/hr

\*\*Sunday/Holidays custodial rate: \$65/hr

\*\*\*Turf Fields are not available for use Monday to Friday, August to May.

Issued: 15 January 2013





**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**APRIL 28, 2020  
PUBLIC HEARING ON 2020-2021 BUDGET &  
BOARD OF EDUCATION MEETING**

**Central Office  
321 Village Road East, West Windsor, NJ 08550**

**ACTION MAY BE TAKEN**

**6:30 Closed Executive Session – Virtual Platform  
7:30 Public Meeting – Virtual Platform**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Louisa Ho  
Dana Krug  
Graelynn McKeown  
Martin Whitfield  
Robin Zovich

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Plainsboro Township Library Committee: Robin Zovich  
Superintendent's Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Graelynn McKeown  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on April 24, 2020, to the *Home News Tribune*, and *The Times*. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, posted on the district website on April 24, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on April 24, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters; Student Disciplinary Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Sidebar Agreement with WWPEA</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>EL13WE-67852; Worker’s Comp Claim #19WCO4464V; MER-C-693-20; No. 19-2570</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matters</b>

BE IT FURTHER RESOLVED that any discussion held by the Board, which need not remain confidential, will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. New Jersey Student Learning Assessment 2019 Science Report
- D. Math Redesign Update

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this First Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record.

IV. **PUBLIC HEARING ON THE 2020-2021 BUDGET**

V. **POSTPONE PUBLIC HEARING ON THE BUDGET**

VI. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

VII. **RESUME PUBLIC HEARING ON THE 2020-2021 BUDGET**

VIII. **OPPORTUNITY FOR PUBLIC COMMENTS ON THE BUDGET**

The Board invites thoughts and reactions on the 2020-2021 budget from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this Opportunity for Public Comment on the Budget. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record.

IX. **APPROVAL OF 2020-2021 BUDGET:**

*To be voted on 4/28/20:* Recommend approval of the following resolution:

**2020-2021 Budget Submission**

1. Be It Resolved, to approve a school district budget for the fiscal year 2020-2021:



	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$ 212,813,972	\$ 169,594,656
Total Special Revenue Fund	\$ 2,272,526	N/A
Total Debt Service Fund	\$ 12,152,645	0
Totals	\$ 227,239,143	\$ 169,594,656

Included in the general fund budget is \$7,387,276 to be deposited in capital reserve to transfer to repayment of debt.

Included in the general fund budget is \$8,055,000 to be withdrawn from the Board of Education’s approved Capital Reserve Account to support funding of capital projects.

Included in the general fund budget is \$3,250,000 for deposit into the Board of Education’s approved Capital Reserve Account for future funding of capital projects.

The school district has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education. Information on this budget and the programs and services it provides is available from your local school district.

The tax levy includes \$414,657 of banked cap.

**X. ADJOURNMENT OF PUBLIC HEARING ON THE 2020-2021 BUDGET**

**XI. MEETING**

**A. ADMINISTRATION**

*To be voted on 04/28/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

- Affirm the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated March 31, 2020, for the following case numbers: 209366-CMS-03132020; 209328-GMS-03122020; 209247-HSS-03112020; 209244-HSS-03112020; 209243-HSS-03112020; 209410-GMS-03172020; 209040-HSS-03052020; 209037-HSS-03052020; 208597-HSS-02262020; and 208978-GMS-03042020.
- Review the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated April 28, 2020, for the following case numbers: 209471-CMS-0407202; 209457-GMS-04012020.

**School Security Drills**

- Acknowledge the following fire and security drills were performed in March 2020 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
-	3/10/20	Dutch Neck Elementary School
3/4/20	-	Maurice Hawk Elementary School
-	-	Town Center Elementary School

3/9/20	-	J.V.B. Wicoff Elementary School
-	-	Millstone River School
3/10/20	-	Village School
3/9/20	3/5/20	Community Middle School
3/9/20	3/4/20	Thomas Grover Middle School
3/2/20	3/3/20	WW-P High School North
3/2/20	3/10/20	WW-P High School South

**Policy and Regulation**

4. First reading of the following policy:

Policy

P4420 Benefits Covering Non-Affiliated Support Staff-Category B

5. Second reading and approval of the following policy:

Policy

P1126 Benefits Covering Foremen-Category F

**Advancement Via Individual Determination**

6. Approve participation in the AVID program at High School North and High School South for the 2020-2021 school year, at a total cost not to exceed \$40,278.

**Extended Day Program - Community Education**

7. Approve the monthly tuition fees for Community Education’s Before\* and After School Programs for the 2020-2021 school year as follows:

<u>Before School</u>	<u>5 days/wk</u>	<u>4 days/wk</u>	<u>3 days/wk</u>	<u>2 days/wk</u>	<u>1 day/wk</u>
From 7:00 AM	\$157	\$135	\$105	\$74	\$55
Nine Payments					

\*Before School Program is not available at middle school.

<u>After School</u>	<u>5 days/wk</u>	<u>4 days/wk</u>	<u>3 days/wk</u>	<u>2 days/wk</u>	<u>1 day/wk</u>
Until 6:30 PM	\$270	\$220	\$180	\$125	\$97
Nine Payments					

Students Enrolled - 5 days/wk AM and PM  
 Until 6:30 PM \$395 Nine Payments

Extra Fees (must be registered in EDP)  
 AM Care = \$12 per day PM Care = \$20 per day Half Days = \$30 per day

Sibling Discounts  
 Sibling discounts apply to families with two or more children enrolled 5 days per week.  
 AM only, \$15 discount per additional child  
 PM only, \$25 discount per additional child

Late Payment Fees  
 Payments received after the sixth day of the month of service are subject to a \$10 late fee.

**Virtual/Remote Instruction**

8. Approve the West Windsor-Plainsboro Regional School District’s program of virtual or remote instruction to meet with the 180 day requirement, which was previously submitted to the Department of Education and has been implemented since the District’s closure on March 16, 2020.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 04/28/20:* Recommend approval of the following resolutions:

**New Textbook Adoption**

1. Adopt the following textbook for Algebra 2 H&A:  
Big Ideas Math: A Bridge to Success Algebra 2, 2019 by Larson and Boswell.
2. Adopt the following textbook for Calculus Honors:  
Calculus of a Single Variable, 2018 by Larson and Edwards.

**Technology**

3. Approve Pivot Interactives to provide an interactive online learning resource for high school students through June 30, 2020, at a cost not to exceed \$3,126.

**Professional Development**

4. Approve DreamBox Learning to provide two training sessions for K-5 staff on implementation and use of data through the digital content provider at a cost not to exceed \$800.

**C. FINANCE**

*To be voted on 04/28/20:* Recommend approval of the following resolutions:

**Business Services**

1. Payment of bills as follows:
  - a) Bills List General for April 28, 2020 (run on 4-22-20) in the amount of \$14,034,769.34.
  - b) Bills List Capital for April 28, 2020 (run on 4-16-20) in the amount of \$850,792.94.
2. Budget transfers as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for March 2020 (run on 4-08-20) (Adjustment Nos. 469-506).
3. Accept the following reports; this will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of February 29, 2020, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

- b) A-149 Report of the Treasurer of School Monies to the Board of Education as of February 29, 2020.

**Resolution Rejecting Second Round Bids and Authorizing Negotiations for a Contract**

4. Approve the following resolution rejecting second round bids for the Community Middle School Project as substantially exceeding the Architect's estimate and authorizing negotiations for a contract pursuant to *N.J.S.A. 18A:18A-5*.

WHEREAS, on March 19, 2020, the West Windsor-Plainsboro Board of Education ("Board") held a public bid opening for the Addition/Renovations to Community Middle School Project ("Project"); and

WHEREAS, the Board received seven (7) bids which were opened and publicly read aloud; and

WHEREAS, upon the Board's consideration of the bids received at the bid opening, on March 31, 2020, the Board determined to reject all bids and re-bid the Project in accordance with N.J.S.A. 18A:18A-22, on the basis that all bids received substantially exceeded the cost estimate for the Project; and

WHEREAS, on April 21, 2020, the Board held a second public bid opening for the Project at which it received a total of six (6) bids; and

WHEREAS, upon the Board's consideration of the second round bids received, the Board has determined to reject all bids in accordance with N.J.S.A. 18A:18A-22 on the basis that the lowest bid, and all bids received substantially exceed the cost estimate for the Project; and

WHEREAS, in accordance with N.J.S.A. 18A:18A-5(c), the Board may negotiate and award a contract without public advertising for bids if the Board has rejected bids on two (2) occasions because the Board has determined that they are not reasonable as to price.

NOW THEREFORE, BE IT RESOLVED, that, in accordance with N.J.S.A. 18A:18A-22, the Board hereby rejects all bids received at the public bid opening held on April 21, 2020 in connection with the Project as all substantially exceed the cost estimates for the Project; and

BE IT FURTHER RESOLVED, that the Board Administration in consultation with the Project Professionals is hereby authorized to solicit and negotiate a contract for the Project, and is further authorized to contact second round bidders to initiate said negotiations; and

BE IT FURTHER RESOLVED, that, in accordance with N.J.S.A. 18A:18A-5, the award of any negotiated contract shall be subject to the approval of the Board and the following:

- a) A reasonable effort is first made by the Board, or its duly authorized representative, to determine that the same or equivalent goods or services, at a cost which is lower than the negotiated price, are not available from an agency or authority of the United States, the State of New Jersey, the County of Mercer, or any municipality in close proximity to the Board;
- b) The terms, conditions, restrictions and specifications set forth in the negotiated contract are not substantially different from those which were the subject of competitive bidding;
- c) Any minor amendment or modification of any of the terms, conditions, restrictions and specifications shall be stated in the Board's resolution awarding the contract;
- d) The Board, or its duly authorized representative, shall notify responsible bidders who submitted a bid on the second occasion of its intention to negotiate and afford those second round bidders an opportunity to negotiate; and
- e) The Board shall not award a contract unless the negotiated contract price is: (1) lower than the lowest rejected bid price submitted on the second occasion by a responsible

bidder (2) is the lowest negotiated price offered by any responsible vendor, and (3) is a reasonable price for the Project; and

BE IT FURTHER RESOLVED, that the Board Administration is hereby authorized to return the bid bonds of all bidders who submitted bids at the public bid opening held on April 21, 2020.

**Bidders who submitted bids on April 21, 2020**

<b>All Bidders</b>	<b>Bennett Company</b>	<b>Harvey, Benjamin R., Inc.</b>	<b>Newport Construction</b>	<b>Niram, Inc.</b>	<b>Parlamas, G &amp; P, Inc.</b>	<b>Williams, J.H., Enterprises</b>
<b>Base Bid</b>	\$35,840,000	\$37,169,000	\$37,987,000	\$38,394,000	\$36,887,000	\$37,197,000
Alt. No. 1	\$80,000	\$85,000	\$40,000	\$286,000	\$50,000	\$90,000
Alt. No. 2	\$200,000	\$121,000	\$140,000	\$215,000	\$175,000	\$150,000
Alt. No. 3	\$30,000	\$66,000	\$75,000	\$60,000	\$30,000	\$50,000
Alt. No. 4	\$20,000	\$22,000	\$20,000	\$30,000	\$20,000	\$20,000
Alt. No. 5	\$20,000	\$22,000	\$22,000	\$30,000	\$20,000	\$24,000
Alt. No. 6	\$25,000	\$20,000	\$24,000	\$30,000	\$25,000	\$27,000
Alt. No. 7	(\$100,000)	(\$95,000)	(\$105,000)	(\$42,000)	(\$105,000)	(\$100,000)
Alt. No. 8	(\$50,000)	(\$58,000)	(\$60,000)	(\$3,000)	(\$45,000)	(\$40,000)
Alt. No. 9	(\$100,000)	(\$148,000)	(\$30,000)	(\$60,000)	(\$125,000)	(\$40,000)
Alt. No. 10	(\$150,000)	(\$160,000)	(\$195,000)	(\$95,000)	(\$110,000)	(\$100,000)
<b>Total w/Alts</b>	\$35,815,000	\$37,044,000	\$37,918,000	\$38,845,000	\$36,822,000	\$37,278,000

**Co-Operative and State Contract Purchases Over The Bid Limit**

5. Authorize the following purchase utilizing NJ Cooperative Bid for Educational Data Services, Inc., EDS Bid #9185 – Plumbing (Commercial and Industrial) – Package 27 to Robert Griggs Plumbing & Heating, LLC, Hillsborough, NJ as awarded through December 1, 2020.

High School North:

<u>Description</u>	<u>Total Cost</u>
Pool Piping Repair	\$2,800.00
Remove/Dispose/Replace (2) Mer-Made FRP Sand Filters – Model #143-83	\$44,500.00
<b>Total Project Cost</b>	<b>\$47,300.00</b>

6. Authorize the following purchase utilizing NJ Cooperative Bid – ESCNJ18/19-03, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2020.

<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	Cisco UCS C220 M5SX SFF Rack-mountable	\$1,600.00	\$1,600.00
8	Cisco UCS DDR4 64GB LRDIMM 288 Pin	\$1,831.09	\$14,648.72
2	Cisco Hard Drive 300 GB	\$273.00	\$546.00
2	Cisco Power Supply	\$304.00	\$608.00
1	Cisco Ball Bearing Rail Kit Rack	\$89.00	\$89.00
2	Intel Xeon Platinum 8176	\$10,268.50	\$20,537.00
1	Cisco Storage Controller (RAID)	\$905.00	\$905.00
1	Cisco Enable Raid 1 Setting	\$0.45	\$0.45

1	Intel Network Adapter	\$854.00	\$854.00
1	QLogic QLE2692 Host Bus Adapter	\$1,752.00	\$1,752.00
5	HGST 5N200 Solid State Drive 7.7 TB	\$10,100.00	\$50,500.00
	Total		\$92,040.17

7. Authorize the following purchase utilizing NJ State Contract M0483 – Computer Equipment, Peripherals and Related Services to Dell Marketing L.P. of Round Rock, TX as awarded through July 31, 2021.

<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
6	GC-ProSupport 24x7 w/NBD Onsite SC420	\$138.34	\$830.04
1	Dell Storage SC420 2.5 Enclosure	\$298,900.00	\$298,900.00
	Total		\$299,730.04

### **Change Orders**

8. Change Order No. 1 to the Co-operative purchase contract with Open Systems Integrators to furnish and install new Notifier fire alarm panels, annunciator, and microphone at Dutch Neck Elementary School, (Co-Op #65MCESCCPS, Bid #MRESC 17/18-59, Term 6/28/2018 – 6/25/2020) for a credit to the owner for unused allowance in the amount of \$14,856.67, and additional labor and materials for additional single wire interface relays in the amount of \$3,484.20, for a net credit to the owner of \$11,372.47. This change order decreases the contract amount of \$535,186.59 to \$523,814.12.
9. Change Order No. 3 to the single overall contract of Innovative Electrical Contracting, Inc., for Emergency Generator Installation and Related Work at West Windsor-Plainsboro Schools, as recommended by Fraytak Veisz Hopkins, Duthie, PC, (Architects/Planners Project Nos. 5063A2, 5063C1, 5063G2, 5063I2), for a credit to the owner for deleting Omni-Metrix monitors and monitoring in the amount of \$2,380, a credit to the owner for a reduction of wiring and conduits due to relocation of ATS at Millstone River in the amount of \$2,671.55, and an additional charge for quad outlet at village in the amount of \$634.04, for a total credit of \$4,417.51. This change order decreases the contract amount of \$801,988.00 to \$797,570.49.
10. Change order to a purchase utilizing NJ State Contract T2989 #88740 for Millennium Communications Group Inc., East Hanover, New Jersey as awarded through March 19, 2021 for communications wiring services to relocate fiber laterals into Community Middle School, originally Board approved on February 25, 2020, to add 2” HDPE conduit from pole #61143, install utility box at base of building, run two 2” innerducts up side of building, install two new 2” core drills into school, and furnish and install two 2” innerducts from building POE location, at an additional cost of \$10,000. This change order increases the total purchase from \$39,750 to \$49,750. [Project is subject to the provisions of the NJ Prevailing Wage Act (NJSA 34:11-56.25 et. seq.)].

### **Equipment Disposal**

11. Approve the disposal of obsolete equipment that has met the district’s life expectancy. [The physical condition of the equipment renders it ineffective.]

#### Grover Middle School

- a) Bookshelf, tall - 2

**Transportation**

Transportation – Bus Co-Op Purchase

12. Authorize the purchase of one 24 passenger bus from H.A. DeHart & Sons, Inc., Thorofare, New Jersey, through the Hunterdon County Educational Services Commission Bid #HCESC-Trans 19-17, in the amount of \$63,593.71. \$15,000 of this purchase will be funded through an Environmental Protection Agency (EPA) 2019 Diesel Emission Reduction Act (DERA) School Bus Rebate.

Renewals – School Related Activities

13. Student Transportation Contract Renewal-School Related Activities Multi Contract Number A1 Trips 81 to A-1 Limousine, Inc. with a 1.55% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
CFT-1	\$ 682.95	\$88.44	N/A
CFT-2	\$1,179.22	\$88.44	N/A
CFT-3	\$1,179.22	\$88.44	N/A
CFT-4	\$ 842.63	\$88.44	N/A
CFT-5	\$1,245.09	\$88.44	N/A
CFT-6	\$1,244.71	\$88.44	N/A
CFT-7	\$ 682.95	\$88.44	N/A
CFT-8	\$ 842.63	\$88.44	N/A
CFT-9	\$ 682.95	\$88.44	N/A
CFT-10	\$1,179.22	\$88.44	N/A
CFT-11	\$1,179.22	\$88.44	N/A
CFT-12	\$ 842.63	\$88.44	N/A
CFT-13	\$1,244.71	\$88.44	N/A
CFT-14	\$1,244.71	\$88.44	N/A
CFT-15	\$1,244.71	\$88.44	N/A
CFT-16	\$1,244.71	\$88.44	N/A
CFT-17	\$ 842.63	\$88.44	N/A
CFT-18	\$1,244.71	\$88.44	N/A
WCFT-1	\$ 682.95	\$88.44	N/A
WCFT-2	\$1,179.22	\$88.44	N/A
WCFT-3	\$1,179.22	\$88.44	N/A
WCFT-4	\$ 842.63	\$88.44	N/A
WCFT-5	\$1,244.71	\$88.44	N/A
WCFT-6	\$1,244.71	\$88.44	N/A
WCFT-7	\$1,244.71	\$88.44	N/A
WCFT-8	\$1,244.71	\$88.44	N/A
WCFT-9	\$1,244.71	\$88.44	N/A
WCFT-10	\$1,244.71	\$88.44	N/A

14. Student Transportation Contract Renewal-School Related Activities Multi Contract Number DA-PUB17-2 to George Dapper, Inc. with a 1.6% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
TRIP17-4	\$92.93	\$100.00	N/A
TRIP17-5	\$103.38	\$100.00	N/A
TRIP17-6	\$130.52	\$129.00	N/A

15. Student Transportation Contract Renewal-School Related Activities Multi Contract Number DA-PUB19-2 to George Dapper, Inc. with a 1.6% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
WFT-3WC	\$395.59	\$89.00	N/A

16. Student Transportation Contract Renewal-School Related Activities Multi Contract Number JB-PUB15-2 to Jay's Bus Service, Inc. with a 1.55% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
HSNFA15	\$126.44	\$120.00	N/A
CMSSA15	\$200.21	\$190.00	N/A
FT-2	\$121.19	\$115.00	N/A
FT-3	\$121.19	\$115.00	N/A
FT-4	\$121.19	\$115.00	N/A
FT-5	\$121.19	\$115.00	N/A
FT-7	\$210.75	\$125.00	N/A

17. Student Transportation Contract Renewal-School Related Activities Multi Contract Number StoutsTrips81 to Stout's Charter Service, Inc. with a 1.55% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
WFT-2	\$165.42	\$75.00	N/A
WFT-3	\$165.42	\$75.00	N/A
WFT-4	\$278.00	\$75.00	N/A
WFT-5	\$183.81	\$75.00	N/A
WFT-6	\$195.30	\$75.00	N/A
WFT-10	\$158.52	\$75.00	N/A
WFT-11	\$165.42	\$75.00	N/A
WFT-12	\$278.00	\$75.00	N/A
WFT-13	\$183.81	\$75.00	N/A
WFT-14	\$195.30	\$75.00	N/A

18. Student Transportation Contract Renewal-School Related Activities Multi Contract Number SC-PUB19-2 to Stout's Charter Service, Inc. with a 1.55% increase for the 2020-2021 school year as follows:



<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
WFT-9WC	\$289.42	\$100.00	N/A
WFT-1WC	\$289.42	\$100.00	N/A

19. Student Transportation Contract Renewal – School Related Activities, Multi Contract Number RB-PUB15-2 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
FT-6	\$60.22	\$92.00	N/A

20. Student Transportation Contract Renewal – School Related Activities, Multi Contract Number RB-PUB16-2 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
HSSFA16	\$120.81	\$115.00	N/A
TGFA16	\$120.81	\$115.00	N/A
CMFA16	\$120.81	\$115.00	N/A
HSSWA16	\$ 96.65	\$ 92.00	N/A
HSNWA16	\$ 96.65	\$ 92.00	N/A
CMWA16	\$ 96.65	\$ 92.00	N/A
TGWA16	\$ 96.65	\$ 92.00	N/A
HSSSA16	\$130.26	\$124.00	N/A
HSNSA16	\$130.26	\$124.00	N/A
TGSA16	\$130.26	\$124.00	N/A
ATHSH16	\$138.67	\$132.00	N/A
FT-1	\$204.84	\$195.00	N/A
FT-8	\$138.67	\$132.00	N/A

21. Student Transportation Contract Renewal – School Related Activities, Multi Contract Number RB-PUB17-2 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>ID Number</u>	<u>Cost per Bus</u>	<u>Adj. Cost per Hour</u>	<u>Aide</u>
TRIP17-3	\$67.03	\$64.00	N/A

Renewals – Public Routes and Special Education

22. Student Transportation Contract Renewal to and from school, Multi Contract Number AB-PUB18-4 to ABC Trans Corp., with a 1.6% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HSGSA	High School South	\$381.38	180	N/A	\$3.00

23. Student Transportation Contract Renewal to and from school, Multi Contract Number AB-PUB19-1 to ABC Trans Corp., with a 1.6% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
ESY02WC	Town Center Elementary	\$302.79	25	\$65.00	\$3.00
ESY3	Town Center Elementary	\$305.84	25	\$65.00	\$3.00
ESY4	Town Center Elementary	\$300.76	25	\$65.00	\$3.00
ESY7	Town Center Elementary	\$300.76	25	\$65.00	\$3.00
ESY10	Town Center Elementary	\$305.76	25	\$60.00	\$3.00
PRE3	Town Center Elementary	\$302.79	25	\$65.00	\$3.00
ESY1	Town Center Elementary	\$296.62	25	\$60.00	\$3.00
ESY8	Town Center Elementary	\$300.68	25	\$60.00	\$3.00

24. Student Transportation Contract Renewal to and from school, Multi Contract Number DA-PUB18-3 to George Dapper, Inc., with a 1.6% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HN04A	High School North	\$203.86	180	N/A	\$2.50
MR08A	Millstone River School	\$203.86	180	N/A	\$2.50
HS10A	High School South	\$204.90	180	N/A	\$2.50
TC08A	Town Center Elementary	\$204.90	180	N/A	\$2.50
HS13A	High School South	\$203.66	180	N/A	\$2.50
MR10A	Millstone River School	\$203.66	180	N/A	\$2.50

25. Student Transportation Contract Renewal to and from school, Multi Contract Number ALPHA12N to Good Dove, LLC, with a 1.6% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
ALPHA12N	Alpha School	\$240.64	210	\$75.00	N/A

26. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB70 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HSA-6	High School South	\$139.56	180	N/A	\$0.00
WEA-6	Wicoff Elementary School	\$139.56	180	N/A	\$0.00
TGA-4	Thomas Grover Middle	\$139.56	180	N/A	\$0.00
MRA-3	Millstone River School	\$139.56	180	N/A	\$0.00
HSA-7	High School South	\$139.56	180	N/A	\$0.00
TCA-11	Town Center Elementary	\$139.56	180	N/A	\$0.00
TGA-3	Thomas Grover Middle	\$139.56	180	N/A	\$0.00
TCA-4	Town Center Elementary	\$139.56	180	N/A	\$0.00
CMA-22	Community Middle School	\$139.56	180	N/A	\$0.00
MHA-13	Maurice Hawk Elementary	\$139.56	180	N/A	\$0.00

CMA-18	Community Middle School	\$139.56	180	N/A	\$0.00
MRA-16	Millstone River School	\$139.56	180	N/A	\$0.00
CMA-16	Community Middle School	\$139.56	180	N/A	\$0.00
MRA-12	Millstone River School	\$139.56	180	N/A	\$0.00

27. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB80 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HS23	High School South	\$135.87	180	N/A	\$3.00
VE15	Village Elementary School	\$135.87	180	N/A	\$3.00
TG8	Thomas Grover Middle	\$135.87	180	N/A	\$3.00
TC1	Town Center Elementary	\$135.87	180	N/A	\$3.00
HS21	High School South	\$135.87	180	N/A	\$3.00
VE1	Village Elementary School	\$135.87	180	N/A	\$3.00
TG5	Thomas Grover Middle	\$135.87	180	N/A	\$3.00
TC9	Town Center Elementary	\$135.87	180	N/A	\$3.00
TG6	Thomas Grover Middle	\$135.87	180	N/A	\$3.00
TC10	Town Center Elementary	\$135.87	180	N/A	\$3.00
TG7	Thomas Grover Middle	\$135.87	180	N/A	\$3.00
TC2	Town Center Elementary	\$135.87	180	N/A	\$3.00

28. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-ACT12 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
Late Run A	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run B	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run C	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run D	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run E	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run F	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run G	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run H	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run I	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run J	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run K	Activity Bus	\$84.07	180	N/A	\$0.00
Late Run L	Activity Bus	\$84.07	180	N/A	\$0.00

29. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB14-1 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HN29	High School North	\$191.29	180	N/A	\$2.00

30. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB14-4 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
WE51	Wicoff School	\$207.50	180	\$34.00	\$2.50
WWLARKSWC	High School North	\$103.10	30	\$23.00	\$2.50

31. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB14-5 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
MR53	Millstone River School	\$251.35	180	\$50.00	\$2.50
TG24	Thomas Grover School	\$135.72	180	N/A	\$2.00
MH5	Maurice Hawk Elementary	\$135.72	180	N/A	\$2.00

32. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB15-1 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
HN01	High School North	\$248.27	180	N/A	\$2.00
HN21	High School North	\$248.27	180	N/A	\$2.00
HS12	High School South	\$227.14	180	N/A	\$2.00
HS03	High School South	\$248.27	180	N/A	\$2.00
CM23	Community Middle School	\$139.45	180	N/A	\$2.00
DN14	Dutch Neck School	\$139.45	180	N/A	\$2.00
TG10	Thomas Grover Middle	\$136.29	180	N/A	\$2.00
WE02	Wicoff Elementary School	\$136.29	180	N/A	\$2.00
TG14	Thomas Grover Middle	\$136.29	180	N/A	\$2.00
MH09	Maurice Hawk Elementary	\$136.29	180	N/A	\$2.00

33. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB15-3 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
NC54	High School North & Community Middle School	\$280.18	180	\$60.00	\$2.50
MHK81	Maurice Hawk Elementary	\$ 46.48	180	N/A	\$2.00
MHK93	Maurice Hawk Elementary	\$ 46.48	180	N/A	\$2.00

34. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB15-6 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
TCK80	Town Center Elementary	\$49.66	180	N/A	\$2.00
TCK92	Town Center Elementary	\$49.66	180	N/A	\$2.00

35. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB15-7 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
HS24	High School South	\$167.98	180	N/A	\$2.00
DN09	Dutch Neck School	\$167.98	180	N/A	\$2.00
HS01	High School South	\$167.98	180	N/A	\$2.00
WE07	Wicoff Elementary School	\$167.98	180	N/A	\$2.00

36. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB16-1 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
MR50	Millstone River School	\$242.53	180	\$60.00	\$2.50
MR51	Millstone River School	\$242.53	180	\$60.00	\$2.50
TC54	Town Center Elementary	\$334.69	180	\$75.00	\$2.50
WEK81	Wicoff Elementary School	\$ 48.33	180	N/A	\$2.50
WEK91	Wicoff Elementary School	\$ 48.33	180	N/A	\$2.50
MHK84	Maurice Hawk Elementary	\$ 48.33	180	N/A	\$2.50
MHK94	Maurice Hawk Elementary	\$ 48.33	180	N/A	\$2.50
TCK81	Town Center Elementary	\$ 48.33	180	N/A	\$2.50
TCK91	Town Center Elementary	\$ 48.33	180	N/A	\$2.50
HN10	High School North	\$138.67	180	N/A	\$2.50
MR06	Millstone River School	\$138.67	180	N/A	\$2.50
HN24	High School North	\$149.17	180	N/A	\$2.50
MH12	Maurice Hawk Elementary	\$149.17	180	N/A	\$2.50
HN28	High School North	\$142.87	180	N/A	\$2.50
DN17	Dutch Neck Elementary	\$142.87	180	N/A	\$2.50
CM02	Community Middle School	\$149.17	180	N/A	\$2.50
MR52	Millstone River Elementary	\$152.80	180	\$72.00	\$2.50
HN32	High School North	\$142.87	180	N/A	\$2.50
VE02	Village Elementary School	\$142.87	180	N/A	\$2.50
HN31	High School North	\$142.87	180	N/A	\$2.50
VE18	Village Elementary School	\$142.87	180	N/A	\$2.50
CM20	Community Middle School	\$149.17	180	N/A	\$2.50
MR23	Millstone River School	\$149.17	180	N/A	\$2.50
CM17	Community Middle School	\$142.87	180	N/A	\$2.50
MH04	Maurice Hawk Elementary	\$142.87	180	N/A	\$2.50
CM25	Community Middle School	\$142.87	180	N/A	\$2.50
DN04	Dutch Neck Elementary	\$142.87	180	N/A	\$2.50
HS14	High School South	\$138.67	180	N/A	\$2.50
MR19	Millstone River Elementary	\$138.67	180	N/A	\$2.50
HS26	High School South	\$138.67	180	N/A	\$2.50
TC17	Town Center Elementary	\$138.67	180	N/A	\$2.50
CM24	Community Middle School	\$149.17	180	N/A	\$2.50
DN12	Dutch Neck Elementary	\$149.17	180	N/A	\$2.50
TCPS4P	Town Center Elementary	\$242.53	180	\$60.00	\$2.50
NC57	Community Middle School & High School North	\$242.53	180	\$60.00	\$2.50

37. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB16-5 to Rick Bus Company with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u># Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
TC56	Town Center Elementary	\$337.69	180	\$72.00	
	\$3.00				

Agreements/Jointures

38. Enter into transportation agreements/jointures for the participation in coordinated transportation for the 2020-2021 school year between the Board of Education of the West Windsor-Plainsboro Regional School District and the following:

- a) Educational Services Commission of Morris County
- b) Educational Services Commission of New Jersey
- c) Essex Regional Educational Services Commission
- d) Bridgewater-Raritan Regional Board of Education
- e) Lawrence Township Public School District
- f) Mercer County Special Services School District
- g) Mercer County Educational Services Commission
- h) Monmouth-Ocean Educational Services Commission
- i) East Windsor Regional School District
- j) Neptune Township School District
- k) Cranbury Township
- l) South Brunswick School District
- m) Robbinsville Board of Education
- n) Gloucester County Special Services School District
- o) Princeton Public Schools

Cancellation – School Related Activities

- 39. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22861, trip number 22861 awarded to A-1 Limousine, Inc., on October 1, 2019.
- 40. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22902, trip number 22902 awarded to A-1 Limousine, Inc., on October 29, 2019.
- 41. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23154, trip number 23154 awarded to Irvin Raphael, Inc., on December 17, 2019.
- 42. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23159, trip number 23159 awarded to A-1 Limousine, Inc., on December 17, 2019.
- 43. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23278, trip number 23278 awarded to A-1 Limousine, Inc., on January 28, 2020.

44. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24073, trip number 24073 awarded to A-1 Limousine, Inc., on March 31, 2020.

**D. PERSONNEL**

*To be voted on 4/28/20:* Recommend approval of the following resolutions:

**Job Descriptions**

1. Approve job descriptions for the following positions:
  - a) Auto Mechanic Foreman
  - b) Pool Operator

**Personnel**

2. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**XII. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 4/28/20:*

- A. March 31, 2020 Meeting
- B. March 31, 2020 Executive Session

**XIII. BOARD LIAISON REPORTS**

**XIV. NEW BUSINESS**

**XV. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this Second Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record.

XVI. **RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
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BE IT FURTHER RESOLVED that any discussion held by the Board, which need not remain confidential, will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will not return to open session to conduct business at the conclusion of the executive session.

XVII. **ADJOURNMENT**



# **West Windsor-Plainsboro Regional School District**

**Public Hearing on the Budget  
Board of Education Meeting  
April 28, 2020**

# WW-P MISSION STATEMENT

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning.*

# **BUDGET PROCESS & TIMELINES**

- **Summer/Fall: Finance Committee preliminary discussions; A&F Committee discussion of capital projects; Curriculum Committee discussion Program of Studies.**
- **December: BOE retreat.**
- **Mid-Year Budget Review with county office.**
- **November-February: Meetings with budget managers.**
- **January-March: BOE public budget discussions.**
- **February 20<sup>th</sup>: BOE retreat.**
- **Late February (Feb. 25<sup>th</sup>): Governor's address and release of state aid numbers. (released on Feb. 27<sup>th</sup>).**
- **March 10: Adoption and filing of the preliminary budget with the county superintendent.**
- **April 28: Public hearing and adoption of the budget.**

# PROPOSED BUDGET: 2020-2021

- **WHAT IS A SCHOOL BUDGET?**
  - **Budget Is a Planning Tool**
  - **Budget Considers Contingencies**
  - **Budget Manages Risk**
  - **Budget Must Be Fiscally Responsible**
  - **Is a reflection of our values**
  - **Budget Must Consider Safeguards and Buffers**

# PROPOSED BUDGET: 2020-2021

- **BIG PICTURE BUDGET TOPICS**
  - **Special Services**
  - **Health Care Costs**
  - **Contractual Salary Increases**
  - **Capital Projects**
  - **Technology**
  - **Building and Grounds Staffing**

# WW-P FINANCE HONOR

- For the eleventh year, WW-P received the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting Award for having met or exceeded the program's high standards for financial reporting and accountability.
- The Certificate of Excellence award confirms the district's commitment to financial accountability and transparency.
- For the sixth year, WW-P has received the Meritorious Budget Award from the Association of School Business Officials International.

# What costs are driving the 2020-2021 Budget?

- Health Care Costs – Increase of \$1.1M
- Salary Increases – Increase of \$2.3M

**(above 2 items more than allowable 2% tax levy)**

- Staff Increases – 8 positions - \$400K
- Transportation – Increase of \$1.2M
- Building and Grounds – Increase of \$1.1M
- Special Education – Increase of \$1.9M
- ESIP – Increase of \$615K
- Capital Projects – \$8M

# **BUDGET CONSIDERATIONS**



# Special Education

- Staffing
- Programs
- Out of District Tuition Placements
- Program Review
- New Residential Communities

# Instructional Considerations and Staff Increases

- Elementary Teachers (1) - DN
- High School Teachers (2) – Growth 80 students – 560 increased requests
- Special Education (2)
  - MRES Autism Program
  - CMS Autism Program
- BCBA (1)
- IA's (2)
- Endocrinologist – Monthly Expenditure
- Technology Electives (Computer Art and Design; Robotics)

# Capital Projects

- HSN Roof
- GMS Roof
- Exterior Door Replacement at Dutch Neck (carry over project)
- Lock hardware/FA system (carry over project)
- CMS Parking Lot Expansion
- ESIP
  - 1/2 of District ESIP Contribution
  - Asbestos Abatement
- HSS Ball stopper system (carry over project)
- Annual Project List for Building and Grounds
- ESIP Projects underway

# REFERENDUM PROJECTS

- CMS
- HSS
- GMS
- Fire Alarms
- HVAC
- Security Vestibules
- Media Centers
- DN/WC Bathrooms

# Building and Grounds Transition

- Based upon the Building and Grounds bid proposals and interviews we recommend hiring ABM for custodial services (cleaning services).
- Returned 21 Building and Grounds positions to WW-P to join our five current staff members.
  - Director of Building and Grounds
  - 2 Assistant Directors of Building and Grounds
  - District Plumber
  - Secretary to Building and Grounds

# Building and Grounds Staff

Return 21 members of Building and Grounds to WW-P

- Non Affiliated staff (16)
  - 11 Operations Foreman (Non-Affiliated F)
  - 2 HVAC Mechanics (Non-Affiliated)
  - 1 Vehicle Mechanic (Non-Affiliated)
  - 1 Electrician (Non-Affiliated)
  - 1 Utility Forman (Grounds Forman)
- Members of the WWPSA (5)
  - 4 Members of Grounds
  - 1 Courier

# Budget Parameters

# Unknown Budget Contributors

- State Aid – 4<sup>th</sup> Thursday, February 27<sup>th</sup> – Increase in state aid was realized
- NJ State Taxes extended until July 15<sup>th</sup>
- NJ Fiscal Year extended until September 30<sup>th</sup>
- Prescription Increases in December 2020
- Health Care Benefits Increase in December 2020



# Revenues

- 2% General Fund Tax Increase and Allowances
- Allowances (Banked Cap)
  - Health Care Adjustment
  - Enrollment Adjustment
- Cap Reserve Allocation
- State Aid Increase

# TOWNSHIP ENROLLMENT

## TOWNSHIP ENROLLMENT CHANGES

Year	Plainsboro (%)	West Windsor (%)
2020	41.85	58.15
2019	41.60	58.40
2018	42.01	57.99
2017	42.20	57.80
2016	41.87	58.13
2015	41.97	58.03
2014	42.06	57.94
2013	41.35	58.65
2012	41.93	58.07
2011	41.42	58.58

# TAXPAYERS GUIDE TO EDUCATION SPENDING

## Districts with Greater than 3,500 Students

District	2002-2003	2008-2009	2017-18	Average Annual Increase	Dollar Growth
Hopewell Valley	\$10,552	\$14,301	\$19,999	5.9%	\$9,447
Princeton	\$11,525	\$16,407	\$20,044	4.9%	\$8,519
<b>WW-P</b>	<b>\$10,534</b>	<b>\$12,048</b>	<b>\$14,533</b>	<b>2.5%</b>	<b>\$3,999</b>
New Jersey Average	\$10,198	\$13,338			
WW-P vs. NJ	\$336	(\$1,290)			
Montgomery	\$8,096	\$10,839	\$15,602	6.1%	\$7,506

# REVIEW OF BUDGETS

	Tax Relief (\$ Millions)	Budget-to Budget Increase Percentage	State Aid (\$)	Total Tax Levy Increase %
<b>2009-2010</b>	5.9	1.6	11,719,138	0.5
<b>2010-2011</b>	5.8	0.0	3,579,539	6.5
<b>2011-2012</b>	3.2	1.4	5,476,597	2.1
<b>2012-2013</b>	5.7	1.89	7,771,956	-1.02
<b>2013-2014</b>	6.9	0.88	7,773,104	0.00
<b>2014-2015</b>	5.2	1.34	7,961,085	2.35

# REVIEW OF BUDGETS

	Tax Relief (\$ Millions)	Budget-to Budget Increase Percentage	State Aid (\$ debt serv. Incl.	Total Tax Levy Increase %
<b>2015-2016</b>	5.0	2.08	7,957,087	2.30
<b>2016-2017</b>	5.2	2.17	8,014,710	2.33
<b>2017-2018</b>	5.0	1.76	8,054,882	2.09
<b>2018-2019</b>	7.4	3.75	9,005,895	2.00
<b>2019-2020</b>	7.6	-6.1	9,942,221	2.45
<b>2020-2021</b>	9.5	8.24	11,739,816	2.25

# ALLOCATION OF REVENUES

Revenues 2020-21	2019-20	2020-21		
	Budget	Budget	Difference	% change
TAX LEVY	165,862,744	169,594,656	3,731,912	2.25
Misc. Income	1,090,350	1,090,349	-1	0
<b>Total Local Funds</b>	166,953,094	170,685,005	3,731,911	2.74
			-	
<b>STATE AID</b>	9,279,378	10,422,497	1,143,119	12.32
SEMI	70,414	65,712	-4,702	-6.68
			-	
Gen Fund Balance	12,299,808	12,750,433	450,625	3.66
Cap Res W/draw local Share	1,836,250	8,055,000	6,218,750	338.67
CAP RESERVE TO DEBT SERV	8,195,987	10,835,325	2,639,338	32.20
<b>BALANCES USED</b>	22,332,045	31,640,758	9,308,713	41.68
			-	
<b>Grants and Entitlements</b>	2,313,905	2,272,526	(41,379)	-1.79
			-	
<b>Debt Service</b>	8,985,454	12,152,645	3,167,191	35.25
			-	
<b>TOTAL:</b>	209,934,290 -	227,239,143	17,304,853	8.24

# TAX IMPLICATIONS

## Plainsboro

- The proposed budget would increase the tax rate to \$1.546 per \$100 of assessed property value, for an increase of 3.8 cents. For a home assessed at the township average, this would be an increase of \$182. For the owner of a home at the township average of \$450,150, school taxes are estimated to be \$6,959.

# TAX IMPLICATIONS

## West Windsor

- The proposed budget would increase the tax rate to \$1.632 per \$100 of assessed property value, for an increase of 3.9 cents. For a home assessed at the township average, this would be an increase of \$204. For the owner of a home at the township average of \$521,873, school taxes are estimated to be \$8,517.



# State Aid

- On Thursday, February 27<sup>th</sup> the NJ Department of Education released the tentative state aid numbers. The state aid numbers came in favorable for WWP as we received \$1,143,119 in additional aid.
- This represents an increase of \$350,000 over what was anticipated.

# State Aid

- It is important to note that until the NJ Legislature approves the official budget in late June 2020, our state aid notification is tentative.
- Due to concerns about COVID-19 the fiscal year was moved to September 30, 2020. This creates great uncertainty for announced State Aid numbers.

# 2020–2021

## Budget Submission

- It is our recommendation that the budget-to-budget increase on the general fund budget from 2.45% (as discussed with the BOE) be reduced to 2.25%.
- By making this change, we preserve \$331,725 of additional banked cap spending authority for the 21/22 budget.

# **West Windsor-Plainsboro Regional School District**

**[www.ww-p.org](http://www.ww-p.org)**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 4/28/2020**

**Deadline for next Agenda: 4/29/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
EFMLEA	Emergency Family and Medical Leave Expansion Act
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Change</b>								
Schimpf, Kyle	Change	Principal		\$157,131.00	CMS	TBD	6/30/21	Change from Assistant Principal to Principal, replacing Shauna Carter, who resigned.
<b>Resignation</b>								
Mason, R. Kenneth	Resign	Director of Athletics		N/A	DIST	6/30/20	6/30/20	Resign, after 3.5 years in the district, for the purpose of retirement.
<b>B. Certificated Staff</b>								
<b>Change</b>								
De Windt, Rhounda	Change	Teacher Spanish-120%	15BA	\$95.85/day	GMS	1/2/20	4/30/20	Change end date from TBD to 4/30/20 for additional per diem payment for an extra section.
Levy, Jillian	Change	Teacher Special Education	1MA	\$58,000.00 (prorated)	TC	4/23/20	6/30/20	Change start date from TBD to 4/23/20. Change tenure date from TBD to 4/24/24.
Scow, Gina	Change	Teacher Special Education- LR		N/C	DN	12/2/19	6/30/20	Change end date from 5/4/20 to 6/30/20.
Kearns, Valerie	Change	Teacher Social Studies		N/A	HSS	2/25/20	5/22/20	Change CC from 5/25/20-6/30/20 unpaid, no benefits to no CC. Change RTW from 9/1/20 to 5/25/20.
McGowan, Elizabeth	Change	Teacher Special Education		N/A	DN	5/9/20	12/11/20	Change FMLA: 5/9/20-5/12/20 unpaid, with benefits and FMLA/NJFLA/CC: 5/13/20-10/9/20 to FMLA/NJFLA/CC: 5/26/20-10/23/20 unpaid, with benefits. Change CC from 10/10/20-12/11/20 to 10/24/20-12/11/20 unpaid, no benefits. (RTW: 12/14/20)
Huelbig, Amanda	Change Location	Teacher Mathematics		N/C	HSS	9/1/20	6/30/21	Change location from HSN to HSS, replacing Bonnie Brienza, who resigned.
Johnson, Courtney	Change Location	Teacher Mathematics		N/C	HSN	9/1/20	6/30/21	Change location from HSS to HSN, replacing John Cornell, who retired.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Krause, Alexander	Change Location	Teacher Mathematics		N/C	HSN	9/1/20	6/30/21	Change location from HSS to HSN, replacing Robert Boyce, who retired.
Picco, Amy	Change Location	Teacher Art		N/C	HSS	9/1/20	6/30/21	Change location from 60% HSS, 40% GMS to 100% HSS.
<b>Leave of Absence</b>								
Cubano, Kathryn	Leave- EFMLEA	Teacher Resource Specialist- Curriculum and Instruction (Gr 6-12)		\$200.00/day	CMS	4/27/20	5/22/20	EFMLEA: 4/27/20-5/22/20 paid 2/3 (maximum compensation \$200.00/day), with benefits. (RTW: 5/27/20)
Laurence, Marjorie	Leave- EFMLEA/NJFLA	Speech Language Specialist		\$200.00/day	MR	5/3/20	6/19/20	EFMLEA: 5/3/20-6/19/20 paid 2/3 (maximum compensation \$200.00/day), with benefits. (RTW: 9/1/20)
Giddes, Danielle	Leave- FMLA/NJFLA/CC	Teacher Special Education		N/A	HSN	9/1/20	1/27/21	FMLA/NJFLA/CC: 9/1/20-11/24/20 unpaid, with benefits. CC: 11/25/20-1/27/21 unpaid, no benefits. (RTW: 1/28/21)
<b>Rescind</b>								
Kassel, Renee	Rescind	Speech Language Specialist- 60%		N/A	HSS	9/1/20	11/23/20	Rescind CC: 9/1/20-11/23/20 unpaid, no benefits.
<b>Resignation</b>								
Chang, Inja	Resign	School Nurse		N/A	MR	6/30/20	6/30/20	Resign, after 18 years in the district, for the purpose of retirement.
Godnick, Jenny	Resign	School Counselor		N/A	GMS	6/30/20	6/30/20	Resign, after 32 years in the district, for the purpose of retirement.
Lonzson, Christopher	Resign	Teacher Special Education		N/A	GMS	6/30/20	6/30/20	Resign from position.
Russo-Weitz, Teresa	Resign	Speech Language Specialist		N/A	WIC	6/30/20	6/30/20	Resign, after 30 years in the district, for the purpose of retirement.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Li, Jianing	Appoint	Instructional Assistant- Dual Language Immersion	1	\$19.11/hr.	MH	TBD	6/30/21	Appoint as Instructional Assistant - Dual Language Immersion, pending employment verification, growth position, for 6.5 hrs/day.
<b>Change</b>								
Dennes, Alexis	Change	Administrative Analyst		N/C	CO	6/22/20	9/30/20	Change FMLA/NJFLA/CC from 6/22/20-9/11/20 to 6/16/20-9/7/20 unpaid, with benefits. Change CC from 9/14/20-9/30/20 to 9/8/220-9/30/20 unpaid, no benefits. (RTW: 10/1/20)
D'Errico, Jennifer	Change	Secretary 12 Months		N/C	TCS/GMS/H SN	4/27/20	6/30/20	Change start date from TBD to 4/27/20. Change tenure date from TBD to 4/28/23.
Holsman, Susan	Change	Secretary To		N/C	HSN	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Zhao, Maozhu	Change	Instructional Assistant- Dual Language Immersion		N/C	MH	9/1/20	5/13/20	Change end date from 6/30/20 to 5/13/20.
Sadowski, Tomasz	Change	Operations Foreman		N/C	HSN	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Karam, Andrew	Change	Operations Foreman		N/C	HSS	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Ramirez Mejia, Danis	Change	Operations Foreman		N/C	CMS	5/1/20	6/30/20	Change start date from TBD to 5/1/20. Change last name from Ramirez to Ramirez Mejia.
Santiago, Ramon	Change	Operations Foreman		N/C	GMS	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Grullon Lapaix, Julio	Change	Operations Foreman		N/C	MR	5/1/20	6/30/20	Change start date from TBD to 5/1/20. Change last name from Grullon to Grullon Lapaix.
Ibrahim-Khalil, Sameh	Change	Operations Foreman		N/C	VIL	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Leck, Thomas	Change	Operations Foreman		N/C	DN	5/1/20	6/30/20	Change start date from TBD to 5/1/20.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bencivengo Jr., Ralph	Change	Operations Foreman		N/C	MH	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Binas, Herminio	Change	Operations Foreman		N/C	TC	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Roman, Kyle	Change	Operations Foreman		N/C	WIC	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Rodriguez, Edison	Change	Operations Foreman		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Villafuerte, Jose	Change	Auto Mechanic		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Barnhill Sanchez, Wilmer	Change	Electrical Foreman		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Buffa, Anthony	Change	HVAC Foreman		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Tanedo, Matthew	Change	HVAC Foreman		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Ferraro, Craig	Change	Utility Foreman		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Crowley, Robert	Change	District Courier		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Rodriguez, Melvin	Change	Assistant Head Custodian		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Bencivengo, Anthony	Change	Grounds Worker		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Gonzalez Castro, German	Change	Grounds Worker		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20.
Herrera Rodriguez, Reynaldo	Change	Grounds Worker		N/C	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20. Change last name from Herrera to Herrera Rodriguez.
<b>Payment</b>								
Charleston, Cristina	Payment	Secretary To		\$2,904.15	HSN	4/29/20	4/29/20	Payment for unused sick and vacation days, as per contract.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Klieger, Debra	Payment	Secretary 12 Months		\$4,367.38	HSN	4/29/20	4/29/20	Payment for unused vacation days, as per contract.
<b>Resignation</b>								
Searby, Grace	Resign	Secretary 12 Months		N/A	MH	4/24/20	4/24/20	Resign from position.
Williams, Margaret	Resign	Instructional Assistant		N/A	DN	6/30/20	6/30/20	Resign, after 31 years in the district, for the purpose of retirement.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Pellicciotti, Tiffany	Appoint	Substitute Teacher		\$95.00/day	DIST	4/29/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Reil, Joan	Appoint	Substitute Teacher		\$95.00/day	DIST	4/29/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Telis, Marietta	Appoint	Substitute Teacher		\$95.00/day	DIST	4/29/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
Totaro, Rebecca	Appoint	Substitute Teacher		\$95.00/day	DIST	4/29/20	6/30/20	Appoint as a Substitute Teacher (New Jersey Cert.), pending employment verification, as needed for temporary assignments.
<b>Resignation</b>								
Burgess, Katheryn	Resign	Substitute Teacher		N/A	DIST	4/13/20	4/13/20	Resign from position.
Titen, Andrew	Resign	Substitute Teacher		N/A	DIST	4/15/20	4/15/20	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	4/2/20	5/1/20	Home Instruction for Language Arts IV, not to exceed 10 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	4/2/20	5/1/20	Home Instruction for Algebra II and Spanish 1, not to exceed 20 hours.
Lieb, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	4/2/20	5/1/20	Home Instruction for Genetics, not to exceed 10 hours.
<b>Title III</b>								
Mastroianni, Elisa	Extra Duty	Title III: Academic Support		\$47.09/hr.	HSS	3/1/20	6/30/20	Title III Math Tutoring, not to exceed 20 hrs per student.
<b>Change</b>								
Yu, Teping	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/27/20	3/27/20	Change end date from 2/27/20 to 3/27/20 for Home Instruction for Chinese 5 Honors, not to exceed 8 hours.
<b>E. Stipend Athletic</b>								
<b>Rescind</b>								
Robinson, Todd	Rescind	Spring Track Coach		\$3,621.63	GMS	Spring 2020	Spring 2020	Rescind Spring Track - Coach, 9 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Community Middle School</b>								
Catizone, Heather	Stipend Non-Athletic	Stage Crafts-Shared		\$1,131.87	CMS	9/1/19	6/30/20	Stage Crafts Co-Advisor, shared 50%, 1 yr. exp., paid in FULL in June.
Murphy-Fernandez, Maureen	Stipend Non-Athletic	Stage Crafts-Shared		\$1,131.87	CMS	9/1/19	6/30/20	Stage Crafts Co-Advisor, shared 50%, 2 yrs. exp., paid in FULL in June.
<b>Change</b>								
Thompson, Michael	Change	Standard Club Advisor		\$1,584.61	CMS	9/1/19	1/31/20	Change end date from 6/30/20 to 1/31/20 for Positive Panthers Advisor, 3 yrs. exp., paid in FULL in Dec.
<b>F. Community Education</b>								
None								
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Allen, Emma	Appoint	Teacher Spanish	0BA	\$56,000.00	GMS	TBD	6/30/21	Appoint as a Spanish Teacher, pending employment verification, replacing Ivett Figueroa, who transferred. (Tenure date: TBD)
Jaeger, Kathleen	Appoint	Teacher Special Education	0MA	\$58,000.00	HSS	TBD	6/30/21	Appoint as a Special Education Teacher, certificate pending, pending employment verification, replacing Jessica LaMarca, who resigned. (Tenure date: TBD)
Juarez-Stucker, Telma	Appoint	Teacher Family & Consumer Science	1BA*	\$51,300.00	HSN	TBD	6/30/21	Appoint as a Family and Consumer Science Teacher, (*) Non-Degreed (per agreement with WWPEA), pending employment verification, replacing Deborah Kavanagh, who retired. (Tenure date: TBD)
<b>Change</b>								
Larios, Nicole	Change	Teacher Dual Language Immersion-Language Arts		N/C	DN	9/1/20	6/30/21	Change from 2nd grade teacher to Dual Language Immersion teacher - Language Arts.
Scanlon, Erin	Change Location	Teacher Special Education		N/C	MR	9/1/20	6/30/21	Change location from VIL to MR, growth position.
<b>Leave of Absence</b>								
Cabarle, Christine	Leave-FMLA/NJFLA	Teacher Social Studies		N/A	HSN	9/7/20	11/28/20	FMLA/NJFLA: 9/7/20-11/28/20 unpaid, with benefits.
Methner, Rachel	Leave-FMLA/NJFLA/CC	School Social Worker		N/A	VIL/MR	9/1/20	11/20/20	FMLA/NJFLA/CC: 9/1/20-11/20/20 unpaid, with benefits. (RTW: 11/23/20)
Piotrowski, Jaimie	Leave-FMLA/NJFLA/CC	Teacher Language Arts		N/A	GMS	10/26/20	2/26/21	FMLA/NJFLA/CC: 10/26/20-1/22/21 unpaid, with benefits. CC: 1/23/21-2/26/21 unpaid, no benefits. (RTW: 3/1/21)
<b>Resignation</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ada Hanifi, Dena	Resign	Teacher Resource Specialist- BCBA		N/A	DIST	6/30/20	6/30/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Tenaglia, Noreen	Appoint	Pool Operator-50%		\$38,053.00	DIST	TBD	6/30/20	Appoint as Pool Operator-50%, pending employment verification, growth position.
<b>Rescind</b>								
Binas, Herminio	Rescind	Operations Foreman		N/C	TC	4/26/20	4/26/20	Rescind appointment as Operations Foreman, growth position.
<b>Resignation</b>								
Sen, Chandrani	Resign	Instructional Assistant		N/A	TC	4/29/20	4/29/20	Resign from position.



## Personnel Addendum 2

Board Meeting Date: Apr 28, 2020

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Leave of Absence</b>								
Cabarle, Christine	Leave	Teacher Social Studies		N/A	HSN	11/29/20	3/21/21	Leave of absence, unpaid, no benefits. (RTW: 3/22/21)



## **PERSONNEL ADDENDUM #3**

### **RECOMMENDATION**

#### **D. PERSONNEL**

*To be voted on 04/28/20:* Recommend approval of the following resolution:

#### **WWPEA – Sidebar Agreement**

1. Approve a sidebar agreement with the West Windsor-Plainsboro Education Association whereby:
  - a) The parties agree that a candidate for a certificated teaching position in Family and Consumer Science who does not possess a bachelor's degree will be paid at 90% of the BA column at the appropriate experience level and step, and
  - b) The parties agree that the agreement on this salary shall not constitute a past practice nor be considered precedent for any future similar situation.

# POLICY

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

FIRST READING: March 31, 2020  
SECOND READING: April 28, 2020

Administration  
1126/Page 1 of 6

### BENEFITS COVERING FOREMEN - CATEGORY F

#### 1126 BENEFITS COVERING FOREMEN - CATEGORY F

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

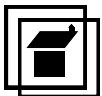
Titles:

Operation Foreman  
Tradesmen Foreman  
Maintenance Foreman  
Utility Foreman  
Plumber  
Auto Mechanic Foreman

Benefits for these employees shall be as follows:

#### A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. For purposes of this policy, full time is defined as regularly scheduled to work thirty (30) hours or more in a week.
2. The Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
  - a. Eligible employees will be provided coverage, at Board expense and subject to the contributions set forth in P.L. 2011, c. 78, at the lowest cost HMO plan (currently HMO 2035).
  - b. The Board shall assume the cost of premiums for prescription coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.
  - c. The Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for dental insurance.





3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form and providing the required documentation.

To the extent permitted by law, a full time employee who waives coverage shall receive payment equal to twenty-five percent (25%) of the cost of the premium the Board would have paid had the employee not waived coverage. Such payment will not exceed three thousand dollars (\$3,000).

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

B. Leave of Absence

1. Employees shall be credited with ten (10) days cumulative sick leave at the beginning of each school year.
2. To the extent permitted by law, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Such compensation shall be capped at \$10,000, regardless of the number of sick days accumulated.
3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
  - a. Religious holidays;
  - b. Closing on the purchase of a home;
  - c. Moving day;



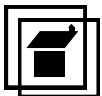
BENEFITS COVERING FOREMEN - CATEGORY F

- d. Court appearance or other legal matters;
- e. Entering offspring in college;
- f. Attending graduation of offspring or spouse;
- g. Attending wedding of member of immediate family;
- h. Marriage;
- i. Adoption;
- j. Other emergency or urgent reason not listed above.

A full-time employee shall be granted up to three (3) days of personal leave per year with full pay. Personal business shall not be used to extend a school holiday or vacation period without approval of the Superintendent or his/her designee. A request for personal business leave made for a time occurring immediately preceding or following a vacation period or holiday is a will of necessity, therefore, the Board requires the reason for said leave be set forth in the application in order that the Superintendent's discretion may be exercised. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than (15) fifteen sick days may be accumulated in any one year.

- 4. A full-time employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.
- 5. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three (3) days for other close relatives, and up to one (1) day per year for relative not a member of the immediate family.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.



BENEFITS COVERING FOREMEN - CATEGORY F

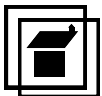
Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, or daughter-in-law.

C. Vacation

1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon Employment	10 days per year
After four (4) full school years of employment	15 days per year
After nine (9) full school years of employment	20 days per year
After fourteen (14) full years of employment	22 days per year

2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent/designee.
3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.
4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay.
5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
6. Carryover of vacation days is limited to one year of accumulated vacation and is subject to the limitation of state law found at *N.J.S.A. 18A:30-9.1* and any other prevailing law.



BENEFITS COVERING FOREMEN - CATEGORY F

D. Holidays

1. Employees shall receive the sixteen (16) holidays as listed in the annual holiday schedule.

E. Working Conditions

1. The Board shall supply operations employees with five uniforms per year. Employees shall receive a proper fitting jacket every three years and all employees required to work outdoors shall be provided with proper rain and foul weather gear.
2. There shall be one chemical apron available for use in each school.
3. Overalls shall be supplied for dirty work and ear and eye protection shall be provided as needed. These protections are required to be worn.
4. Employees shall be reimbursed an amount not to exceed \$225 per school year for the purchase of work shoes. All shoes must be steel toed and be approved by the Director of Building and Grounds. Receipts for shoe purchases must be submitted by October 30. New employees must submit receipts within two weeks of commencing employment.
5. No employee shall be expected to work in an unsafe or unhealthy condition. When an employee feels such a condition exists, the employee shall notify the Director of Buildings and Grounds. If the Director of Buildings and Grounds cannot resolve the problem, he/she shall notify the Superintendent who shall determine whether to alter the workday or workstation.
6. Employees called back to work shall be paid a minimum of two hours.
7. Snow Day/ Emergency Closing Provisions
  - a. There are two categories of snow days/ emergency shutdowns:
    - i. Total shutdown; total shutdown of the district declared by the Superintendent. Employees are required to report to work unless otherwise notified. Employees must report to work even when the state or municipality has declared a



BENEFITS COVERING FOREMEN - CATEGORY F

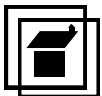
state of emergency unless the state emergency declaration specifically bans driving.

- ii. School Closings; school closings for students. Employees are required to report to work unless otherwise notified
- b. Employee shall be paid time and one-half for each hour work during a total shutdown. During school closings, employees called to remove snow or perform other emergency services shall be paid time and a half for hours work after nonemergency staff have been sent home, if they have worked at least eight hours. If they have not worked eight hours, the work hours will be paid at the regular rate.
- c. Employees are required to bring in a medical note if they use a sick day during an emergency shut down.
- d. When there is a delayed opening or other emergent operational need, employees may be required to report to work earlier than their regularly start time at the discretion of the Director of Building and Grounds.

E. Miscellaneous

- 1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by state law or regulation.

Adopted: 17 September 2019



# POLICY

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

First Reading: April 28, 2020  
Second Reading:

Support Staff  
4420/Page 1 of 10

### BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

#### 4420 BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

#### Titles

Accounts Payable Supervisor  
Building Use/Extended Day Program Coordinator  
Community Education Coordinator  
Confidential Secretary  
Computer Support Specialist  
Health Benefits Coordinator  
Pool Operator  
Security Aide  
Technical Project Assistant

Benefits for these employees shall be as follows:

#### A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. The medical insurance plan shall include a mandatory second surgical opinion and mandatory hospital pre-certification.
2. The Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
  - a. The Board shall assume the cost of premiums for medical/hospital insurance coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.
  - b. The Board shall assume the cost of premiums for prescription coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.



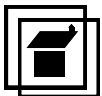
## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

- c. The Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for dental insurance.
3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form.

To the extent permitted by law, an employee who waives coverage shall receive payment equal to twenty-five percent of the cost of the premium the Board would have paid had the employee not waived coverage.

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

4. Employees in active service prior to October 1, 2006, who retire from the district with a minimum of twenty-five years of service to the district, shall receive, at Board expense, coverage for the employee only in the district's dental plan for a period of ten years from the effective date of retirement.
- B. Leave of Absence
1. Employees shall be credited with fourteen days cumulative sick leave at the beginning of each school year. Three additional non-cumulative days of allowable sick leave shall be available to employees who have used all accumulated allowable sick leave.
  2. To the extent permitted by law, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Effective July 1, 1997, compensation for employees new to the district shall be capped at \$10,000, regardless of the number of sick days accumulated.

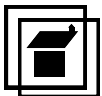


## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
  - a. Religious holidays;
  - b. Closing on the purchase of a home;
  - c. Moving day;
  - d. Court appearance or other legal matters;
  - e. Entering offspring in college;
  - d. Attending graduation of offspring or spouse;
  - e. Attending wedding of member of immediate family;
  - f. Marriage;
  - g. Adoption; and
  - h. Other emergency or urgent reason not listed above.

An employee shall be granted up to three days of personal leave per year with full pay. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than fifteen sick days may be accumulated in any one year.

4. An employee shall be granted up to three days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.
5. To the extent permitted by law, by individual consideration of unusual cases, the Board may grant sick leave with full or partial salary over and above the annual and accumulated sick leave.
6. Employees shall be granted up to five days leave per occurrence without loss of pay for a death in the immediate family, up to three days for other close relatives, and up to one day for a relative not a member of the immediate family or close friend.





**BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B**

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, daughter-in-law.

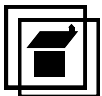
7. Employees shall be granted a child care or adoption leave without pay for not more than three years. The Board shall grant a child care or adoption leave of absence without pay to employees under the following terms and conditions:
  - a. Any tenured or non-tenured employee may request an unpaid leave of absence to care for a newly born or adopted child.
  - b. Employees seeking an unpaid leave of absence for child care or adoption shall, when possible, make written application to the Superintendent not less than ninety days prior to the requested commencement date of the leave. This ninety day notification period may be reduced by agreement between the employee and the Superintendent.
  - c. Any employee may return to work within the school year in which the leave begins, provided he/she shall have specified the month when he/she desires to return. Any change of the date of return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence, but prior to the announced commencement date thereof. Such change may be granted by the Board for reasons associated with the pregnancy, birth, adoption, or for other proper causes provided that such change will not substantially interfere with administration of the school.
  - d. Any employee may return to work in a school year subsequent to the school year in which his/her leave begins, provided he/she shall have requested to do so in his/her application for a leave of absence. Any such employee shall be permitted to return to work at the beginning of any of the two school years following the school year in which his/her leave commences, provided such



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

employee has given the Board written notice of his/her intention to do so not less than six months prior to the beginning of the school year in which he/she wishes to return.

- e. Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in the year in which he/she actually returns from such leave) provided he/she has at least ninety-one or more working days (ten-month employee) of service to the district in the year in which the leave commences.
  - f. No employee on child care or adoption leave shall, on the basis of said leave, be denied the opportunity to substitute in the West Windsor-Plainsboro Regional School District in the area of his/her competence.
  - g. An employee granted a leave of absence under this Article shall have the following benefits paid by the Board for a period of three months after the beginning of such leave under the terms and conditions set forth in paragraph A of this policy.
    - (1) Medical/hospital;
    - (2) Prescription plan; and
    - (3) Dental plan.
  - h. Return to Service - An employee returning to service after a child care or adoption leave shall be considered for the same position that was held at the time the leave began, if vacant, or if not, to a substantially equivalent position.
8. Employees are entitled to sick leave benefits during the four weeks preceding and the four weeks following childbirth. No employee shall be required to take an unpaid leave of absence for pregnancy.
- a. An employee who is unable to work due to a disability, including a maternity disability, may request a leave of absence for the period of time related to the disability. The Board shall not arbitrarily or unreasonably deny such requested leave. Unless the employee on leave has sick leave available and is otherwise unable to use sick leave, such leave of absence shall be without pay.

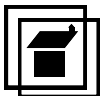


## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

- b. Any employee who becomes pregnant shall notify the Superintendent of her condition, and if she elects to remain in her position, may be required to submit periodic certification of her continuing fitness to perform her duties.
- c. The Board recognizes that pregnancy-related disabilities must be treated like other disabilities. Thus, during the four weeks preceding and the four weeks following childbirth when the employee is presumed to be disabled, she will be entitled to sick leave benefits.

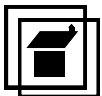
Should disability occur earlier in the pregnancy, or continue for more than one month following birth, the employee may use additional sick leave benefits if she presents a physician's statement attesting to her continued disability.

- d. The Board reserves its right to request that an employee applying for leave submit a statement of health from her physician, and further reserves the right to require a maternity disability leave to start sooner than requested should the employee's condition (mental or physical) warrant this action.
- e. The Board shall not remove any employee from her duties during pregnancy, except on any one of the following bases:
  - (1) Performance - Her performance has substantially declined from the time immediately prior to her pregnancy;
  - (2) Physical Incapacity - Her physical condition, or capacity, is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:
    - (a) The employee fails to produce a certification from her physician that she is medically able to continue working; or
    - (b) The Board's physician and the employee's physician agree that she cannot continue working; or



BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

- (c) Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the employee and render a medical opinion which shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.
  
- (3) Just cause - Any other "just cause" as defined in N.J.S.A. Title 18A.
  
- f. When the anticipated period of disability occurs early in the school year, and therefore, could substantially disrupt the continuity of the educational process, it may be in the best interest of both parties for the leave to start at the beginning of the school year. Should both the Board and the employee agree, the employee may use up to two months of accumulated sick leave, despite the requirement that to receive disability payments an employee must work until one month before childbirth.
  
- g. In the case of pregnancy, the commencement date of the requested maternity disability leave may be any time prior to birth.
  
- h. The Board recognizes that pregnancy does not necessarily disable an employee. Thus, no employee will be required to take an unpaid leave of absence for pregnancy. The Board may at its discretion, require periodic physician certification of the employee's continued fitness to perform her duties.
  
- i. As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.
  
- j. Except as otherwise provided in this Article, no tenured or non-tenured employee on maternity disability leave shall be barred



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

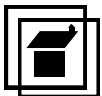
from returning to work after the birth of her child by any prescribed waiting period between the birth of her child and the date of return to work; however, each such employee shall be required to file at least two weeks prior to the date of her return, or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties.

### C. Vacation

1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon employment	10 days per year
After four full school years of employment	15 days per year
After nine full school years of employment	15 days per year
After fourteen full school years of employment	22 days per year

2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent or designee.
3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty vacation days who resigns effective December 31 would receive eleven vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.
4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay. Up to forty-five vacation days may be cumulative.



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
6. To the extent permitted by law, cumulative vacation days beyond forty-five days shall be converted to sick leave. However, no person may increase his/her total accumulation of unused sick days by more than fifteen days in any one year.
7. For administrators employed by the Board on or subsequent to May 21, 2010, accumulation and carryover of vacation days from school year to school year shall be subject to the limitation of state law found at N.J.S.A. 18A:30-9.1 and any other prevailing law.

### D. Holidays

Employees shall receive the nineteen holidays as listed in the annual holiday schedule.

### E. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the maximum rate permitted by State laws and regulation.
2. The Board shall reimburse the employee for one hundred percent of the cost of tuition registration, lab fees and textbooks for courses taken at the graduate or undergraduate level. Such courses need not be a requirement of any program of study leading to a degree. Courses must be approved in advance by the employee's Principal and/or immediate supervisor, and the Superintendent. The courses must be related to the employee's job duties. No more than four courses shall be approved in any one year.

Reimbursement shall be made to the employee only after submission of proof of the satisfactory completion of the courses with a grade of B or better (or "pass" in a pass/fail course) and evidence of payment of tuition costs.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.



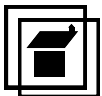
# POLICY

WEST WINDSOR-PLAINSBORO REGIONAL  
**BOARD OF EDUCATION**

Support Staff  
4420/Page 10 of 10

**BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B**

Adopted: 24 June 2003  
Revised: 26 September 2006  
Revised: 20 November 2018





## WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

### Job Description

**Job Title:** Auto Mechanic Foreman  
**Department:** Buildings & Grounds  
**Reports To:** Director of Building and Grounds  
**Salary Guide:** According to Non Affiliated Policy F  
**Prepared By:** Patrick Duncan  
**Prepared Date:** April 27, 2020

**SUMMARY:** To ensure safe district operations: inspects, maintains and repairs all district vehicles (except for school buses), grounds equipment and other mechanical devices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions include, but are not limited to the following.

- Keeps equipment available for use by inspecting and testing vehicles, completing preventive maintenance, such as: engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintains vehicle and equipment functional condition by listening to operator complaints, conducting inspections, repairing engine failures, repairing mechanical and electrical systems malfunctions, replacing parts and components.
- Verifies vehicle serviceability by conducting test drives, adjusting controls and systems.
- Verifies grounds and other equipment serviceability by testing, adjusting controls and systems.
- Complies with state vehicle and equipment requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle and equipment appearance by cleaning, washing, and painting.
- Maintains vehicle and equipment records by recording service and repairs.



- Keeps shop equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance and calling for repairs.
- Contains costs by using warranty, evaluating service and parts options.
- Keeps supplies ready by inventorying stock, placing orders, verifying receipts.
- Updates job knowledge by participating in educational opportunities and reading technical publications.
- Helps with the receipt or delivery of district wide supplies when needed.
- When needed helps to perform outside work including, but not limited to, grass cutting, pruning and trimming of shrubs and trees, weeding, snow removal.

**SUPERVISORY RESPONSIBILITIES:** The auto mechanic foreman has no supervisory responsibilities.

**QUALIFICATIONS:**

- High School Diploma or equivalent GED.
- At least 5 years of experience as a journeyman auto mechanic with demonstrated ability to work with others and unsupervised.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status are required.
- Valid New Jersey driver's license is required.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. Requires ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, walking, shoveling, scraping is required as well as the ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Noise level may be high when operating power equipment. During these conditions, appropriate district provided personal protective equipment such as hearing protection must be worn and used in accordance with manufacturer's directions and district training. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand and move around for a full work shift.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Requires ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc., is required.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Requires the ability to work in extreme weather conditions, while wearing appropriate personal protective equipment (PPE). Employee must be capable of shoveling snow, chipping ice and operating mechanical equipment in these conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

TERMS OF EMPLOYMENT: Twelve month contract; Non-Affiliate F.

**Board Approval Date:** \_\_\_\_\_

**Certified by:** \_\_\_\_\_  
**Director of Human Resources**



## WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

### Job Description

**Job Title:** Pool Operator  
**Department:** Buildings & Grounds  
**Reports To:** Director of Buildings & Grounds  
**Salary Guide:** According to Non Affiliated Policy B  
**Prepared By:** Patrick Duncan  
**Prepared Date:** April 13, 2020

**SUMMARY:** The Pool Operator is responsible for the overall maintenance and operation of two (2) high-use district swimming pools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including the following. Other duties may be assigned.

- Daily checking and adjustment of chlorine and PH levels.
- Ensure that the pumps and filtration equipment are operating correctly.
- Monitoring of pool operations and maintenance procedures.
- Ensure proper emergency procedures are documented.
- Inventory, inspection and maintenance of deck and emergency equipment.
- Schedule pool usage, water sampling, deliveries, health and fire inspections, lab work, staff in-services, and pool closure for yearly maintenance and improvement.
- Monitor and review bound chemical reading logs.
- Recommend to the Director of Building and Grounds policies, procedures, and safety rules pertaining to pool operations.
- Assure safety protocols and pool operations are in compliance with state, local, and federal codes, including, but not limited to, *N.J.A.C.8:26* (New Jersey State Sanitary Code, Chapter IX, Public Recreational Bathing).
- Maintain a health inspection book containing MSD sheets, lab reports, certifications, maintenance logs, rules/regulations, incident reports and the New Jersey State Sanitary Code, Chapter IX, Public Recreational Bathing.
- Review vendors that provide supplies and services and make recommendations to the Director of Building and Grounds, if needed.
- Maintain pump room.
- Make recommendations to Director of Building and Grounds for repairs and capital improvement expenditures.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:**

1. Minimum High School diploma or equivalent.
2. Minimum of 5 years' experience as a pool manager/operator of a public/private pool or equivalent setting.
3. Current Certified Pool Operator Certification (CPO).
4. Working knowledge of swimming pool filters, as well as knowledge and use of chemicals for swimming pools and water chemistry.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
6. Ability to work a flexible schedule which will require attending swim meet days several times throughout the day to assure the district pool area is safe.
7. Able to adjust schedule to meet the needs of the school district as needed.
8. Criminal history background check and proof of U.S. citizenship or legal resident alien status are required.
9. Valid New Jersey driver's license is required.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. The job requires the ability to spend most of the work-day standing, lifting, bending and/or walking, lift in excess of 50 pounds and move heavier materials using appropriate equipment. Ability to utilize hands and wrists with high dexterity to use all common hand and power tools is also required. Employee is required to properly use such equipment as is appropriate to the work to prevent injury to self or others.

The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. The job requires the ability to work in such conditions, while wearing appropriate personal protective equipment (PPE). It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

**TERMS OF EMPLOYMENT:** Twelve month contract; Non-Affiliate B

**Board Approval Date:** \_\_\_\_\_

**Certified by:** \_\_\_\_\_  
**Director for Human Resources**





**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning.*

**MAY 12, 2020: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 Closed Executive Session – Virtual Platform**  
**7:30 Public Meeting – Virtual Platform**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Louisa Ho  
Dana Krug  
Graelynn McKeown  
Martin Whitfield  
Robin Zovich

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Plainsboro Township Library Committee: Robin Zovich  
Superintendent's Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Graelynn McKeown  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on May 8, 2020, to the *Home News Tribune*, and *The Times*. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, posted on the district website on May 8, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on May 8, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matter</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>OCR Case # 02-19-1038 ; CMS Construction Award</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Matter: Case No. 209492_HSN_04232020</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this First Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record.

IV. **BOARD OF EDUCATION COMMITTEE REPORTS (NONE)**

V. **MEETING**

A. **ADMINISTRATION**

*To be voted on 05/12/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated April 28, 2020, for the following case numbers: 209471-CMS-0407202; 209457-GMS-04012020.
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated May 12, 2020, for the following case numbers: 209492-HSN-04232020; 209491-HSN-04222020.

B. **CURRICULUM AND INSTRUCTION – (NONE)**

C. **FINANCE**

*To be voted on 05/12/20:* Recommend approval of the following resolutions:

**Other Capital Project Submission**

1. Approve the following resolution:

RESOLVED, that the West Windsor-Plainsboro Regional School District Board of Education approve the following project:

<b><u>School Name</u></b>	<b><u>Project</u></b>	<b><u>FVHD #</u></b>	<b><u>DOE Number</u></b>
Village Elementary	Salt Storage Building	5116	5715-160-20-2000



BE IT FURTHER RESOLVED that the district's architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit on behalf of the Board of Education the above project for approval by the New Jersey Department of Education.

BE IT FURTHER RESOLVED that the above project be approved as an Other Capital project as defined in *N.J.A.C. 6A:26*. The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

### **Change Order**

2. Change Order No. 4 to the lump sum bid award of QPI Electrical Corp., for Contract No. 5 Electrical Work for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, for additional cost to provide and additional 2x2 fixture with surface mount kit at the connecting corridor, 2 additional outlets in office area, and wiring of kiln for an additional cost of \$4,620.00. This change order increases the contract amount of \$1,360,471 to \$1,365,091.

### **Regularly Operating District (ROD) Grants - Concluded**

3. West Windsor-Plainsboro Regional School District Board of Education acknowledges the below listed ROD Grant has been completed and the district has received confirmation from the State of New Jersey Schools Development Authority that all requirements of the agreement have been met and final disbursement made and authorizes the return of any unspent funds back to its original funding source.

<b><u>School Name</u></b>	<b><u>Project</u></b>	<b><u>Grant</u></b>	<b><u>DOE Number</u></b>
Village E.S.	Carpeting	G5-4631	5715-160-10-1023 (G0VR)

### **Transportation**

#### **Cancellations – School Related Activities**

4. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24034, trip number 24034 awarded to Irvin Raphael, Inc., on March 31, 2020.
5. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23213, trip number 23213 awarded to Irvin Raphael, Inc., on January 28, 2020.
6. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24072, trip number 24072 awarded to Rick Bus Company, on March 31, 2020.
7. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 24077, trip number 24077 awarded to Irvin Raphael, Inc., on March 31, 2020.

**Travel and Related Expenses Reimbursement**

- 8. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
  - a) One science teacher to attend an online AP Environmental Science Summer Institute offered through Wilkes University from July 13, 2020, through July 17, 2020. The cost is not to exceed \$770.

**D. PERSONNEL**

*To be voted on 5/12/20:* Recommend approval of the following resolutions:

**Personnel**

- 1. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 05/12/20:*

- A. April 28, 2020 Meeting
- B. April 28, 2020 Closed Executive Session

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this Second Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record.

X. **RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
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BE IT FURTHER RESOLVED that any discussion held by the Board, which need not remain confidential, will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will not return to open session to conduct business at the conclusion of the executive session.

XI. **ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 5/12/2020**

**Deadline for next Agenda: 5/13/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
EFMLEA	Emergency Family and Medical Leave Expansion Act
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Reappointment of Assistant Superintendents</b>								
Earle, James	Reappoint	Assistant Superintendent for Pupil Services/Planning		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/15/2022.
Nathan, Pamela	Reappoint	Assistant Superintendent for Curriculum and Instruction		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2023.
Russo, Christopher	Reappoint	Assistant Superintendent for Finance/Board Secretary		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2020.
<b>Reappointment of Non-Affiliate C Staff</b>								
Bergman, Kia	Reappoint	Director of Communications		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Duncan, Patrick	Reappoint	Special Assistant for Labor Relations		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Fues, Charity	Reappoint	Director of Human Resources		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenured.
Martin, Christine	Reappoint	Director of Community Education		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
McDonald, Marshall	Reappoint	Director of Counseling, Health & Wellness		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mead, Derek	Reappoint	Comptroller		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 6/2/2022.
<b>Reappointment of Nontenured Administrators, Principals, Directors and Supervisors</b>								
Slagle, Karen	Reappoint	Director of Special Services		\$155,400.00	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 12/15/2020.
Dobinson, Katharine	Reappoint	Assistant Director of Athletics/ Supervisor of Health, Physical Education and Driver Education		\$119,436.00	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2021.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dalton, Gerard	Reappoint	Principal		\$163,392.00	MR	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/2/2023.
Cincotta, Jessica	Reappoint	Assistant Principal		\$149,184.00	HSN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/22/2021.
Cook, Maureen	Reappoint	Assistant Principal		\$122,100.00	GMS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2021.
Jablonski, Lindsay	Reappoint	Assistant Principal		\$116,772.00	WIC	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2021.
Malakates, Evangelos	Reappoint	Assistant Principal		\$117,660.00	GMS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/29/2021.
O'Brien, Megan	Reappoint	Assistant Principal		\$126,096.00	HSN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 10/24/2023.
Osterbye, Renee	Reappoint	Assistant Principal		\$132,312.00	TC	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2020.
Shanklin, Heather	Reappoint	Assistant Principal		\$125,652.00	MR	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2020.
Abrams, Karen	Reappoint	Supervisor of Special Services (Grades 4-8)		\$124,764.00	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/23/2021.
<b>Reappointment of Tenured Administrators</b>								
All Tenured Principals, Directors, & Supervisors	Reappoint	Administrators		By Collective Negotiations Agreement	DIST	7/1/20	6/30/21	Reappoint all currently employed tenured, certificated Principals, Directors & Supervisors covered by the Collective Negotiations Agreement by & between the BOE of the WWPRSD & the WWPAA for the 2020-2021 school year pursuant to the terms and conditions of the collective bargaining agreement, with the exception of employees who have resigned.
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Ahmad, Shehnaz	Appoint	Teacher Mathematics	3MA+30	\$62,650.00	HSS	TBD	6/30/21	Appoint as Mathematics Teacher, pending employment authorization, replacing Alexander Krause, who transferred.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Giles, Brent	Appoint	Teacher Science	2PhD	\$63,075.00	HSN	TBD	6/30/21	Appoint as Science Teacher, certification pending, pending employment authorization, replacing Christine Nunziato, who retired. (Tenure date: TBD)
Jemal, Nabil	Appoint	Teacher Mathematics	1BA	\$57,000.00	HSN	9/1/20	6/30/21	Appoint as Mathematics Teacher, replacing Amanda Huelbig, who transferred. (Tenure date: 9/2/24)
McCann, Brendan	Appoint	Teacher Computer Science	0BA	\$56,000.00	HSN	TBD	6/30/21	Appoint as Computer Science Teacher, pending employment authorization. (Tenure date: TBD)
Swope, Kathryn	Appoint	Teacher Special Education	1BA	\$57,000.00	CMS	TBD	6/30/21	Appoint as Special Education Teacher, certification pending, pending employment authorization, growth position. (Tenure date: TBD)
Williams, Aarti	Appoint	Teacher Dual Language Immersion-Spanish	2MA	\$59,950.00	DN	TBD	6/30/21	Appoint as Dual Language Immersion Teacher - Spanish, pending employment authorization, growth position. (Tenure date: TBD)
<b>Reappointment of Nontenured Certificated Staff</b>								
<b>High School North</b>								
Aliseo, Brian	Reappoint	Teacher Science	5BA	\$61,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Boley, Kimberly	Reappoint	Teacher Resource Specialist- BCBA	5MA	\$63,150.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Cabarle, Christine	Reappoint	Teacher Social Studies	11MA	\$79,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Campbell, Shannon	Reappoint	Teacher Science	2BA	\$58,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Carroll, Kathryn	Reappoint	Media Specialist	10MA	\$76,050.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Costanza, Michelle	Reappoint	Teacher Social Studies	2BA	\$58,000.00	HSN/HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Crystal, Jamie	Reappoint	Student Assistance Counselor	4MA	\$62,100.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 10/2/2023.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
D'Amelio, Marcus	Reappoint	Teacher Science	13BA	\$84,100.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Damour, Judith	Reappoint	Teacher French	15MA	\$93,540.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/14/2023.
Downs, Jordan	Reappoint	Teacher Health and Physical Education	2MA	\$59,950.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Ernst, Wayne	Reappoint	Teacher Science	3BA	\$59,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Figuroa, Jessica	Reappoint	Teacher Spanish	1BA	\$57,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Foley, Katie	Reappoint	Teacher Science	3BA	\$59,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Godowski, Chelsea	Reappoint	School Counselor	1MA	\$59,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Greenhouse, Randi	Reappoint	Teacher Language Arts	4MA	\$62,100.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Hankh, Nicolette	Reappoint	Teacher Language Arts	3BA	\$59,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
James, Kavita	Reappoint	School Counselor	6MA	\$64,850.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Johnson, Courtney	Reappoint	Teacher Mathematics	3BA	\$59,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Julius, Chelsea	Reappoint	Teacher Social Studies	3MA	\$61,050.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Karbhari, Sanaea	Reappoint	School Psychologist	6MA+30	\$66,750.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Non-Citizen; Non-Tenured.
Kratz, Emily	Reappoint	Teacher Social Studies	2BA	\$58,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lagomarsino, Ryan	Reappoint	Teacher Special Education	4MA	\$62,100.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Lelinski, MaryPat	Reappoint	Teacher Special Education	15MA	\$93,540.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Lukacher, Alyson	Reappoint	Teacher Spanish	2BA	\$58,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Manaresi, Gina	Reappoint	Teacher Science	2BA	\$58,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Mangieri, Haley	Reappoint	Teacher Science	3BA	\$59,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Mangone, Marilyn	Reappoint	Teacher Performing Arts-40%	3BA	\$23,600.00	HSN/HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Massari, Francesca	Reappoint	Teacher Spanish	2MA	\$59,950.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Matrale, Ashley	Reappoint	Teacher Science	2BA	\$58,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Nicosia, Victoria	Reappoint	School Psychologist	1MA+30	\$60,500.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Oettle, Colin	Reappoint	Teacher Music	2MA	\$59,950.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Ramaprasad, Venkat	Reappoint	Teacher Language Arts	2PhD	\$63,075.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Samuels, Scott	Reappoint	Teacher Art	3BA	\$59,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Sreenivasan, Samhitha	Reappoint	Teacher Mathematics	2BA	\$58,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Taberero, Nicholas	Reappoint	Teacher Mathematics	2BA	\$58,000.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/31/2023.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Washington, Rosalyn	Reappoint	Learning Disabilities Teacher Consultant	13MA+30	\$89,200.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 5/8/2023.
Wood, Drew	Reappoint	School Psychologist	5MA+30	\$64,950.00	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 11/11/2020.
<b>High School South</b>								
Al-Najjar, Anwar	Reappoint	Learning Disabilities Teacher Consultant	15MA+30	\$95,775.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Bader Roman, Amanda	Reappoint	Teacher ESL	3MA	\$61,050.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Barnes, Tyler	Reappoint	Teacher Language Arts	6MA	\$64,850.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Bebawi, Kimberly	Reappoint	Teacher Life Skills	15MA+30	\$95,775.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Colon, David	Reappoint	Teacher Health and Physical Education	2BA	\$58,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Ferrante, Julia	Reappoint	Teacher Mathematics	1MA	\$59,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Figuroa, Ivett	Reappoint	Teacher Spanish	1BA	\$57,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Gambino, Joseph	Reappoint	Teacher Health and Physical Education	2BA	\$58,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Grau, Christopher	Reappoint	Teacher Social Studies	3BA	\$59,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Grillo, William	Reappoint	Teacher Music	9PhD	\$75,845.00	HSS/HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Hauge, Kristin	Reappoint	Teacher Music	1BA	\$57,000.00	HSS/HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Hawkins, Michael	Reappoint	Teacher Special Education	1MA	\$59,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Hilton, Melissa	Reappoint	Teacher Language Arts	2MA	\$59,950.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Hittesdorf, Matthew	Reappoint	Teacher Mathematics	10BA	\$72,550.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/2/2022.
Hussong, Michael	Reappoint	Teacher Health and Physical Education	3BA	\$59,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Javick, Kristine	Reappoint	School Counselor	14MA	\$94,100.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Kassel, Renee	Reappoint	Speech Language Specialist- 60%	3MA	\$36,630.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Kelley, Jennifer	Reappoint	Teacher Spanish	15BA	\$90,650.00	HSS/CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Kirkner, Jordan	Reappoint	Teacher Mathematics- 60%; Teacher Technology- 40%	7MA+30	\$68,550.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Marquez, Gabriel	Reappoint	Teacher Mathematics	7BA	\$64,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 10/4/2021.
Martin, Eva	Reappoint	Teacher French	2PhD	\$63,075.00	HSS/HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/30/2021.
Mastroianni, Elisa	Reappoint	Teacher Mathematics	2BA	\$58,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Miller, Sydney	Reappoint	Teacher Social Studies	1BA	\$57,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Muneer, Amirah	Reappoint	Teacher Health and Physical Education	4BA	\$60,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Pacholec, Kendis	Reappoint	Teacher German	2MA	\$59,950.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pantaleo, Sammy	Reappoint	Teacher Social Studies	2BA	\$58,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Porter, Joseph	Reappoint	Teacher Social Studies	4BA	\$60,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Prosdocimo, Laura	Reappoint	Teacher Language Arts-80%	9MA	\$57,780.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Reilly, Kathleen	Reappoint	Teacher Language Arts	3BA	\$59,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Roder, Jamie	Reappoint	Teacher Science	2MA	\$59,950.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Rowan, Christine	Reappoint	Teacher Technology	5BA	\$61,000.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Villacres, Veronica	Reappoint	Teacher Spanish	3MA	\$61,050.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Young, Benjamin	Reappoint	Teacher Science	2MA	\$59,950.00	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
<b>Community Middle School</b>								
Acampado, Joshua	Reappoint	Teacher Music	2BA	\$58,000.00	CMS/MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Achtau, Julie	Reappoint	Teacher French	11MA	\$79,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Backman, Mary	Reappoint	Teacher Social Studies	3MA	\$61,050.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Bhame, Karen	Reappoint	Teacher Special Education	5MA	\$63,150.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/4/2021.
Bhavsar, Priya	Reappoint	Teacher Language Arts	1MA	\$59,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Bower, Daniel	Reappoint	Teacher Science	5BA	\$61,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Capritti, Luke	Reappoint	Teacher Technology	1BA	\$57,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Claycomb, Max	Reappoint	Teacher Music	2BA	\$58,000.00	CMS/GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Cubano, Kathryn	Reappoint	Teacher Resource Specialist-Curriculum and Instruction (Gr 6-12)	9BA	\$68,975.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Danch, Alia	Reappoint	Teacher Social Studies	3BA	\$59,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Decker, Michelle	Reappoint	School Nurse	11MA	\$79,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
DeVincentz, Jenna	Reappoint	Teacher Life Skills- 60%; Teacher Technology- 40%	3BA	\$59,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/13/2020.
Efstathios, Ariana	Reappoint	Student Assistance Counselor	2MA	\$59,950.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Fiocco, James	Reappoint	Teacher Technology	1BA	\$57,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Johnson, Katelyn	Reappoint	School Nurse	3BA	\$59,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Keeney, Megan	Reappoint	Teacher Special Education	3MA	\$61,050.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Klugerman, Tracy	Reappoint	Teacher Social Studies	5BA	\$61,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Massih, Devin	Reappoint	Teacher Communication Arts	2MA	\$59,950.00	CMS/GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Mitcheltree, Christopher	Reappoint	Teacher Special Education	3BA	\$59,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/28/2021.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Musumeci, Caitlin	Reappoint	Teacher Special Education	1MA	\$59,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Nemeroff, Catherine	Reappoint	Teacher Social Studies	2MA	\$59,950.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Nicoletti, Sabrina	Reappoint	Teacher Health	2BA	\$58,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Niedermaier, Marissa	Reappoint	Teacher Mathematics	1BA	\$57,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Palmer, Morgan	Reappoint	Teacher Science	2BA	\$58,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Pena, Jennifer	Reappoint	Teacher Mathematics	2MA	\$59,950.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Pocino, Sonya	Reappoint	Teacher Special Education	2BA	\$58,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Post, Ashley	Reappoint	Teacher Special Education	4BA	\$60,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/13/2022.
Salvador, Edward	Reappoint	Teacher Language Arts	2BA	\$58,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Schnell, Cassidy	Reappoint	Teacher French	3BA	\$59,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 10/4/2022.
Slovak, Rachel	Reappoint	Teacher Spanish	2BA	\$58,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Staffieri, Monique	Reappoint	School Counselor	2MA	\$59,950.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Stein, Jacob	Reappoint	Teacher Technology	2BA	\$58,000.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Sternotti, Cynthia	Reappoint	Teacher Mathematics	4MA	\$62,100.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tambo, Naushin	Reappoint	Teacher Science	8BA	\$66,350.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/23/2022.
Verblaauw, Jason	Reappoint	Teacher Music	3BA	\$59,000.00	CMS/GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Verhoog, Brianne	Reappoint	Teacher Special Education	3MA	\$61,050.00	CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
<b>Grover Middle School</b>								
Ambrosino, Austin	Reappoint	School Social Worker	2MA+30	\$61,550.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Araki, Masami	Reappoint	School Psychologist	5PhD	\$66,600.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Caravaglio, Natalie	Reappoint	Teacher Music	3BA	\$59,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Colon, Marissa	Reappoint	Teacher Health and Physical Education	1BA	\$57,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Curbishley, Cheryl	Reappoint	Teacher Language Arts	10BA	\$72,550.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Dolcimascolo, Justin	Reappoint	Teacher Resource Specialist- Gifted and Talented	15BA	\$90,650.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 4/19/2021.
Epifane, Samantha	Reappoint	School Nurse	2BA	\$58,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Gandy, Heather	Reappoint	Teacher Technology	2BA	\$58,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Gautieri, Alyssa	Reappoint	Teacher Mathematics	3BA	\$59,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Graffin, Valerie	Reappoint	Speech Language Specialist	5MA	\$63,150.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Haggag, Radwa	Reappoint	Teacher Language Arts	3MA	\$61,050.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Harrington, Honour	Reappoint	Teacher Science	2BA	\$58,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Hecht, Shirley	Reappoint	Teacher Technology	1BA	\$57,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Henry, David	Reappoint	Teacher Special Education	4MA	\$62,100.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Hoppe, Sherrie	Reappoint	Teacher Mathematics	9MA	\$72,225.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Johnson, Henry	Reappoint	Teacher Social Studies	4MA	\$62,100.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Kaletski, Adam	Reappoint	Teacher Social Studies	3BA	\$59,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/22/2021.
Mueller, Devin	Reappoint	Teacher Language Arts	2BA	\$58,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Obst, Alysha	Reappoint	Teacher Science	3MA	\$61,050.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Rivero, Gabriella	Reappoint	Teacher Art	3BA	\$59,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Santangelo, Regina	Reappoint	Teacher Social Studies	2BA	\$58,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Terppe, Brianna	Reappoint	Teacher Special Education- 60%	1MA	\$35,400.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Thomas, Stephanie	Reappoint	Teacher Language Arts	1BA	\$57,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Webb, Joseph	Reappoint	Teacher Language Arts	4BA	\$60,000.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Zola, Anna	Reappoint	Teacher ESL	4MA	\$62,100.00	GMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
<b>Millstone River Elementary School</b>								





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bange, Tara	Reappoint	Teacher Elementary	2MA	\$59,950.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Bartocci, Kathryne	Reappoint	Teacher Elementary	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/1/2024.
Baskin, Alexandra	Reappoint	Teacher Elementary	2BA	\$58,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Case, Jarrett	Reappoint	Teacher Elementary	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Cichowski, Brianna	Reappoint	Teacher Elementary	1BA	\$57,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Eggert, David	Reappoint	Teacher Special Education	2BA	\$58,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Engelhardt, Elizabeth	Reappoint	Teacher Health and Physical Education	3MA	\$61,050.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Forkel, Meghan	Reappoint	Teacher Special Education	2BA	\$58,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 5/2/2022.
Gero, Christopher	Reappoint	Teacher Health and Physical Education	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Jones, Linda	Reappoint	Teacher Elementary	1BA	\$57,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Karn, Elizabeth	Reappoint	School Psychologist	3MA+30	\$62,650.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Kinloch, Robert	Reappoint	Teacher Elementary	2BA	\$58,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Leverton, Ryan	Reappoint	Teacher Elementary	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Lim, Teresa	Reappoint	Teacher Music	3BA	\$59,000.00	MR/VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Liput, Ashley	Reappoint	Teacher Elementary	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Murray, Samantha	Reappoint	Teacher Elementary	2BA	\$58,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/9/2022.
Nemeth, Ashley	Reappoint	Teacher Elementary	1BA	\$57,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Oswald, Margaret	Reappoint	Teacher Elementary	1BA	\$57,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Ozdonski, Paige	Reappoint	Teacher Elementary	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Paetow, Devin	Reappoint	Teacher Elementary	2BA	\$58,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Pellichero, Hannah	Reappoint	Teacher Elementary	4BA	\$60,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Ross, Alexa	Reappoint	Teacher Elementary	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Scanlon, Erin	Reappoint	Teacher Special Education	3MA	\$61,050.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Syltevik, Mali	Reappoint	Teacher Special Education	2MA	\$59,950.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Van Doren, Lauren	Reappoint	Teacher Elementary	3MA	\$61,050.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 11/3/2021.
Williams, Krista	Reappoint	Teacher Elementary	3MA	\$61,050.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Zara, Alyssa	Reappoint	Teacher Special Education	3BA	\$59,000.00	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
<b>Village Elementary School</b>								
Altwater, Deanna	Reappoint	Teacher Elementary	3MA	\$61,050.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/20/2020.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bower, Lauren	Reappoint	Teacher Elementary	4BA	\$60,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
DeLizzio, Danielle	Reappoint	Teacher Elementary	2BA	\$58,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
DeNotta, Jessica	Reappoint	Teacher Elementary	3MA	\$61,050.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Falanga, Michelle	Reappoint	Teacher Resource Specialist- Gifted and Talented	11MA+30	\$81,250.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Gagliardi, Jill	Reappoint	Teacher Music	3BA	\$59,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Gagnon, Amanda	Reappoint	Speech Language Specialist	2MA	\$59,950.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Glynn, MaryEllen	Reappoint	School Nurse	2BA	\$58,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Goodell-Zimmerman, Jacob	Reappoint	Teacher Elementary	3BA	\$59,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Kaminskas, Kyle	Reappoint	Teacher Health and Physical Education	5MA	\$63,150.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Kelly, Laura	Reappoint	School Psychologist	3PhD	\$64,225.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 12/22/2020.
Kidney, Elizabeth	Reappoint	Occupational Therapist	2MA	\$59,950.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
MacCarthy, Emily	Reappoint	Teacher Elementary	2BA	\$58,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 4/10/2022.
Mato, Cristina	Reappoint	Teacher Special Education	3MA	\$61,050.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Merlo, Kathryn	Reappoint	Speech Language Specialist	3MA	\$61,050.00	VIL/CMS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Musso, Michael	Reappoint	Teacher Elementary	2BA	\$58,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Nicheporuck, Jackeline	Reappoint	Teacher Elementary	3BA	\$59,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Piccini, Ines	Reappoint	Teacher Spanish	13BA	\$84,100.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 10/15/2023.
Redelico, Rachel	Reappoint	Teacher Elementary	3MA	\$61,050.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Rokita, Kaitlyn	Reappoint	Teacher Special Education	3MA	\$61,050.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Saleh, Emily	Reappoint	Teacher Art	2BA	\$58,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Scott, Mariah	Reappoint	Teacher Elementary	1MA	\$59,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Shute, Maria	Reappoint	Teacher Special Education	3BA	\$59,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Stevenson, Michael	Reappoint	Teacher Elementary	3MA	\$61,050.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Straubel, Janice	Reappoint	Media Specialist	15MA+30	\$95,775.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/12/2023.
Wilkolaski, Andrea	Reappoint	Teacher Special Education	6MA	\$64,850.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Wilush, Jenna	Reappoint	Teacher Special Education	3BA	\$59,000.00	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
<b>Dutch Neck Elementary School</b>								
Babcock, Kristen	Reappoint	Teacher Elementary	7MA	\$66,500.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Bailin, Sarah	Reappoint	Teacher Elementary	2BA	\$58,000.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Daub, Alyssa	Reappoint	Teacher Elementary	3BA	\$59,000.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
D'Orazio, Jessica	Reappoint	Teacher Resource Specialist- BCBA	1MA+30	\$60,500.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/31/2024.
Dowling, Jennifer	Reappoint	Teacher Elementary	3BA	\$59,000.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Gerber, Hannah	Reappoint	Teacher Special Education- 69%; Teacher Technology- 31%	2MA	\$59,950.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Healy, Samantha	Reappoint	Teacher Elementary	3MA	\$61,050.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Koekemoer, Amanda	Reappoint	Teacher Dual Language Immersion- Spanish	11BA	\$76,100.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Larios, Nicole	Reappoint	Teacher Dual Language Immersion- Language Arts	3BA	\$59,000.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Lavan, Brenda	Reappoint	School Nurse	2MA	\$59,950.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Singleton-Baldrey, Rebecca	Reappoint	Teacher Elementary	4MA	\$62,100.00	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Non-Citizen; Non-Tenured.
<b>Maurice Hawk Elementary School</b>								
Daniels, Shaina	Reappoint	Teacher Special Education	2BA	\$58,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Ely, Jaime	Reappoint	Teacher Elementary	3BA	\$59,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Goetzmann, Justin	Reappoint	Teacher Elementary	3BA	\$59,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Harpel, Mary Ann	Reappoint	Teacher Elementary	2BA	\$58,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/17/2022.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Hayden, Caitlin	Reappoint	Teacher Special Education	2BA	\$58,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Holleran, Kimberlee	Reappoint	Teacher Elementary	2BA	\$58,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
McMullen, Alison	Reappoint	Teacher Elementary	5MA	\$63,150.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Metal, Stephanie	Reappoint	Teacher Music	4BA	\$60,000.00	MH/DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Nutt, Kathleen	Reappoint	Teacher Special Education	3MA	\$61,050.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Oriole, Steffanie	Reappoint	Teacher Elementary	3BA	\$59,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Pan-Ng, Anna	Reappoint	Teacher Dual Language Immersion-Chinese	15MA+30	\$95,775.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Skau, Marianne	Reappoint	Teacher Elementary	1PhD	\$62,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Stevens, Kayla	Reappoint	Teacher Elementary	3BA	\$59,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Wriede, Michelle	Reappoint	Teacher Elementary	4BA	\$60,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Yeager, Shannon	Reappoint	Teacher Elementary	2BA	\$58,000.00	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
<b>Town Center Elementary School</b>								
Batlas, Jenna	Reappoint	Speech Language Specialist	2MA+30	\$61,550.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Bowen, Elissa	Reappoint	Teacher Music	6BA	\$62,500.00	TC/VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Covucci, Amanda	Reappoint	Teacher Special Education	2MA	\$59,950.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Dolan, Laura	Reappoint	Teacher Resource Specialist- Special Education	9MA	\$72,225.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 10/26/2020.
Gill, Holly	Reappoint	Teacher Special Education	5MA	\$63,150.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Gold, Jamie	Reappoint	Speech Language Specialist	4MA	\$62,100.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Goodstein, Amanda	Reappoint	School Psychologist	2MA+30	\$61,550.00	TC/MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Jarvis, Alexa	Reappoint	Teacher Special Education	4BA	\$60,000.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/3/2024.
Jinks, Melissa	Reappoint	Teacher Elementary	2BA	\$58,000.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Kaufman, Alexis	Reappoint	Teacher Special Education	2BA	\$58,000.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Koncsol, Kim	Reappoint	Occupational Therapist- 50%	15MA	\$46,770.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/11/2024.
Kopeika, Christie	Reappoint	Teacher Special Education	4BA	\$60,000.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Levy, Jillian	Reappoint	Teacher Special Education	1MA	\$59,000.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 4/24/2024.
Mathew, Katie	Reappoint	Speech Language Specialist	3MA	\$61,050.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Miller, Julianna	Reappoint	Teacher Elementary	2MA	\$59,950.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Oliva, Hannah	Reappoint	Teacher Special Education	3BA	\$59,000.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Simpson, Michael	Reappoint	Teacher Physical Education	7BA	\$64,000.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Solomon, Lori	Reappoint	Teacher Special Education	8MA	\$68,975.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Stonaker, Erika	Reappoint	Teacher Elementary	4MA	\$62,100.00	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Waller, Suzanne	Reappoint	Teacher Art	6MA	\$64,850.00	TC/MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
<b>Wicoff Elementary School</b>								
Cousart, Hailey	Reappoint	Teacher Elementary	3BA	\$59,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Dias, Rebecca	Reappoint	Teacher Music	3MA	\$61,050.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/28/2020.
Erb, Joseph	Reappoint	Teacher Elementary	3BA	\$59,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
Exler, Melissa	Reappoint	Teacher Elementary	2BA	\$58,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
Geisz, Masooma	Reappoint	Teacher Elementary	3BA	\$59,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/17/2021.
Gifford, Jennifer	Reappoint	School Psychologist	4MA+30	\$63,750.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 10/30/2022.
Itoh, Megumi	Reappoint	Teacher Art	2BA	\$58,000.00	WIC/MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Karpinski, Megan	Reappoint	Teacher Elementary	5BA	\$61,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Kellerman, Kacie	Reappoint	Teacher Health and Physical Education- 68.9%	2BA	\$39,962.00	WIC/TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2022.
Keyser, Ann	Reappoint	Teacher Resource Specialist- Gifted and Talented	9MA	\$72,225.00	WIC/MR/TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Marchitelli, Olivia	Reappoint	Teacher Elementary	3MA	\$61,050.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 2/23/2021.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mattia, Amber	Reappoint	Teacher Elementary	2BA	\$58,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2021.
McKenna, Maureen	Reappoint	Teacher Elementary	3MA	\$61,050.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/17/2021.
Robinson, Niccole	Reappoint	Teacher Elementary	2BA	\$58,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Seitz, Katherine	Reappoint	Teacher Special Education	2BA	\$58,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2023.
Shields, Vanessa	Reappoint	Teacher Special Education	3BA	\$59,000.00	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/2/2020.
<b>Reappointment of Tenured Certificated Staff</b>								
Certificated Staff	Reappoint	Tenured Certificated Staff		By Collective Negotiations Agreement	DIST	7/1/20	6/30/21	Reappoint all currently employed tenured, certificated teaching staff covered by the Collective Negotiations Agreement by & between the BOE of the WWPRSD & the WWPEA for the 2020-2021 school year pursuant to the terms and conditions of the collective bargaining agreement, with the exception of employees who have resigned.
<b>Change</b>								
Benbrahim, Sanaa	Change %	Teacher French-120%	12MA	\$100,080.00	HSN	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Damour, Judith	Change %	Teacher French-120%	15MA	\$112,248.00	HSN	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Regal, Karina	Change %	Teacher Spanish-120%	15MA+30	\$121,050.00	HSN	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Ferrante, Julia	Change Location	Teacher Mathematics		N/C	HSS	9/1/20	6/30/21	Change location from CMS to HSS, replacing Courtney Johnson, who transferred.
Figueroa, Ivett	Change Location	Teacher Spanish		N/C	HSS	9/1/20	6/30/21	Change location from GMS to HSS, replacing Joshua Steinman, who resigned.
<b>Leave of Absence</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Araki, Masami	Leave-FMLA/NJFLA/CC	School Psychologist		N/A	GMS	9/1/20	11/20/20	FMLA/NJFLA/CC: 9/1/20-11/20/20 unpaid, with benefits. (RTW: 11/23/20)
Oriole, Steffanie	Leave-FMLA/NJFLA	Teacher Elementary		N/A	MH	9/7/20	11/27/20	FMLA/NJFLA: 9/7/20-11/27/20 unpaid, with benefits. (RTW: 11/30/20)
<b>Resignation</b>								
Ding, Shi	Resign	Teacher Dual Language Immersion-Chinese		N/A	MH	6/30/20	6/30/20	Resign from position.
Dong, Qing	Resign	Teacher Dual Language Immersion-Chinese		N/A	MH	6/30/20	6/30/20	Resign from position.
Irving, Ilian	Resign	Teacher Elementary		N/A	VIL	6/30/20	6/30/20	Resign from position.
Yu, Qing-Yu	Resign	School Psychologist		N/A	CMS	6/30/20	6/30/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Bouchard, Maria	Appoint	Instructional Assistant- Dual Language Immersion	1	\$17.65/hr.	DN	TBD	6/30/21	Appoint as Instructional Assistant - Dual Language Immersion, pending employment verification, growth position, for 6.5 hrs/day.
Steiner, Angel	Appoint	Instructional Assistant- Dual Language Immersion	1	\$19.11/hr.	MH	9/1/20	6/30/21	Appoint as Instructional Assistant - Dual Language Immersion, growth position, for 6.5 hrs/day.
<b>Reappointment of Non-Affiliate A Staff</b>								
Arminio, Catherine	Reappoint	Administrative Assistant		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bason, Karen	Reappoint	Administrative Assistant		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Behler, Marcey	Reappoint	Food Services Manager		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Brottman, Louis	Reappoint	Accountant		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Caudo, Patricia	Reappoint	Payroll Supervisor		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Cavett, Donna	Reappoint	Program Analyst		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Chaves, Douglas	Reappoint	Support Specialist for Networking		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Cheney, Bonnie	Reappoint	Administrative Assistant/ Assistant Board Secretary		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
D'Alfonso, Michelle	Reappoint	Program Administrator for Community Education		TBD	CE	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Daly, Thomas	Reappoint	Director of Buildings and Grounds		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Degrucio, Karen	Reappoint	Supervisor of Accounts		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Dennes, Alexis	Reappoint	Administrative Analyst		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Doctor, Harry	Reappoint	IT Manager		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Edwards, Christopher	Reappoint	Support Specialist for Repair Services		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Garcia, Kerwin	Reappoint	Assistant Director of Buildings and Grounds		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Harris, Jason	Reappoint	Assistant Director of Buildings and Grounds		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Jenkins, Guss "Ty"	Reappoint	Cable Station Manager		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mandara, Justin	Reappoint	Administrative Analyst		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mastrangeli, Pietro	Reappoint	Support Specialist for Systems		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Milone, Alison	Reappoint	Human Resources Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Nazario, Luis	Reappoint	Support Specialist for Portable Devices		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pierson, Mary	Reappoint	Coordinator of Transportation		TBD	TRAN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Sharma, Reshma	Reappoint	Program Analyst		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Siemon, Lori	Reappoint	Purchasing Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Tejani, Darshana	Reappoint	Program Analyst		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Wagenblast, Kathleen	Reappoint	Assistant Coordinator of Transportation		TBD	TRAN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
<b>Reappointment of Non-Affiliate B Staff</b>								
Albeta, Thomas	Reappoint	Senior Computer Support Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Berrios, Roberta	Reappoint	Security Aide		TBD	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Biemuller, Thomas	Reappoint	Computer Support Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Carvalho, James	Reappoint	Security Aide		TBD	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Czepiga, Kyle	Reappoint	Computer Support Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Degnan-Kobus, Laura	Reappoint	Benefits Coordinator		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ferro, Colette	Reappoint	Coordinator for EDP		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gagliardo, Theresa	Reappoint	Confidential Secretary		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Glennon, Morgan	Reappoint	Public Information Officer		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Kaufman, Elizabeth	Reappoint	Confidential Secretary		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lendor, Bernard	Reappoint	Computer Support Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Moon, Alfred	Reappoint	Security Aide		TBD	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mouzon, Rufus	Reappoint	Computer Support Specialist		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
O'Conne, Colleen	Reappoint	Confidential Secretary		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Oertel, Lloyd	Reappoint	Security Aide		TBD	HSS	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Patil, Saranya	Reappoint	Communications Support Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pedreiro, Joseph	Reappoint	Computer Support Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pyle, Alex	Reappoint	Computer Support Specialist		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Royster, Mark	Reappoint	Security Aide		TBD	HSN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
South, Michael	Reappoint	Senior Computer Support Specialist		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Tenaglia, Noreen	Reappoint	Pool Operator		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Urbani, Lisa	Reappoint	Benefits Coordinator		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Weston, Lynda	Reappoint	Technical Project Assistant		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
<b>Reappointment of Non-Affiliate D Staff</b>								
Bair, Jodi	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Edwards, Rita	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Edwards, Robbie	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ferlito, Frank	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Franceschino, John	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gaeta, Peter	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gass, Stephen	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Hofflinger, Raymond	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Houston, Robert	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lockhart, Tina	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mejia, Roberto	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Nixon, Brian	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
O'Brien, John	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pitts, Ernest	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Putnam, Jonathan	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rahim, Shameena	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ray, Perry	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rice, Xavier	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rowe, Thomas	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Salvador, Helder	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Smith, Cynthia	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Terry, Irene	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Vargas Pena, Livingston	Reappoint	Security Officer "Eyes on the Door"		TBD	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Adam, Jean	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Coleman, Terrence	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Frost, Cory	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Harris, David	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Henry, Roland	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Marcinkowski, Taylor	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Pierre, Lencia	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Rolle, Jason	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Rush, Michael	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Shepherd, Jamila	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
Visovsky, Richard	Reappoint	Security Officer "Eyes on the Door"- Substitute		\$15.00/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
<b>Reappointment of Non-Affiliate F Staff</b>								
Bufa, Anthony	Reappoint	HVAC Foreman		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ferraro, Craig	Reappoint	Utility Foreman		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gruillon Lapaix, Julio	Reappoint	Operations Foreman		TBD	MR	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Hanyecz, Louis	Reappoint	Plumber		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ibrahim Khalil, Sameh	Reappoint	Operations Foreman		TBD	VIL	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Karam, Andrew	Reappoint	Operations Foreman		TBD	HSS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Leck, Thomas	Reappoint	Operations Foreman		TBD	DN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ramirez Mejia, Danis	Reappoint	Operations Foreman		TBD	CMS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rodriguez Incarnacion, Edison	Reappoint	Operations Foreman		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Roman, Kyle	Reappoint	Operations Foreman		TBD	WIC	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Sadowski, Tomasz	Reappoint	Operations Foreman		TBD	HSN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Sanchez, Wilmer	Reappoint	Electrical Foreman		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Santiago, Ramon	Reappoint	Operations Foreman		TBD	GMS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Tanedo, Matthew	Reappoint	HVAC Foreman		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Villafuerte Castaneda, Jose	Reappoint	Auto Mechanic		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
<b>Reappointment of Non-Affiliated Staff</b>								
Cream Jr., Nicholas	Reappoint	Attendance Officer		TBD	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Liedtka, Jill	Reappoint	Treasurer		TBD	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
<b>Reappointment of Transportation Staff</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Adams, Loretta	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Cassidy, Trinity	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Cheesman, Susanne	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Correa, Cheryl	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Dimanche, Jean	Reappoint	Bus Driver	2	\$26.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Hill, Michael	Reappoint	Bus Driver	3	\$26.79/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Jones, Jeanette	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Livingston, Osborn	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Louis, Jean	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Marcelin, Frito	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Nixon, Brian	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Nixon, Rashad	Reappoint	Bus Driver	3	\$26.79/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rice, Deborah	Reappoint	Bus Driver	3	\$26.79/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Sanic, Norma	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Trower-Brooks, Lucy	Reappoint	Bus Driver	8	\$29.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Zimmermann, Laura	Reappoint	Bus Driver	2	\$26.29/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Carlisi, Tracy	Reappoint	Bus Aide	8	\$17.33/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Revolorio, Jason	Reappoint	Bus Aide	2	\$15.13/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rundbaken, MaryAnn	Reappoint	Bus Aide	1	\$14.79/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Sanic, Billy	Reappoint	Bus Aide	3	\$15.47/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Conover, Billie	Reappoint	Bus Aide-Substitute		\$13.70/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, as needed.
<b>Reappointment of Instructional Assistants</b>								
Abbas, Munira	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Agnello, Anmarie	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Aloi, Tina	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Arora, Mamta	Reappoint	Instructional Assistant	6	\$20.79/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ashokkumar, Shanthi	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Attaar, Farida	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bailin, Lori	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Banerjee, Oormimala	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Barkenbush, Rosemarie	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Basavanahalli, Jyothi	Reappoint	Instructional Assistant	2	\$19.41/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bedser, Lynne	Reappoint	Instructional Assistant	5	\$20.31/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bengizu, Angela	Reappoint	Instructional Assistant	9	\$22.97/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bhatia, Indu	Reappoint	Instructional Assistant	3	\$19.71/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bhatia, Samita	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Boehm, Ashley	Reappoint	Instructional Assistant	4	\$20.01/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bordfeld, Leslie	Reappoint	Instructional Assistant	3	\$20.84/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Buck, Holly	Reappoint	Instructional Assistant	4	\$20.01/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Bugge, Michele	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Burke, Thea	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Calotta, Cynthia	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Chopan, Antoanela	Reappoint	Instructional Assistant	5	\$20.31/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Choudhury, Kishwar	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Cohen, Gaye Giegling	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Cohen, Stuart	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Collins, Eileen	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Colon, Robyn	Reappoint	Instructional Assistant	4	\$20.01/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Cushman, Kimberly	Reappoint	Instructional Assistant	8	\$23.32/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Dauer, Adam	Reappoint	Instructional Assistant	4	\$20.01/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
DePaolo, Julie	Reappoint	Instructional Assistant	4	\$18.55/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
DeSilva, Dona	Reappoint	Instructional Assistant	5	\$20.31/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Devincenzo, Terri Ann	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Dey, Sara	Reappoint	Instructional Assistant	7	\$22.57/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Dutta, Pooja	Reappoint	Instructional Assistant	5	\$20.31/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Fairey, Charlene	Reappoint	Instructional Assistant	2	\$17.95/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Forst-Carlson, Linda	Reappoint	Instructional Assistant	8	\$22.11/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Frazier, Angela	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Garnik, Aleksandr	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ganesh, Padmavathy	Reappoint	Instructional Assistant	5	\$20.31/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Garcia, Ramon	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
George, Rachel	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gorman, Elizabeth	Reappoint	Instructional Assistant	9	\$24.18/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Goswami, Sukanya	Reappoint	Instructional Assistant	7	\$22.57/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Graciani, Joel	Reappoint	Instructional Assistant	5	\$18.85/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gupta, Anita	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gupta, Seema	Reappoint	Instructional Assistant	6	\$19.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Hvisdock, Diana	Reappoint	Instructional Assistant	2	\$17.95/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Jones, Maureen	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Josephson, Emily	Reappoint	Instructional Assistant	7	\$21.36/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Jothi, Jayanthi	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kalkan, Guler	Reappoint	Instructional Assistant	2	\$19.41/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Kamath, Annapoorna	Reappoint	Instructional Assistant	4	\$20.01/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Kelmanovich, Helen	Reappoint	Instructional Assistant	9	\$22.97/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Kennen, Barbara	Reappoint	Instructional Assistant	6	\$20.79/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Klahre, Patricia	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Knott, Dorothea	Reappoint	Instructional Assistant	6	\$19.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Kodali, Vasavi	Reappoint	Instructional Assistant	7	\$22.57/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Konar, Jaba	Reappoint	Instructional Assistant	4	\$20.01/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Krishnan, Rajeswari	Reappoint	Instructional Assistant	5	\$20.31/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lackey, Roxanne	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lafemina, Christine	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lapidus, Elsa	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lee, Kelly Cathleen	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lee, Tracey	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lincoln, Diane	Reappoint	Instructional Assistant	6	\$20.79/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lloyd, Regina	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lora-Simon, Milagros	Reappoint	Instructional Assistant	7	\$21.36/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Lupo, Sandra	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Maciejewski, Michelle	Reappoint	Instructional Assistant	1	\$20.24/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Madasamy Ponniah, Vanitha	Reappoint	Instructional Assistant	2	\$19.41/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mansfield, Maryann	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Manzoori, Hooraa	Reappoint	Instructional Assistant	2	\$19.41/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
McElroy, Lisa	Reappoint	Instructional Assistant	8	\$22.11/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
McPhail, Tracy	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mehta, Kiran	Reappoint	Instructional Assistant	3	\$18.25/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mehta, Sweety	Reappoint	Instructional Assistant	1	\$19.11/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mitchell, Tina	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Mitra, Eshika	Reappoint	Instructional Assistant	3	\$19.71/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Moore, Franklin	Reappoint	Instructional Assistant	9	\$21.59/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Morelli, Daneen	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Munsch, Audrie	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Murray, Stacy	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Nadkarni, Neeta	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Neuls, Patricia	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Nordstrom, Jocelyn	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Oertel, Linette	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
O'Halloran, Josephine	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Osadchuk, Anna	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pachas, Annette	Reappoint	Instructional Assistant	9	\$21.59/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Paradkar, Kirti	Reappoint	Instructional Assistant	9	\$24.18/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pasquerella, Donna	Reappoint	Instructional Assistant	1	\$17.65/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Patten, Catherine	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Perrine, Kimberley	Reappoint	Instructional Assistant	3	\$19.71/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Peters, Frances	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pettus, Evan	Reappoint	Instructional Assistant	5	\$18.85/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pherwani, Sunita	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Pitcherello, Lisa	Reappoint	Instructional Assistant	8	\$23.32/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Ponader, Keith	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Razi, Bushra	Reappoint	Instructional Assistant	4	\$20.01/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rosenbaum, Ellen	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rosenthal, Wendy	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rossi, Mary Lynn	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Schanz, Jeanne	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Schuster, Linda	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Shah, Ameer	Reappoint	Instructional Assistant	9	\$22.97/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Shah, Dipika	Reappoint	Instructional Assistant	6	\$20.79/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Shah, Netri	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Shankoff, Wonjoo	Reappoint	Instructional Assistant	9	\$22.97/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Sharma, Ashoo	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Siano, Wendy	Reappoint	Instructional Assistant	9	\$21.59/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Silva, Cindy	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Singh, Priyadarshini	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Smith, Lisa Anne	Reappoint	Instructional Assistant	6	\$20.79/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Sorensen, Karen	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Srivastava, Vaishali	Reappoint	Instructional Assistant	9	\$22.97/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Stahura, Joanne	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Stewart, Eric	Reappoint	Instructional Assistant	5	\$21.44/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Suri, Nirmala	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Tejwani, Pooja	Reappoint	Instructional Assistant	2	\$19.41/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Thompson, William	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tindall, Bonnie	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Todd, Bradley	Reappoint	Instructional Assistant	7	\$22.57/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Tsui, Lelia-Allison	Reappoint	Instructional Assistant	10	\$22.74/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Tuan, Borying	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Uppal, Ruchi	Reappoint	Instructional Assistant	3	\$19.71/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Uppuluri, Madhavi	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Vemulapalli, Bharathi	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Venkatachalam, Mangai	Reappoint	Instructional Assistant	2	\$19.41/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Verma, Sushma	Reappoint	Instructional Assistant	8	\$22.11/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Waghulde, Bhagyashri	Reappoint	Instructional Assistant	10	\$24.12/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Walsh, Gina	Reappoint	Instructional Assistant	9	\$22.97/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Warner, Jean	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Weinberger, Lovelyne	Reappoint	Instructional Assistant	5	\$18.85/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Wilson, Caitlin	Reappoint	Instructional Assistant	1	\$19.11/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wilson, Mary	Reappoint	Instructional Assistant	10	\$25.33/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Wilson, Meaghan	Reappoint	Instructional Assistant	3	\$18.25/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Wilson, Nancy	Reappoint	Instructional Assistant	2	\$17.95/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Wonnell, Frances	Reappoint	Instructional Assistant	7	\$22.57/hr.	DIST	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Drago, Rose	Reappoint	Instructional Assistant/Bus Driver	3	\$26.79/hr.	TRAN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Balasubramanian, Shobhana	Reappoint	Instructional Assistant- Dual Language Immersion	7	\$22.57/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year for 6.5 hrs/day.
Ruffo, Lilia	Reappoint	Instructional Assistant- Dual Language Immersion	2	\$17.95/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year for 6.5 hrs/day.
Sanic, Jennifer	Reappoint	Instructional Assistant- Dual Language Immersion	3	\$19.71/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year for 6.5 hrs/day.
Schiavo, Rena	Reappoint	Instructional Assistant- Dual Language Immersion	2	\$20.54/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year for 6.5 hrs/day.
Vellore, Ramamalini	Reappoint	Instructional Assistant- ESL	2	\$19.41/hr.	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year for 3.25 hrs/day.
<b>Reappointment of Cafeteria Aides</b>								
Antis, Jane	Reappoint	Cafeteria Aide	8	\$17.33/hr.	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Antony, Mary	Reappoint	Cafeteria Aide	8	\$17.33/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Baskin, Tammy	Reappoint	Cafeteria Aide	1	\$14.79/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bhamre, Sharvari	Reappoint	Cafeteria Aide	4	\$15.85/hr.	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Bhatt, Jignesh	Reappoint	Cafeteria Aide	0	\$14.45/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Chen, Cathy	Reappoint	Cafeteria Aide	8	\$17.33/hr.	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Choudhury, Monalisa	Reappoint	Cafeteria Aide	4	\$15.85/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Cohen, Michelle	Reappoint	Cafeteria Aide	8	\$17.33/hr.	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
DeBenedetto, Suzanne	Reappoint	Cafeteria Aide	2	\$15.13/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Devine Horn, Patricia	Reappoint	Cafeteria Aide	5	\$16.21/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Ehrlich, Judith	Reappoint	Cafeteria Aide	8	\$17.33/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Hitchings, Maureen	Reappoint	Cafeteria Aide	8	\$17.33/hr.	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Iyer, Usha	Reappoint	Cafeteria Aide	4	\$15.85/hr.	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Kaplan, Debra	Reappoint	Cafeteria Aide	8	\$17.33/hr.	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Kesavabhotla, Padmavathi	Reappoint	Cafeteria Aide	3	\$15.47/hr.	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Kothari, Nita	Reappoint	Cafeteria Aide	8	\$17.33/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Layne, Sharon	Reappoint	Cafeteria Aide	7	\$16.94/hr.	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lerner, Kathr	Reappoint	Cafeteria Aide	5	\$16.21/hr.	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
McDonough, Suzanne	Reappoint	Cafeteria Aide	2	\$15.13/hr.	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Mittal, Vimi	Reappoint	Cafeteria Aide	2	\$15.13/hr.	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Nayak, Manasi	Reappoint	Cafeteria Aide	2	\$15.13/hr.	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Nimkar, Veena	Reappoint	Cafeteria Aide	0	\$14.45/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Payton, Shirley	Reappoint	Cafeteria Aide	8	\$17.33/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Pietrinferno, Gail	Reappoint	Cafeteria Aide	6	\$16.57/hr	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Protinick, Heather	Reappoint	Cafeteria Aide	1	\$14.79/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Rossi, Mary Lynn	Reappoint	Cafeteria Aide	8	\$17.33/hr.	TC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Sachs, Andrea	Reappoint	Cafeteria Aide	8	\$17.33/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Samal, Smita	Reappoint	Cafeteria Aide	4	\$15.85/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Sanyal, Malini	Reappoint	Cafeteria Aide	2	\$15.13/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Scafuto, Latia	Reappoint	Cafeteria Aide	2	\$15.13/hr.	MH	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Shah, Hetal	Reappoint	Cafeteria Aide	8	\$17.33/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Shanmuga, Anbuselvi	Reappoint	Cafeteria Aide	1	\$14.79/hr.	WIC	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Smith, Debra	Reappoint	Cafeteria Aide	8	\$17.33/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Szkudlapski, Helene	Reappoint	Cafeteria Aide	6	\$16.57/hr	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Thakkar, Rinkoo	Reappoint	Cafeteria Aide	1	\$14.79/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Tilli, Robert	Reappoint	Cafeteria Aide	2	\$15.13/hr.	VIL	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Vannatta, Donna	Reappoint	Cafeteria Aide	1	\$14.79/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Vuppala, Sree	Reappoint	Cafeteria Aide	2	\$15.13/hr.	MR	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
Warren, Ruth	Reappoint	Cafeteria Aide	8	\$17.33/hr.	DN	9/1/20	6/30/21	Reappoint for the 2020-2021 school year, not to exceed 2.5 hrs/day.
<b>Reappointment of Buildings and Grounds Staff</b>								
Bencivengo, Anthony	Reappoint	Grounds Worker	10	\$15.99/hr.	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Crowley, Robert	Reappoint	District Courier		\$19.50/hr.	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Gonzalez Castro, German	Reappoint	Grounds Worker	13	\$16.89/hr.	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Herrera Rodriguez, Reynaldo	Reappoint	Grounds Worker	10	\$15.99/hr.	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
Rodriguez Encarnacion, Melvin	Reappoint	Assistant Head Custodian	11	\$21.78/hr.	DIST	7/1/20	6/30/21	Reappoint for the 2020-2021 school year.
<b>Reappointment of Nontenured Secretarial Staff</b>								





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Holsman, Susan	Reappoint	Secretary To	1-2	\$47,839.00	HSN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 3/6/2021.
Johnston, Tina	Reappoint	Secretary To	4	\$50,464.00	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/12/2020.
Medina, Noraima	Reappoint	Secretary To	3	\$49,089.00	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/30/2021.
Wiener, Rosemarie	Reappoint	Secretary To	3	\$49,089.00	DN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2021.
Adamo, Jennifer	Reappoint	Secretary 12 Months	3	\$46,732.00	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 12/4/2021.
D'Errico, Jennifer	Reappoint	Secretary 12 Months	1-2	\$45,542.00	SPS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 4/28/2023.
Dzbenksi, Jackie	Reappoint	Secretary 12 Months	4	\$48,041.00	CO	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/29/2020.
Goldfarb, Jessica	Reappoint	Secretary 12 Months	1-2	\$45,542.00	MR	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/6/2022.
Jinks, Amelia	Reappoint	Secretary 12 Months	4	\$48,041.00	DN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 6/27/2020.
Nickerson, Kimberly	Reappoint	Secretary 12 Months	3	\$46,732.00	TC	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 9/25/2021.
Rodas, Jhoany	Reappoint	Secretary 12 Months	1-2	\$45,542.00	HSS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 8/20/2022.
Sigman, Angela	Reappoint	Secretary 12 Months	1-2	\$45,542.00	HSS	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 1/3/2022.
Wolosky, Debra	Reappoint	Secretary 12 Months	3	\$46,732.00	DN	7/1/20	6/30/21	Reappoint for the 2020-2021 school year; Tenure date 7/2/2021.
<b>Reappointment of Tenured Secretarial Staff</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
All Tenured Secretarial Staff	Reappoint	All Tenured 10 Month, 12 Month and Secretary To Secretarial Staff		By Collective Negotiations Agreement	DIST	7/1/2020 9/1/2020	6/30/21	Reappoint all currently employed tenured, secretarial staff covered by the Collective Negotiations Agreement by & between the BOE of the WWPRSD & the WWPSA for the 2020-2021 school year pursuant to the terms and conditions of the collective bargaining agreement, with the exception of employees who have resigned.
<b>Change</b>								
Perilli, Linda	Change	Secretary 12 Months		N/A	HSN	5/7/20	6/30/20	Change start date from TBD to 5/7/20 for location change from TC to HSN.
<b>Resignation</b>								
Chiravalle, Michael	Resign	Security Officer "Eyes on the Door"		N/A	DIST	3/15/20	3/15/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Change</b>								
Zhang, Karen	Change	Substitute Teacher		\$95.00/day	DIST	5/4/20	5/4/20	Change from County Substitute Teacher to New Jersey Certified Substitute Teacher.
<b>Resignation</b>								
Kamat, Aparna	Resign	Substitute Teacher		N/A	DIST	5/5/20	6/30/20	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	5/2/20	6/6/20	Home Instruction for Language Arts IV, not to exceed 10 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	5/2/20	6/6/20	Home Instruction for Algebra II and Spanish I, not to exceed 20 hours.
Lieb, Lisa	Extra Duty	Home Instruction		\$47.09/hr.	DIST	5/2/20	6/6/20	Home Instruction for Genetics, not to exceed 10 hours.
Stubbs, Arthur	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/6/20	6/30/20	Home Instruction for Physical Education, not to exceed 10 hours.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Title III</b>								
Bader-Roman, Amanda	Extra Duty	Title III: ESL Parent University		\$47.09/hr.	DIST	5/4/20	6/30/20	ESL Parent University, paid through Title III grant funds, not to exceed 4.5 hours per workshop.
<b>Change</b>								
Incollingo, Ellen	Change	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Change Title III Immigrant Academic Support, from not to exceed 18 hours to not to exceed 24 hours.
Lewis, Joan	Change	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Change Title III Immigrant Academic Support, from not to exceed 18 hours to not to exceed 24 hours.
McKenna, Maureen	Change	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	3/1/20	6/30/20	Change Title III Immigrant Academic Support, from not to exceed 18 hours to not to exceed 24 hours.
Seitz, Katherine	Change	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Change Title III Immigrant Academic Support, from not to exceed 18 hours to not to exceed 24 hours.
Shwom, Heather	Change	Title III: Immigrant Academic Support		\$47.09/hr.	DIST	1/15/20	6/30/20	Change Title III Immigrant Academic Support, from not to exceed 18 hours to not to exceed 24 hours.
<b>E. Stipend Athletic</b>								
None								
<b>E. Stipend Non-Athletic</b>								
<b>Buildings and Grounds</b>								
Gonzalez Castro, German	Stipend Non-Athletic	Alternate Workweek		\$1,000.00 (prorated)	DIST	5/1/20	6/30/20	Alternate workweek (Sat. & Sun.), paid per pay.
<b>Mentor</b>								
Edwards, Sharon	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	DN	12/2/19	6/30/20	Mentor for Gina Scow, paid in FULL in June.
Kemo, Kerry	Stipend Non-Athletic	Mentor		\$2,010.00	HSS	9/1/20	6/30/21	Mentor for Kathleen Jaeger, paid 1/2 in Dec. & 1/2 in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lee, Jenna	Stipend Non-Athletic	Mentor		\$2,010.00 (prorated)	TC	4/27/20	6/30/20	Mentor for Jillian Levy, paid in FULL in June.
<b>Security</b>								
Ray, Perry	Stipend Non-Athletic	Head Security		\$1,500.00	DIST	9/1/20	6/30/21	Head Security, paid monthly.
<b>F. Community Education</b>								
None								
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Change</b>								
Pacholec, Kendis	Change	Teacher German		N/C	HSS	2/24/20	5/15/20	Change FMLA/NJFLA/CC from 2/24/20-5/22/20 to 2/24/20-5/15/20 unpaid, with benefits. (RTW: 5/18/20)
Mangone, Marilyn	Change	Teacher Performing Arts- 80%	3BA	\$47,200.00	HSN/HSS	9/1/20	6/30/21	Change from Performing Arts Teacher 40% to Performing Arts Teacher 80%. Change salary from \$23,600 to \$47,200.
Olson, David	Change Location	Teacher Special Education		N/C	HSS	9/1/20	6/30/21	Change location from 60% HSN, 40% HSS to 100% HSS.
Wayton, Kurt	Change Location	Teacher Special Education		N/C	HSN	9/1/20	6/30/21	Change location from HSS to HSN.
<b>Rescind</b>								
Jaeger, Kathleen	Rescind	Teacher Special Education	OMA	\$58,000.00	HSS	TBD	6/30/21	Rescind appointment as a Special Education Teacher, certificate pending, pending employment verification, replacing Jessica LaMarca, who resigned.
<b>C. Non Certificated Staff</b>								
<b>Change</b>								
Mejia Barahona, Roberto	Change	Security Officer "Eyes on the Door"		N/C	DIST	5/8/20	6/30/20	Change start date from TBD to 5/8/20.
<b>E. Stipend Non-Athletic</b>								
<b>Rescind</b>								
Kemo, Kerry	Rescind	Mentor		\$2,010.00	HSS	9/1/20	6/30/21	Rescind mentor for Kathleen Jaeger, paid 1/2 in Dec. & 1/2 in June.





# Maurice Hawk Addition

BOARD OF EDUCATION MEETING

MAY 12, 2020







































West Windsor- Plainsboro RSD

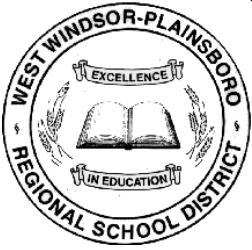
Add/Renov to Maurice Hawk ES FVHD 4989

Overall Project Drawdown/Budget Summary

(Links to project cost logs)

Dated: May 1, 2020

A+B+C+D	TOTAL ESTIMATED PROJECT COST			\$15,995,000		\$137,470
		Total Project Budget Hard Costs + Soft Costs (NJDOE Form 130)		\$15,995,000		
		Total Expended To Date Hard Costs + Soft Costs			\$15,857,530	
	<b>Remaining Project Funds</b>					<b>\$137,470</b>



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**MAY 26, 2020: BOARD OF EDUCATION MEETING**

**Central Office  
321 Village Road East, West Windsor, NJ 08550**

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Virtual Meeting  
7:30 Public Meeting – Virtual Meeting**

**Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Louisa Ho  
Dana Krug  
Graelynn McKeown  
Martin Whitfield  
Robin Zovich

**Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Plainsboro Township Library Committee: Robin Zovich  
Superintendent's Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Graelynn McKeown  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on May 22, 2020, to the Home News Tribune, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, posted on the district website on May 22, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on May 22, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matter</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>WWPEA Sidebar Agreement</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>Community Middle School Construction Project</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this First Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record. This public comment period shall be limited to 60 minutes.

IV. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

V. **MEETING**

A. **ADMINISTRATION**

*To be voted on 5/26/20:* Recommend approval of the following resolutions:

**Assistant Superintendent Contracts**

1. Approve the following resolution:

WHEREAS, it is the mutual desire and request of the West Windsor-Plainsboro Regional School District Board of Education ("Board") and James Earle, Assistant Superintendent for Pupil Services and Planning, to adopt an Employment Contract, which reflects the parties' desire to enhance administrative stability and continuity with the West Windsor-Plainsboro Regional School District for the 2020-2021 school year;

WHEREAS, pursuant to N.J.A.C. 6A:23A-3.1(a), the Executive County Superintendent has determined that the proposed Employment Agreement for James Earle is in compliance with the Fiscal Accountability, Efficiency and Budgeting Regulations, and as such has approved the proposed Employment Agreement;

IT IS HEREBY RESOLVED that, pursuant to *N.J.S.A. 18A:17-16* and upon the recommendation of the Superintendent, the Board wishes to re-appoint James Earle to serve as Assistant Superintendent for Pupil Services and Planning for the 2020-2021 school year; and

IT IS HEREBY FURTHER RESOLVED that the Employment Agreement between the Board and James Earle, dated May 26, 2020, is adopted and approved by the Board.

2. Approve the following resolution:

WHEREAS, it is the mutual desire and request of the West Windsor-Plainsboro Regional School District Board of Education (“Board”) and Pamela Nathan, Assistant Superintendent for Curriculum and Instruction, to adopt an Employment Contract, which reflects the parties’ desire to enhance administrative stability and continuity with the West Windsor-Plainsboro Regional School District for the 2020-2021 school year;

WHEREAS, pursuant to N.J.A.C. 6A:23A-3.1(a), the Executive County Superintendent has determined that the proposed Employment Agreement for Pamela Nathan is in compliance with the Fiscal Accountability, Efficiency and Budgeting Regulations, and as such has approved the proposed Employment Agreement;

IT IS HEREBY RESOLVED that, pursuant to *N.J.S.A. 18A:17-16* and upon the recommendation of the Superintendent, the Board wishes to re-appoint Pamela Nathan to serve as Assistant Superintendent for Curriculum and Instruction for the 2020-2021 school year; and

IT IS HEREBY FURTHER RESOLVED that the Employment Agreement between the Board and Pamela Nathan, dated May 26, 2020, is adopted and approved by the Board.

3. Approve the following resolution:

WHEREAS, it is the mutual desire and request of the West Windsor-Plainsboro Regional School District Board of Education (“Board”) and Christopher Russo, Assistant Superintendent for Finance, to adopt an Employment Contract, which reflects the parties’ desire to enhance administrative stability and continuity with the West Windsor-Plainsboro Regional School District for the 2020-2021 school year;

WHEREAS, pursuant to N.J.A.C. 6A:23A-3.1(a), the Executive County Superintendent has determined that the proposed Employment Agreement for Christopher Russo is in compliance with the Fiscal Accountability, Efficiency and Budgeting Regulations, and as such has approved the proposed Employment Agreement;

IT IS HEREBY RESOLVED that pursuant to *N.J.S.A. 18A:17-16*, and upon the recommendation of the Superintendent, the Board wishes to re-appoint Christopher Russo to serve as Assistant Superintendent for Finance for the 2020-2021 school year; and

IT IS HEREBY FURTHER RESOLVED that the Employment Agreement between the Board and Christopher Russo, dated May 26, 2020, is adopted and approved by the Board.

### **Harassment, Intimidation, and Bullying**

4. Affirm the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated May 12, 2020, for the following case numbers: 209492-HSN-04232020; 209491-HSN-04222020.

5. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated May 26, 2020, for the following case number: 209521-HSN-05062020.

#### **Policies and Regulations: Second Reading and Approval**

6. Second reading and approval of the following policies:

##### Policy

- P4420 Benefits Covering Non-Affiliated Support Staff-Category B
- P1126 Benefits Covering Foremen-Category F

#### **School Health-Related Closure Preparedness Plan**

7. Approve West Windsor Plainsboro Regional School District's School Health-Related Closure Preparedness Plan, pursuant to *P.L. 2020, c.27*, which will be submitted to the county office and posted on the district website.

#### **Closed Captioning**

8. Renew an agreement with MyVRSpot for cable station closed captioning services for the 2020-2021 school year, at a cost not to exceed \$3,945.

#### **Server Licensing**

9. Renew an agreement with Microsoft for server licenses and applications for the 2020-2021 school year, at a cost not to exceed \$56,571.

#### **Special Services Extended Year Program**

10. Approve the Special Services Extended School Year Program that will run from July 6, 2020, through August 14, 2020.

#### **Extraordinary Aid**

11. Submission to the New Jersey Department of Education the Application for Extraordinary Aid in accordance with the Comprehensive Educational Improvement and Financing Act (CEIFA), for fiscal year 2019-2020.

#### **IEP Direct**

12. Approve the annual subscription with Frontline Technologies Centris Group LLC for IEP Direct, a Special Education management and IEP software renewal; support services license; the Document Repository renewal; and the Centris Sync renewal from July 1, 2020 through June 30, 2021, in the amount of \$27,206.37, based upon enrollment.

#### **Professional Services Rates**

13. Approve the rates for the following professional services for the 2020-2021 year:

##### District Medical Services

- a) Gerald Raymond, MD, Medical Services Director, at \$26,000 per year
- b) Adam Naddelman, MD, Medical Inspector, at \$1,000 per year

Athletics (medical coverage for home football games)

- a) Dr. Scott Miller, \$285 per game (Champion Orthopedic Group)
- b) Dr. William Rossy, \$285 per game (Princeton Orthopedic Associates)

Special Services – Consultants/Evaluators

- a) 360 Translations International, Inc., not to exceed \$228 per hour and \$2,000 through June 30, 2021.
- b) Advancing Opportunities, Cerebral Palsy of NJ, not to exceed \$150 per hour; \$925 AT evaluation; \$60 per hour for travel; \$150 per hour for support services; \$1,200 per AAC evaluation and \$15,000 through June 30, 2021.
- c) Alfred I Dupont Hospital for Children Nemours Foundation; not to exceed \$40 hour for educational services and \$5,000 through June 30, 2021.
- d) Arc Mercer, Inc.; not to exceed \$50 per day without teaching assistance; \$25 per day with teaching assistance provided by WW-P Regional School District and \$2,000 through June 30, 2021.
- e) Arc of New Jersey (Project Hire) job training services not to exceed \$65/hour and \$30,000 through June 30, 2021.
- f) Arin International, LLC-Amee Shah; interpreting services not to exceed \$50 per hour and \$500 through June 30, 2021.
- g) ASL Interpreter Referral Services, Inc., not to exceed \$93 per hour (2 hour minimum), \$95 per hour evenings, \$.31 per mile for travel and \$ 3,000 through June 30, 2021.
- h) Attachment Trauma Center Institute, Debra Wesselmann, MSW, LSW; not to exceed \$110 per hour and \$2,200 through June 30, 2021.
- i) BA Vision Education Services, LLC- Beth Abramson; not to exceed \$150 per hour and \$1,500 through June 30, 2021.
- j) Bayada Home Health Care, Inc., RN not to exceed \$54.50 per hour; LPN \$44.50 per hour and \$ 300,000 through June 30, 2021.
- k) Behavior Therapy Associates; not to exceed \$200 hour, day rate \$1,200 and \$140,000 through June 30, 2021.
- l) Beyond Communications, Inc.; not to exceed \$800 per evaluation and \$2,400 through June 30, 2021.
- m) BMW Enterprises, Inc. A division of Hackensack Meridian Health Carrier Clinic; not to exceed \$85/hour bedside instruction and 1,100 through June 30, 2021.
- n) Brett DiNovi & Associates, LLC.; Behavior Consultation provided not to exceed \$119.75 per hour and \$55,000 through June 30, 2021.
- o) Bridges to Employment, a division of Alternatives, Inc., not to exceed \$60 per hour, \$75 transportation per trip and \$25,000 through June 30, 2021.
- p) Center for Hearing & Communication, not to exceed \$700 for evaluation and \$1,400 through June 30, 2021.
- q) The Center for Neurological and Neurodevelopmental Health, CNNH; not to exceed \$660 per Neurological Evaluations or Neuropsychiatric/Psychiatric evaluation; \$2,750 per Neuropsychological evaluation and \$5,000 through June 30, 2021.
- r) Children Specialized Hospital, not to exceed \$930 per Neurodevelopmental Evaluation and \$ 1,860 through June 30, 2021.
- s) CHOP Educational Services; not to exceed \$57.99/hour and \$3,000 through June 30, 2021.
- t) CHOP Specialty Care Center in Princeton, not to exceed \$644.31 per evaluation, \$212.55 tympanometry, \$301.25 Evoked Optoacoustic Emissions, \$227.61 hearing aid check-monaural, \$341.39 hear aid check-binaural and \$1,500 through June 30, 2021.
- u) Communication Technology Resources, Joan Bruno; not to exceed \$550/AAC evaluation, \$120 per hour, \$450 for 4 hours, \$550 for 5 hours, \$600 for 6 hours, \$35 ½ hour travel and \$1,000 through June 30, 2021.

- v) Community Options, Inc.; not to exceed \$53 an hour for transition services and \$10,000 through June 30, 2021.
- w) Cross County Clinical & Educational Services, Foreign Language evaluations not to exceed \$915, report summary in 2nd language \$295, complete report translation in 2nd language \$450, translator and interpreter services (minimum of 2 hours a day on site: \$100-250 per hour), FBA 2,350, \$675 PT/OT evaluations and \$ 11,000 through June 30, 2021.
- x) Delta-T Group North Jersey, Inc., not to exceed \$100 per hour; \$600 per evaluation and \$1,200 through June 30, 2021.
- y) Demonte Therapy Services, not to exceed \$150 per visit, \$350 OT & PT evaluation and \$ 10,500 through June 30, 2021.
- z) Douglass Developmental Disabilities Center, not to exceed \$3,000 per evaluation; up to \$250 per hour and .56 per mile travel, for services and \$15,000 through June 30, 2021.
- aa) Eden Autism Services, not to exceed \$1,700 per evaluation; up to \$150 per hour in-home ABA therapy/training and \$10,000 through June 30, 2021.
- bb) Educational Audiology Resources; not to exceed \$675 per AP evaluation; \$950 per Class Acoustic evaluation and \$2,025 through June 30, 2021.
- cc) Education Inc.; not to exceed \$47 hour for educational services and \$1,880 through June 30, 2021.
- dd) Educational Services Commission of NJ: Psych. & Learning evaluation not to exceed \$252; Social evaluation/\$242; OT & PT evaluation/\$357; Speech evaluation/\$289; Bi-Lingual Psych & Learning evaluation/\$420, Bi-Lingual Social evaluation/\$357; Bi-Lingual Speech evaluation/\$473; \$143 hour/services for children with hearing loss; \$40 hour home instruction services and \$320,000 through June 30, 2021.
- ee) Educational Services Commission of Morris County: Social, Psych, Learning, Speech/Language, OT & PT evaluation not to exceed \$380; Bi-Lingual evaluation/\$425 and \$760 through June 30, 2021.
- ff) Educere LLC; not to exceed \$25 hour virtual education and \$2,400 through June 30, 2021.
- gg) Eye Care Professionals, PC, Dr. Barry Tannen; not to exceed \$430 Visual Assessments and \$860 through June 30, 2021.
- hh) Elliot Gursky, MD & Associates; not to exceed \$700 per evaluation and \$14,000 through June 30, 2021.
- ii) FJC Fiscal Scholarship Program, formally Lighthouse Guild Braille Transcription not to exceed \$8.00 page and \$160 through June 30, 2021.
- jj) G & A Medical Associates LLC, formally Developmental Pediatrics of Central Jersey; not to exceed \$500 per Developmental Behavioral evaluation and \$2,000 through June 30, 2021.
- kk) Hampton Behavioral Health Center; not to exceed \$40 hour/educational services and \$3,200 through June 30, 2021.
- ll) High Step Summer Program, Division of Behavior Therapy Associates, not to exceed \$3,700 for summer program and 11,100 through June 30, 2021.
- mm) Hunterdon Health Care Systems Developmental Pediatric Association; not to exceed \$927 per evaluation; \$522 per re-evaluation; \$1998 per Educational evaluation; \$2197 per Psychiatric evaluation; \$1475 per Speech & Hearing evaluation; \$984 per OT & PT evaluation; C.A.P. evaluation \$1652 and \$15,759 through June 30, 2021.
- nn) Inlingua Services, not to exceed \$120 per hour with 2 hour minimum; \$30 per hour for travel and \$26,000 through June 30, 2021.
- oo) KDH Enterprises, LLC and Anne S. Holmes; not to exceed \$150 per hour; \$1,500 per Functional Behavioral Assessment and 14,000 through June 30, 2021.
- pp) Learning Tree Multicultural/Multilingual Evaluation & Consulting, Inc., not to exceed \$750 per evaluation Spanish, \$800 per evaluation other languages and \$20,000 through June 30, 2021.



- qq) Learnwell Educational Services; not to exceed \$53/hour and \$8,000 through June 30, 2021.
- rr) Life Enhancement Institute LLC and Dr. Napur Lahiri not to exceed \$550 per evaluation and \$2,200 through June 30, 2021.
- ss) Loving Care Agency, Inc./Aveanna Healthcare, not to exceed \$55/hour RN, \$45/hour LPN, \$115/hour transportation and \$45,000 through June 30, 2021.
- tt) MDW Education Services, Marilyn Winograd, Teacher of the Blind & Visually Impaired; not to exceed \$120 hour and \$1,200 through June 30, 2021.
- uu) Maida Mobility and Sharon Maida, \$130 per hour Orientation and Mobility session; \$150 per assessment not to exceed \$900 and \$1,800 through June 30, 2021.
- vv) Mercer County Special Services; not to exceed \$325 Speech, OT, PT evaluations; \$525 Vocational, Assistive Technology and Functional Behavioral Assessments, \$375 Psychological, Educational, \$500 Psych./Ed evaluations, \$350 Social evaluations, \$825 Augmentative Communicative evaluations, \$95 hour session for Speech, OT, PT and Home Instruction and \$60,000 through June 30, 2021.
- ww) Monmouth Ocean Educational Services Commission; not to exceed \$700 virtual education and \$6,500 through June 30, 2021.
- xx) Neuroscience Assoc. and Dr. Kavita Sinha, not to exceed \$500 per evaluation and \$3,000 through June 30, 2021.
- yy) Newborn Nurses and NBN Group, not to exceed \$56 per hour- RN, \$46 per hour – LPN and \$50,000 through June 30, 2021.
- zz) Newgrange Educational Outreach Center, not to exceed \$2,000 per evaluation; \$150 per hour consult and 2,000 through June 30, 2021.
- aaa) New Hope Psychological Services, LLC, not to exceed \$800 per evaluation and 1,600 through June 30, 2021.
- bbb) Occupational Therapy Associates of Princeton, not to exceed \$100 per 30 minute session; \$500 per evaluation; \$250 per report and \$1,250 through June 30, 2021.
- ccc) Professional Educational Services, Inc.; not to exceed \$47.09 hour for educational services and \$40,000 through June 30, 2021.
- ddd) Positive Steps Pediatric Occupational Therapy Center; not to exceed \$775 per evaluation and \$1,550 through June 30, 2021.
- eee) Princeton Family Care Associates, LLC; not to exceed \$1,050 per bilingual evaluation (Spanish) and \$2,100 through June 30, 2021.
- fff) Princeton Healthcare System/Occupational Medicine Services, not to exceed \$50 Substance Abuse Panel; \$55 Ecstasy Test; \$35 Breath Alcohol Test; \$35 Breath Alcohol Confirmation; \$65 Student Examination, \$110 per session; \$65/hour bedside instruction and \$8,000 through June 30, 2021.
- ggg) Princeton Mental Health and Dr. Sarange Bhalla, not to exceed \$900 per evaluation and \$13,500 through June 30, 2021.
- hhh) Princeton Speech and Language; not to exceed \$168 per 45 minute session, \$168 hour IEP meeting, \$600 Selective Mutism evaluation, \$1,440 Speech and Language evaluation for up to 4 hours and 22,000 through June 30, 2021.
- iii) Rancocas Valley High School, not to exceed \$50/hour educational services and \$500 through June 30, 2021.
- jjj) Rutgers University Behavioral Healthcare, not to exceed \$44.39 per hour for educational services and \$10,000 through June 30, 2021.
- kkk) Silvergate Prep School LLC; not to exceed \$55 hour for educational services and \$12,000 through June 30, 2021.
- lll) State of New Jersey Katzenbach School for the Deaf, not to exceed \$350 pupil per school year; \$750 Classroom Acoustical evaluation with report and \$1,500 through June 30, 2021.
- mmm) United Therapy Solutions, PT/OT/Speech not to exceed \$90 per hour; OOD PT/OT/Speech \$95 per 30 min.; OOD PT/OT/Speech evaluations \$375; Meeting Attendance \$100/hour and \$170,000 through June 30, 2021.

- nnn) Village Counseling Services, PC Elizabeth Albers, MSW, LCSW Director, school, addiction and ADHD evaluations not to exceed \$160 per hour and 3,200 through June 30, 2021.
- ooo) Vista Rehab Services- Ellen Kandel, Director-Kathleen McEwen, Director; not to exceed \$110 per 45 min. session (including travel); \$400 Speech, OT & PT evaluations and \$2,700 through June 30, 2021.
- ppp) YWCA Princeton/Plainsboro Aquatic Outreach Program, summer program not to exceed \$5,000 and \$5,000 through June 30, 2021.

CEIS Special Education Teacher Consultant:

- a) Susan Mitcheltree; not to exceed \$400/day and \$16,000 through June 30, 2021.

Special Services Interpreters

- a) Sylvia Dall'Asta (Spanish); not to exceed \$50/hour and \$500 through June 30, 2021.
- b) Neera Kothary (Gujarati); not to exceed \$50/hour and \$100 through June 30, 2021.
- c) Yvette Roche Muniz (Spanish); not to exceed \$50/hour and \$500 through June 30, 2021.
- d) Ameer Shah (Urdu); not to exceed \$50/hour and \$100 through June 30, 2021.
- e) Sandhya Telluri (Telugu); (Sankay Systems, Inc.) not to exceed \$50/hour and \$200 through June 30, 2021.
- f) Gwendolyn Yick Yeung (Mandarin); not to exceed \$50/hour and \$200 through June 30, 2021.
- g) Jun Zheng (Mandarin); not to exceed \$50/hour and \$100 through June 30, 2021.

Special Services - Learning Consultants

- a) Deborah Canciello, not to exceed \$450/evaluation, \$400/day and \$850 through June 30, 2021.
- b) Gail Drescher; not to exceed \$450/evaluations, \$400/day and \$850 through June 30, 2021.
- c) Karen Kelly (Kelley Educational Consultants), not to exceed \$450/evaluation, \$400/day and \$ 17,600 through June 30, 2021.
- d) Susan Kemler Sibree (Kemler Educational Consulting, LLC) not to exceed \$450/evaluation, \$400/day and \$15,400 through June 30, 2021.
- e) Amanda Lamoglia, not to exceed \$650/bilingual evaluation (Spanish) and \$650 through June 30, 2021.

Special Services – Neurodevelopmental Pediatricians

- a) Dr. Vanna Amorapanth, not to exceed \$900 per evaluation and \$11,880 through June 30, 2021.

Special Services- Physical Therapists

- a) Joan Cochrane Greene- not to exceed \$300 per evaluation, \$80 per hour and \$1,200 through June 30, 2021.
- b) Clare Fannon – not to exceed \$80/hour, \$260/evaluation, home based services \$100/hour and \$10,000 through June 30, 2021.

Special Services – Psychiatrists

- a) Dr. Jackie Chen (Chinese Bilingual) not to exceed \$600/evaluation and \$600 through June 30, 2021.
- b) Dr. Pamela F. Moss; not to exceed \$500 per evaluation, \$1350 per child study team evaluation and \$1,500 through June 30, 2021.
- c) Dr. Elliot Gursky, not to exceed \$ 700 per evaluation and \$2,520 through June 30, 2021.

Special Services – Psychologists

- a) Stacey Luckus-Benedict, not to exceed \$400 per day, \$450 per evaluation and \$5,400 through June 30, 2021.
- b) Suzanne McMaster, not to exceed \$400 per day, \$ 450 per evaluation (\$400 for identification meeting) and \$5,400 through June 30, 2021.
- c) Yvette Roche Muniz, not to exceed \$400 per day; \$450 per evaluation (Bi-Lingual Spanish) and \$26,000 through June 30, 2021.
- d) Michael Persad, not to exceed \$140 per hour and \$280 through June 30, 2021.
- e) Dr. Kenneth Shore, not to exceed \$450 per evaluation and \$450 through June 30, 2021.
- f) Barbara Sterlin-Blanc not to exceed \$700 per evaluation (Haitian Creole) and \$700 through June 30, 2021.

Special Services – Selective Mutism Specialist

- a) Dr. Elisa Shipon-Blum, not to exceed \$700 per evaluation and \$700 through June 30, 2021.

Special Services – Social Workers

- a) Maria (Sylvia) Dall’Asta (Spanish), not to exceed \$350 per evaluation, \$400 per day and \$750 through June 30, 2021.
- b) Frances Alexandra Laurence, not to exceed \$450/evaluation, \$400/day and \$62,000 through June 30, 2021.
- c) Jill Gennari; not to exceed \$350 per evaluation, \$400 per day and \$750 through June 30, 2021.

Special Services – Speech Language Specialists

- a) Janet Mariano, not to exceed \$400 per day; \$350 per evaluation and \$750 through June 30, 2021.
- b) Lori Henicle-Kleppe; not to exceed \$400 per day; \$350 per evaluation and \$7,000 through June 30, 2021.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 5/26/20:* Recommend approval of the following resolutions:

**New Textbook Adoption**

- 1. Adopt the following textbook for the Math 8 course:  
EdGems, Course 3, Student Edition 2018, by McCaw.
- 2. Adopt the following textbook for the Algebra 1 and Algebra I Honors courses:  
EdGems, Algebra 1, Student Edition, 2018, by McCaw.

**Program of Studies Amendment**

- 3. Approve the Option ii Amendment in the Program of Studies due to the extended closure - pandemic.

**Technology – Student Information System**

- 4. Approve Genesis Educational Services to provide system maintenance, including lesson planner, for the Genesis Student Information System, Genesis Staff Management System and Payroll System, interfaces for Versa Trans, IEP Direct, NJIIS, Registration Gateway, Destiny Follett, Café Prepay, Aesop, School Messenger, and secure backup services for the 2020-2021 school year at a total cost of \$53,457.

## **Educational Services Commission of New Jersey Non-Public Services**

5. Authorize the first year of a five-year agreement with Educational Services Commission of New Jersey, to provide administration of non-public funds for non-public school students within the district in accordance with the State Board of Education guidelines as required:
  - a) 192/193 services for non-public instructional services to non-public school students within the district in accordance with the State Board of Education guidelines under Public Law 1977, Chapters 192/193 (N.J.S.A. 18A:46-1 to 17 and N.J.S.A. 18A:46-19.1 to 19.9).
  - b) Non-public nursing services in accordance with the New Jersey Nonpublic Nursing Law guidelines under Public Law 1991, Chapter 226.
  - c) Non-public Technology Initiative Program, pursuant to the requirements of the New Jersey Nonpublic School Technology Initiative Program.
  - d) Non-public Textbook services in accordance with the requirement of the New Jersey Textbook Law, NJSA 18A:58-37.1 et seq.
  - e) Non-public Title III and Title III Immigrant funds administration, pursuant to the requirements of the No Child Left Behind Act of 2001.
  - f) Non-public Security Aid Program funds administration, pursuant to the requirements of the New Jersey Nonpublic Security Aid Program.
  - g) Nonpublic IDEA-B funds administration, in accordance with the Individuals with Disabilities Education Act Part B (IDEA-B).

## **Technology**

6. Approve the following:
  - a) DreamBox Learning to provide remote learning/blended learning solutions for K-5 students, for math digital content instruction through August 31, 2021, at a cost not to exceed \$49,914 due to COVID-19 per LFN 2020-06. Paid through Title I grant funds.
  - b) One-year agreement with Exemplars Library to provide online resources for district-wide K-5 math instruction and Spanish translations from June 1, 2020 through May 31, 2021, at a total cost of \$9,283.20.
  - c) One-year agreement with Gaggle Safety Management for Google to provide alert/monitoring software, from July 1, 2020 to June 30, 2021, at a total cost of \$46,644.
  - d) One-year agreement with GoGuardian for Administrators and Teachers to provide monitoring software, from July 1, 2020 to June 30, 2021, at a total cost of \$46,440.
  - e) One year agreement with Raptor Technologies to provide Eyes on the Door software and support, from July 1, 2020 through June 30, 2021, at a total cost of \$5,650.
  - f) One-year agreement with JAMF to provide management of apps/software on Apple devices, from July 1, 2020 through June 30, 2021, at a total cost of \$15,860.80.
  - g) One-year agreement with Intrado Interactive Services Corporation to provide School Messenger Web Hosting Services, content management, and unlimited notification services for the 2020-2021 school year at a total cost of \$20,922.
  - h) One-year agreement with EMS LINQ Inc. to provide Registration Gateway Premium platform for student registration that integrates with the district's student information system from July 1, 2020, through June 30, 2021, at a total cost of \$40,100.

- i) One-year agreement with Adobe Education to provide Adobe Creative Cloud software licenses, from July 1, 2020 through June 30, 2021, at a total cost of \$12,500.
- j) One-year agreement with SmartNotebook Suite to provide Smart Learning Suite software licenses, from July 1, 2020 through June 30, 2021, at a total cost of \$8,910.

**Professional Development Consultants**

- 7. Approve Marty Chen to provide two one-day workshops during the summer 2020 to dual language immersion teachers and aides regarding content instruction in second languages, at a cost not to exceed \$1,200 per day plus travel.

**Professional Contracts**

- 8. To approve a one-year agreement with Funds for Learning, LLC to provide E-rate services from July 1, 2020 through June 30, 2021, at a cost not to exceed \$3,950.

**Community Education Virtual Summer 2020 Programs**

- 9. To approve the following Community Education Summer 2020 Virtual Programs:

- 3D Game Design with Unity
- Adventureland- ClayArt
- Aerospace and Mechanical Engineering
- Animal Planet- ClayArt
- Anime Manga
- Artful Antics- ClayArt
- Battle Royale: Make Your First Fortnite Style Video Game
- Camp Invention
- Code Breakers
- Coding and Game Design: Concert (Using Scratch)
- Coding and Game Design: Dancing Aliens
- Coding and Game Design: Do the Moonwalk
- Coding and Game Design: Invader Defense Alien Invasion
- Coding and Game Design: Ping-Pong in Space
- Coding and Game Design: Platform Games Pizza Delivery
- Coding and Game Design: Racing Games Hydrocrafts
- Coding and Game Design: Shoot for the Stars (Using Scratch)
- Coding and Game Design: Tower Defense - Monkey vs Balloons (Using Clickteam Fusion)
- Crazy Summer- ClayArt
- Electrical & Chemical Engineering
- Elementary Cartoon Drawing
- Environmental and Civil Engineering
- EV3 Programming
- Exciting EcoArt
- Functional Art- EcoArt
- Introduction to Python Programming
- Introduction to Scratch Programming
- JavaScript Developer Jam
- Joy of Journaling- EcoArt
- Jr. Engineers Aerospace & Mechanical engineering.
- Jr. Engineers: Civil and Industrial Engineering
- Jr. Engineers: Electrical & Chemical Engineering
- Jr. Engineers: Environmental and Civil Engineering
- Jr. Engineers: Mechanical Engineering

Jr. Under the Sea  
 Just Make it Sew  
 Make Your First Video Game!  
 Mechanical Engineering  
 Minecraft Designers  
 Minecraft Modders  
 Minecraft Redstone Engineers  
 Model Designer Camp  
 On the Court Basketball Online  
 Online Chess Camp  
 Pokémon Masters: Designers & 3D Makers Unite!  
 Public Speaking  
 Python Programmers  
 Readers Theater: Fractured Fairy Tales  
 Remote Control inventions  
 ROBLOX Coders & Entrepreneurs!  
 ROBLOX Makers  
 Rocket Kart Racers: Design A Mario Kart Style Game  
 Scratch: Let's Make Some Movies Edition!  
 Studio 2.0 LEGO BUILDING Session 1  
 Summer Fun- ClayArt  
 Surprise! Let's Create- EcoArt  
 TGA Golf Virtual Summer Camp  
 TGA Premier Sports Virtual Cheer Summer Camp  
 TGA Preschool Fitness  
 TGA Tennis Virtual Summer Camp  
 Trash to Treasure- Eco Art  
 Video Game Animation  
 We do ROBOTICS  
 World of Amusement park  
 WWP Leadership Camp  
 YOCJ Summer Band Camp  
 Young Rembrandts Online Drawing Lessons

### C. FINANCE

*To be voted on 5/26/20:* Recommend approval of the following resolutions:

#### **Business Services**

1. Payment of bills as follows:
  - a) Bill List General for May 26, 2020 (run on 5-20-20) in the amount of \$13,768,529.31.
  - b) Bill List Capital for May 26, 2020 (run on 5-14-20) in the amount of \$1,068,960.15.
2. Budget transfers as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for April 30, 2020 (run on 5-07-20) (Adjustment No. 507-533).
3. Accept the following reports this will become a permanent part of the Board Minutes:
 

A-148 Report of the Secretary to the Board of Education as of March 31, 2020, indicating that no major account is over-expended and the Board secretary certifies that no line item

is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of March 31, 2020.

**Other Capital Project Submission**

4. Approve the following resolution:

RESOLVED, that the West Windsor-Plainsboro Regional School District Board of Education approve the following project:

<b><u>School Name</u></b>	<b><u>Project</u></b>	<b><u>FVHD #</u></b>	<b><u>DOE Number</u></b>
High School North	Salt Storage Building	5117	5715-025-19-1000

BE IT FURTHER RESOLVED that the district's architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit on behalf of the Board of Education the above project for approval by the New Jersey Department of Education.

BE IT FURTHER RESOLVED that the above project be approved as an Other Capital project as defined in *N.J.A.C. 6A:26*. The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

**Bid Award – 2018 Referendum**

**Addition/Renovations - Phase I Site Improvement at High School South**

5. Award the March 24, 2020, bid# 2019-06 for Phase I Site Improvements at High School South, as recommended by Fraytak Veisz Hopkins Duthie, PC (Architect/Planner Project No. FVHD #5063LS), for a single overall contract to Precise Construction, Inc., for a lump sum bid award of \$2,479,966, subject to final capital project review by the West Windsor Township Planning Board.

Other bids:	Vollers Co.	\$2,625,100.00
	James R. Ientile, Inc.	\$2,633,687.00
	Your Way Construction	\$2,765,000.00
	Earl Asphalt Co.	\$3,972,513.13

**Contract Renewal**

6. Authorize a one-year renewal of the April 26, 2019 bid award, Bid#062 for Landscaping and Mowing Services, as recommended by Buildings & Grounds, for a single overall contract to On Site Landscape Management at a total of \$179,997.00 for the 2020-2021 school year, a 0% increase over the previous year.

**State Contract Lease**

7. Authorize a 5-year lease beginning July 2020 utilizing NJ State Contract G2075 – Copiers & Multi-Function Devices, Maintenance, Supplies & Print Services to Canon USA Inc. of Chicago, IL as awarded through January 11, 2021, for Canon Imagerunner Advance copiers at an annual cost of \$272,883.12.

### **Advocate Monitoring Contract**

8. Enter into an agreement with Edvocate, Inc., to provide contract monitoring services of the district's facilities services contract from July 1, 2020 through June 20, 2021, at a cost of \$26,400.00.

### **Professional Service Rates**

9. Approve the rates for the following professional services for the 2020-2021 school year:
  - a) Comegno Law Group, P.C., School District Board Attorneys, at \$175 per hour for attorneys and \$85 per hour for paralegals, at a total not to exceed \$150,000. [No increase in rates from prior year.]
  - b) Fraytak Veisz Hopkins Duthie, P.C., School District Architectural Consultants, at a total cost not to exceed \$2,000,000 billed at the following per hour rates: Principal \$190, Associate \$160, Project Architect \$130, Site Planner \$130, Specification Writer \$115, Interior Design \$110, Senior Drafters \$110, Construction Observer \$105, Junior Drafter \$90, Support Personnel/Word Processing, etc. \$75, and additional services for consultants at 1.2 times the amount billed to Architect. [No increase in rates from prior year.]
  - c) Kelter & Gilligo, School District Consulting Engineers, at a total cost not to exceed \$50,000, billed at the following per hour rates: Draftsperson \$55-\$85; Designer \$85-\$140; Engineer \$140-\$165; Dept. Head/Manager \$165-\$220; Principal-in-Charge \$225; and reimbursable expenses in accordance with their fee schedule. [Increase in some rates from prior year]
  - d) McManimon, Scotland & Baumann, LLC, (formerly McManimon & Scotland) School District Bond Attorneys, at \$215 per hour, legal assistant \$135 per hour, and other basic services in accordance with their contract fee schedule, at a total not to exceed \$50,000. [No increase in rates from prior year.]
  - e) Methfessel & Werbel, School District Board Attorneys, at \$185 per hour for partners, \$150 per hour for associates, and \$65 per hour for paralegals, at a total not to exceed \$75,000. [No increase in rates from prior year.]
  - f) Parker McCay, P.A., School District Board Attorneys, at \$175 per hour for partners and counsel, \$170 per hour for associates, and \$90 per hour for paralegals/law clerks, at a total not to exceed \$70,000. [No increase in rates from prior year.]
  - g) PARS Environmental, Inc., School District Health & Safety Compliance Consultants, and School District Asbestos Abatement Consultants, at a total not to exceed \$100,000, billed at the following per hour rates: Principal-In-Charge \$140-\$200; Sr. Professional \$110-\$130; Project Professional \$75-\$110; Staff Professional \$65-\$75; Assistant Professional \$55-\$75; Draftsperson \$50-\$70; Environmental Technician \$45-\$75; and, Administrative Support \$40-\$75. [No increase in rates from prior year.]
  - h) Phoenix Advisors, LLC, School District Financial Advisors, at \$150 per hour plus additional services proposed in their fixed fee rates, for a total not to exceed \$50,000. [No increase in rates from prior year.]
  - i) Phoenix Advisors, LLC, School District Disclosure Agent of Record, at \$1,000 for all outstanding bond issues for the 2020-2021 school year, plus a \$200 initial setup fee for each new long-term bond issue set up during the 2020-2021 school year and \$250 for each event recorded on EMMA, for a total not to exceed \$1,500. [No increase in rates from prior year.]



- j) Van Cleef Engineering Associates, School District Engineering Consultant, at a total cost not to exceed \$200,000, billed at the following rates: Principal Engineer \$139; Supervising Professional Engineer \$134; Senior Engineers \$126-\$133; Engineering Directors \$123-\$129; Senior Associate \$125; Professional Planner/Engineer \$122; Senior Project Manager \$116; Project Manager \$100; Technical Manager \$89; Senior Project Designer \$93; Project Designer \$89; Various Technicians \$62-\$91; Draftsperson \$69; Various Landscape Architects \$101-\$112; Senior/Geologist \$76-\$122; Soils Technician \$55; Lab Technician \$56; Resident Construction Observer \$95; Senior/Construction Observer \$66-\$89; Director of Surveying \$129; Senior/Professional/Surveyor \$89-\$119; Senior Survey/Technicians \$45-\$69; two-person field crew \$153; GPS two-person field crew \$167; Robotic unit one-person field crew \$118; and, Robotic unit two person field crew \$165. [No increase in rates from prior year].

**Transfer of Capital Project Interest Income**

- 10. The West Windsor-Plainsboro Regional School District Board of Education authorizes the transfer of the interest earning received and accrued in 2019-2020 from the referendum proceeds (fund 30) to the debt service (fund 40).

**Petty Cash**

- 11. Establish petty cash funds for the 2020-2021 school year as follows:

<u>Petty Cash</u>	<u>Petty Cash/Checking</u>	<u>Petty Cash/Cash</u>
Central Office	\$ 200	\$ 0
Technology	\$ 250	\$ 100
Community Education	\$ 500	\$ 500
Buildings & Grounds	\$ 500	\$ 500
Transportation	\$ 1,000	\$ 500
Special Services	\$ 800	\$ 150
Dutch Neck	\$ 250	\$ 100
Maurice Hawk	\$ 250	\$ 100
Town Center	\$ 250	\$ 100
Wicoff	\$ 250	\$ 100
Village	\$ 250	\$ 100
Millstone River	\$ 350	\$ 0
Community MS	\$ 1,000	\$ 0
Grover MS	\$ 1,000	\$ 100
High School North	\$ 2,500	\$ 100
High School South	\$ 2,500	\$ 100
Special Services - Larks/CBI	\$ 0	\$ 1,500

**Taxes**

- 12. Resolve that the amount of district taxes needed to meet obligations of this Board for the school year 2020-2021 is \$169,594,656 and that West Windsor Township is hereby requested to place in the hands of the Treasurer of School Moneys its portion, \$98,615,988 and, Plainsboro Township is hereby requested to place in the hands of the Treasurer of School Moneys its portion, \$70,978,668 in accordance with the following schedule:

	<u>West Windsor Twp.</u>	<u>Plainsboro Twp.</u>
July 10, 2020	\$8,793,259.00	\$6,328,931.00
August 12, 2020	\$8,793,259.00	\$6,328,931.00
September 11, 2020	\$8,793,259.00	\$6,328,931.00
October 9, 2020	\$8,793,259.00	\$6,328,931.00
November 11, 2020	\$8,793,259.00	\$6,328,931.00
December 9, 2020	\$8,793,259.00	\$6,328,932.00
January 13, 2021	\$7,642,739.00	\$5,500,847.00
February 10, 2021	\$7,642,739.00	\$5,500,847.00
March 10, 2021	\$7,642,739.00	\$5,500,847.00
April 9, 2021	\$7,642,739.00	\$5,500,847.00
May 12, 2021	\$7,642,739.00	\$5,500,847.00
June 9, 2021	\$7,642,739.00	\$5,500,846.00

### **Tuition – School Year**

13. Set the following fee schedule, as calculated by state formula, for tuition for the 2020-2021 school year:

<u>Grade</u>	<u>Tuition</u>
Kindergarten (AM/PM)	\$12,972
Grades 1-5	\$16,579
Grades 6-8	\$17,146
Grades 9-12	\$16,596
LLD (PI & CH)	\$63,485
Behavioral Disabilities (BD)	\$104,831
Multiple Disabilities (MH/MD)	\$54,896
Autism	\$48,725
Pre-School PT	\$92,146
Pre-School FT	\$41,895

### **Insurance - Dental**

14. Authorize months 23 through 28, [July 1, 2020 through December 31, 2020] of a 28-month agreement with Aetna Life Insurance Company for employee dental coverage, originally approved May 22, 2018.

### **Lunch Rates**

15. Set the following fee schedule for cafeteria lunches, milk, and breakfast for the 2020-2021 school year:

	<u>19-20</u>	<u>20-21</u>
a) Lunch: Grades 1-5	\$2.65	\$2.65
Grades 6-8	\$3.00	\$3.00
Grades 9-12	\$3.00	\$3.00
Premium “A” lunch - Grades 6-12	\$4.00	\$4.00
Reduced Lunch – All Grades	\$0.40	\$0.40
Adult – Traditional Lunch	\$4.00	\$4.00
Adult – Special Lunch	\$ -	\$5.00
b) Milk: Student	\$0.50	\$0.50
Kindergarten	\$0.35	\$0.35
Adult	\$0.50	\$0.50

c) Breakfast: Grades 1-5	N/A	N/A
Grades 6-8	\$2.00	\$2.00
Grades 9-12	\$2.00	\$2.00
Reduced Breakfast – Grades 6-8	\$0.30	\$0.30

**Procurement of Goods and Services**

16. Be it resolved by the Board of Education of the West Windsor-Plainsboro Regional School District pursuant to Title 18A: 18A-10, and N.J.A.C. 5:34-7.29(c), on timely basis, to procure goods and services utilizing state contract vendors to meet the needs of the school district who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the West Windsor-Plainsboro Regional School District and the referenced State Contract Vendors shall be for the 2020-2021 School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

**Educational Data Services Cooperative Bid**

<b><u>Commodity/Vendor</u></b>	<b><u>Vendor Bid No.</u></b>	<b><u>Expiration Date</u></b>
<b>Athletic Reconditioning</b>		
Kranos Corporation dba Schutt Reconditioning	8588	12/01/2020
<b>Athletic Supplies</b>		
Aluminum Athletic Equipment Co.	190503	12/01/2020
ARC Sports	9851001	12/01/2020
Extra Innings Mount Laurel dba. KTTA Ent.	100819A	12/01/2020
George L. Haider Inc dba Sportsman's	9851PREBID	12/01/2020
Leisure Sporting Goods	LE685-9851	12/01/2020
Levy's Inc.	L9851	12/01/2020
Longstreth Sporting Goods, LLC	NJ9851	12/01/2020
Medco Supply dba Performance Health	EST1154944	12/01/2020
MFAC, LLC (M-F Athletic)	MF9851	12/01/2020
Passon's Sports/US Games/BSN Sports	3080676	12/01/2020
Pioneer Manufacturing Company	Pioneer9851	12/01/2020
R&R Trophy and Sporting Goods Co.	NJPB100819	12/01/2020
Riddell	133880	12/01/2020
Sports Time Inc.	9851	12/01/2020
Winning Teams By Nissel, LLC	1018	12/01/2020
<b>Audio Visual Supplies</b>		
Acco Brands USA LLC	9830 AV Supp	12/01/2020
Adorama Inc.	1912465	12/01/2020
B&H Foto & Electronics Corp.	824993710	12/01/2020
Camcor, Inc.	9830	12/01/2020
Generations Technologies Inc.	Gen Tech9830	12/01/2020
Paper Clips, Inc.	9830	12/01/2020
PC University Distributors, Inc.	9830	12/01/2020
Troxell Communications, Inc.	9830	12/01/2020
Valiant National/Alltec	9830	12/01/2020

**Copy Duplicator Supplies**

WB Mason Co., Inc.	EDS-9461-NJNorth	02/20/2020
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**Custodial Supplies**

All American Poly Corp.	NJ8936	12/01/2020
American Paper Towel Co., LLC	9837	12/01/2020
Brookaire Company, LLC	QUO2843	12/01/2020
Calico Packaging LLC	9836	12/01/2020
Central Poly - Bag Corporation	169022	12/01/2020
Conserv Flag Company	9837	12/01/2020
Cooper Electric Supply Co.	S038145318	12/01/2020
Cooper Electric Supply Co.	S038174574	12/01/2020
Donna Jana Enterprizes LLC/My Price Supply	9837NJPrebid2020	12/01/2020
E.A. Morse & Company Inc.	B1008199837	12/01/2020
Farrar Filter Co., Inc.	FFC2591-9837	12/01/2020
Generations Technologies Inc.	GenTech9832	12/01/2020
Indco, Inc.	1082019	12/01/2020
Interboro Packaging Corporation	9836	12/01/2020
Interboro Packaging Corporation	9837	12/01/2020
John A. Earl, Inc.	9837	12/01/2020
Metco Supply Inc.	9837cu102	12/01/2020
Performance Health Supply Inc., dba Medco Supply	EST1164742	12/01/2020
Real Lighting Inc.	9832NJ	12/01/2020
Staples Contracts & Commercial LLC	SPLS9837	12/01/2020
Tristate LED	TS9832	12/01/2020
WB Mason Co., Inc.	EDS-NJ#9837Cust	12/01/2020
WW Grainger, Inc./Grainger Industrial Supply	9837	12/01/2020

**Elementary Science Grade Level Materials List**

Bio Company Inc./Bio Corporation	9758	12/01/2020
Carolina Biological Supply Company	P105868	12/01/2020
EAI Education/Eric Armin Inc.	9758	12/01/2020
School Specialty, Inc.	7790912601	12/01/2020
Ward's Science/VWR International, LLC	8031102419	12/01/2020

**Elementary Science Supplies**

Bio Company Inc./Bio Corporation	9765	12/01/2020
Carolina Biological Supply Company	P105868	12/01/2020
EAI Education/Eric Armin Inc.	9765	12/01/2020
Nasco Education LLC	50299	12/01/2020
Pitsco Education	748924	12/01/2020
School Specialty, Inc.	7790912625	12/01/2020
Ward's Science/VWR International, LLC	8031100997	12/01/2020

**Family Consumer Science Supplies**

Metco Supply Inc.	9805fc102	12/01/2020
Nasco Education LLC	50295	12/01/2020
S.A.N.E.	20100	12/01/2020

**File Management**

FileBank Inc.	9172	12/01/2020
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**Fine Art Supplies**

Blick Art Materials LLC	QD20EDS-NJ-19/20	12/01/2020
Cascade School Supplies, Inc.	94957	12/01/2020
Ceramic Supply, Inc.	CS9807	12/01/2020
Nasco Education LLC	50294	12/01/2020
National Art & School Supplies Inc.	9807	12/01/2020
School Specialty, Inc.	7790912443	12/01/2020
Sheffield Pottery, Inc.	njcoop2020	12/01/2020
WB Mason Co., Inc.	EDS-#9807FA	12/01/2020

**General Classroom Supplies**

School Specialty, Inc.	7791035523	12/01/2020
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**Health and Trainer Supplies**

Henry Schein, Inc./Henry Schein Medical	57745	12/01/2020
Performance Health Supply Inc., dba Medco Supply	EST1142222	12/01/2020
School Health Corporation	3668835	12/01/2020
Winning Teams By Nissel, LLC	1016	12/01/2020

**Library Supplies**

Acco Brands USA LLC	Bid#9804 Library Supp	12/01/2020
Cascade School Supplies, Inc.	94958	12/01/2020
Demco, Inc.	C80901	12/01/2020
The Library Store, Inc.	NJEDS	12/01/2020

**Math Supplies**

EAI Education/Eric Armin Inc.	9817	12/01/2020
Hand2Mind Inc./ETA	9817NJ	12/01/2020
Nasco Education LLC	50296	12/01/2020

**Music Supplies**

Cascio Music Co., Inc., dba Interstate Music	EdData9820NJCOOP_100219NJ	12/01/2020
K&S Music Inc.	9820KS	12/01/2020
Music & Arts	EDS9820	12/01/2020
Music In Motion	CRM#1966	12/01/2020
Peripole, Inc.	7411-19D/C	12/01/2020
Shar Products Company	9820	12/01/2020
West Music Company	9820	12/01/2020

**Musical Instrument Repair**

Advantage Music LTD		12/01/2020
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**Office/Computer Supplies**

Staples Contracts & Commercial LLC	SPLS9829	12/01/2020
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**Photography Supplies**

Adorama Inc.	1909376	12/01/2020
B&H Foto & Electronics Corp.	9828	12/01/2020
Metco Supply Inc.	9828ph102	12/01/2020
Valley Litho Supply Co.	9992	12/01/2020

**Physical Education Supplies**

Levy's, Inc.	L9808	12/01/2020
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Nasco Education LLC	50297	12/01/2020
Palos Sports, Inc. dba School Health Corp.	60102	12/01/2020
Passons Sports & US Games/ BSN Sports/Varsity Sport	3080616-2019	12/01/2020
School Specialty, Inc.	7790912476	12/01/2020
Winning Teams By Nissel, LLC	1015	12/01/2020

### **Rocketry**

Electonix Express (R.S.R. Electronics Inc.)	GC9824	12/01/2020
Metco Supply Inc.	9824rk102	12/01/2020
Midwest Technology Products	2108498	12/01/2020
Pitsco Education	749792	12/01/2020

### **Science Supplies**

Arbor Scientific	9768	12/01/2020
Bio Company Inc./Bio Corporation	9768	12/01/2020
Carolina Biological Supply Company	P105868	12/01/2020
EAI Education/Eric Armin Inc.	9768	12/01/2020
Fisher Scientific Company LLC	9273-1546-56	12/01/2020
Flinn Scientific, Inc.	211514	12/01/2020
Metco Supply Inc.	9768sc102	12/01/2020
Nasco Education LLC	50298	12/01/2020
Parco Scientific Company	PQA113095	12/01/2020
Pitsco Education	749718	12/01/2020
Sargent Welch/VWR International, LLC	8031100844 & 8031100879	12/01/2020
School Specialty, Inc.	7790922026	12/01/2020
Ward's Science/VWR International, LLC	8031098577	12/01/2020

### **Special Needs Supplies**

Nasco Education LLC	50301	12/01/2020
School Health Corporation	3671421	12/01/2020
School Specialty, Inc.	7790955819	12/01/2020
Super Super Inc., dba Super Duper Publications	EDS-NJ-SN	12/01/2020

### **Teaching Aids**

Cascade School Supplies, Inc.	94959	12/01/2020
Charles J. Becker & Bro/Becker's School Supplies	9834	12/01/2020
Discount School Supply/Early Childhood LLC	9834	12/01/2020
EAI Education/Eric Armin Inc.	9834	12/01/2020
Kaplan Ealry Learning Company	3527	12/01/2020
Kurtz Bros., Inc.	E0252B	12/01/2020
Lakeshore Equipment Co./ Lakeshore Learning Material	9834	12/01/2020
Lakeshore Equipment Co./ Lakeshore Learning Material	9993	12/01/2020
Nasco Education LLC	50302	12/01/2020
Really Good Stuff, LLC	9993	12/01/2020
S&S Worldwide, Inc.	9993-19	12/01/2020
School Specialty, Inc.	77980973626	12/01/2020
United Supply Corp.	NJTA9834-2019-20	12/01/2020

### **Technology Supplies**

Electronix Express (R.S.R. Electronics Inc.)	GC9815	12/01/2020
IDESIGN Solutions Inc.	9815	12/01/2020

Klingspor Corporation	3048 & 3052	12/01/2020
Metco Supply Inc.	9815te102	12/01/2020
Midwest Technology Products	2108227	12/01/2020
Paxton/Patterson LLC	B760727	12/01/2020
Pitsco Education	749709	12/01/2020

**World Languages**

Teachers Discovery Inc., dba American Eagle Inc.	ED-9816	12/01/2020
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**MSRP Athletic - Bid #9760**

Aluminum Athletic Equipment Co.	190501	12/01/2020
Degler-Whiting, Inc.	DEG9760	12/01/2020
Extra Innings Mount Laurel dba KTTA Ent.	100819B	12/01/2020
Longstreth Sporting Goods, LLC	NJ9760	12/01/2020
NZL Equipment Inc.	9760	12/01/2020
Passons Sports & US Games/ BSN Sports/Varsity Sport	3080765	12/01/2020
Performance Health Supply Inc. dba Medco Supply	EST1151492	12/01/2020
Riddell	133886	12/01/2020
Sports Paradise	9760	12/01/2020
Varsity Spirit Fashions & Supplies, LLC	19-6680	12/01/2020

**MSRP Athletic - Bid #8574**

Ampro	8574	12/01/2020
Metro Team Outfitters, Inc.	8817MSRP	12/01/2020
Passons Sports & US Games/ BSN Sports/Varsity Sport	3077379	12/01/2020

**MSRP Custodial - Bid #9769**

Atra Janitorial Supply Co., Inc.	100819MSRP	12/01/2020
Cleaning Science Academy LLC	20191	12/01/2020
Cleaning Systems Inc.	9769	12/01/2020
Cooper Electric Supply Co.	9769	12/01/2020
General Chemical and Supply, Inc.	GCS9769	12/01/2020
Generations Technologies Inc.	Gen Tech9769	12/01/2020
Northeast Janitorial Supply, Inc.	N979E	12/01/2020
Scoles Floorshine Industries	100819SF	12/01/2020
Simplify Chemical Solutions Inc.	201920	12/01/2020

**MSRP Custodial - Bid #8578**

Allied Filter Company, Inc.	7242017	12/01/2020
Atra Janitorial Supply Co., Inc.	MSRPCUSTODIAL	12/01/2020
Bio-Shine, Inc.	ED8578081017	12/01/2020
Cooper Electric Supply Co.	8578	12/01/2020
E.A. Morse & Company Inc.	B0810178578	12/01/2020
Envirox, LLC	ENV8578	12/01/2020
General Chemical and Supply, Inc.	GCS8578	12/01/2020
Hillyard Inc.	080517DC	12/01/2020
Home Depot USA Inc., dba The Home Depot Pro	8578	12/01/2020
Nilfisk, Inc.	2018ED-DATA	12/01/2020
Northeast Janitorial Supply, Inc.	N8578E	12/01/2020
Scoles Floorshine Industries	081017SFI	12/01/2020
Simplify Chemical Solutions Inc.	2017MSRP	12/01/2020

Spruce Industries, Inc.	1381017	12/01/2020
Twi-Laq Industries, Inc.	8847	12/01/2020
WB Mason Co., Inc.	EDS-NJ-8578	12/01/2020

**MSRP Custodial - Bid #8847**

Home Depot USA Inc., dba The Home Depot Pro		12/01/2020
Scoles Floorshine Industries	010318SF	12/01/2020

**MSRP Furniture - Bid #9762**

Academy Furniture & Supplies LLC	9762ACAD	12/01/2020
Commercial Interiors Direct, Inc.	9762COMM	12/01/2020
Fomcore, LLC	2020NJED	12/01/2020
Haskell Office, LLC	Haskell9762	12/01/2020
Lee Distributors, Inc.	1111	12/01/2020
Nickerson New Jersey, Inc.	9762Furniture	12/01/2020
NZL Equipment Inc.	9762	12/01/2020
Scholar Craft Products	9762	12/01/2020
School Specialty, Inc.	7790949556	12/01/2020
Smartdesks dba CBT Supply, Inc.	CBT_EdData_9762_2020	12/01/2020
Toledo Furniture	TFI2019	12/01/2020
Tri Furniture Design LLC	TDF=EDDATA-20/21	12/01/2020
Troxell Communications, Inc.	9762	12/01/2020
WB Mason Co., Inc.	9762	12/01/2020
Wenger Corporation	9762	12/01/2020

**MSRP Furniture - Bid #8576**

Academy Furniture & Supplies LLC	8576ACAD	12/01/2020
Artcobell Corporation	8576	12/01/2020
Commercial Interiors Direct, Inc.	8576	12/01/2020
Corilam Fabricating Co., Inc.	8576	12/01/2020
Garden State Office Systems & Equipment Inc.	8576	12/01/2020
Hertz Furniture Systems, LLC	8576	12/01/2020
Jonti-Craft, Inc.	8576JON	12/01/2020
Lakeshore Equipment Co/ Lakeshore Learning Material	8576	12/01/2020
Lee Distributors, Inc.	8576	12/01/2020
Mitchell Furniture Systems, Inc.	8576	12/01/2020
National Public Seating	NJNPS2017	12/01/2020
Proacademy Furniture	8576	12/01/2020
School Outfitters	8576-SO	12/01/2020
School Specialty, Inc.	2017002306	12/01/2020
Smith System MFG.	AAAQ35560	12/01/2020
Tanner North Jersey Inc.	6259	12/01/2020
Tri Furniture Design LLC	TFD-NJ-EDDATA-18/19	12/01/2020
Troxell Communications, Inc.	8576 MSRP	12/01/2020
Virco Inc.	8154766	12/01/2020
WB Mason Co., Inc.	8576/STEF40	12/01/2020

**MSRP Generators - Bid #9165**

Bio-Shine, Inc.	ED9165083018	11/30/2020
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**MSRP Green Custodial Products - Bid #9770**

Capital Supply Company	9770	12/01/2020
Donna Jana Enterprizes LLC/My Price Supply	9770MSRP2020	12/01/2020



General Chemical and Supply, Inc.	GCS9770	12/01/2020
TwI-LaQ Industries, Inc.	9770	12/01/2020
<b>MSRP Green Custodial Products - Bid #8571</b>		
Acuity Specialty Products, Inc./Zep Sales	0817	12/01/2020
Atra Janitorial Supply Co., Inc.	8846GREEN	12/01/2020
Bio-Shine, Inc.	ED8571081017	12/01/2020
Donna Jana Enterprizes LLC/My Price Supply	MSRP88462018	12/01/2020
E.A. Morse & Company Inc.	B0810178571	12/01/2020
Envirox, LLC	ENV8571	12/01/2020
General Chemical and Supply, Inc.	GCS8571	12/01/2020
Healthy Clean Buildings	HCB1	12/01/2020
Home Depot USA Inc., dba The Home Depot Pro	8571	12/01/2020
Imperial Bag & Paper Co., LLC dba Imperial Dade	IB081017	12/01/2020
Simplify Chemical Solutions, Inc.	2017GMSRP	12/01/2020
Spruce Industries, Inc.	1381017A	12/01/2020
<b>MSRP Green Custodial Products - Bid #8846</b>		
Bio-Shine, Inc.	ED8846010318	12/01/2020
Home Depot USA Inc., dba The Home Depot Pro		12/01/2020
TWI-LAQ Industries, Inc.	8846	12/01/2020
<b>MSRP Music (Supplies &amp; Equipment) - Bid #9771</b>		
Wenger Corporation	9771	12/01/2020
<b>MSRP Music (Supplies &amp; Equipment) - Bid #8570</b>		
Catalano Musical Products	JRSR10077858	12/01/2020
Houghton Music LLC dba Coles Music Service	8570	12/01/2020
K&S Music Inc.	8570KS	12/01/2020
Music & Arts	EDS8570	12/01/2020
National Discount Music, Inc.	731	12/01/2020
Pleasantville Music Shoppe	8570	12/01/2020
Washington Music Center, Inc.	8570	12/01/2020
<b>MSRP Tech/AV/Computer/Interactive Whiteboards - Bid #9763</b>		
Academy Furniture & Supplies LLC	9763ACAD	12/01/2020
Applied Video Technology, Inc.	EDDATA10819	12/01/2020
Barbizon Electric Co., Inc.	9763	12/01/2020
CDW Government LLC	EdData2019	12/01/2020
Gemba Security Solutions, LLC	GEMNJ9763	12/01/2020
Generations Technologies Inc.	GenTech9763	12/01/2020
Reid Sound, Inc.	9763	12/01/2020
Troxell Communications, Inc.	9763	12/01/2020
Video Hi-Tech Corp., dba Adwar Video	9763	12/01/2020
<b>MSRP Tech/AV/Computer/Interactive Whiteboards - Bid #8572</b>		
Dyntek Services, Inc.	DYNT-EDS8572	12/01/2020
Educate-Me.Net	082017	12/01/2020
Gemba Security Solutions, LLC	GEMNJNFG17	12/01/2020
Keyboard Consultants, Inc.	8572	12/01/2020
Lee Distributors, Inc.	8572	12/01/2020
Metcomm.Net, LLC	20170726-8572	12/01/2020
Pivotal Communications Group, LLC	PIV-8572	12/01/2020
Troxell Communications, Inc.	8572MSRP	12/01/2020
Visual Sound, Inc.	17-1658	12/01/2020

**MSRP Athletic Uniforms - Sublimation - Bid #9761**

Extra Innings Mount Laurel dba KTTA Ent.	100819C	12/01/2020
Longstreth Sporting Goods, LLC	NJ9761	12/01/2020
Passons Sports & US Games/ BSN Sports/Varsity Sport	3080766	12/01/2020
Riddell	133887	12/01/2020
Varsity Spirit Fashions & Supplies, LLC	19-6689	12/01/2020

**MSRP Athletic Uniforms - Sublimation - Bid #9167**

Longstreth Sporting Goods, LLC	NJ9167	12/01/2020
Metro Team Outfitters, Inc.	MSRP08292018NJ	12/01/2020
Metuchen Center Inc.	9167	12/01/2020
Passons Sports & US Games/ BSN Sports/Varsity Sport	3079154	12/01/2020
Port Jefferson Sports/BSN Sports	POR9167	12/01/2020
Riddell	131586	12/01/2020
Sports Paradise	9167	12/01/2020
Uniforms For All Sports, Inc.	Uniforms200	12/01/2020

**MSRP Lighting Systems Exterior and Gymnasiums - Bid #9855**

Cooper Electric Supply Co.	9855	12/01/2020
Generations Technologies Inc.	GenTech9855	12/01/2020

**MSRP Photography - Bid #9450**

Valley Litho Supply Co.	9450	11/30/2020
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**MSRP Playground Equipment - Bid #9775**

NZL Equipment Inc.	9775	12/01/2020
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**MSRP Playground Equipment - Bid #9168**

MRC, Inc./Marturano Recreation	9168	12/01/2020
Young Equipment Solutions, Inc.		12/01/2020

**MSRP Robotics - Bid #9772**

IDesign Solutions Inc.	9772	12/01/2020
PCL Solutions, Inc.	PM100819	12/01/2020

**MSRP Robotics - Bid #8573**

IDesign Solutions Inc.	025676	12/01/2020
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**Educational Services Commission of New Jersey (ESCNJ) Cooperative Bid**

<b><u>Category/Vendor</u></b>	<b><u>Bid No.</u></b>	<b><u>Expiration Date</u></b>
<b>Apple Products</b> Apple Inc.	<b>ESCNJ 18/19-67</b>	<b>05/12/2021</b>
<b>Athletic Supplies and Equipment</b> Fitness Lifestyles, Inc. Metuchen Center Inc. Nickerson Corporation Riddell	<b>ESCNJ 17/18-31</b>	<b>05/08/2021</b>

<b>Athletic Equipment Reconditioning and Repair</b> Riddell	<b>ESCNJ 18/19-24</b>	<b>09/03/2020</b>
<b>Automotive &amp; Diesel Lubricants and Fuel</b> Treatment Products David Weber Company, Inc.	<b>ESCNJ 18/19-19</b>	<b>09/03/2020</b>
<b>Cars, Crossovers, SUV's and Trucks</b> Beyer Ford Mall Chevrolet Beyer of Morristown	<b>ESCNJ 17/18-44</b>	<b>09/14/2020</b>
<b>Ceiling Tiles</b> Commercial Interiors Direct General Chemical & Supply, Inc. Interline Brands, Inc./SupplyWorks - Home Depot Pro	<b>ESCNJ 18/19-33</b>	<b>12/15/2020</b>
<b>Custodial Supplies</b> BioShine General Chemical and Supply Hillyard Northeast Janitorial Scoles Floorshine SupplyWorks - Home Depot Pro WB Mason Co., Inc.	<b>ESCNJ 17/18-47</b>	<b>01/21/2021</b>
<b>Custodial Supplies - Plastic Liners</b> The Home Depot Pro	<b>ESCNJ 19/20-21</b>	<b>12/31/2020</b>
<b>Document Management for Records Retention and Disposal RFP</b> Alpine Consulting, Inc., dba AccuScan Foveonics Imaging Technologies, Inc.	<b>ESCNJ 16/17-48</b>	<b>06/30/2022</b>
<b>Document Management Services</b> Atlantic Business Products	<b>MRESC 15/16-20</b>	<b>07/30/2020</b>
<b>Furniture &amp; Accessories</b> Academy Furniture and Supplies Ackerson Furniture Allied Equipment Company, Inc. Artco-Bell Creative Office Concepts Global Industries Group Group Lacasse Haskell Hertz National Public Seating Nickerson Corporation Nickerson New Jersey Paper Clips, Inc. School Specialty, Inc. Tanner	<b>ESCNJ 17/18-16</b>	<b>07/01/2020</b>

Troxell Communications Virco, Inc. WB Mason Wenger Corporation		
<b>Medical Supplies</b> School Nurse Supply Inc. V.E. Ralph & Sons, Inc.	<b>ESCNJ 17/18-40</b>	<b>01/15/2021</b>
<b>Musical Instrument Repair</b> K&S Music, Inc.	<b>ESCNJ 19/20-25</b>	<b>02/23/2022</b>
<b>Musical Instruments</b> Zita Corporation dba Elfante Music K&S Music Music and Arts	<b>ESCNJ 17/18-52</b>	<b>06/04/2021</b>
<b>Nursing Services</b> Delta-T Group North Jersey, Inc.	<b>ESCNJ 18/19-11</b>	<b>07/28/2020</b>
<b>Occupational and Physical Therapy Services</b> Cumberland Therapy Services, LLC	<b>ESCNJ 18/19-83</b>	<b>06/30/2021</b>
<b>Printing Services</b> Allegra/Princeton	<b>ESCNJ 18/19-10</b>	<b>08/31/2021</b>
<b>Printing Services - Envelopes, etc.</b> Apex Printing Services Atlantic Envelope Deans Graphics Ridgewood Press	<b>ESCNJ 19/20-01</b>	<b>08/31/2021</b>
<b>School Bus Surveillance Cameras</b> Seon Systems Sales, Inc.	<b>ESCNJ 17/18-14</b>	<b>08/11/2020</b>
<b>School Buses - A, B, C &amp; D</b> Alliance Bus Group, Inc. H.A. DeHart & Son, Inc. Robert H. Hoover & Sons, Inc. Truck King International Sales & Service, Inc. Van-Con, Inc. Wolfington Body Company, Inc.	<b>ESCNJ 19/20-22</b>	<b>12/01/2020</b>
<b>Services - Flexible Spending Account Management</b> National Benefit Services, LLC	<b>ESCNJ 16/17-37</b>	<b>12/31/2020</b>
<b>Shredding and Disposal of Records</b> Imwoth, LLC dba IDS Auto Shredd	<b>ESCNJ 18/19-23</b>	<b>05/08/2021</b>
<b>Speech Services</b> Advance Education Advisement Corporation	<b>ESCNJ 18/19-29</b>	<b>03/17/2021</b>
<b>Staffing Services - Non-Certified</b> Delta-T Group	<b>MRESC 15/16-12</b>	<b>06/04/2020</b>

<b>Technology - Apple Products</b> Apple, Inc.	<b>ESCNJ 18/19-67</b>	<b>05/12/2021</b>
<b>Technology - Interactive Floor Projectors</b> RTB Distributors dba Funtronic USA	<b>ESCNJ 19/20-18</b>	<b>08/29/2020</b>
<b>Technology-Internet and Technology Consulting Services RFP</b> Dellicker Strategies	<b>ESCNJ 18/19-18</b>	<b>09/20/2021</b>
<b>Technology - Radios</b> PMC Associates	<b>ESCNJ 18/19-03</b>	<b>06/30/2022</b>
<b>Technology Supplies and Services</b> CDWG	<b>ESCNJ 18/19-03</b>	<b>06/30/2022</b>
<b>Telecommunications-ACT Hosted Phone Services</b> Cablevision Lightpath Data Network Solutions Xtel Communications	<b>MRESC 15/16-36</b>	<b>11/20/2020</b>
<b>Telecommunications - ACT Telecommunications</b> Regional/Long Distance Xtel Communications	<b>ESCNJ 16/17-42</b>	<b>06/30/2022</b>
<b>Telecommunications - Voice, Unified</b> Communications and Collaboration Services Altice/Lightpath Comcast Data Network Solutions Evolve IP Spectrotel Vonage Xtel Communications	<b>ESCNJ 19/20-30</b>	<b>12/12/2022</b>

**Hunterdon County Educational Services Commission (HCESC) Cooperative Bid**

<b><u>Category/Vendor</u></b>	<b><u>Bid No.</u></b>	<b><u>Expiration Date</u></b>
<b>10 Passenger Full Size Vans</b> DFFLM LLC, Ditschman/Flemington Ford	<b>HCESC-Trans-19-18</b>	<b>01/13/2021</b>
<b>Abigail's Law Compliant Sensor System And Accessories</b> Safetech Professional	<b>HCESC-Trans-18A</b>	<b>03/12/2021</b>
<b>Chromebook Refurbishment Parts &amp; Accessories</b> AssetGenie, Inc. Garden State Micro, Inc. dba Educate-me.net Mobile Defenders	<b>HCESC-19-10</b>	<b>06/30/2020</b>

<b>Custodial Supplies &amp; Equipment (No Equipment)</b>	<b>HCESC-Cat-19-02</b>	<b>02/12/2021</b>
Bio-Shine, Inc. Hillyard Delaware Valley W.B. Mason Co., Inc. Spruce Industries Envirox, LLC South Jersey Paper Simplify Chemical Solutions Inc. General Chemical & Supply Penn Valley Chemical Northeast Janitorial Supply, Inc.		
<b>Fleet Tracking &amp; Management Systems</b>	<b>HCESC-Trans-18C</b>	<b>01/06/2022</b>
IVS Inc., dba AngelTrax		
<b>Food Services Supplies and Equipment</b>	<b>HCESC-Cat-18-05</b>	<b>07/22/2020</b>
BHS Foodservice Solutions S.A.N.E. WB Mason		
<b>Furniture - School and Office</b>	<b>Bid #202</b>	<b>01/13/2021</b>
Academy Furniture and Supplies Commercial Interiors Direct, Inc. Nelson Adams, NACO Proacademy Furniture Tanner North Jersey W.B. Mason Co., Inc.		
<b>Gasoline, Diesel and #2 Fuel Oil</b>	<b>HCESC-Fuel-18/19</b>	<b>10/07/2020</b>
Griffith-Allied Oil		
<b>Health/Sports Medicine Supplies Bid #201</b>	<b>EST1251277</b>	<b>01/13/2021</b>
Medco Supply Co. School Health		
<b>Interactive Technology for Class/Meeting Rms</b>	<b>HCESC-CAT-19-06</b>	<b>04/09/2021</b>
B&H Foto & Electronics Corp. Camcor, Inc. Clary Business Machines Clinton Learning Solutions LLC Excel Communications Worldwide Inc. Generations Technologies Inc. Keyboard Consultants Inc. Sharp Electronics Corp. Tele-Measurements, Inc. Troxell Communications Visual Sound Inc.		
<b>Musical Instruments-Equipment, Supplies, Repair and Conditioning</b>	<b>HCESC-Cat/Ser-18-03</b>	<b>01/13/2021</b>
K&S Music, Inc. (All Categories) Lakeshore Learning Materials (Music/Movement Products Only) National Educational Music Co. (Equipment/Supplies/Print Music) The Music Den (Equipment/Supplies)		

The Music Shop (Equipment/Supplies)  
 Washington Music Center, Inc. (Equipment/Supplies)  
 West Music Company, Inc. (Equipment/Supplies)  
 Zita Corp., dba Elefante Music (Equipment/Supplies)

**Photography Supplies** HCESC-Cat-18-07 09/30/2020  
 B&H Foto & Electronics Corp.  
 Troxell Communications

**Physical Education Supplies & Equipment** HCESC-CAT-20-03 02/11/2022  
 FlagHouse  
 Medco Supply Co.  
 Metuchen Center  
 MFAC, LLC  
 Pyramid School Products  
 Riddell/All American  
 S&S Worldwide  
 School Specialty (Sportime)

**Science Supplies and Equipment** HCESC-CAT-16-01 02/11/2022  
 Ace Educational Supplies  
 Carolina Biological  
 Frey Scientific

**Technology Installation & Integration Services** Bid #15/16-Tech-01 05/12/2020  
 ePlus Technologies, Inc.

**Type A, B, & C School Vehicles** HCESC-Trans 19-17 01/11/2022  
 H.A. DeHart & Son

**New Jersey State Contracts**

<b><u>Category/Vendor</u></b>	<b><u>Contract Number</u></b>	<b><u>Expiration Date</u></b>
<b>Appliances-Walk-in Building Supplies - Bid #M8001</b> Lowes Home Centers LLC	18-FLEET-00235	07/31/2022
<b>Athletic Supplies - Sporting Goods - T0118</b> Leisure Unlimited Stans Sport Center Inc.	40743 40751	04/30/2021
<b>Auctioneering Services - T2581</b> Municibid	19-GNSV1-00696	04/30/2022
<b>Auditing Services - T2485</b> Wiss & Company LLP	17-PROSV-00221	08/31/2020
<b>Cabling Products and Services: Data Center</b> Management Solutions - T1778 Graybar Electric Co., Inc. Johnston G P Inc.	85151 85152	10/09/2020

<b>Communications Wiring Services - T2989</b>		<b>03/19/2021</b>
AT&T	88735	
GM Data Communications Inc.	88736	
Extel Communications Inc.	88737	
New Jersey Business Systems Inc.	88738	
Network Cabling Inc., dba NetQ Multimedia Co.	88739	
Millennium Communications Group Inc.	88740	
Johnston G P Inc.	88766	
<b>Computer Equipment and Peripherals - M0483</b>		<b>07/31/2021</b>
Howard Technology Solutions	89976	
HP Inc.	89974	
CISCO Systems	89966	
FireFly Computers	89970	
Oracle America Inc.	42967	
Microsoft Corporation	40166	
Hewlett Packard Enterprise Company	40116	
Dell Marketing L.P.	19-TELE-00656	
<b>Computer Equipment Repair Services - T2707</b>		<b>05/31/2020</b>
Signature Technology Group	42206	
<b>Copiers - CPC and Related Software/Accessories - M0053</b>		<b>12/31/2020</b>
Canon USA	82707	
Ricoh USA Inc.	82709	
Xerox Corporation	82703	
<b>Copiers - Multi-Function Devices, Maintenance Supplies and Print Services – G2075</b>		<b>01/11/2021</b>
Canon USA	40462	
HP Inc.	40463	
Ricoh USA Inc.	40467	
Xerox Corporation	40469	
<b>Data Communications Equipment - M7000</b>		<b>05/31/2020</b>
CISCO Systems	87720	
Dell Marketing LP	88796	
Hewlett Packard Enterprise Company	88130	
<b>Furniture - Classroom &amp; Library - G1219</b>		<b>04/11/2021</b>
Brodart Company (confirm prior to using)	83737	
Jasper Seating Company Inc.	83741	
Virco Inc. (confirm prior to using)	83753	
<b>Furniture - Office/Lounge &amp; Systems - G2004</b>		<b>04/30/2021</b>
Allsteel Inc.	81608	
Arcadia Chair Company	81706	
Groupe Lacasse LLC	81714	
Groupe Lacasse LLC	81722	
Haskell Office	81716	
Jasper Seating Company Inc.	81718	
National Office Furniture Inc.	81721	
Steelcase Inc.	81639	
The HON Company LLC	19-FOOD-00927	
Trendway Corporation	81642	



**Library and School Supplies - T0114****08/30/2021**

Beckers School Supplies	17-FOOD-00249
Blick Art Materials LLC	17-FOOD-00254
BMI Educational Services, Inc.	17-FOOD-00260
Cascade School Supplies	17-FOOD-00243
Demco Inc.	17-FOOD-00246
Discount School Supply	17-FOOD-00251
EAI Education Eric Armin Inc.	17-FOOD-00258
Kaplan Early Learning Company	17-FOOD-00248
Keyboard Consultants Inc.	17-FOOD-00266
Kurtz Bros.	17-FOOD-00247
Lakeshore Learning Materials	17-FOOD-00250
Lightspeed Technologies of Oregon Inc.	17-FOOD-00261
Nasco	17-FOOD-00267
Paper Clips Inc.	17-FOOD-00259
S&S Worldwide	17-FOOD-00253
School Specialty	17-FOOD-00242
Steps to Literacy LLC	17-FOOD-00245
The Library Store Inc.	17-FOOD-00264
Troxell Communications Inc.	17-FOOD-00244
United Supply Corp.	17-FOOD-00262

**Mailroom Equipment and Maintenance - T0200****04/14/2021**

Jersey Mail Systems	19-GNSV2-00680
Neopost USA	41267
Pitney Bowes Inc.	41258
Prior & Nami Business Systems	41259

**Park and Playground Equipment - T0103****05/30/2020**

Beckers School Supplies	16-FLEET-00119
Ben Shaffer Recreation Inc.	16-FLEET-00135
BSN Sports LLC	16-FLEET-00138
Fibar Group LLC	16-FLEET-00128
Liberty Parks and Playgrounds Inc.	16-FLEET-00139
Marturano Recreation Company Inc.	16-FLEET-00121
Recreation Resource USA	16-FLEET-00120
Rubbecycle LLC	16-FLEET-00131
Safety Down Under Inc.	16-FLEET-00127
Whirl Construction Inc.	16-FLEET-00124

**Software License & Related Services - M0003****06/30/2020**

CDW Government LLC	89849
Dell Marketing LP	89850
SHI International	89851
Insight Public Sector Inc.	89853
PCMG	89854

**Telecommunications Equipment & Services - T1316****01/31/2021**

AT&T	80811
Extel Communications	80807
MCI Communications Services Inc.	80813

<b>Wireless Devices and Services - T216A</b>		<b>06/30/2020</b>
AT&T Mobility	82584	
Verizon Wireless	82583	

**Somerset County Cooperative Pricing System - #2-SOCCP**

<b><u>Category/Vendor</u></b>	<b><u>Bid No.</u></b>	<b><u>Expiration Date</u></b>
<b>Office Supplies, Furniture &amp; Equipment</b> W.B. Mason	<b>CC-0001-18</b>	<b>05/14/2020</b>

**Educational Data Services Cooperative Bid**  
**Time and Materials - Various Trades**

<b><u>Category/Bid Number/Vendor</u></b>	<b><u>Expiration Date</u></b>
<b>Air Duct Cleaning - Bid #9175</b> Induct Industries, Inc.	<b>12/01/2020</b>
<b>Asbestos Abatement and Removal - Bid #8521</b> Academy Construction, Inc.	<b>12/01/2020</b>
<b>Audio Visual Maintenance and Repair - Bid #9176</b> Boises - Advanced Cabling Technologies LLC	<b>12/01/2020</b>
<b>Automatic Temperature Controls Service/Repair - Bid #9736</b> Jersey State Controls	<b>12/01/2020</b>
<b>Boiler Inspection, Cleaning and Repair (Annual) - Bid #9737</b> Mack Industries Inc.	<b>12/01/2020</b>
<b>Boiler Repair (Emergency Callout) - Bid #9178</b> Mack Industries Inc.	<b>12/01/2020</b>
<b>Burglar Alarm System Inspection and Repair - Bid #8525</b> Alarm and Communication Technologies, Inc.	<b>12/01/2020</b>
<b>Carpet Cleaning and Extraction - Bid #8526</b> Direct Flooring, Inc.	<b>12/01/2020</b>
<b>Carpet Repair and Replacement - Bid #8527</b> RIS Construction Corp.	<b>12/01/2020</b>
<b>Clock District Sound Systems (Indoor/Outdoor) and Intercom</b> System Service and Repair - Bid #8529 J&R Sound and Communication	<b>12/01/2020</b>
<b>Commercial Kitchen Hot Equipment Repair - Bid #9739</b> Marlee Contractors, LLC	<b>12/01/2020</b>

<b>Custodial/Janitorial Equipment Inspection/Service/Repair - Bid #8531</b> General Chemical and Supply, Inc.	<b>12/01/2020</b>
<b>Electric Motor Repair - Bid #9181</b> Pilot Electric Co., Inc.	<b>12/01/2020</b>
<b>Electrical Service and Repair - Bid #9740</b> Generations Services Inc.	<b>12/01/2020</b>
<b>Elevator Service, Inspection and Repair - Bid #9741</b> Kencor, Inc.	<b>12/01/2020</b>
<b>Extermination Services - Bid #8533</b> Alliance Pest Services, Inc.	<b>12/01/2020</b>
<b>Fencing Repair and Replacement - Bid #9182</b> Kin Contractors LLC	<b>12/01/2020</b>
<b>Fire Alarm System Inspection and Repair - Bid #8535</b> Haig's Service Corporation	<b>12/01/2020</b>
<b>Fire Extinguisher Inspection/Testing/Recharging and Fire Suppression Systems - Bid #9994</b> Fire and Security Technologies, Inc./FAST	<b>12/01/2020</b>
<b>Fire Sprinkler System Inspection and Repair - Bid #9996</b> Allied Fire & Safety Equipment Co., Inc.	<b>12/01/2020</b>
<b>Floor Tile Repair and Replacement - Bid #9742</b> Academy Construction, Inc.	<b>12/01/2020</b>
<b>Folding Door Repair and Replacement - Bid #8542</b> Tri State Folding Door Partitions Inc.	<b>12/01/2020</b>
<b>General Construction Repairs and Carpentry - Bid #8543</b> RIS Construction Corp.	<b>12/01/2020</b>
<b>HVAC Service and Repair - Bid #9195</b> Marlee Contractors, LLC	<b>12/01/2020</b>
<b>IP Intergration Services - Bid #8599</b> New Era Technology Services dba Promedia	<b>12/01/2020</b>
<b>Landscape and Irrigation System Repair and Maintenance - Bid #8546</b> Lincoln Landscaping Inc.	<b>12/01/2020</b>
<b>Locker Repair and Replacement - Bid #9369</b> Premier Business Solutions, Inc.	<b>12/01/2020</b>
<b>Locksmith Services - Bid #9744</b> R.D. Sales Door and Hardware, LLC	<b>12/01/2020</b>
<b>Macadam (Repaving) Service and Repair - Bid #9183</b> Diamond Construction	<b>12/01/2020</b>

<b>Masonry, Concrete Curbs and Sidewalks Service and Repair-Bid #9184</b>	<b>12/01/2020</b>
Diamon Construction	
<b>Outdoor Track-Tennis Court Inspection, Service and Repair-Bid #8552</b>	<b>12/01/2020</b>
American Tennis Courts, Inc.	
<b>Painting - Bid #8553</b>	<b>12/01/2020</b>
RIS Construction Corp.	
<b>Playground Equipment Inspection, Service and Repair - Bid #8554</b>	<b>12/01/2020</b>
Playground Medic dba Playground Maintenance	
<b>Plumbing (Commercial and Industrial) - Bid #9185</b>	<b>12/01/2020</b>
Robert Griggs Plumbing and Heating, LLC	
<b>Pump Repair - Bid #9746</b>	<b>12/01/2020</b>
Pilot Electric Co., Inc.	
<b>Refinishing Stage and Gymnasium Wood Floors - Bid #8556</b>	<b>12/01/2020</b>
Mathusek Incorporated	
<b>Roof Repairs and Replacement - Bid #9187</b>	<b>12/01/2020</b>
Laumar Roofing Company Inc.	
<b>Scoreboard/Bleachers and Gymnasium Equipment Inspection and Repair - Bid #8560</b>	<b>12/01/2020</b>
Tri State Folding Partitions Inc.	
<b>Stage Curtains and Draperies - Bid #8562</b>	<b>12/01/2020</b>
Ackerson Drapery & Decorator Services Inc.	
<b>Stage Theatrical Lighting Systems Maintenance and Repair - Bid #9748</b>	<b>12/01/2020</b>
Generations Services Inc.	
<b>Tree Removal and Pruning Service - Bid #9749</b>	<b>12/01/2020</b>
Rich Tree Service, Inc.	
<b>Vehicle Repairs - Bid #9750</b>	<b>12/01/2020</b>
Belair Services	
<b>Venetian Blind Repair and Replacement - Bid #8566</b>	<b>12/01/2020</b>
Ackerson Drapery & Decorator Services Inc.	
<b>Welding - Bid #9751</b>	<b>12/01/2020</b>
Silva's Mechanical Services	
<b>Window Glazing, Tinting and Glass Replacement - Bid #9752</b>	<b>12/01/2020</b>
Crystal Clear Glass, LLC/CCG	
<b>Window Shade Repair and Replacement - Bid #8569</b>	<b>12/01/2020</b>
Ackerson Drapery & Decorator Services Inc.	

**Educational Services Commission of New Jersey (ESCNJ) Cooperative Bid**  
**Time and Materials - Various Trades**

<b><u>Category/Bid Number/Vendor</u></b>	<b><u>Expiration Date</u></b>
<b>Annual Fire Extinguisher Inspection &amp; Related Services - Bid #ESCNJ 17/18-33</b> Fire & Security Technologies	<b>10/15/2020</b>
<b>Bleacher (Exterior) Systems – Purchase/Installation - Bid #MRESC 15/16-60</b> Nickerson Corporation	<b>04/26/2021</b>
<b>Bleacher (Interior) Systems – Purchase/Installation - Bid #ESCNJ 17/18-51</b> Nickerson Corporation	<b>04/26/2021</b>
<b>Boiler Maintenance, Repair &amp; Emergency Replacement - ESCNJ 19/20-32</b> Libery Mechanical Contractors, Inc.	<b>01/17/2022</b>
<b>Building Access &amp; Security Systems - Bid #MRESC 15/16-70</b> Open Systems Integrators, Inc.	<b>06/05/2020</b>
<b>Carpet &amp; Flooring - Bid #ESCNJ 19/20-05</b> Commercial Interiors Direct, Inc. Direct Flooring The Gillespie Group, Inc. Hannon Floor Covering Corporation	<b>08/31/2021</b>
<b>Electrical Services - Bid #ESCNJ 18/19-77</b> MTB Electric	<b>06/30/2021</b>
<b>Environmental/Mold – Bio-Decontamination Services - Bid #ESCNJ 18/19-32</b> Pathogend of New Jersey	<b>10/18/2020</b>
<b>Fire Extinguisher Annual Inspection and Related Services - Bid #ESCNJ 17/18-33</b> Fire and Security Technologies	<b>10/15/2020</b>
<b>Fire Alarm Systems: Integrated Software Based Intelligent Life Safety - Bid #ESCNJ 17/18-59</b> Alarm & Communications Technologies, Inc. Open Systems Integrators, Inc.	<b>06/25/2021</b>
<b>Generator Equipment and Maintenance - Bid #ESCNJ 18/19-09</b> Foley, Inc. Power Place, Inc.	<b>06/29/2021</b>
<b>Grounds Equipment - Bid #ESCNJ 18/19-25</b> Cherry Valley Tractor Sales Deere & Company EquipTech, LLC, dba Bobcat of Central Jersey Central Jersey Equipment	<b>02/21/2021</b>

Foley, Inc.  
Harter Equipment, Inc.  
KLBL dba Vic Gerard Golf Cars  
Laurel Lawnmover Service, Inc.  
North Jersey Bobcat, Inc.  
Power Place Inc.  
Storr Tractor Company  
Turf Equipment and Supply Company

**HVAC - Airdale - Bid #ESC NJ 18/19-07** **08/27/2020**  
Midcoast Mechanical, Inc.

**HVAC Time and Material - Bid #ESC NJ 19/20-13** **03/17/2022**  
In-Line Air Conditioning Co., Inc.

**Landscaping Services - Bid #ESC NJ 19/20-10** **07/31/2021**  
JCW, Inc., dba Natural Green Lawn Care

**Lawn Care Products and Services - Bid #ESC NJ 17/18-43** **01/21/2021**  
Central Turf & Irrigation Supply  
JCW, Inc., dba Natural Green Lawn Care

**Lead Testing Consulting Services - Bid #ESC NJ 19/20-31** **12/12/2021**  
Tectonic Engineering & Surveying Consultants P.C.  
TTI Environmental, Inc.  
Whitman

**Lighting - LED and Other Lighting - Bid #ESC NJ 18/19-39** **01/21/2021**  
TriState LED, Inc.

**Lockers - Purchase/Installation and Repair - Bid #ESC NJ 18/19-64** **05/08/2021**  
Nickerson Corporation

**Paving Services - Bid #ESC NJ 18/19-66** **06/02/2021**  
Garden State Sealing, Inc.

**Pest Control Services with IPM Management - Bid #ESC NJ 18/19-21** **09/15/2020**  
Alliance Pest Services

**Playground Equip., Site Furnishing,  
Outdoor Circuit Training - Bid #ESC NJ 17/18-20** **06/30/2020**  
Ben Shaffer Recreation, Inc.  
Core Elements Gym, LLC  
Marturano Recreation Company

**Playground Surfacing - Bid #ESC NJ 17/18-18** **06/30/2020**  
Downes Forest Services, LLC  
Rubberecycle  
Whirl Construction

**Plumbing - Job Order Contracting - Bid #ESC NJ 17/18-52** **06/04/2021**  
Gordian - Magic Touch Construction

<b>Plumbing Services - Time and Material - Bid #ESCNJ 16/17-19</b> Magic Touch Construction Co., Inc.	<b>06/30/2020</b>
<b>Pool Supplies and Services - Bid #ESCNJ 19/20-39</b> Main Line Commercial Pools, Inc.	<b>04/23/2022</b>
<b>Repair and Maintenance - General Contractor – Job Order Contracting - Bid #ESCNJ 16/17-54</b> Murray Paving & Concrete, LLC	<b>06/25/2020</b>
<b>Roofing Repair and Maintenance Services - Bid #ESCNJ 19/20-15</b> Weatherproofing Technologies, Inc. (Tremco)	<b>02/28/2021</b>
<b>Scoreboards and Marquees - Interior/Exterior LED Scoreboards, Marquees, Equipment and Installation - Bid #ESCNJ 18/19-41</b> Daktronic, Inc. Nickerson Corporation	<b>05/02/2021</b>
<b>Security - Building Access &amp; Security Systems - Bid #MRESC 15/16-70</b> Open Systems Integrators, Inc.	<b>06/05/2020</b>
<b>Security - Electronic Cylinder Access Control Systems - Bid #ESCNJ 18/19-43</b> E.A. Waetjen, Inc. Hogan Security Group, LLC	<b>01/17/2021</b>
<b>Security - Emergency Notification Systems - Bid #ESCNJ 18/19-16</b> Eastern Datacomm Open Systems Integrators, Inc.	<b>07/26/2021</b>
<b>Security - Integrated Cloud Based Building Access/Video, Critical Emergency Communications &amp; Mobile Application Solutions-Bid #ESCNJ 17/18-19</b> Open Systems Integrators, Inc.	<b>06/25/2020</b>
<b>Security - Safety and Security Window Film and Door Shielding Protection Products - Bid #ESCNJ 18/19-28</b> Window Film Depot, Inc.	<b>03/20/2021</b>
<b>Security – Wireless Duress Monitoring Systems – Bid #ESCNJ 18/19-52</b> Office Solutions, Inc./dba OSI Technology Signal Electric Turn-Key Technologies, Inc.	<b>03/21/2021</b>
<b>Services - Water Meter Management Services - Bid #ESCNJ 19/20-27</b> Core & Main LP	<b>11/14/2022</b>
<b>Snow Vehicle Attachments and Accessories - Bid #ESCNJ 18/19-22</b> Cherry Valley Tractor Sales Power Place, Inc. Cliffside Body	<b>12/17/2020</b>
<b>Stage Curtains-Purchase/Installation and Repair-Bid #ESCNJ 18/19-51</b> Ackerson Drapery & Decorator Services, Inc.	<b>03/21/2021</b>

**Synthetic Turf Maintenance/Repair and Replacement - Bid #ESCNJ 18/19-55** **03/21/2021**  
Field Turf, USA, Inc.  
Hellas Construction, Inc. (Installer - ATT Sports)  
Shaw Contract Flooring Services, Inc. (Installers - Applied Landscape Technologies and Athletic Fields of America)  
Sprinturf, LLC

**Tracks and Courts - Bid #ESCNJ/AEPA 16-H** **06/01/2020**  
Field Turf  
Hellas Coonstruction, Inc.

**Vehicles - Automotive & Diesel Lubricants & Fuel Treatment Products Bid #ESCNJ 18/19-19** **09/03/2020**  
David Weber Company, Inc.

**Vehicles - Cars, Crossovers, SUV's and Trucks - Bid #ESCNJ 17/18-44** **09/14/2020**  
Beyer Ford  
Mall Chevrolet  
Beyer of Morristown

**Vehicles - Class 4 and 5 Trucks - Bid #ESCNJ 18/19-42** **03/22/2021**  
A&K Equipment Company, Inc.  
Beyer Ford  
Beyer Brothers Corp.  
Bristol Donald Co., Inc.  
Chas S. Winner Ford dba Winner Ford  
Cliffside Body  
Dejana Truck & Utility Equipment Company  
Reed Systems  
Trius, Inc.  
W.E. Timmerman Co., Inc.

**Vehicles-Truck Maintenance and Repair Services-Bid #ESCNJ 16/17-59** **06/30/2020**  
Ken's Body Works, Inc.

**Vehicles-Trucks - 26,000 lbs. GVW or Greater - Bid #ESCNJ 17/18-30** **03/22/2021**  
Beyer Brothers Corp.  
Beyer Ford  
Bristol Donald Co., Inc.  
Campbell Freightliner, LLC  
Cliffside Body Corp.  
Dejana Truck Y Utility Equipment Company  
Deluxe International Trucks, Inc.  
Detachable Container & Compactor Corp.  
Eagle Equipment  
Environmental Equipment of Long Island Gabrielli  
Robert H. Hover & Sons Inc.  
Hudson County Motors  
Jet Vac Equipment, LLC  
Mid-Atlantic Truck  
Omaha Standard LLC  
Reed Systems LTD  
Sanitation Equipment



Timmerman  
 Tony Sanchez LTD  
 Trius Inc.  
 Vacuum Sales Inc.

**Trucks-Pick-ups, Vans & Sports Utility Vehicles-Bid #ESCNJ 17/18-21 09/14/2020**  
 Beyer Ford  
 Beyer of Morristown

**Vehicle Service Lifts and Accessories - Bid #ESCNJ 18/19-36 11/15/2020**  
 Stertil-Koni USA, Inc.  
 Mohawk Resources, LTD

**Hunterdon County Educational Services Commission (HCECSC) Cooperative Bid  
 Time & Materials - Various Trades**

<b><u>Category/Bid Number/Vendor</u></b>	<b><u>Expiration Date</u></b>
<b>Boiler Inspection/Cleaning and Repair Services-Bid #HCECSC-SER-19A</b> Liberty Mechanical Contractors, Inc. - Primary Contractor McCloskey Mechanical Contractors, Inc. - Secondary Contractor	<b>11/01/2020</b>
<b>Commercial Floor Covering &amp; Related Services - Bid #186</b> Commercial Interiors Direct, Inc. Direct Flooring, Inc. The Gillespie Group	<b>09/30/2021</b>
<b>Electrical Services - Bid #HCECSC-SER-12B</b> Generations Services Inc. (Formerly Tatbit Company)	<b>11/01/2020</b>
<b>Facilities Grounds Equipment - Bid #HCECSC-Cat-Ser-19-03</b> Cherry Valley Tractor Sales Powerco, Inc. Power Place, Inc.	<b>02/28/2021</b>
<b>Facilities Maintenance Equipment Bid #HCECSC-Cat/Ser-19-01</b> Bio-Shine, Inc.	<b>02/12/2021</b>
<b>Fencing- Repair/Replacement - Bid #HCECSC-Ser-Cat-19-16</b> Guardian Fence Co. - Primary Contractor Denco Metals LLC - Secondary Contractor	<b>11/01/2020</b>
<b>General Construction Repairs &amp; Carpentry Services            - Bid #HCECSC-SER-19F</b> RIS Construction Corp. - Primary Contractor Grafas Painting Contractors, Inc. - Secondary Contractor	<b>11/01/2020</b>
<b>HVAC Services - Bid #HCECSC-SER-12A</b> McCloskey Mechanical	<b>11/01/2020</b>

<b>Industrial Supplies &amp; Equipment - Bid #HCESC-Cat-19-09</b> Ferguson Enterprises F.W. Webb Hilti, Inc.	<b>05/06/2021</b>
<b>LED Lighting Supplies &amp; Equipment - Bid# HCESC-CAT-19-07</b> Generations Technologies Inc. Tristate LED Warshauer Electric Supply	<b>04/19/2021</b>
<b>Mechanical &amp; Electronic Door Locking Systems &amp; Products - Bid #185</b> Hogan Security Group, LLC	<b>06/18/2020</b>
<b>Painting Services - Bid #HCESC-SER-19C</b> RIS Construction Corp. - Primary Contractor Grafas Painting (GPC, Inc.) - Secondary Contractor	<b>11/01/2020</b>
<b>Pest Control Services - Bid #HCESC-SER-19D</b> Alliance Commercial Pest Control, Inc. - Primary Contractor E&G Exterminators, Inc. - Secondary Contractor	<b>11/01/2020</b>
<b>Physical Security Products - Bid #HCESC-CAT-18-06</b> Champion Alarm Systems, LTD ePlus Technology, Inc. Gemba Security Solutions, LLC Metropolitan Data Solutions Management Co., Inc. (MDS) Philip M Casciano Associates, Inc., dba PMC Associates Reliable Communications Systems International (RCS) School Specialty Inc. Technotime Business Solutions	<b>08/12/2020</b>
<b>Plumbing Services - Bid #HCESC-SER-11C</b> Robert Griggs Plumbing & Heating	<b>11/01/2020</b>
<b>Safety &amp; Security Window Film #HCESC-SER-19-08</b> Energy Solutions Window Tinting LLC	<b>05/06/2021</b>
<b>Synthetic Turf Maintenance &amp; Repair Services – Bid #HCESC-SER-19-13</b> The LandTek Group, Inc.	<b>09/22/2021</b>
<b>Tree Trimming/Pruning &amp; Removal Services-Bid #HCESC-SER-12H2</b> Rich Tree Service	<b>11/01/2020</b>
<b>Water Testing Services - Bid #HCESC-SER-19-05</b> Eurofins QC, LLC	<b>05/01/2021</b>
<b>Water/Fire/Sewage &amp; Mold Remediation Services – Bid #HCESC-SER-19-12</b> Rapid Recovery Services, LLC	<b>09/15/2020</b>

**New Jersey State Contract**

**Category/T Number/Vendor/Contract Number** **Expiration**

**Automotive Lubricants: Engine/Gear Oils, Greases, ATF, Tractor Fluid, HYD Oils - T0097** **09/29/2020**

Consolidated Motor Oil Co. - 81517  
Craft Oil Corp., dba Petrochoice - 81514  
David Weber Oil Co. - 81519  
PPC Lubricants Inc., 81515

**Automotive Parts and Accesories - OEM - Light Duty Vehicles Class 4 or Lower - T2760** **08/04/2022**

Beyer Bros Corp - 19-FLEET-00922  
Beyer Ford LLC - 19-FLEET-00913  
Beyer of Morristown LLC - 19-FLEET-00914  
Bob Novick Chevrolet - 19-FLEET-00921  
Chapman Ford Sales - 19-FLEET-00923  
Ciocca Chevrolet of Princeton - 19-FLEET-00924  
DFFLM LLC T/A Ditschman Flemington Ford - 19-FLEET-00916  
Fred Beans Parts Inc. - 19-FLEET-00919  
Freehold Ford Inc. - 19-FLEET-00918  
Gentilini Ford - 19-FLEET-00920  
Malouf Ford Lincoln Inc. - 19-FLEET-00915  
McGuire Chevrolet Cadillac - 19-FLEET-00917

**Automotive Parts for Heavy Duty Vehicles (Class 5 or Higher over 15,000 GVWR) - T2085** **08/09/2020**

Beyer Bros Corp. - 42069  
Bucks County International Inc. - 42080  
Campbell Freightline LLC - 42074  
Central Jersey Starter & Alternator Inc. - 42112  
Creston Hydraulics Inc. - 42125  
Del-Val International Trucks - 42077  
Genuine Parts Company - 42093  
Lawson Products Inc. - 42111  
Mid-Atlantic Truck Centre Inc. - 42075  
Norcia Corp. - 42083  
One Source of New Jersey LLC - 42119  
Rt. 23 Automall LLC - 42073  
Trenton A Z Auto Radiator Inc. - 42127  
Wolfington Body Company Inc. - 42076

**Carpet & Padding, Vinyl Tile/Sheet Flooring, Mats/Matting, Supplies and Install - G2005** **06/30/2021**

Forbo Flooring Inc. - 81749  
Interface Americas Inc. - 81756  
Mannington Mills Inc., dba Mannington Commercial - 81751  
Mohawk Carpet Distribution, Inc. - 81753  
Shaw, Patcraft - 81754  
Tarkett USA Inc. - 20-FOOD-01063

<b>Diesel - Ultra Low Sulfur (ULSD) and Biodiesel - T-1845</b>	<b>03/31/2025</b>
Majestic Oil Co., Inc. (ULSD) – 1-2,499 gal tank – 19-FOOD-01098	
Majestic Oil Co., Inc. (Biodiesel B2 Blend) – 1-2,499 gal tank – 19-FOOD-01098	
Riggins, Inc. (Biodiesel B5 Blend) – 1-2,499 gal tank – 19-FOOD-01096	
<b>Electrical Equipment and Supplies - T0167</b>	<b>10/31/2020</b>
Franklin Griffith LLC - 85580	
Jewel Electric, LLC - 19-FOOD-00608	
Pemberton Electrical Supply Company LLC - 85579	
<b>Elevator Maintenance Repair, Testing &amp; Inspection Services - T2946</b>	<b>02/28/2023</b>
Independence Elevator Company – 20-GNSV2-01122	
Schindler Elevator Corp. - 20-GNSV2-01121	
Slade Industries - 20-GNSV2-01119	
Tec Elevator, Inc. - 20-GNSV2-01120	
<b>Facilities Maintenance and Repair &amp; Operations (MRO) and Industrial Supplies - M0002</b>	<b>06/30/2023</b>
Fastenal Company - 19-FLEET-00565	
W.W. Grainger Inc. - 19-FLEET00566	
<b>Fence - Chain Link, Rock Fall, Wooden, Vinyl and Ornamental (Install/Replace) - T0640</b>	<b>10/31/2020</b>
Consolidated Steel & Aluminum Fence Co., Inc. - 88680	
EB Fence LLC - 88697	
<b>Fuel Oil #2 Heating - T0077</b>	<b>06/30/2023</b>
Majestic Oil Co., Inc. (Primary) - 17-FOOD-00398	
Taylor Oil Company (Secondary) - 17-FOOD00393	
<b>Gas - Propane - T0108</b>	<b>05/31/2020</b>
Suburban Propane Gas Corp. - 79926	
<b>Gasoline - Unleaded Automotive - T0083</b>	<b>10/31/2024</b>
Majestic Oil Company, Inc. (87 Octane) - 19-FLEET-00972	
Majestic Oil Company, Inc. (89 Octane up to 9,999 gal tank) - 19-FLEET-00972	
Riggins, Inc. (89 Octane 10,000 gal and above) - 19-FLEET-00969	
Majestic Oil Company, Inc. (93 Octane up to 9,999 gal tank) - 19-FLEET-00972	
Riggins, Inc. (93 Octane 10,000 gal and above) - 19-FLEET-00969	
<b>HVAC, Refrigeration and Boiler Services - T1372</b>	<b>10/31/2020</b>
Bradley-Sciocchetti, Inc. - 88691	
Core Mechanical, Inc. - 88697	
General Asphalt - 88694	
George S. Hall - 88696	
Limbach Co., Inc. - 88689	
Marlee Contractors, LLC - 88692	
MultiTemp Mechanical, Inc. - 88695	
Northeast Mechanical Services, Inc. - 88690	
<b>Lawn and Grounds Equipment - Parts and Repairs - T2187</b>	<b>02/16/2021</b>
AC Equipment - 43033	
Central Jersey Equipment - 43037	
Chem-Tek Industries Inc. - 43025	

Cherry Valley Tractor Sales - 43022  
 Contractor Service - 43024  
 Farm Rite Inc. - 43035  
 Harter Equipment Inc. - 43036  
 Hoffman International Inc. - 43034  
 Laurel Lawnmower Service - 43029  
 Lawson Products Inc. - 43023  
 Montage Enterprises Inc. - 43041  
 Northeast Equipment - 43031  
 Ocean County Equipment Inc. T/A Ace Outdoor Equipment - 43027  
 Peach Country Ford Tractor - 43028  
 Power Place Inc. - 43039  
 Storr Tractor Company - 43038

**Moving Services for DPMC and Cooperative Purchasing Participants - T0877 10/31/2020**

Broadway Moving & Storage Inc. - 40142  
 Business Relocation Services - 40139  
 Ideal Way Movers Inc. - 40143  
 Simonik Transportation & Warehousing Group LLC - 40140

**Pest Control Service - Non-Residential (Statewide) - T0295 04/30/2021**

Tri County Termite & Pest Control Inc. - 17-GNSV1-00359

**Plumbing & Heating Supplies/Equipment (Statewide) - T3027 10/30/2020**

Atlantic Plumbing Supply - 89798  
 Central Jersey Supply Co. - 89796  
 Crosstown Plumbing Supply - 41501  
 Harry's Supply LLC - 89798  
 Raritan Group Inc. - 89801

**Portable Sanitation Units - Fabricated and Prefabricated - T0208 07/31/2020**

ARF Rental Services Inc. - 86580

**Radio Communication Equipment and Accessories - T0109 04/30/2021**

Kenwood USA Corp - 83927  
 M&W Communications, Inc. - 83909  
 Mid-State Mobile Radio - 83927  
 Mid-State Mobile Radio - 83909  
 Motorola Solutions - 83909

**Tires, Tubes and Services - M8000 03/31/2024**

Bridgestone Americas, Inc. - 19-FLEET-00708  
 American Tire & Auto Care of Mercerville LLC  
 Custom Bandag Inc.  
 Firestone Complete Auto Care  
 RW Tire  
 The Goodyear Tire & Rubber Company - 20-FLEET-00948  
 American Tire & Auto Care of Mercerville LLC  
 B&S Goodyear Auto Service Center  
 Custom Bandag Inc.  
 TireHub LLC

**Tree Trimming, Pruning and Removal Services - T0465** **12/31/2021**  
 Becker's Tree Service, Inc. - 18-DPP-00646  
 Independence Constructors Corp., Inc. - 18-DPP-00650  
 Peters-Todd's, Inc. - 18-DPP-00647  
 Rich Tree Service, Inc. - 18-DPP-00645  
 Tuff Greens, LLC - 18-DPP-00648

**Somerset County Cooperative Pricing System - #2-SOCCP**

<u>Category/Bid Number/Vendor</u>	<u>Expiration Date</u>
<b>Automotive and Diesel Lubricants: Engine/Gear Oils, Greases, ATF &amp; Hydraulic Oils - Bid #CC-0047-19</b> David Weber Oil Co. Ditschman Flemington Ford	<b>11/26/2020</b>
<b>Collision Repairs &amp; Vehicle Painting - Bid #CC-0029-18</b> Cliffside Body Corporation DGL Raftopaulos, Inc. dba Maaco Collision Repair Gabielli Kenworth of New Jersey, LLC Ideal Auto Body, LLC	<b>11/20/2020</b>
<b>Commercial Toro Parts &amp; Equipment Repairs - Bid #CC-0091-19</b> Storr Tractor Co.	<b>12/10/2020</b>
<b>Equipment &amp; Tool Rental - Bid #CC-0028-18</b> Envirosight Here Rentals, Inc. Pumping Services, Inc. Vacuum Sales, Inc.	<b>10/08/2020</b>
<b>Landscape Chemical Treatment &amp; Fertilization - Bid #CC-0110-17</b> TruGreen Limited Partnership	<b>07/09/2020</b>
<b>Rock Salt (Bulk) - Bid #CC-0054-18</b> Atlantic Salt, Inc.	<b>10/22/2020</b>
<b>Snow Plow Parts - Bid #CC-0043-18</b> A&K Equipment Co., Inc. Chemung Supply Corp. Cliffside Body Corporation Dejana Truck & Utility Equipment Co., Inc. Henderson Products, Inc. Tony Sanchez Ltd.	<b>10/08/2020</b>
<b>Safety Equipment - Bid #CC-0107-18</b> Aramco, Inc. Cooper Friedman Electric Supply Premier Safety	<b>08/13/2020</b>
<b>Tire Road Services, 24 Hour Emergency - Bid #CC-0006-18</b> Richie's Tire Service Steve's Tire Service	<b>04/14/2021</b>

**Tires - Recapping Tire & Solid Tire Replacement - Bid #CC-0016-19**      **06/25/2020**  
 Advance Tire Inc.  
 Barnwell House of Tires  
 Custom Bandag, Inc.

**Mercer County Coopertive Pricing System - CK09-MERCER**

<b><u>Category/Bid Number/Vendor</u></b>	<b><u>Expiration Date</u></b>
<b>Carpet and Flooring - CK09MERCER2018-33B</b> Buzzy's Carpet, Inc. Commercial Interiors Direct, Inc. Contract Flooring Systems, LLC	<b>02/17/2021</b>
<b>Collision Repair and Vehicle Painting - CK09MERCER2019-22</b> Ed & Guys Auto Body Hainesport Enterprises, Inc.	<b>11/25/2021</b>
<b>Gasoline - Unleaded - CK09MERCER2018-34</b> Majestic Oil Company, Inc.	<b>12/03/2020</b>
<b>Diesel Fuel and Winter Mix - CK09MERCER2019-23</b> J. Swanton Fuel Oil Co., Inc.	<b>11/29/2021</b>
<b>Electrical Parts and Supplies - CK09MERCER2019-27</b> Franklin-Griffith, LLC Cooperfriedman Electric Supply Co., Inc., dba Cooper Electric Supply Co.	<b>02/01/2022</b>
<b>Fire Extinguishers, Fire Alarm Systems, Fire Suppression and Sprinkler Systems, Diesel and Electric Pump Preventative Maintenance/Service and Repair - CK09MERCER2019-17</b> Absolute Protective Systems, Inc. Fyr Fyter Sales & Service, Inc.	<b>09/28/2021</b>
<b>HVAC PM and Repair - CK09MERCER2019-18</b> McCloskey Mechanical, Inc. Multi-Temp Mechanical Inc.	<b>10/01/2021</b>
<b>Janitorial and Paper Household Supplies - CK09MERCER2018-04</b> All American Poly Bob Barker Company, Inc. Central Poly-Bag Corp. Interborl Packaging Corporation Interline Brands Inc. Office Basics, Inc. Office Penny LLC Spruce Industries Triple A Supplies Unipak Corp. United Sales USA Corp. WB Mason Co., Inc.	<b>05/30/2020</b>

**Lumber and Building Supplies - CK09MERCER2020-02**

**03/13/2022**

Hamilton Building Supply Company  
Heath Lumber Co.

**Security Systems Installation, Maintenance, Service & Repair -  
CK09MERCER2018-35**

**12/31/2020**

Absolute Protective Systems, Inc.  
J III Electronics, Inc.

**Joint Agreements - Purchasing**

17. Continue participation in joint purchasing agreements, effective July 1, 2020, through June 30, 2021, as follows:
- a) Purchasing member of the cooperative pricing system of the Mercer County Special Services School District Cooperative Pricing System #103-MCSSSDCPA for the purchase of work, materials, services, supplies and such other items in accordance with *N.J.S.A. 40A:11-11(5)*.
  - b) Purchasing member of the Cooperative Pricing System of Mercer County #5 MECCPS, CK09-Mercer, for goods and services in accordance with *N.J.S.A. 18A:18A-11*.
  - c) Participating district of the Cooperative Purchasing of Natural Gas by The Educational Services Commission of New Jersey (formerly Middlesex Regional Educational Services Commission), MRESC #65MCESCCPS, for the cooperative bidding for natural gas in accordance with *N.J.S.A. 18A:18A-11*.
  - d) Participating district of the Electric Purchasing Program with The Educational Services Commission of New Jersey (formerly Middlesex Regional Educational Services Commission), MRESC #65MCESCCPS, in seeking bids on a cooperative basis for the cooperative bidding for electricity in accordance with *N.J.S.A. 18A:18A-1*.
  - e) Participating district of Educational Services Commission of New Jersey (formerly Middlesex Educational Services Commission) MRESC Cooperative Pricing System #65MCESCCPS and the New Jersey Association of School Business Officials (NJASBO) to participate in the Alliance for Competitive Telecommunications (ACT) program, in seeking bids on a cooperative basis for the cooperative bidding for telecommunications in accordance with *N.J.S.A. 18A:55-3*.
  - f) Purchasing member of the Cooperative Pricing System of Educational Services Commission of New Jersey (formerly Middlesex Educational Services Commission), MRESC #65MCESCCPS, for goods and services in accordance with *N.J.S.A. 18A:18A-11*.
  - g) Participating member in the Educational Cooperative Pricing System, Resolution No. 26EDCP, for the purchase of work, materials, services and supplies in accordance with *N.J.S.A. 18A:18A-11* and *N.J.S.A. 40A:11-11(5)*, for various categories mutually agreed upon by the district and Educational Data Services, Inc.
  - h) Participating member in the Somerset County Cooperative Pricing System, #2 SOCCP, resolution approved April 16, 2013, for the purchase of work, materials, services, supplies and such other items in accordance with *N.J.S.A. 40A: 11-11-(5)*.



- i) Participating member in the Master Intergovernmental Cooperative Purchasing Program (MICPR), resolution approved January 24, 2012, for goods and services with other states in accordance with N.J.S. Chapter 52:34-6.2.
- j) Participating member in the Hunterdon County Educational Services Commission, resolution approved October 11, 2011, for work, materials or supplies in accordance with *N.J.S.A. 18A:18A-1*.
- k) Participating member in the Keystone Purchasing Network (KPN), Central Susquehanna Intermediate Unit, national cooperative purchasing contracting network, resolution approved December 19, 2017, for school district goods and services in accordance with *N.J.S.A. 18A:18A-4.1*.

### **Shared Services**

18. Continue as a participating district, effective July 1, 2020, through June 30, 2021:

- a) Provision and performance of goods and services and continue to serve as a Lead Agency for the Cooperative Pricing System known as Lawrence Public Schools Cooperative Pricing System in accordance with *N.J.S.A. 40A:11-11(5)*.
- b) Shared printing services agreement between Mercer County Community College, New Jersey, and the West Windsor-Plainsboro Regional School District Board of Education in accordance with *N.J.S.A. 18A:18A-11*.
- c) Princeton University Surplus Equipment Program to access the Princeton University's surplus equipment warehouse.

### **National Cooperative Purchasing Contracting**

19. Continue participation in the national cooperative purchasing agreement with Sourcewell (formerly NJPA) for HVAC & refrigeration systems with related products and supplies from Carrier Corporation for the 2020-2021 school year.

### **Travel and Related Expenses Reimbursement**

20. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
- a) One French teacher to attend a virtual AP French Summer Institute, offered through Walton Online Advanced Placement Summer Institute, from June 22, 2020 through June 25, 2020 at a cost of \$700 for registration only, no travel.

### **Transportation**

#### **Shared Services Agreement for Transportation Maintenance Services**

21. Authorize a one-year renewal, from July 1, 2020 through June 30, 2021, of the three-year Shared Services Agreement between the East Windsor Regional School District Board of Education and the West Windsor-Plainsboro Regional School District Board of Education

for transportation maintenance and equipment services. The initial three-year agreement was effective July 1, 2017, through June 30, 2020, and was approved on June 27, 2017 with an optional five (5) year renewal term, pursuant to *N.J.S.A. 40A:65-1 et seq.* and *18A:18A-1*, as the Uniform Shared Services and Consolidation authorizes shared services by educational and municipal districts.

#### Cancellations – School Related Activities

22. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22892, trip number 22892 awarded to Suburban Trails, Inc., on October 29, 2019.
23. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22893, trip number 22893 awarded to Suburban Trails, Inc., on October 29, 2019.
24. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 22894, trip number 22894 awarded to Suburban Trails, Inc., on October 29, 2019.
25. Cancel 2019-2020 Student Transportation Contract – School Related Activities, Multi Contract Number 23163, trip number 23163 awarded to Stout’s Charter Service, on December 17, 2019.

#### **D. PERSONNEL**

*To be voted on 5/26/20:* Recommend approval of the following resolutions:

##### PowerSchool Technology Agreement

1. Authorize the second year of a three-year agreement with PowerSchool Group, LLC to provide Unified Talent Applicant Tracking and TalentEd Applicant Tracking Onboard licensing and support from July 1, 2020 through June 30, 2021 at a cost of \$7,999.92.

##### Comprehensive Equity Plan Statement of Assurance 2020-2021

2. Submit the Comprehensive Equity Plan Statement of Assurance 2020-2021 stating that the West Windsor-Plainsboro Regional School District will continue to fully implement the NJDOE approved Comprehensive Equity Plan in compliance with all applicable laws, codes, and regulations governing equity in education.

##### Personnel

3. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

VI. **APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 5/26/20:*

- A. May 12, 2020 Meeting
- B. May 12, 2020 Closed Executive Session

VII. **BOARD LIAISON REPORTS**

VIII. **NEW BUSINESS**

IX. **SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this Second Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting’s public record. This public comment period shall be limited to 15 minutes.

X. **RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	<b>Superintendent's Evaluation</b>
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BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.

XI. **ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 5/26/2020**

**Deadline for next Agenda: 5/27/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
EFMLEA	Emergency Family and Medical Leave Expansion Act
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Approve Salary of Superintendent and Assistant Superintendents</b>								
Aderhold, David	Approve Salary	Superintendent		\$208,617.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year, as per contract.
Earle, James	Approve Salary	Assistant Superintendent for Pupil Services/Planning		\$183,859.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year, as per contract.
Nathan, Pamela	Approve Salary	Assistant Superintendent for Curriculum and Instruction		\$179,375.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year, as per contract.
Russo, Christopher	Approve Salary	Assistant Superintendent for Finance/Board Secretary		\$188,456.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year, as per contract.
<b>Approve Salary of Non-Affiliate C Staff</b>								
Bergman, Kia	Approve Salary	Director of Communications		\$108,045.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Duncan, Patrick	Approve Salary	Special Assistant for Labor Relations		\$136,218.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Fues, Charity	Approve Salary	Director of Human Resources		\$141,028.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Martin, Christine	Approve Salary	Director of Community Education		\$93,048.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
McDonald, Marshall	Approve Salary	Director of Counseling, Health & Wellness		\$169,811.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Mead, Derek	Approve Salary	Comptroller		\$138,915.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
<b>Change</b>								
Schimpf, Kyle	Change	Assistant Principal		\$131,200.00	CMS	5/20/20	6/30/20	Change salary from MA to MA+30 as per contract.
<b>B. Certificated Staff</b>								
<b>Appoint</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Chivukula, Suraj	Appoint	Teacher Technology	1MA+30	\$60,500.00	HSN/HSS	TBD	6/30/21	Appoint as Technology Teacher, certificate pending, pending employment authorization, growth position. (Tenure date: TBD)
<b>Change</b>								
Bowes, Stacey	Change	Teacher Elementary		N/A	WIC	3/4/20	5/9/20	Change end date from TBD to 5/9/20 for leave of absence, unpaid, no benefits.
Cubano, Kathryn	Change	Teacher Resource Specialist-Curriculum and Instruction (Gr 6-12)		\$200.00/day	CMS	4/27/20	6/5/20	Change EFMLEA from 4/27/20-5/22/20 to 4/27/20-6/5/20 paid 2/3 (maximum compensation \$200.00/day), with benefits. (RTW: 6/8/20)
Wheeler, Rashmi	Change	Teacher Special Education		N/A	WIC	9/1/20	11/17/20	Change from FMLA/NJFLA/CC: 6/1/20-10/30/20 to FMLA/NJFLA: 9/1/20-11/17/20 unpaid, with benefits. (RTW: 11/18/20)
Pacholic, Kendis	Change Location	Teacher German		N/C	HSN/HSS	9/1/20	6/30/21	Change location from 100% HSS to 80% HSS, 20% HSN.
Regal, Karina	Change Location	Teacher Spanish-120%		N/C	HSN/HSS	9/1/20	6/30/21	Change location from 100% HSN to 80% HSN, 40% HSS.
Clementson, Danielle	Change %	Teacher Mathematics	15MA	\$99,040.00	HSS	9/1/20	6/30/21	Change from Mathematics Teacher 80% to Mathematics Teacher 100%.
Pross, Kerry	Change %	Teacher Science-120%	15MA	\$112,248.00	HSN	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
<b>Leave of Absence</b>								
Bowes, Stacey	Leave- CC	Teacher Elementary		N/A	WIC	5/10/20	6/30/21	CC: 5/10/20-6/30/21 unpaid, no benefits. (RTW: 9/1/21)
<b>C. Non Certificated Staff</b>								
<b>Approve Salary of Non-Affiliate A Staff</b>								
Arminio, Catherine	Approve Salary	Administrative Assistant		\$67,008.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Bason, Karen	Approve Salary	Administrative Assistant		\$61,740.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Behler, Marcey	Approve Salary	Food Services Manager		\$86,825.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Brottman, Louis	Approve Salary	Accountant		\$80,016.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Caudo, Patricia	Approve Salary	Payroll Supervisor		\$80,472.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Cavett, Donna	Approve Salary	Program Analyst		\$69,458.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Chaves, Douglas	Approve Salary	Support Specialist for Networking		\$82,600.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Cheney, Bonnie	Approve Salary	Administrative Assistant/ Assistant Board Secretary		\$85,386.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
D'Alfonso, Michelle	Approve Salary	Program Administrator for Community Education		\$68,825.00	CE	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Daly, Thomas	Approve Salary	Director of Buildings and Grounds		\$149,205.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Degrucio, Karen	Approve Salary	Supervisor of Accounts		\$73,840.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Dennes, Alexis	Approve Salary	Administrative Analyst		\$72,030.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Doctor, Harry	Approve Salary	IT Manager		\$140,208.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Edwards, Christopher	Approve Salary	Support Specialist for Repair Services		\$74,554.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Garcia, Kerwin	Approve Salary	Assistant Director of Buildings and Grounds		\$98,668.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Harris, Jason	Approve Salary	Assistant Director of Buildings and Grounds		\$98,668.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Jenkins, Guss "Ty"	Approve Salary	Cable Station Manager		\$67,080.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mandara, Justin	Approve Salary	Administrative Analyst		\$66,885.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Mastrangeli, Pietro	Approve Salary	Support Specialist for Systems		\$73,565.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Milone, Alison	Approve Salary	Human Resources Specialist		\$79,115.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Nazario, Luis	Approve Salary	Support Specialist for Portable Devices		\$72,761.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Pierson, Mary	Approve Salary	Coordinator of Transportation		\$100,170.00	TRAN	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Sharma, Reshma	Approve Salary	Program Analyst		\$61,740.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Siemon, Lori	Approve Salary	Purchasing Specialist		\$74,088.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Tejani, Darshana	Approve Salary	Program Analyst		\$66,885.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Wagenblast, Kathleen	Approve Salary	Assistant Coordinator of Transportation		\$74,117.00	TRAN	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
<b>Approve Salary of Non-Affiliate B Staff</b>								
Albeta, Thomas	Approve Salary	Senior Computer Support Specialist		\$56,375.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Berrios, Roberta	Approve Salary	Security Aide		\$44,299.00	HSS	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Biemuller, Thomas	Approve Salary	Computer Support Specialist		\$71,438.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Carvalho, James	Approve Salary	Security Aide		\$34,292.00	HSS	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Czepiga, Kyle	Approve Salary	Computer Support Specialist		\$48,752.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Degnan-Kobus, Laura	Approve Salary	Benefits Coordinator		\$57,311.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Ferro, Colette	Approve Salary	Coordinator for EDP		\$67,996.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Gagliardo, Theresa	Approve Salary	Confidential Secretary		\$70,081.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Glennon, Morgan	Approve Salary	Public Information Officer		\$63,530.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Kaufman, Elizabeth	Approve Salary	Confidential Secretary		\$70,227.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Lendor, Bernard	Approve Salary	Computer Support Specialist		\$55,070.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Moon, Alfred	Approve Salary	Security Aide		\$32,592.00	HSN	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Mouzon, Rufus	Approve Salary	Computer Support Specialist		\$44,914.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
O'Conne, Colleen	Approve Salary	Confidential Secretary		\$66,987.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Oertel, Lloyd	Approve Salary	Security Aide		\$32,640.00	HSS	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Patil, Saranya	Approve Salary	Communications Support Specialist		\$55,000.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Pedreiro, Joseph	Approve Salary	Computer Support Specialist		\$64,041.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Pyle, Alex	Approve Salary	Computer Support Specialist		\$43,470.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Royster, Mark	Approve Salary	Security Aide		\$44,299.00	HSN	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
South, Michael	Approve Salary	Senior Computer Support Specialist		\$56,375.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Tenaglia, Noreen	Approve Salary	Pool Operator		\$36.59/hr.	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year, not to exceed 20 hrs/wk.
Urbani, Lisa	Approve Salary	Benefits Coordinator		\$51,450.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Weston, Lynda	Approve Salary	Technical Project Assistant		\$64,624.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
<b>Approve Salary of Non-Affiliate D Staff</b>								
Bair, Jodi	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Edwards, Rita	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Edwards, Robbie	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Ferlito, Frank	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Franceschino, John	Approve Salary	Security Officer "Eyes on the Door"		\$15.38/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Gaeta, Peter	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Gass, Stephen	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Hofflinger, Raymond	Approve Salary	Security Officer "Eyes on the Door"		\$15.38/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Houston, Robert	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Lockhart, Tina	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mejia Barahona, Roberto	Approve Salary	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Nixon, Brian	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
O'Brien, John	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Pitts, Ernest	Approve Salary	Security Officer "Eyes on the Door"		\$15.38/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Putnam, Jonathan	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Rahim, Shameena	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Ray, Perry	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Rice, Xavier	Approve Salary	Security Officer "Eyes on the Door"		\$15.38/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Rowe, Thomas	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Salvador, Helder	Approve Salary	Security Officer "Eyes on the Door"		\$15.38/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Smith, Cynthia	Approve Salary	Security Officer "Eyes on the Door"		\$15.38/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Terry, Irene	Approve Salary	Security Officer "Eyes on the Door"		\$15.76/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Vargas Pena, Livingston	Approve Salary	Security Officer "Eyes on the Door"		\$15.38/hr.	DIST	9/1/20	6/30/21	Approve salary for the 2020-2021 school year.
<b>Approve Salary of Non-Affiliate F Staff</b>								
Bufa, Anthony	Approve Salary	HVAC Foreman		\$68,000.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ferraro, Craig	Approve Salary	Utility Foreman		\$60,000.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Grullon Lapaix, Julio	Approve Salary	Operations Foreman		\$60,000.00	MR	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Hanyecz, Louis	Approve Salary	Plumber		\$74,119.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Ibrahim Khalil, Sameh	Approve Salary	Operations Foreman		\$60,000.00	VIL	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Karam, Andrew	Approve Salary	Operations Foreman		\$60,000.00	HSS	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Leck, Thomas	Approve Salary	Operations Foreman		\$60,000.00	DN	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Ramirez Mejia, Danis	Approve Salary	Operations Foreman		\$65,000.00	CMS	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Rodriguez Incarnacion, Edison	Approve Salary	Operations Foreman		\$60,000.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Roman, Kyle	Approve Salary	Operations Foreman		\$60,000.00	WIC	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Sadowski, Tomasz	Approve Salary	Operations Foreman		\$65,000.00	HSN	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Sanchez, Wilmer	Approve Salary	Electrical Foreman		\$70,000.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Santiago, Ramon	Approve Salary	Operations Foreman		\$60,000.00	GMS	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Tanedo, Matthew	Approve Salary	HVAC Foreman		\$75,000.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Villafuerte Castaneda, Jose	Approve Salary	Auto Mechanic		\$55,000.00	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
<b>Approve Salary of Non-Affiliated Staff</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Cream Jr., Nicholas	Approve Salary	Attendance Officer		\$36.92/hr.	DIST	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
Liedtka, Jill	Approve Salary	Treasurer		\$12,869.00	CO	7/1/20	6/30/21	Approve salary for the 2020-2021 school year.
<b>Change</b>								
Tenaglia, Noreen	Change	Pool Operator		\$36.59/hr.	DIST	5/1/20	6/30/20	Change start date from TBD to 5/1/20. Change salary from \$38,053.00 to \$36.59/hr, not to exceed 20 hrs/wk.
<b>D. Substitute / Other</b>								
<b>Resignation</b>								
Barca, Brendan	Resign	Substitute Teacher		N/A	DIST	5/12/20	5/12/20	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Curriculum: Gifted and Talented</b>								
Cook, Jaime	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	K-1 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.
Keyser, Ann	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	K-1 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.
Agnella, Laura	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 2-3 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.
Hughes, Anne Marie	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 2-3 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.
Falanga, Michelle	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	Grades 4-5 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.
Grey, Shannon	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	Grades 4-5 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.
Dolcimascolo, Justin	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 6-8 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McLelland-Crawley, Rebecca	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 6-8 Gifted & Talented Virtual Learning and Resources, <b>total program</b> not to exceed 20 hours.
<b>Curriculum: Instructional Technology</b>								
Borowsky, Andrew	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Grade 3-5 Technology Courses Revisions, <b>total program</b> not to exceed 100 hours.
Brown, Darron	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Grade 3-5 Technology Courses Revisions, <b>total program</b> not to exceed 100 hours.
Gallagher, Daniel	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Grade 3-5 Technology Courses Revisions, <b>total program</b> not to exceed 100 hours.
Gerber, Hannah	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Grade 3-5 Technology Courses Revisions, <b>total program</b> not to exceed 100 hours.
Taylor, Danica	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Grade 3-5 Technology Courses Revisions, <b>total program</b> not to exceed 100 hours.
Allison, Glenn	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Digital Communication Revisions, <b>total program</b> not to exceed 80 hours.
Edore, Caitlin	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Robotic Engineering, <b>total program</b> not to exceed 120 hours.
Iannelli, Matthew	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Robotic Engineering, <b>total program</b> not to exceed 120 hours.
<b>Curriculum: Language Arts</b>								
Cook, Jaime	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	K-1 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
Keyser, Ann	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	K-1 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
McFall, Renee	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	K-1 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
Mulhall, Maureen	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	K-1 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Agnella, Laura	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	Grades 2-3 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
Borup, Kelly	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	Grades 2-3 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
Johnson, Juliana	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	Grades 2-3 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
Carnevale, Mary-Ann	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 4-5 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
Kleckner Wray, Kara	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 4-5 Literacy Virtual Learning Content and Resources, <b>total program</b> not to exceed 40 hours.
Goodkin, Deborah	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Greenhouse, Randi	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Hilton, Melissa	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Hoyt, Carolyn	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Pandolpho, Beth	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
<b>Curriculum: Mathematics</b>								
Biro, Monica	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Calculus Honors Revisions, <b>total program</b> not to exceed 100 hours.
Siegel, Joshua	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Calculus Honors Revisions, <b>total program</b> not to exceed 100 hours.
Wishart, Kelly	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Calculus Honors Revisions, <b>total program</b> not to exceed 100 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Yorke, Jeannine	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Calculus Honors Revisions, <b>total program</b> not to exceed 100 hours.
Allen, Arvid	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Precalculus Honors Revisions, <b>total program</b> not to exceed 40 hours.
Huelbig, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Precalculus Honors Revisions, <b>total program</b> not to exceed 40 hours.
Johnson, Courtney	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Precalculus Honors Revisions, <b>total program</b> not to exceed 40 hours.
Marquez, Gabriel	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/11/20	6/30/20	Precalculus Honors Revisions, <b>total program</b> not to exceed 40 hours.
Crain, Joanne	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Math 6/Pre-Algebra H&A Revisions, <b>total program</b> not to exceed 80 hours.
Hoppe, Sherrie	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Math 6/Pre-Algebra H&A Revisions, <b>total program</b> not to exceed 80 hours.
Scanlan, Linda	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Math 6/Pre-Algebra H&A Revisions, <b>total program</b> not to exceed 80 hours.
Sternotti, Taylor	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Math 6/Pre-Algebra H&A Revisions, <b>total program</b> not to exceed 80 hours.
Cook, Jaime	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	K-1 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
McFall, Renee	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	K-1 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
Mulhall, Maureen	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	K-1 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
Agnella, Laura	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 2-3 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
Borup, Kelly	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 2-3 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Hughes, Anne Marie	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 2-3 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
Johnson, Juliana	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/4/20	6/30/20	Grades 2-3 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
Green, Hughbert	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	Grades 4-5 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
Nass, Alison	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/7/20	6/30/20	Grades 4-5 Math Virtual Learning and Resources, <b>total program</b> not to exceed 40 hours.
<b>Curriculum: Science</b>								
Campbell, Shannon	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/3/20	6/30/20	Chemistry CP Revisions, <b>total program</b> not to exceed 80 hours.
Naud, Melissa	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/3/20	6/30/20	Chemistry CP Revisions, <b>total program</b> not to exceed 80 hours.
Dorfman, Marc	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/6/20	6/30/20	Descriptive Astronomy CP Revisions, <b>total program</b> not to exceed 80 hours.
Ernst, Wayne	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/6/20	6/30/20	Descriptive Astronomy CP Revisions, <b>total program</b> not to exceed 80 hours.
Manaresi, Gina	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/6/20	6/30/20	Genetics CP Revisions, <b>total program</b> not to exceed 80 hours.
Roder, Jamie	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/6/20	6/30/20	Genetics CP Revisions, <b>total program</b> not to exceed 80 hours.
<b>Curriculum: Social Studies</b>								
Warren, Matthew	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/3/20	6/30/20	AP European History Revisions, <b>total program</b> not to exceed 40 hours.
<b>Curriculum: Special Services</b>								
Belton, Stacey	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Career Readiness, <b>total program</b> not to exceed 120 hours.
DeSimone, Alison	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Career Readiness, <b>total program</b> not to exceed 120 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gould, Brian	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	Career Readiness, <b>total program</b> not to exceed 120 hours.
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/12/20	6/19/20	Home Instruction for Language Arts III, not to exceed 24 hours.
Goodkin, Deborah	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/8/20	6/30/20	Home Instruction for AP Literature, not to exceed 10 hours.
Manaresi, Gina	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/12/20	6/30/20	Home Instruction for AP Environmental Science, not to exceed 10 hours.
Nutt, Kathleen	Extra Duty	Home Instruction		\$47.09/hr.	DIST	5/18/20	7/30/20	Home Instruction for Reading/Language Arts and Mathematics, not to exceed 30 hours.
Paulsson, Albert	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/8/20	6/30/20	Home Instruction for AP Government, not to exceed 10 hours.
Paulsson, Albert	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/7/20	6/30/20	Home Instruction for IPLE, not to exceed 10 hours.
Thyrum, Axel	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/8/20	6/30/20	Home Instruction for International Business, not to exceed 10 hours.
Wishart, Kelly	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/12/20	6/30/20	Home Instruction for Calculus Honors, not to exceed 10 hours.
Yu, Teping	Extra Duty	Home Instruction		\$47.09/hr.	HSN	2/25/20	2/25/20	Home Instruction for Chinese 5, not to exceed 1 hour.
<b>Summer Guidance</b>								
Becker, Eric	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Crystal, Jamie	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
DeMuth, Melissa	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Godowski, Chelsea	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
James, Kavita	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Narang, Neeru	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Pyle, Maria	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Riley, Eber	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Riley, Theresa	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Alberto, Michael	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Facchini, Antonella	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Fregosi, Mary	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Javick, Kristine	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Parrott, Brooke	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Rooney, Molly	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Smith, Cheryl	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
Walsh, Michelle	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 744 hours.
<b>E. Stipend Athletic</b>								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Rescind</b>								
Downs, Jordan	Rescind	Soccer- Boys Head Coach		\$6,036.40	HSN	Fall 2020	Fall 2020	Rescind Soccer - Boys Head Coach, 0 yrs. exp.
Palmer, Morgan	Rescind	Cheerleading - Head Coach		\$4,778.56	HSS	Fall 2020	Fall 2020	Rescind Cheerleading - Head Coach, 0 yrs. exp.
<b>E. Stipend Non-Athletic</b>								
<b>Grover Middle School</b>								
Nordstrom, Jocelyn	Stipend Non-Athletic	Outdoor Ed. Coordinator-Shared		\$2,841.50	GMS	9/1/19	6/30/20	Outdoor Education Coordinator - shared 50%, paid in FULL in June.
Pacifico, Lisa	Stipend Non-Athletic	Outdoor Ed. Coordinator-Shared		\$2,841.50	GMS	9/1/19	6/30/20	Outdoor Education Coordinator - shared 50%, paid in FULL in June.
Jinks, Ellen	Stipend Non-Athletic	Standard Club Advisor		\$754.58	GMS	1/1/20	6/30/20	Sewing Club Advisor - Spring only, 1 yr. exp., paid in FULL in June.
<b>Guidance</b>								
Riley, Eber	Stipend Non-Athletic	Lead Guidance Counselor		\$6,689.00	HSN	7/1/20	6/30/21	Lead Guidance Counselor stipend, included in annual salary.
Walsh, Michelle	Stipend Non-Athletic	Lead Guidance Counselor		\$6,689.00	HSS	7/1/20	6/30/21	Lead Guidance Counselor stipend, included in annual salary.
<b>Summer Financial Literacy</b>								
Bryde, Jeanine	Stipend Non-Athletic	Summer Financial Literacy Teacher		\$8,476.20	DIST	6/22/20	7/31/20	Summer Financial Literacy Program, 2 sections.
Henry, David	Stipend Non-Athletic	Summer Financial Literacy Teacher		\$4,238.10	DIST	6/22/20	7/31/20	Summer Financial Literacy Program, 1 section.
Santangelo, Regina	Stipend Non-Athletic	Summer Financial Literacy Teacher		\$4,238.10	DIST	6/22/20	7/31/20	Summer Financial Literacy Program, 1 section.
Scarpitta, Willaim	Stipend Non-Athletic	Summer Financial Literacy Teacher		\$8,476.20	DIST	6/22/20	7/31/20	Summer Financial Literacy Program, 2 sections.
Totaro, William	Stipend Non-Athletic	Summer Financial Literacy Teacher		\$8,476.20	DIST	6/22/20	7/31/20	Summer Financial Literacy Program, 2 sections.
<b>Summer Title III</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Aconi, Fabio	Stipend Non-Athletic	Title III Summer Program		\$2,145.59	DIST	6/22/20	6/30/20	Title III 6-11 ESL Virtual Summer Camp, paid in FULL after conclusion of camp. (Paid through ESSA Title III 2019-2020 funds.)
Aconi, Fabio	Stipend Non-Athletic	Title III Summer Program		\$612.18	DIST	7/1/20	7/2/20	Title III 6-11 ESL Virtual Summer Camp, paid in FULL after conclusion of camp. (Paid through ESSA Title III 2020-2021 funds.)
Bader Roman, Amanda	Stipend Non-Athletic	Title III Summer Program		\$2,145.59	DIST	6/22/20	6/30/20	Title III 6-11 ESL Virtual Summer Camp, paid in FULL after conclusion of camp. (Paid through ESSA Title III 2019-2020 funds.)
Bader Roman, Amanda	Stipend Non-Athletic	Title III Summer Program		\$612.18	DIST	7/1/20	7/2/20	Title III 6-11 ESL Virtual Summer Camp, paid in FULL after conclusion of camp. (Paid through ESSA Title III 2020-2021 funds.)
Jackson-Escogido, Jennifer	Stipend Non-Athletic	Title III Summer Program		\$2,145.59	DIST	6/22/20	6/30/20	Title III 6-11 ESL Virtual Summer Camp, paid in FULL after conclusion of camp. (Paid through ESSA Title III 2019-2020 funds.)
Jackson-Escogido, Jennifer	Stipend Non-Athletic	Title III Summer Program		\$612.18	DIST	7/1/20	7/2/20	Title III 6-11 ESL Virtual Summer Camp, paid in FULL after conclusion of camp. (Paid through ESSA Title III 2020-2021 funds.)
<b>Rescind</b>								
Bossio, Joseph	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.
Corriveau, Robert	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.
De Sanctis, Caren	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.
Hannon, Christa	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.
Paulsson, Albert	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.
Ramaprasad, Venkat	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tessein, Paula	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.
Wood, Drew	Rescind	Washington Seminar Chaperone		\$629.00	HSN	3/17/20	3/20/20	Rescind Washington Seminar Chaperone stipend, paid in FULL in June.
<b>F. Community Education</b>								
None								
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Change</b>								
Clementson, Danielle	Change	Teacher Mathematics	15MA	\$99,040.00	HSN	9/1/20	6/30/21	Change location from HSS to HSN for change from Mathematics Teacher 80% to Mathematics Teacher 100%.
<b>Resignation</b>								
Ramirez, Jennifer	Resign	Teacher Elementary		N/A	MH	6/30/20	6/30/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Rescind</b>								
Grullon Lapaix, Julio	Rescind	Operations Foreman		\$60,000.00	MR	7/1/20	6/30/21	Rescind reappointment for the 2020-2021 school year.
<b>Resignation</b>								
Grullon Lapaix, Julio	Resign	Operations Foreman		N/A	MR	5/29/20	5/29/20	Resign from position.



# FINANCE ADDENDUM

## RECOMMENDATION

### C. FINANCE

*To be voted on 5/26/20:* Recommend approval of the following resolutions:

#### Bid Award – Capital Project

1. Award the May 21, 2020 bid #2019-11 for HVAC Upgrades at OT/PT Classrooms at Maurice Hawk Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5198) for a single overall contract to Gaudelli Brothers, Inc., Millville, New Jersey, for a total lump sum bid award of \$112,200 contingent upon attorney review and approval of bid documents.

Other Bidders:	LGB Mechanical	\$114,225
	Comfort mechanical	\$118,984
	Hanna’s Mech. Service	\$129,635
	AMCO Enterprises	\$132,000
	Sunnyfield Corporation	\$133,000
	Chappelle Mechanical	\$133,735
	Dumont Mechanical	\$149,980
	Performance Mechanical	\$166,400

#### Negotiated Bid Award – 2018 Referendum

#### **RESOLUTION AWARDING CONTRACT TO BENNETT COMPANY AFTER TWO REJECTED BIDS PURSUANT TO NJSA 18A:18A-22 AND NEGOTIATION PURSUANT TO NJSA 18A:18A-5**

2. Whereas, on about February 3, 2020, the District and its Architect, FVHD, solicited bids for the Additions and Renovations to the Community Middle School Project; and  
  
Whereas, bids were received on March 19, 2020, at which time it was determined that the lowest responsible bid of \$36,100,000, submitted by the Bennett Company (Bennett), substantially exceeded the Board Architect’s estimate of \$30,221,000, which resulted in the rejection of all bids, pursuant to NJSA 18A:18A-22 (a); and  
  
Whereas, this rejection was challenged by Bennett in Mercer County Superior Court (Docket # 000693-20), wherein Bennett sought to enjoin the District going out to bid for a second time and to have the Court direct an award to Bennett; and  
  
Whereas, Bennett’s request for injunctive relief was denied, with the Court allowing the District to receive and open second round bids for the Project; and  
  
Whereas bids were received on April 21, 2020; with Bennett still being the lowest responsible bid at \$ 35,840,000, but still being substantially in excess of the Board Architect’s estimate, which led to a second rejection of bids for the Project pursuant to 18A:18A-22a; and



Whereas, given the two rejections based on price, the District was authorized to enter into negotiations with the second round bidders, pursuant to 18A:18A-5C; and

Whereas, consistent with the statute, all second round bidders were notified and allowed to a reasonable opportunity to participate in negotiations, and 3 of the bidders did so participate; and

Whereas, pursuant to these negotiations Bennett remained the lowest proposing contractor, and the District and Bennett were able to reach agreement on a contract in the amount of \$30,915,000; and

Whereas, consistent with the statute, the terms, conditions, restrictions, and specifications to be set forth in the negotiated contract are not substantially different than those which were the subject of competitive bidding; and

Whereas, the minor modifications to the terms and conditions which were the subject of competitive bidding are set forth on the attached Exhibit "A" prepared by the Board Architect.

Now, Therefore, be it Resolved on the 26<sup>th</sup> day of May, 2020, that, pursuant to an affirmative vote of two thirds of the authorized membership of the Board of Education, that:

- 1) A negotiated contract in the amount of \$30,915,000 is hereby awarded to the Bennett Company for Additions and Renovations to the Community Middle School; which contract shall be in a form acceptable to the Board Architect and Construction counsel; and
- 2) It is an express understanding and condition of this contract award that the litigation pending in Mercer County Superior Court, ( Docket #000693-0) shall be immediately dismissed, with prejudice, by the Bennett Company.

Other Participants in Negotiations: Benjamin R. Harvey  
G&P Parlamas

Exhibit A:

<u>Single Combined Overall Contract</u>			
<b>The Bennett Company, Inc.</b>			<b><u>Total Award (Negotiated Bid):</u></b>
148 Dayton Avenue			<b><u>\$30,915,000</u></b>
Passaic, NJ 07055			
The total award shall consist of the following base bid, alternate bids, negotiation bulletin and value engineering items all as further described in the contract and negotiation documents.			
<b>BASE</b>	<b><u>Base Bid</u></b>		<b>\$35,800,000.00</b>
<b><u>Alternate Bids</u></b>			
<b>ALT#3</b>	Kitchen Locker Room B143A	ADD	\$30,000.00
<b>ALT#4</b>	Window Replacement at Classroom C137	ADD	\$20,000.00

<b>ALT#5</b>	Tilting Kettle Replacement	ADD	\$20,000.00
<b>ALT#6</b>	Double Convection Steamer	ADD	\$25,000.00
<b>ALT#9</b>	Delete Roof Screens except adjacent to gym/main entrance.	DEDUCT	-\$100,000.00
<b>ALT#10</b>	Single Ply EPDM Roof	DEDUCT	-\$150,000.00
<b><u>Negotiation Bulletin #1 5/20/20</u></b>		-	
<b>NB1-2</b>	Revisions to remote audio-visual systems- Delete all remote audio-visual systems in the following rooms: Music Rooms (three): C104, C105, C119 Commons/Expanded Commons: B141/B179 Fitness Center: B166 Weight Room: B156 Gymnasium: A112 Provide only wall mounted junction boxes, conduit and pull strings for future use. All work for auditorium and stage shall remain as shown for a complete and fully functional system.	DEDUCT	-\$230,000.00
<b>NB1-3</b>	Fire alarm system work- Delete all fire alarm system work from the contract. All work will be done by owner's vendor. Coordinate with owner's vendor to assure that necessary boxes and conduits are installed in walls where needed. Provide all fittings needed for fire sprinkler system connections to fire alarm system. Coordinate kitchen hood fire suppression with fire alarm contractor.	DEDUCT	-\$270,000.00
<b><u>Value Engineering Items</u></b>			
<b>VE#2</b>	Delete all contractor LEED administrative and submission requirements.	DEDUCT	-\$30,000.00
<b>VE#10</b>	Delete 'cloud' ceiling type DCS-2 and ACB-3. Install 2x4 ACB system utilizing Armstrong 'Optima' tile #3159 (NRC value=1.0). Light fixtures: Delete indicated O and OE. Provide and install 8 Type 'A' and 7 type 'AE' 2x4 lay-in fixtures. HVAC, fire alarm and other devices to be installed in new ceiling grid.	DEDUCT	-\$100,000.00

<b>VE#14</b>	In rooms A114/A116, D105/D106, D116/D118, D201/D203- change from sinks in solid surface tops to single wall hung lavatories	DEDUCT	-\$25,000.00
<b>VE#21</b>	Provide 'DuctSox' with linear diffusion or approved equal in lieu of exposed metal ductwork in the following rooms: Gymnasium A112 and Music Rooms C104, C105, C119. Provide sizes as indicated on drawings. Color as selected by architect.	DEDUCT	-\$20,000.00
<b>VE#23</b>	Change "Hardwired Acuity nLight" System to "Acuity nLight Air" System.	DEDUCT	-\$25,000.00
<b>VE#24</b>	Change 2x2 and 2x4 Type A, AE, B and BE lay-in fixtures from specified Lithonia Architectural VTL Series to Commercial Grade BLT Series.	DEDUCT	-\$30,000.00
<b><u>Contractor Proposed Value Engineering Items</u></b>			
<b>2</b>	Delete all site work beyond 5' from building. Coordinate all work with separate site contractor under separate bid package. Electrical service work shall be included in its entirety.	DEDUCT	-\$2,500,000.00
<b>4</b>	Delete the following equipment from the contract (owner to procure separately under cooperative purchasing contracts): Spec section 06400 Architectural Millwork, 06650 Solid Polymer Fabrications, 11000 General Requirements- Casework and Equipment, 11011 Casework and Equipment, 11012 Metal Cabinetry, 11050 Library Equipment and Furniture and 11070 Music Room Casework and Equipment.	DEDUCT	-\$1,500,000.00
<b>Total Suggested Award- Negotiated Bid</b>			<b>\$30,915,000.00</b>



# WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

School Health Related Closure Preparedness Plan:  
Updated May 18, 2020



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## **I. INTRODUCTION**

The West Windsor Plainsboro Regional School District recognizes the importance of continuing to educate its students in the event of a pandemic outbreak. While the District understands it might not be able to operate fully, this plan will assist the District in continuing to provide students with a high-quality education.

## **II. PURPOSE**

This plan provides guidance to the West Windsor Plainsboro Regional School District and may serve as the plan for maintaining essential functions and services during a pandemic outbreak. This plan does not replace or supersede any laws or policies; it simply services as a guideline to address additional concerns, challenges, and considerations specific to disease outbreak.

## **III. DEMOGRAPHIC DATA**

In order to effectively plan, the demographics of the West Windsor Plainsboro Regional School District must be considered. Currently, there are 9,478 students in the District. Of those students, 881 (9.3%) are considered Special Education students. 329 (3.5%) of students are English Language Learners. The District also has 454 (4.8%) Free and Reduced Lunch students.

## **IV. CONTINUITY PLANNING DURING A HEALTH RELATED CLOSURE**

This plans serves to ensure the continuity of educational services and serves to ensure that all members of the organization are to be informed of actions and or modifications to this plan. During the time in which an infectious disease is emerging, importation notifications will be disseminated via the District's School Messenger Alert System, posted on the district website, and posted on district social media accounts. Any questions regarding these messages should be directed to the Director of Communications.

## **V. PANDEMIC RESPONSE**

### **A. COMMUNICATIONS PLAN**

The school district has experience with determining weather related closures. However, determining a school closure, due to health related reasons, requires a different process. While the function of closure follows a similar process, it is critical that any health related closure be made in direct consultation and under the guidance of local or state health officials. This is a requirement if the school closure days will be counted toward the 180 day school requirement. The Superintendent will work closely with the Director of Communications to ensure all information regarding the district's state of organizational readiness is communicated to the school community.

### **B. PANDEMIC RESPONSE TEAMS**

As the District receives guidance that a pandemic outbreak is imminent, the Superintendent will be responsible for organizing the following teams to plan and coordinate:

- Crisis Response Team (in the event of traumatic loss during the pandemic)

- Superintendent of Schools
- Assistant Superintendent of Pupil Services and Planning
- Assistant Superintendent of Finance
- Assistant Superintendent of Curriculum and Instruction
- Director of Human Resources
- Director of Guidance, Health and Wellness
- District administration and staff as deemed necessary
- Members of the Building and District Crisis Response Team
- Guidance Counselors
- School Nurses
- Members of the Child Study Team
- Traumatic Loss Coalition
- First Responders – Police, Fire, EMT, etc.
- University of Behavioral Health
- Interfaith Community
- Curriculum Planning Team
  - Superintendent of Schools
  - Assistant Superintendent of Pupil Services/Planning
  - Assistant Superintendent of Curriculum and Instruction
  - Supervisors, Directors, Assistant Principals, and Principals
  - Teacher Resource Specialists K – 12
  - Classroom Teachers
- Special Education Planning Team
- Communications Team
  - Superintendent of Schools
  - Director of Communications
  - Public Information Officer
  - District Videographer
  - Administrative Assistant to the Superintendent/Pupil Services
- Operations Team
  - Building and Grounds
  - Transportation
  - Food Services
  - Business Office
  - Payroll and Accounts Payable
  - Technology
- Security Team
  - Class III Police Officers
  - Eyes on the Door

## **VI. CONTINUITY PLAN**

### **A. ESSENTIAL FUNCTIONS**

Regardless of the duration of a pandemic outbreak, the school district will work to continue to educate our students. If schools are forced to shut down due to a health related closure, and the state recognizes the need to count virtual/remote school days, the school district will commence alternative learning days in order to provide ongoing home instruction to students.

### **B. EQUITABLE ACCESS STATEMENT**

The Board of Education shall work to ensure the District's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners.

The Board of Education shall ensure that the District's curriculum and instruction are aligned to the New Jersey Student Learning Standards. In the case of a pandemic outbreak or health related closure, the West Windsor Plainsboro Regional School District recognizes the importance of continuing to educate its students. While the District understands it might not be able to operate fully, this plan will assist the District in continuing to provide students with a high-quality education.

### **C. CURRICULUM AND INSTRUCTION: Delivery of Virtual and Remote Instruction**

#### **EDUCATIONAL PLAN**

**Goal of Experience:** To provide students with an alternate learning experience, either through virtual learning or remote learning opportunities in order for students to continue to progress with their skills and knowledge.

The West Windsor – Plainsboro Regional School District is uniquely positioned to provide students with an authentic and engaging virtual learning experience due to the extensive work we have done in this area. In grades K-5, the district has a multitude of learning platforms including district technology subscriptions, generic technology resources, and Seesaw home access. In grades 6-12, the district is well equipped to deliver instruction remotely as all students in grades 5 -12 have been issued a Chromebook.

Our virtual learning plan, expands upon our existing practices to ensure continuity of instruction. Teachers and students will continue to utilize the Google-Suite for Education and other web-based tools designed to promote online communication and collaboration.

We are able to differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands.



- Instruction is delivered in a hybrid model that includes synchronous and asynchronous learning opportunities.
- Daily “content slides” include specific assignments for students, as well as time for independent practice of skills and/or strategies introduced.
- “Content slides” are crafted to advance student learning that is aligned with grade-level specific NJSLs. Teachers are able to view student work in “real time” as well as to receive student work for review, and to provide feedback in a timely manner.

### **K-5 Teacher Expectations**

- a. Teacher responsibilities to support students: Every staff member is responsible to support students assigned to them for the current school year.
  - Check and respond to parent and student emails
  - Provide feedback as appropriate to students
  - Collaborate with other grade level and subject related teachers as needed for consistency and optimization.
- b. The Learning Experiences were created in phases. Phase one utilized a series of asynchronous learning experiences that were created for students by grade level. These experiences were posted on the district website, printed as necessary, and were made available to students via a direct email from teachers to parents.
- c. As the extended closure proceeded until the end of the school year, the next set of phases were initiated as digital skills increased for both staff and families. The district ensured accessibility to digital content for all by lending devices to families and purchasing “hot spots” as needed.
- d. In phase two of the plan, teachers worked to build a Google Classroom or their Seesaw (use of an LMS) in order to increase interactions with classes. Discussion boards, flip grids, and videos were still utilized to support asynchronous learning experiences. Emails from teachers and phone calls to support students and families took place during this time as well.
- e. Phase 3 was initiated upon return from the district’s Spring Break. Learning experiences accessed via the LMS from each teacher. A mix of synchronous and asynchronous learning experiences were delivered. Teachers use morning meetings, small group instruction, read alouds, etc., to provide social connections and skill building for students/classes. During this phase, targeted skills and lessons were delivered synchronously by Special Education, Gifted and Talented, ESL, and Basis Skills professionals. In addition, digital content access now includes Dreambox for Math K-5 and RAZ Kids for literacy K-3.

\*Throughout the extended closure our plan ensures that our students have access to our high quality learning experiences designed by our teacher resource specialists and teachers in order for our students to progress on their learning pathways while supporting families in this unprecedented time. The learning experiences are developmentally appropriate and include a mix of synchronous and asynchronous experiences as we know students “learn by doing.”

The report card narrative for the 3rd trimester as well as students' work and digital content data allow our professionals to gauge progress while in our extended closure. Upon return to school, we plan for a celebration of learning to share student work products and implement assessments to further gauge progress.

### **Middle and High School Delivery of Virtual and Remote Instruction**

- Instruction in grades 6-12 is delivered in a hybrid model that includes synchronous and asynchronous learning opportunities.
- Teachers in grades 6-12 utilize Google Classroom and video conferencing platforms (e.g., google meets) to provide assignments to students and to offer individual, group, and in some cases, peer feedback. Teachers are able to view student work in "real time" as well as to receive student work for review, and to provide feedback in a timely manner.

### **Teacher Expectations**

Please consider the context. This is a unique time, and the most important consideration is that staff, students, and families stay healthy. The goal is on learning, not covering curriculum. With this being said, staff should follow these guidelines:

- a. Proceed with a "benefit-of-the doubt," common sense approach.
- b. Be available for students during the corresponding hours that their classes meet (\*see "office hours" ideas below).
- c. Students will experience four hours of instruction per day.
- d. High School classes will be taught on an "Day 1" or "Day 2" day schedule
- e. Due to the existing "A" day/"B" day schedule, Middle School classes will be taught on a "Day 1A," "Day 2A," "Day 1B," and "Day 2B" schedule (see below).
- f. High School and Middle School teachers should prepare assignments for the equivalent of 2-3 class periods per week.
- g. Materials are to be uploaded in Google Classroom.
- h. Provide feedback during social distance time via Google Classroom.
- i. Do not use Genesis for grades at this time (use Google classroom only).
- j. Assess so that students receive feedback *and* to preclude large assessments upon return.
- k. Provide flexible due dates.
- l. If a student is not submitting work, reach out to check in on them.
- m. Should students exceed the determined learning experiences, supplementary passion projects will be posted for student's enjoyment. Learning materials will be posted and made available to families.
- n. Planning support for distance learning can be found on [this document](#)

### **Guidelines for Students and Families: Middle and High School Level**

Please consider the context. This is a unique time, and the most important consideration is that staff, students, and families stay healthy. The goal is on learning, not covering curriculum. With this being said, students and families should follow these guidelines:

- Students are expected to be present (virtually) during their assigned class period when possible. The above chart will be utilized to determine the class sequence. Upon the enactment of a school closure due to health related reasons, an official schedule will be placed on the district website and emailed to students and parents.
- Students will be able to complete work on their own schedule but will have real time access to teacher feedback.
- Students should follow teachers’ instructions on their Google classroom sites.
- Students will receive feedback via google classroom from their teachers (not Genesis).
- Students should be sure to hit **“Submit”** when completing assignments via Google classroom.
- Students should submit questions to instructors during designated class time via Google classroom or email.

**High School Virtual “Office Hours”**

<b>Day 1: Periods 1-4</b>	<b>Day 2: Periods 5-8</b>
Period 1: 9-10AM Period 2: 10-11AM Period 3: 11AM-12PM Period 4: 12-1PM	Period 5: 9-10AM Period 6: 10-11AM Period 7: 11AM-12PM Period 8: 12-1PM

**Middle School Virtual “Office Hours”**

**9 AM - 1 PM**

<b>Day 1A: Periods 1-4</b>	<b>Day 2A: Periods 5-8</b>	<b>Day 1B: Periods 1-4</b>	<b>Day 2B: Periods 5-8</b>
Period 1: 9-10AM Period 2: 10-11AM Period 3: 11AM-12PM Period 4: 12-1PM	Period 5: 9-10AM Period 6: 10-11AM Period 7: 11AM-12PM Period 8: 12-1PM	Period 1: 9-10AM Period 2: 10-11AM Period 3: 11AM-12PM Period 4: 12-1PM	Period 5: 9-10AM Period 6: 10-11AM Period 7: 11AM-12PM Period 8: 12-1PM

**\*Office hours - teachers will be available to students in the form of:**

- Google hangout
- Checking email
- Responding to students and giving feedback

#### **D. ATTENDANCE**

Student attendance is monitored by the teacher. The teacher will reach out to parents if a student is not attending classes and the parent has not reported them absent. If a teacher cannot validate a student absence through their communication with the parents, they will notify the building administration. The building administration will work with the parents and counselors to resolve the attendance issue. This same protocol is followed when a student is not participating in the virtual instruction.

#### **E. SPECIAL EDUCATION PLAN**

It is imperative the District provide an appropriate education for Special Education students during a period of pandemic outbreak. We will make every effort to meet the requirements for teacher-student contact time for students with disabilities via distance learning. Student progress will be monitored and feedback provided online by special education teachers when appropriate, with the opportunity to communicate directly during scheduled times. Upon returning to school, the IEP team will determine if additional services are required. IEP meetings will be held as appropriate to determine if compulsory education services are needed to address an individual student's progress toward learning goals and objectives.

##### **All ICR, RC, LLD classes, Grades K – 12**

Students are being provided virtual instruction by teachers using learning platforms including Google Classroom, Google Meet, learning activities provided on decks of slides, etc. Instruction to special education students will continue to be modified and adapted as appropriate to student IEPs.

##### **Preschool Programming**

Programming to be continued via google classroom, Seesaw and other virtual/distance learning platforms. IEP goals are being addressed to the fullest extent possible.

##### **MD/Autism Programming, K - 5**

Programming is continued via google classroom, seesaw and other virtual/distance learning platforms. IEP goals are being addressed to the fullest extent possible. Instruction to special education students will continue to be modified and adapted as appropriate to student IEPs.

##### **MD/Autism Programming, Grade 6 – Post Graduation**

Students follow the schedule provided. Instruction takes place via Google Classroom, Hangout, Meet, and other virtual/distance learning platforms. Instruction to special education students will continue to be modified and adapted as appropriate to student IEPs.

### **OT/PT/Speech**

OT/PT/Speech services are being provided 20 minutes/service/week/student. Related services are provided in an interactive model for all students and are individualized to the specific needs of each student. As appropriate for each student, therapy services are provided using a hybrid of modalities including teletherapy or direct remote/virtual services, email and/or telephone feedback, coaching and consultation. We will continue to review all options such as videotaping lessons for group or individuals. A list of activities that can be addressed by virtual learning in a home environment has been developed. The district will be compiling a kit of supplies for parents to facilitate therapy activities in the home. These are kits/items that are easily accessible and may be used in the event of sudden closure for parents to utilize at home for instruction. Virtual office hours are set up to address parent concerns, questions, as necessary. Therapists are maintaining records documenting 1) G&Os being addressed, 2) the frequency and duration of services provided, 3) level of student's participation and 4) progress.

### **CST/SLP/BCBA IEP Service**

The Special Services Dept. monitors incoming mail for new referrals of students. Initial Planning meetings are scheduled and held, virtually, on Google Meet platforms. IEP teams collaboratively determine the nature and scope of evaluations needed to assess the student in all areas of suspected disability. To the extent possible, those evaluations are conducted (i.e. Social History). Individually administered normed testing will be conducted once health conditions permit.

For those students whose CST evaluations were underway at the time schools closed, evaluations that were able to be completed, were completed. To the extent possible, with existing information, eligibility determinations were made, IEPs were created and students were placed in appropriate SE programs. For those whose eligibility could not be determined based upon existing data, testing and eligibility determinations will resume when schools reopen.

For those students with existing/active IEPs, the CST teams continue to monitor the implementation of students' IEPs. They will continue to develop IEPs; write reports; plan for next year. Teams can conference through Google Hangouts, phone conferencing, Google Classroom. Virtual office hours will be set up to address parent concerns, questions, and schedule IEP meetings, as necessary. Case managers check in with students via Google Classroom and both email and telephone conferences with families. SLPs are conducting sessions via Google Meet and preparing annual reviews for ESLS students. BCBA's are in contact with families that have an identified need noted in their IEP.

### **Annual Reviews**

Annual Review meetings are being conducted via Google Meet. IEPs and appropriate programming for 2020-21 are being developed. Timelines shall be considered and extended as necessary.

### **Re-Evaluations**

Re-Evaluation Planning Meetings are being conducted with evaluation components proposed to be scheduled upon the opening of schools. Timelines shall be considered and extended as necessary. All assessments not requiring face-to-face, in person administration, such as Social

Histories, Behavior Rating Scales, etc. will be conducted and completed. All assessments that require in person administration will be conducted when schools reopen.

### **Counseling**

Counseling services are being conducted 20 minutes per service, per week, per student via video chat or email.

### **APSSDs (Approved Private Schools for Students with Disabilities)**

APSSDs have sent updated virtual instruction plans to the home district.

Case managers maintain ongoing communication with APSSDs and case managers to ensure that students are receiving services and instruction as outlined in the IEPs to the maximum extent possible.

Case managers contact parents of APSSDs to address concerns/questions.

## **F. ENGLISH LANGUAGE LEARNERS**

### **ESL Delivery of virtual and remote instruction**

- ESL instruction in grades K-12 is delivered in a hybrid model that includes synchronous and asynchronous learning opportunities.
- Daily “content slides” include specific assignments for students, as well as time for independent practice of skills and/or strategies introduced.
- “Content slides” are crafted to advance student learning that is aligned with grade-level specific NJSLs. Teachers are able to view student work in “real time” as well as to receive student work for review, and to provide feedback in a timely manner.
- ESL teachers in grades 6-12 utilize Google Classroom and video conferencing platforms (e.g., Google Meets) to provide assignments to students and to offer individual, group, and in some cases, peer feedback. Teachers are able to view student work in “real time” as well as to receive student work for review, and to provide feedback in a timely manner.
- ESL teachers in grades 6-12 are flexible with due dates, provide choice assignments, and give students the option of either a written or oral response.

With respect to instruction that meets the needs of our ELL population, teachers are modifying and supplementing the general education by:

- Meeting with small groups of ELLs to provide ESL-based instruction;
- Meeting with small groups of ELLs to provide additional opportunities for immersion in English through read alouds, shared reading and shared/interactive writing activities
- Providing time for scaffolded conversations that targets students’ specific stages of English language acquisition;
- Meeting with students in partnership with the ESL students’ homeroom teachers to provide extra support around academic skills and strategies, especially in the areas of reading, writing and math; and
- Meeting with students’ entire homeroom classes to model best practices in ELL instruction for homeroom teachers.

## **ESL Communication**

ESL teachers, homeroom teachers of ESL students, and building administrators continue to maintain constant and close contact with caregivers of ESL students through:

- phone conversations
- email
- Learning Management Systems platforms (e.g., SeeSaw, Google Classroom)

Communication centers not only on the provision of academic instruction and support, but also on addressing SEL-related concerns.

## **G. SCHOOL NUTRITION-SAFE DELIVERY OF MEALS**

### **Ensure Continuity of meal programs.**

The school district continues to work with Sodexo to consider ways to distribute food to students. In order to avoid community spread of COVID-19, strategies are in place to avoid distribution in settings where people might gather in a group or crowd.

Meals are provided to families every 2 weeks on Mondays. Families have the option for delivery or pick up at West Windsor-Plainsboro High school North. District food service vendor (Sodexo) pack food in “banker boxes” on Fridays prior to distribution. Meal distribution is facilitated by the district Food Service Director who also varies meal choices while adding produce, snacks and shelf stable foods.

### **Delivery of Meals**

- The District is divided into three bus routes depending on city/area code.
- Volunteers assigned to each bus route collect and stage meals at three separate areas on front walk of HS.
- Bus driver remains on bus at all times (as bus is loaded with meal boxes).
- Buses are escorted by respective Police departments, leading buses to each address, keeping watch in the parking lot, and ensuring delivery safety.
- Two volunteers, masked and gloved, travel on bus sitting six feet apart from driver and each other.
- Volunteers walk meals to doors separately, place products in front of door, knock and step at least 10 feet away from the door. The last volunteer will wave to the family and send well wishes from the District.

### **Distribution of Meals (Pick Up)**

- Families are notified of meal distribution by the district “call team” of 4-5 volunteers.
- Meal distribution is available from 11AM - 2 PM (3 hours).
- Families show children’s names in the window as they drive up.

- District staff “check in” each family and announce to the distribution team the quantity and contents for the family to receive.
- Families are instructed to open the trunk or rear area of the vehicle and the packing team will load meals (per student) in each vehicle.
- Families are asked to remain in their cars to comply with social distancing regulations.

The district will continue to monitor and evaluate distribution strategies and potential supply chain concerns.

## H. SUMMER PROGRAMMING

### Extended School Year

ESY services shall be delivered via google classroom, Seesaw and/or other virtual/distance learning platforms. IEP goals will be addressed to the best of their ability. There will be a scheduled time frame of both academic and therapeutic services to be delivered for students. The ESY program shall commence on Monday, July 6 and end on Friday, August 14.

Academic Instruction	8:30-10:30am
Therapy Services	10:30-1:30pm

### Title I Summer Programming

DreamBox is an online math program that supplements core instruction in the classroom or at home and is proven to increase math growth. DreamBox dynamically adapts to the learner, providing personalized instruction. The lessons are available in English and Spanish, and are aligned to NJSL Math (our state standards).

Raz-Kids is an award-winning teaching product that provides comprehensive leveled reading resources for students. They offer hundreds of eBooks offered at 29 different levels of reading difficulty.

Parent Link is a program designed to welcome new families to the West Windsor-Plainsboro Regional School District. Building and district staff provide new families an overview of academic programming, social and emotional programming, athletics and extra-curricular, and Title I supports. Parents visit with counselors and teachers by grade level to learn more specific details about school culture.

Summer Reading opportunities will be offered to Title I eligible students grades K-5. The district partnered with NJ FAST (Families and Schools Together) to provide students with supplemental books for the summer. Each student will receive 10 books (5 NJ FAST and 5 Title I) to build their summer reading library.

Snacks will be provided bi-weekly for Title I eligible students. The district’s food service vendor will select healthy snacks for pick-up and delivery throughout the summer



Access to Digital Media Databases will remain in place for students during the summer. Media specialists Students k-12 will have the opportunity to search for digital content of their choice or research using district databases

### **Community Education**

Virtual summer programs shall be provided, at cost to all students, ages 5 to 14. Programs are delivered through various online communication platforms or through individual vendor websites. A safe pick-up location will be provided for programs distributing supplies. The virtual summer program guide is available for review on the school district website.

Parents or guardians register and pay for desired programs through Community Education's registration website, Community Pass, or by visiting <https://register.capturepoint.com/wwp>.

### **Financial Literacy**

WW-P offers a summer online financial literacy course for students in grades 10-12. This 2.5 credit course is designed to alert, inform, and educate students in concepts of personal finance and money management and meets district and state financial literacy graduation requirements.

### **Option II**

WW-P high school students may elect to take summer option ii coursework which allows for alternative paths to credits that meet or exceed the New Jersey Core Curriculum Content Standards and are based on student interest or career goals. Students may elect to apply for WW-P credit or WW-P credit and advancement of a course level through distance learning, college course work or course work taken outside WW-P.

West-Windsor Plainsboro prioritizes the health and safety of our students, families, and staff during the 2020 COVID-19 pandemic. In order to reduce risk and extend compassion for students under these difficult circumstances, this summer (2020) the district will not administer nor require Option ii testing. The amendment below details the new, temporary proposal to accommodate our students who have chosen, and have been approved, to take an Option ii course.

#### Amendment

Students Must Show Proficiency to Earn WW-P Credit: a student must earn a minimum grade of a B (80%) in any option ii course. A grade of an A or a B must be achieved in order to receive WWP credit.

Please note how priority will be given when scheduling courses when/if capacity is reached for a class. Students who are seniors, followed by juniors will be scheduled first when possible. All other students requesting the course will be placed in a lottery for the remaining seats.

## Credit Recovery

WW-P offers online summer credit recovery opportunities for those high school students who are in need of course remediation.

## I. TECHNOLOGY

During a period of pandemic outbreak, technology will be required to ensure the continuity of instruction. The district will use Google Drive, Google Meet, Google Hangout, Genesis Messenger, School Messenger, and any additional platform available to ensure the delivery of instruction for students.

### Distance Learning Toolkit and Planning Support That May Be Utilized During A Health Related Closure

How can students participate virtually?			
<a href="#">How can students access content?</a>	<a href="#">How can students check-in?</a>	<a href="#">How can students and teachers collaborate?</a>	<a href="#">How can students demonstrate learning?</a>
<a href="#">Google Classroom</a>	Email	Google Classroom comments	Google Docs, Slides, Drawings
<a href="#">HyperDocs Template</a>	Google Classroom comments/questions	Google Docs/Slides	<a href="#">Screencastify</a>
<a href="#">Choice Board templates</a>	<a href="#">Google Form</a>	<a href="#">Padlet</a>	<a href="#">Website</a>
<a href="#">Screencastify</a>	<a href="#">Flipgrid</a>	<a href="#">Backchannel chat</a>	<a href="#">WeVideo</a>

#### Accessing Content

- Assignments can be pushed out in Google Classroom. “Copies” can be made for students by selecting “make a copy for each student” when adding materials.
- “Complete” lessons (including engaging opening, content instruction, assessment, etc.) can be structured through a HyperDoc or Google Slides.
- You can talk students through materials or lessons by recording yourself and your screen with Screencastify.

#### Demonstrate Learning

How can students digitally demonstrate their learning?

- Students can submit a Google Doc, Slide, etc. through Google Classroom.
- Students can create a Google Site and insert evidence of learning.
- Students can record a Screencast to explain.

### Planning Support

**Weekly Work Schedule Template:** The purpose of this document is to support individual teachers in communicating weekly work for students. Once complete, the document can be shared out with students.

### **Access to Technology**

The District currently uses and communicates with members of the school community through various methods of technology, including Genesis and SchoolMessenger. Since these systems are utilized daily without the District's knowledge of inaccessibility, the District assumes nearly 100% of the school community can access the applicable resources. If there are any issues that indicate otherwise, please email [WWPSIS@ww-p.org](mailto:WWPSIS@ww-p.org).

The District's 1:1 Learning Initiative provides Chromebooks for all students in grades 5 - 12. Students are required to take Chromebooks home each night and use them for completing assignments and studying. During the start of the school year any students that do not have internet access at home are identified and the district works with the parents to ensure the students have connectivity when at home.

Students in grades PreK-4 were provided with devices if needed. An online form was used to gather requests for devices from parents. Parents who could, drove to the District's technology help center at HS North to pick up the requested device. If a parent was unable to get to HS North, the device was delivered to the home. Along with devices, hotspots were provided to families that indicate that they do not have internet access. Parents, teachers and administrators were surveyed to determine which families were in need of devices or internet access. Communications with parents were done through email and phone calls. Communications were provided in various languages.

### **J. POLICY/CONTRACTUAL**

During a period of pandemic outbreak, virtual learning days will be allowed to count toward the 180 day requirements and would be considered a contractual work day. Instructional responsibilities must be maintained in a virtual environment. Should you be unable to fulfill responsibilities due to an illness (self or other) you are asked to post an assignment (as you would for a substitute) in your Google classroom. A sick day should be utilized if unable to conduct instructional responsibilities.

Staff members are asked to consider the following:

- Staff members should bring home their district issued device, with charging cable, today and each day going forward in case the need for virtual learning days occur.
- Ensure you have access to any passwords you may need to get on Genesis, your email, the employee portal, workspace, google drive, etc.

## **K. FACILITIES**

The Building and Grounds Department will work to ensure that appropriate cleaning protocols are utilized at all times. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. Protocols are in alignment with the guidance provided by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

During the period of closure, several factors require Buildings & Grounds to have an on-going preventive maintenance program. We are concentrating our plan in maintaining the following:

- Indoor Air Quality
- Water distribution safety
- Plumbing Safety
- Fire Safety and Emergency Systems
- Grounds Upkeep
- Cleaning and Disinfection Procedures

### **Indoor Air Quality**

Set points for our HVAC and hot water control systems have been modified to reflect a low period and will continue to be monitored daily to make sure they are operating at a low load condition. The HVAC preventive maintenance routine will continue as normal.

### **Water Distribution Safety**

Water stagnant in plumbing systems for long periods of time could become unsafe for use. Harmful organisms like legionella can grow in plumbing if water stagnates. Unsafe levels of lead and copper can also be found. To maintain fresh water in our plumbing system, our Operations Foreman will be performing a weekly flush of all the plumbing fixtures, including urinals, faucets and water fountains.

### **Plumbing Safety**

Issues may arise where a pipe may break due to age or wear conditions, causing water leaks that could turn into unsafe humidity levels. To prevent and promptly identify such potential

issues, our staff will inspect all bathroom facilities and mechanical rooms at least once per week.

### **Fire Safety and Emergency Systems**

Regulatory compliance routine inspections and testing for our Fire Suppression, Fire Alarm, Fire Extinguishers, Emergency Lighting, Elevators and Emergency Generators will continue established by Code.

### **Grounds Upkeep**

To meet local ordinances and to prevent future major restoration of our fields, our Grounds team will continue with our normal routine schedule for mowing, trimming and maintaining our baseball and rest of the sports fields.

### **Cleaning and Disinfection Procedures During Extended Period of Closure**

Schools have been cleaned and sanitized thoroughly immediately after the schools closed using Virex disinfectant.

After this procedure occurred all areas were closed off.

#### **Procedure Used:**

Cleaning staff cleaned and disinfected all areas such as classrooms, offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, door handles and knobs), focusing especially on frequently touched surfaces.

Cleaning staff wore disposable gloves and masks for all tasks in the cleaning process, including handling trash.

#### **Process Moving Forward:**

Closed off areas visited by any person and the space will be disinfected within 24 hours after such person has left the area(s) and cleaning staff will close it off immediately thereafter. Cleaning staff will clean and disinfect all surfaces within the area, focusing especially on frequently touched surfaces including bathrooms, doors, door knobs, electronic equipment like tablets, touch screens, and computer keyboards.

## **L. ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Unless otherwise directed by the Department of Education/Department of Health, in the event of a health-related closure, all athletic events and extracurricular activities (including field trips) will be canceled.

## **VII. CONTINUITY OF COMMUNICATION**

During a period of pandemic outbreak, the District will heed guidance from and be in constant communication with the World Health Organization, the Centers for Disease Control and Prevention, the Department of Health, the Department of Education, appropriate members from the State and Local Governments, Township Health Departments (West Windsor and Plainsboro), and the Mayors of West Windsor and Plainsboro. Information will be communicated to the school community directly from the District. Should the pandemic

outbreak occur and schools remain open, school nurses will continue to reinforce proper hand hygiene. As always, any important information will be available on the district's website, <http://www.wv-p.org>.

### **VIII. CONCLUSION**

Throughout a health related closure, the safety and wellness of our staff, students, and families is our highest priority. Maintaining the ability to educate students in the event of an infectious disease outbreak requires additional considerations beyond traditional continuity planning. The plan we have developed will serve as a guide. The power of the guide is in the planning process. We will continue to reassess the plan as necessary.

**SIGNATURE OF SUPERINTENDENT**

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**DATE SUBMITTED TO THE EXECUTIVE COUNTY SUPERINTENDENT**

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**APPENDIX**

**A. WRITTEN GUIDANCE FROM DEPARTMENT OF HEALTH OR LOCAL  
HEALTH AGENCY RECOMMENDING SCHOOL CLOSURE**

## HOME INSTRUCTION POLICY

### 6A:16-10.1 Home or out-of-school instruction due to a temporary or chronic health condition

(a) The district board of education shall provide instructional services to an enrolled student, whether a general education student in kindergarten through grade 12 or special education student age three to 21, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general education or special education.

1. To request home instruction due to a temporary or chronic health condition, the parent shall submit to the school district a request that includes a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than 10 consecutive school days or 20 cumulative school days during the school year.

i. The school district shall forward the written determination to the school physician, who shall verify the need for home instruction. The school physician may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment, and shall either verify the need for home instruction or shall provide to the district board of education reasons for denial.

2. The school district shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

3. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the student's confinement, during the first week of the student's confinement to the home or out-of-school setting.

(b) The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, through online services, including any needed equipment, or through contract with another district board of education, educational services commission, jointure commission, or approved clinic or agency for the following categories of students:

1. A student who resides within the area served by the district board of education and is enrolled in a public school program; or



2. A student who is enrolled in a nonpublic school that is located within the area served by the district board of education pursuant to N.J.S.A. 18A:46A-1 et seq.

(c) Home or out-of-school instruction shall meet the following minimum standards:

1. The school district shall establish a written plan for delivery of instruction to continue the student's academic progress and to maintain a record of delivery of instructional services and student progress.
2. The teacher providing instruction shall be a certified teacher.
3. The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.
4. For a student with disabilities, the home instruction shall be consistent with the student's individualized education plan (IEP) to the extent appropriate and shall meet the New Jersey Student Learning Standards. When the provision of home instruction will exceed 30 consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.
5. For a student without disability, the home instruction shall meet the New Jersey Student Learning Standards, and the requirements of the district board of education for promotion to the next grade level. When the provision of home instruction will exceed 60 calendar days, the school physician shall refer the student to the child study team for evaluation, pursuant to N.J.A.C. 6A:14.

(d) During all periods of instruction delivered in a student's home, the student's parent or other adult who has been designated by the parent shall be present.

## **B. MEDICAL EXCLUSION OF PUPILS**

**New Jersey Statutes Annotated**

**Title 18A - EDUCATION**

**Section 18A:40-7 - Exclusion of pupils who are ill**

**Universal Citation: NJ Rev Stat § 18A:40-7 (2013)**

**18A:40-7. Exclusion of pupils who are ill**

When there is evidence of departure from normal health of any pupil, the principal of the school shall upon the recommendation of the school physician or school nurse exclude such pupil from the school building, and in the absence from the building of the school physician or school nurse, the classroom teacher may exclude the pupil from the classroom and the principal may exclude the pupil from the school building.

**L.1967, c.271.**

## C. NJDOE GUIDANCE ISSUED MARCH 5, 2020

### Guidance Regarding Requirements for Public Health-Related School Closure

On March 2, 2020, the New Jersey Department of Health (NJDOH) published guidance for childcare facilities and K-12 schools regarding the impact that the current outbreak of 2019 Novel Coronavirus (COVID-19) might have on their communities. That guidance is available on the NJDOH's COVID-19 Information for Schools and Businesses webpage and was disseminated by the New Jersey Department of Education (NJDOE) via special Broadcast on March 3, 2020. The guidance emphasizes that the most important thing for schools to do now is plan and prepare. Among other planning procedures, the guidance advises that “schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.”<sup>1</sup>

To better assist boards of education and board of trustees of a charter or renaissance school (hereinafter referred to as board(s) of education) with these other preparation activities recommended by the NJDOH, the NJDOE is providing the following guidance regarding requirements for public health-related school closure.

#### Requirements to Implement a Public Health-Related School Closure

NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by N.J.A.C. 6A:16-10.1 and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

<sup>1</sup> For additional information, please consult NJDOH's full guidance document. See, particularly, the following excerpt:

Will schools be asked to close if there is a COVID-19 outbreak in the community?

- Non-pharmaceutical interventions (NPIs) are strategies that can be used when other measures like treatment or vaccines are not available to combat an emerging illness with pandemic potential.
- School closures and school dismissals are two recommended strategies to limit transmission within the community.

- During school dismissals, childcare programs and schools may stay open for staff (if not ill) while students stay home. This allows teachers to develop and deliver lessons remotely and for other staff to continue to provide services.
- Schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.
- Childcare and school administrators should work closely with local health officials when making decisions on dismissals or closures.

To be clear, this flexibility to count a day on which public school facilities are closed toward the board of education's statutory 180-day requirement applies strictly to public health-related school closures and not to any other type of closure or other days on which public school facilities are not made available. Closures made absent a written directive from either the NJDOH or the health officer of the jurisdiction will not count.

All boards of education should develop a school health-related closure preparedness plan to provide home instruction in the event of such a closure. The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students. The preparedness plans should be submitted to the Executive County Superintendent. The NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects.

#### Stigma Related to COVID-19

According to the CDC, "stigma and discrimination can occur when people associate an infectious disease, such as COVID-19, with a population or nationality, even though not everyone in that population or from that region is specially at risk for the disease." In this climate, fear and anxiety surrounding COVID-19 can lead to stigma toward Chinese, other Asian Americans, and the Jewish Community. The NJDOE encourages all educators and members of the public to recommit to raising awareness of the deep educational and personal harm brought by stigma, bullying and harassment in our schools, and to spreading factual public health information without fear or stigmatization.

**D. ESSENTIAL EMPLOYEE LIST**

<b>Last Name</b>	<b>First Name</b>	<b>Union Eligible Code</b>	<b>Category</b>	<b>Title</b>
Brottman	Louis	NON-A	Administration	Accountant
Dennes	Alexis-Marie	NON-A	Administrative Analyst	Administrative Analyst
Mandara	Justin	NON-A	Administrative Analyst	Administrative Analyst
Arminio	Catherine	NON-A	Administrative Assistant	Administrative Assistant
Bason	Karen	NON-A	Administrative Assistant	Administrative Assistant
Cheney	Bonnie	NON-A	Administrative Assistant	Administrative Assistant
Wagenblast	Kathleen	NON-A	Assistant Coordinator	Assistant Coordinator of Transportation
Dobinson	Katharine	WWPAA	Assistant Director	Assistant Director of Athletics/ Supervisor of Health, Physical Education
Garcia	Kerwin	NON-A	Assistant Director	Assistant Director of Buildings and Grounds
Harris	Jason	NON-A	Assistant Director	Assistant Director of Buildings and Grounds
James	Peter	WWPAA	Assistant Principal	Assistant Principal
Schimpf	Kyle	WWPAA	Assistant Principal	Assistant Principal
Bruce	Laura	WWPAA	Assistant Principal	Assistant Principal
Jablonski	Lindsay	WWPAA	Assistant Principal	Assistant Principal
Colella	Jack	WWPAA	Assistant Principal	Assistant Principal
Falk	Erin Marie	WWPAA	Assistant Principal	Assistant Principal
Shanklin	Heather	WWPAA	Assistant Principal	Assistant Principal
Cook	Maureen	WWPAA	Assistant Principal	Assistant Principal
Malakates	Evangelos	WWPAA	Assistant Principal	Assistant Principal
Osterbye	Renee	WWPAA	Assistant Principal	Assistant Principal
Tulp	Guyler	WWPAA	Assistant Principal	Assistant Principal
Cincotta	Jessica	WWPAA	Assistant Principal	Assistant Principal
O'Brien	Megan	WWPAA	Assistant Principal	Assistant Principal
Hamnett	Paul	WWPAA	Assistant Principal	Assistant Principal

Royster Nathan	Carla Pamela	WWPAA NON-C	Assistant Principal Assistant Superintendent	Assistant Principal Assistant Superintendent for Curriculum and Instruction
Russo Earle	Christopher James	NON-C NON-C	Assistant Superintendent Assistant Superintendent	Assistant Superintendent for Finance Assistant Superintendent for Pupil Services / Planning
Mead Gagliardo	Derek Theresa	NON-C NON-B	Business Administrator Confidential Secretary	Comptroller Confidential Secretary
Kaufman O'Cone	Elizabeth Colleen	NON-B NON-B	Confidential Secretary Confidential Secretary	Confidential Secretary Confidential Secretary
Degnan-Kobus Urbani	Laura Lisa	NON-B NON-B	Coordinator Coordinator	Benefits Coordinator Benefits Coordinator
Pierson Ferro	Mary Colette	NON-A NON-B	Coordinator Coordinator	Coordinator of Transportation EDP Coordinator
D'Alfonso Degruccio	Michelle Karen	NON-A NON-A	Coordinator Coordinator	Program Administrator for Community Education Supervisor of Accounts
Mason Daly	Ross Kenneth Thomas	WWPAA NON-A	Director Director	Director of Athletics Director of Buildings and Grounds
Bergman Martin	Kia Christine Shannon	NON-C NON-C	Director Director	Director of Communications Director of Community Education
McDonald Capaci	Marshall Christine	NON-C WWPAA	Director Director	Director of Counseling, Health and Wellness Director of Data, Assessment and Accountability
Fues Slagle	Charity Karen	NON-C WWPAA	Director Director	Director of Human Resources Director of Special Services
Cave Behler	Richard Marcey	WWPAA NON-A	Director Food Services Manager	Director of Technology Food Services Manager
Milone McPhail	Alison Tracy	NON-A WWPSA	HR Specialist Instructional Assistant	Human Resources Specialist Instructional Assistant
Czepiga Mouzon	Kyle Rufus	NON-B NON-B	IT Support IT Support	
Pedreiro	Joseph	NON-B	IT Support	

Pyle	Alex	NON-B	IT Support	
Biemuller	Thomas	NON-B	IT Support	Computer Support Specialist
Lendor	Bernard	NON-B	IT Support	Computer Support Specialist / Security Officer "Eyes on the Door"
Albeta	Thomas	NON-B	IT Support	Senior Computer Support Specialist
South	Michael	NON-B	IT Support	Senior Computer Support Specialist
Chaves	Douglas	NON-A	IT Support	Support Specialist for Networking
Nazario	Luis	NON-A	IT Support	Support Specialist for Portable Devices
Edwards	Christopher	NON-A	IT Support	Support Specialist for Repair Services
Mastrangeli	Pietro	NON-A	IT Support	Support Specialist for Systems
Duncan	Patrick	NON-C	Labor Relations Specialist	Special Assistant for Labor Relations
Jenkins	Guss	NON-A	Manager	District Videographer
Doctor	Harry	NON-A	Manager	IT Manager
Decker	Michelle	WWPEA	Nurse	School Nurse
Johnson	Katelyn	WWPEA	Nurse	School Nurse
Lavan	Brenda	WWPEA	Nurse	School Nurse
Healey	Moira Jean	WWPEA	Nurse	School Nurse
Colt	Trina	WWPEA	Nurse	School Nurse
Chang	Inja	WWPEA	Nurse	School Nurse
Isnardi	Catherine	WWPEA	Nurse	School Nurse
Crilly	Michelle	WWPEA	Nurse	School Nurse
Epifane	Samantha	WWPEA	Nurse	School Nurse
Guest	Alice	WWPEA	Nurse	School Nurse
Glynn	MaryEllen	WWPEA	Nurse	School Nurse
Jenkins	Cynthia	WWPEA	Nurse	School Nurse
Walsh	Patricia	WWPEA	Nurse	School Nurse
Giambagno	MaryAnn	WWPEA	Nurse	School Nurse
O'Connor	Maureen	WWPEA	Nurse	School Nurse
Harfenist	Kimberley	WWPEA	Nurse	School Nurse- 60%
Caudo	Patricia	NON-A	Payroll Specialist	Payroll Supervisor

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School Health Related Closure Preparedness Plan

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Hanyecz	Louis	NON-F	Plumber	Plumber
Carter	Shauna Angelina	WWPAA	Principal	Principal
Argese	David	WWPAA	Principal	Principal
Welborn	Michael	WWPAA	Principal	Principal
Buell	Patricia	WWPAA	Principal	Principal
Dalton	Gerard	WWPAA	Principal	Principal
Thomas	Lamont	WWPAA	Principal	Principal
Bowes	Janet Mildred	WWPAA	Principal	Principal
Gould	Barbara	WWPAA	Principal	Principal
Dauber	Jonathan	WWPAA	Principal	Principal
Lepold	Dennis	WWPAA	Principal	Principal
Cavett	Donna	NON-A	Program Analyst	Program Analyst
Sharma	Reshma	NON-A	Program Analyst	Program Analyst
Tejani	Darshana	NON-A	Program Analyst	Program Analyst
Glennon	Morgan	NON-B	Public Information Officer	Public Information Officer
Siemon	Lori	NON-A	Purchasing Agent	Purchasing Specialist
Del Toro	Damary	WWPSA	Secretary 12 Months	Secretary 12 Months
Mellon	Donna	WWPSA	Secretary 12 Months	Secretary 12 Months
Adamo	Jennifer	WWPSA	Secretary 12 Months	Secretary 12 Months
Dzbencki	Jackie	WWPSA	Secretary 12 Months	Secretary 12 Months
Gregg	Kim	WWPSA	Secretary 12 Months	Secretary 12 Months
D'Attilio	Joanne	WWPSA	Secretary To	Secretary To
Torres Elizondo	Marilyn	WWPSA	Secretary To	Secretary To
Beranek	Bridget	WWPSA	Secretary To	Secretary To
Bodine	Heather	WWPSA	Secretary To	Secretary To
Brocker	Donna Rose	WWPSA	Secretary To	Secretary To
Chow	Rita	WWPSA	Secretary To	Secretary To
Esser	Melissa	WWPSA	Secretary To	Secretary To
Johnston	Tina	WWPSA	Secretary To	Secretary To
Matthews	Donna	WWPSA	Secretary To	Secretary To

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School Health Related Closure Preparedness Plan

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Medina	Noraima	WWPSA	Secretary To	Secretary To
Ray	Sujata	WWPSA	Secretary To	Secretary To
Sherron	Marion	WWPSA	Secretary To	Secretary To
Ulikowski	Andrea Rose	WWPSA	Secretary To	Secretary To
Doctor	Leatrice	WWPSA	Secretary To	Secretary To
Soller	Michelle	WWPSA	Secretary To	Secretary To
Kerr	Robin	WWPSA	Secretary To	Secretary To
Moon	Alfred	NON-B	Security Aide	Security Aide
Royster	Mark	NON-B	Security Aide	Security Aide
Berrios	Roberta	NON-B	Security Aide	Security Aide
Carvalho	James	NON-B	Security Aide	Security Aide
Oertel	Lloyd	NON-B	Security Aide	Security Aide
Mejia Barahona	Roberto	NON-D	Security Officer - Eyes on the Door	
Putnam	Jonathan	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Franceschino	John	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Hofflinger	Raymond	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Ray	Perry	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Rice	Xavier	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Salvador	Helder	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Salvador	Stephanie	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Smith	Cynthia	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Vargas Pena	Livingston	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Chiravalle	Michael	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"

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School Health Related Closure Preparedness Plan

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Gaeta	Peter	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Rowe	Thomas	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Bair	Jodi	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Ferlito	Frank	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Houston	Robert	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Edwards	Robbie	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
O'Brien	John	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Terry	Irene	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Lockhart	Tina	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Rahim	Shameena	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Edwards	Rita	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Gass	Stephen	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Patterson	Lester	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Pitts	Ernest	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"
Rolle	Jason Lamar	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Rush	Michael	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Visovsky	Richard	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Adam	Jean	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute

Coleman	Terrence	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Harris	David	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Henry	Roland	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Marcinkowski	Taylor	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Pierre	Lencia	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Frost	Cory	NON-D	Security Officer - Eyes on the Door	Security Officer "Eyes on the Door"- Substitute
Aderhold	David	SUPT	Superintendent	Superintendent
Totaro	Susan	WWPAA	Supervisor	Supervisor of Curriculum and Instruction
Wise	Mark	WWPAA	Supervisor	Supervisor of Curriculum and Instruction
Santoro	Jeffrey	WWPAA	Supervisor	Supervisor of Fine and Performing Arts
Wray	James	WWPAA	Supervisor	Supervisor of Instructional Technology
Reilly	Cathy	WWPAA	Supervisor	Supervisor of Language Arts (Gr 6-12)
Fisher	Penny	WWPAA	Supervisor	Supervisor of Language Arts (Gr K-5)
Bean	Andrea	WWPAA	Supervisor	Supervisor of Mathematics (Gr 6-12)
Pearson	Melissa	WWPAA	Supervisor	Supervisor of Mathematics (Gr K-5)
Stec	Richard	WWPAA	Supervisor	Supervisor of Science
Cooper	Carl	WWPAA	Supervisor	Supervisor of Social Studies
Abrams	Karen	WWPAA	Supervisor	Supervisor of Special Services (Gr 4-8)
Levine	Melissa Amy	WWPAA	Supervisor	Supervisor of Special Services (Gr 9-12)
Tognela	Samantha	WWPAA	Supervisor	Supervisor of Special Services (Gr K-3)
Johnson	Allan	WWPAA	Supervisor	Supervisor of Technology, Training and Media
Sizemore	Sherry	WWPAA	Supervisor	Supervisor of World Languages
Weston	Lynda	NON-B	Technology Project Assistant	Technical Project Assistant
Adams	Loretta	WWPSA	Transportation	Bus Driver
Cassidy	Trinity Jean	WWPSA	Transportation	Bus Driver
Cheesman	Susanne	WWPSA	Transportation	Bus Driver

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School Health Related Closure Preparedness Plan

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Correa	Cheryl	WWPSA	Transportation	Bus Driver
Dimanche	Jean	WWPSA	Transportation	Bus Driver
Hill	Michael	WWPSA	Transportation	Bus Driver
Jones	Jeanette	WWPSA	Transportation	Bus Driver
Livingston	Osborn	WWPSA	Transportation	Bus Driver
Louis	Jean Lunick	WWPSA	Transportation	Bus Driver
Marcelin	Frito	WWPSA	Transportation	Bus Driver
Nixon	Rashad	WWPSA	Transportation	Bus Driver
Rice	Deborah	WWPSA	Transportation	Bus Driver
Sanic	Norma	WWPSA	Transportation	Bus Driver
Trower-Brooks	Lucy	WWPSA	Transportation	Bus Driver
Zimmermann	Laura	WWPSA	Transportation	Bus Driver
Nixon	Brian Dante	WWPSA	Transportation	Bus Driver/Security Officer "Eyes on the Door"

Name	Email	Phone	Position	Time
Patti Walsh	Patti.walsh@ww-p.org	6092309003	Pack and Sort	7 AM- 10 AM
Ray Garcia	Ray.garcia@ww-p.org	609 439-2532	Pack and Sort	7 AM- 10 AM
Rowena Moore	rowena.moore@ww-p.org	8568731674	Pack and Sort	7 AM- 10 AM
Michelle Soller	michelle.soller@ww-p.org	6096380676	Pack and Sort	7 AM- 10 AM
Michelle Crilly	michelle.crilly@ww-p.org	6099238946	Pack and Sort	7 AM- 10 AM
Kyle Schimpf	kyle.schimpf@ww-p.org	732-615-7964	Pack and Sort	7 AM- 10 AM
Sodexo	CATHY		Pack and Sort	7 AM- 10 AM
Sodexo	KAREN		Pack and Sort	7 AM- 10 AM
Bryan Fisher	bryan.fisher@wwprsd.org	6093069380	Distribution	10:30 AM-3:30 PM
Andrea Bean	andrea.bean@ww-p.org		Distribution	10:30 AM-3:30 PM
Beth Keenan	Beth.keenan@ww-p.org	609-954-5147	Distribution	10:30 AM-3:30 PM
Frank Moore	frank.moore@ww-p.org	6096103736	Distribution	10:30 AM-3:30 PM
Beth Fitzpatrick	<a href="mailto:Beth.fitzpatrick@ww-p.org">Beth.fitzpatrick@ww-p.org</a>	6095581804	Distribution	10:30 AM-3:30 PM
Evan Pettus	<a href="mailto:evan.pettus@ww-p.org">evan.pettus@ww-p.org</a>		Distribution	10:30 AM-3:30 PM
Marisa Efstathios	marisa.efstathios@wwprsd.org	609-712-2544	Distribution	10:30 AM-3:30 PM
Kim Kloutis	kimberly.kloutis@wwprsd.org	6099153221	Distribution	10:30 AM-3:30 PM
Deb Baer	<a href="mailto:Debra.baer@ww-p.org">Debra.baer@ww-p.org</a>	6097317951	Call Center	9:00 AM-12:00 PM
Melissa McGrady	melissa.mcgrady@wwprsd.org	6092034853	Call Center	9:00 AM-12:00 PM
Christine Capaci	christine.capaci@ww-p.org	732-841-3598	Call Center	9:00 AM-12:00 PM
Jen Delgado	jennifer.delgado@wwprsd.org	609-240-5117	Call Center	9:00 AM-12:00 PM
Cherie Smith	cheryl.smith@wwprsd.org	609-947-3418	Bus Delivery	11:00 AM-3:00 PM
Marie Bresnahan	marie.bresnahan@ww-p.org	2679813845	Bus Delivery	11:00 AM-3:00 PM
Michelle Walsh	michelle.walsh@ww-p.org	6096583968	Bus Delivery	11:00 AM-3:00 PM
Inja Chang	inja.chang@ww-p.org	510-593-4159	Bus Delivery	11:00 AM-3:00 PM

Mary Fregosi  
Trish Buell

mary.fregosi@ww-p.org  
patricia.buell@wwprsd.org

6094682023 Bus Delivery  
6093048802 Bus Delivery

11:00 AM-3:00 PM  
11:00 AM-3:00 PM

	Last Name, First Name	School	Shift	Date of Hire	Floater (Yes or No)	Black Seal (Yes or No)	Pool Operator (Yes or No)
1	Brantly, Taylor	Administrative Assistant	8:00am-4:30pm	12/17/18	No	No	No
2	Scanella, Elexis	Administrative Assistant	7:00am-3:30pm	09/25/19	No	No	No
<b>Sub Total:</b>		<b>Administrative Assistants</b>			<b>0</b>	<b>0</b>	<b>0</b>
1	<b>OPEN POSITION</b>	General Manager	7:30am-4:30pm				
2	<b>OPEN POSITION</b>	Maintenance Manager	7:30am-4:00pm				
3	Sameh Ibrahim-Khalil	Custodial Supervisor	2:30pm-11:00pm	02/03/20	No	Yes	No
4	Rodriguez, Edison	Custodial Supervisor	2:30pm-11:00pm	02/13/13	No	Yes	Yes
5	Scimemi, Joseph	Custodial Supervisor	2:30pm-11:00pm	05/20/19	No	No	No
<b>Sub Total :</b>		<b>Management</b>			<b>0</b>	<b>2</b>	<b>1</b>
1	Crowley, Robert	Courier	6:30am-3:00pm	09/17/12	No	No	No
<b>Sub Total:</b>		<b>Courier</b>			<b>0</b>	<b>0</b>	<b>0</b>
1	Rodriguez, Melvin	High School North	6:30am-3:00pm	02/27/14	No	Yes	No
2	Rodriguez , Cristofer	High School South	6:30am-3:00pm	02/09/11	No	Yes	Yes
3	Ronquillo, Lisman	Community MS	6:30am-3:00pm	04/24/17	No	Yes	Yes
4	<b>OPEN POSITION</b>	Dutch Neck	6:00am-2:30pm				
5	Estrella, Mery	Grover MS	6:30am-3:00pm	10/11/12	No	Yes	No
6	Bowers, Elijah	Maurice Hawk	6:30am-3:00pm	10/29/18	No	No	No
7	Rodriguez, Jordany	Millstone River	6:00am-2:30pm	04/06/12	No	Yes	No
8	Elizondo, Ronald	Town Center	6:30am-3:00pm	12/16/16	No	Yes	No
9	Adam, Jean	Village	6:30am-3:00pm	06/05/17	No	Yes	No
10	Rodriguez,Rudys	Wicoff	6:00am-2:30pm	09/28/15	No	Yes	No
<b>Sub Total:</b>		<b>Head Custodial</b>			<b>0</b>	<b>8</b>	<b>2</b>
1	Ayala, Militza	High School North	3:00pm-11:30pm	11/27/17	No	No	No
2	Fevry, Evens	High School North	3:00pm-11:30pm	06/21/17	No	No	No
3	Herrera-Rodriguez, Reynaldo	High School North	8:00am-4:30pm	07/25/18	No	No	No
4	Jaquez, Ezequiel	High School North (Night Lead)	2:30pm-11:00pm	11/02/11	No	Yes	Yes

5	Lin,Qiu Qin	High School North	3:00pm-11:30pm	05/02/11	No	No	No
6	Madera, Patria	High School North	3:00pm-11:30pm	04/22/19	No	No	No
7	Martinez, Maranllely	High School North	3:00pm-11:30pm	09/02/14	No	No	No
8	Ortiz, Francheska	High School North	10:30am-7:00pm	07/06/18	No	No	No
9	Rodriguez-Torres, Juan Francisco	High School North	3:00pm-11:30pm	07/30/18	No	No	No
10	Sanchez, Reina	High School North	8:00am-4:30pm	05/22/18	No	No	No
11	St. Fleur, Claudel	High School North	4:00pm-12:30am	10/24/13	No	No	No
12	Wang, Gary	High School North	3:00pm-11:30pm	07/01/10	No	No	Yes
13	Altine, Marie	High School South	3:00pm-11:30pm	07/01/10	No	Yes	No
14	Caicedo, Rodrigo	High School South	3:00pm-11:30pm	01/23/20	No	No	No
15	Covington, Joseph	High School South	3:00pm-11:30pm	07/09/18	No	No	No
16	Cruz, Maria	High School South	3:00pm-11:30pm	04/15/11	No	No	No
17	Gilliard, Reginald	High School South (Night Lead)	3:00pm-11:30pm	08/30/11	No	Yes	No
18	Joseph, Winst	High School South	4:00pm-12:30am	10/15/18	No	No	No
19	Joseph, Wistenyouse	High School South	3:00pm-11:30pm	01/28/19	No	No	No
20	Merino, Gladis	High School South	10:30am-7:00pm	05/20/19	No	No	No
21	Penate, Astrid	High School South	3:00pm-11:30pm	08/13/19	No	No	No
22	Possible, Mito	High School South	4:00pm-12:30am	11/07/18	No	No	No
23	Santiago, Jose	High School South	4:30pm-1:00am	05/16/11	No	No	No
24	Walker, Robert	High School South	8:00am-4:30pm	08/11/16	No	No	No
25	Alvarez, Arelis	Community MS	10:30am-7:00pm	08/31/18	No	No	No
26	Figueroa, Bernardine	Community MS	3:00pm-11:30pm	08/03/17	No	No	No
27	Jimenez , Jorga	Community MS (Night Lead)	3:00pm-11:30pm	04/06/12	No	No	No
28	Morfe, Lucila	Community MS	3:00pm-11:30pm	11/22/16	No	No	No
29	Torres, Jose	Community MS	3:00pm-11:30pm	04/06/15	No	No	No
30	Encarnacion, Maria	Grover MS	3:00pm-11:30pm	08/12/16	No	No	No
31	Garcia, Gladys	Grover MS	3:00pm-11:30pm	09/19/19	No	No	No
32	Jaquez, Fernando	Grover MS	3:00pm-11:30pm	04/09/11	No	No	No
33	Jolteus, Roosevelt	Grover MS	3:00pm-11:30pm	07/02/10	No	No	No
34	Jeune, Lavyson	Grover MS	3:00pm-11:30pm	05/28/19	No	No	No

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School Health Related Closure Preparedness Plan

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35	Rigo, Matthew	Grover MS (Night Lead)	3:00pm-11:30pm	04/03/18	No	No	No
36	Torres, Maria	Grover MS	3:00pm-11:30pm	08/27/18	No	No	No
37	Emile, JnYves	Dutch Neck	3:00pm-11:30pm	08/02/10	No	Yes	No
38	Encarnacion, Basilia	Dutch Neck	3:00pm-11:30pm	08/28/17	No	No	No
39	Gonzalez, German	Dutch Neck	6:30am-3:00pm	08/02/10	No	Yes	No
40	Lizaire, Myrlande	Dutch Neck	10:30am-7:00pm	04/17/19	No	No	No
41	Vargas, Evelyn	Dutch Neck	3:00pm-11:30pm	05/20/19	No	No	No
42	Candelaria, Ashley	Maurice Hawk	3:00pm-11:30pm	12/11/17	No	No	Yes
43	Charles, Edgard	Maurice Hawk	3:00pm-11:30pm	07/07/10	No	No	No
44	Encarnacion, Eugenia	Maurice Hawk	10:30am-7:00pm	04/15/11	No	No	No
45	Vargas-Pena, Livingston	Maurice Hawk	6:30pm-11:00pm	09/19/18	No	No	No
46	Vera, Briseida	Maurice Hawk	3:00pm-11:30pm	07/30/19	Yes	No	No
47	Barrera, Lucila	Millstone River	10:30am-7:00pm	10/05/12	No	No	No
48	Marti-Fernandez, Angelica	Millstone River	3:00pm-11:30pm	07/30/18	No	No	No
49	Peralta, Florentina	Millstone River	3:00pm-11:30pm	11/07/18	No	No	No
50	Perez, Maria	Millstone River	3:00pm-11:30pm	02/04/19	No	No	No
51	Solorzano, Francis	Millstone River	3:00pm-11:30pm	04/18/18	No	No	No
52	Urena, Maria	Millstone River	3:00pm-11:30pm	09/07/10	No	No	No
53	Applegate, Esther	Town Center	10:30am-7:00pm	07/01/10	No	Yes	No
54	Baptichon, Edouard	Town Center	4:00pm-12:30am	07/22/13	No	Yes	No
55	Joseph, Aline	Town Center	3:00pm-11:30pm	12/10/13	No	No	No
56	Nazario, Luis	Town Center	4:00pm-10:00pm	01/17/12	No	No	No
57	Alonzo-Morfe, Rosa	Village	3:00pm-11:30pm	07/03/18	No	No	No
58	Duran, Manuela	Village	5:00pm-1:30am	07/01/10	No	Yes	No
59	Encarnacion, Milagros	Village	3:00pm-11:30pm	04/23/18	No	No	No
60	Negron, Sara	Village	3:00pm-11:30pm	08/31/15	No	No	No
61	Portillo-Duarte, Rosa	Village	10:30am-7:00pm	08/13/18	No	No	No
62	Simon, Pierre	Village	5:00pm-1:30am	11/01/10	No	Yes	No
63	Anderson, Dana	Wicoff	10:30am-7:00pm	01/13/20	No	No	No
64	Martinez, Anthony	Wicoff	3:00pm-11:30pm	09/17/18	No	No	No
65	Pena, Yandra	Wicoff	3:00pm-11:30pm	09/18/12	No	Yes	No

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66	Etienne, Jean	Floater	3:00pm-11:30pm	02/25/16	Yes	Yes	No
67	Laitil, Meteral	Floater	6:30am-3:00pm	07/14/10	Yes	Yes	No
68	Maldonado, Julissa	Floater	6:30am-3:00pm	12/12/17	Yes	No	No
69	Mosquera, Eliazar	Floater	3:00pm-7:00pm	05/06/19	Yes	No	No
70	Corrielan, Jean	On Call	Sat/Sun as needed	09/04/12	No	Yes	No
71	Ding, Jade	On Call	Sat/Sun as needed	07/01/10	No	No	No
72	Duran, Luis	On Call	As Needed	11/22/10	No	Yes	Yes
73	Kumthekar, Namdeo	On Call	Sat/Sun as needed	07/01/10	No	Yes	No
<b>Sub Total: Custodial</b>					<b>4</b>	<b>12</b>	<b>3</b>
1	Bencivengo, Ralph	District - General Maintenance	6:30am-3:00pm	08/05/19	No	Yes	Yes
2	<b>OPEN POSITION</b>	District - General Maintenance	6:30pm-3:00pm				
3	Carter, Cullen	District - General Maintenance	2:30pm-11:00pm	03/16/17	No	No	No
4	Sanchez, Wilmer	District - General Maintenance	6:30am-3:00pm	07/29/19	No	No	No
5	Taylor, Tyrone	General Maintenance - HS North	6:00am-2:30pm	05/13/19	No	No	No
6	Million, Roger	Electrician (Licensed)	6:30am-3:00pm	02/21/19	No	No	No
7	Sansone, Anthony	Electrician (Licensed)	6:30am-3:00pm	07/31/17	No	Yes	No
8	Tanedo, Matthew	HVAC (Licensed)	5:00am-1:30pm	07/27/15	No	Yes	No
9	Buffa, Anthony	District - HVAC	5:00am-1:30pm	09/10/18	No	No	No
10	Ramirez, Danis	District - HVAC	12:00pm-8:30pm	08/15/19	No	No	No
11	Villafuerte, Jose	District - Vehicle Mechanic	5:00am-1:30pm	02/06/19	No	No	No
12	Zarate, Yordanis	General Maintenance- HS South	6:30am-3:00pm	08/12/19	No	No	No
<b>Sub Total: Maintenance</b>					<b>0</b>	<b>3</b>	<b>1</b>
1	Massato, Anthony	Head Grounds	6:30am-3:00pm	06/12/19	No	No	No
<b>Sub Total: Head Grounds</b>					<b>0</b>	<b>0</b>	<b>0</b>
1	Bencivengo, Anthony	Grounds	6:30am-3:00pm	08/05/19	No	Yes	No
2	Martinez, Hector	Grounds	6:30am-3:00pm	02/13/20	No	No	No
3	Mitchell, Daniel	Grounds	6:30am-3:00pm	08/11/16	No	No	No
4	Morel-Martinez, Rafael	Grounds	6:30am-3:00pm	07/11/18	No	No	No

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5	Zimmerman, Hunter	Grounds	6:30am-3:00pm	10/16/18	No	No	No
<b>Sub Total: Grounds</b>					<b>0</b>	<b>1</b>	<b>0</b>
1	Tenaglia,Noreen	South & North	8:00am-12:00pm	2/26/2018	No	No	Yes

## Construction

George Duthie	District Architect	FVHD
David Macken	Construction Manager	New Roads Construction
Jim McCleary	Construction Manager	New Roads Construction
Steve Schereyer	District Architect	FVHD
Jeremy Dawson	Construction Manager	New Roads Construction

# POLICY

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

FIRST READING: March 31, 2020  
SECOND READING: May 26, 2020

Administration  
1126/Page 1 of 6

### BENEFITS COVERING FOREMEN - CATEGORY F

#### 1126 BENEFITS COVERING FOREMEN - CATEGORY F

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

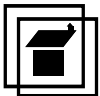
#### Titles:

Operation Foreman  
Tradesmen Foreman  
Maintenance Foreman  
Utility Foreman  
Plumber  
Auto Mechanic Foreman

Benefits for these employees shall be as follows:

#### A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. For purposes of this policy, full time is defined as regularly scheduled to work thirty (30) hours or more in a week.
2. The Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
  - a. Eligible employees will be provided coverage, at Board expense and subject to the contributions set forth in P.L. 2011, c. 78, at the lowest cost HMO plan (currently HMO 2035).
  - b. The Board shall assume the cost of premiums for prescription coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.
  - c. The Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for dental insurance.



## BENEFITS COVERING FOREMEN - CATEGORY F

3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form and providing the required documentation.

To the extent permitted by law, a full time employee who waives coverage shall receive payment equal to twenty-five percent (25%) of the cost of the premium the Board would have paid had the employee not waived coverage. Such payment will not exceed three thousand dollars (\$3,000).

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

### B. Leave of Absence

1. Employees shall be credited with ten (10) days cumulative sick leave at the beginning of each school year.
2. To the extent permitted by law, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Such compensation shall be capped at \$10,000, regardless of the number of sick days accumulated.
3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
  - a. Religious holidays;
  - b. Closing on the purchase of a home;
  - c. Moving day;



## BENEFITS COVERING FOREMEN - CATEGORY F

- d. Court appearance or other legal matters;
- e. Entering offspring in college;
- f. Attending graduation of offspring or spouse;
- g. Attending wedding of member of immediate family;
- h. Marriage;
- i. Adoption;
- j. Other emergency or urgent reason not listed above.

A full-time employee shall be granted up to three (3) days of personal leave per year with full pay. Personal business shall not be used to extend a school holiday or vacation period without approval of the Superintendent or his/her designee. A request for personal business leave made for a time occurring immediately preceding or following a vacation period or holiday is a will of necessity, therefore, the Board requires the reason for said leave be set forth in the application in order that the Superintendent's discretion may be exercised. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than (15) fifteen sick days may be accumulated in any one year.

- 4. A full-time employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.
- 5. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three (3) days for other close relatives, and up to one (1) day per year for relative not a member of the immediate family.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.



## BENEFITS COVERING FOREMEN - CATEGORY F

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, or daughter-in-law.

### C. Vacation

1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon Employment	10 days per year
After four (4) full school years of employment	15 days per year
After nine (9) full school years of employment	20 days per year
After fourteen (14) full years of employment	22 days per year

2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent/designee.
3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty-two (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.
4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay.
5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
6. Carryover of vacation days is limited to one year of accumulated vacation and is subject to the limitation of state law found at *N.J.S.A. 18A:30-9.1* and any other prevailing law.





## BENEFITS COVERING FOREMEN - CATEGORY F

### D. Holidays

1. Employees shall receive the sixteen (16) holidays as listed in the annual holiday schedule.

### E. Working Conditions

1. The Board shall supply operations employees with five uniforms per year. Employees shall receive a proper fitting jacket every three years and all employees required to work outdoors shall be provided with proper rain and foul weather gear.
2. There shall be one chemical apron available for use in each school.
3. Overalls shall be supplied for dirty work and ear and eye protection shall be provided as needed. These protections are required to be worn.
4. Employees shall be reimbursed an amount not to exceed \$225 per school year for the purchase of work shoes. All shoes must be steel toed and be approved by the Director of Building and Grounds. Receipts for shoe purchases must be submitted by October 30. New employees must submit receipts within two weeks of commencing employment.
5. No employee shall be expected to work in an unsafe or unhealthy condition. When an employee feels such a condition exists, the employee shall notify the Director of Buildings and Grounds. If the Director of Buildings and Grounds cannot resolve the problem, he/she shall notify the Superintendent who shall determine whether to alter the workday or workstation.
6. Employees called back to work shall be paid a minimum of two hours.
7. Snow Day/ Emergency Closing Provisions
  - a. During weather related school closings, employees are required to report to work unless otherwise notified by the Director of Building and Grounds.
  - b. Employees must report to work even when the state or municipality has declared a state of emergency unless the state of emergency declaration specifically bans their work attendance.



BENEFITS COVERING FOREMEN - CATEGORY F

- c. During school closings, employees called to remove snow or perform other emergency services shall be paid time and a half for any hours worked beyond eight (8) hours in a day.
- d. Employees are required to bring in a medical note if they use a sick day during a weather related school closing or delayed opening.
- e. When there is a delayed opening or other emergent operational need, employees may be required to report to work earlier than their regular start time at the discretion of the Director of Building and Grounds. In such circumstances the employee shall be paid time and a half for any hours worked beyond eight (8) hours in a day.

E. Miscellaneous

- 1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by state law or regulation.

Adopted: 17 September 2019



# POLICY

## WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

First Reading: April 28, 2020  
Second Reading: May 26, 2020

Support Staff  
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### BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

#### 4420 BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

#### Titles

Accounts Payable Supervisor  
Building Use/Extended Day Program Coordinator  
Community Education Coordinator  
Confidential Secretary  
Computer Support Specialist  
Health Benefits Coordinator  
Pool Operator  
Security Aide  
Technical Project Assistant

Benefits for these employees shall be as follows:

#### A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. The medical insurance plan shall include a mandatory second surgical opinion and mandatory hospital pre-certification.
2. The Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
  - a. The Board shall assume the cost of premiums for medical/hospital insurance coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.
  - b. The Board shall assume the cost of premiums for prescription coverage for employees and their eligible dependents subject to the contributions set forth in P.L. 2011, c. 78.



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

- c. The Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for dental insurance.
3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form.

To the extent permitted by law, an employee who waives coverage shall receive payment equal to twenty-five percent of the cost of the premium the Board would have paid had the employee not waived coverage.

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

4. Employees in active service prior to October 1, 2006, who retire from the district with a minimum of twenty-five years of service to the district, shall receive, at Board expense, coverage for the employee only in the district's dental plan for a period of ten years from the effective date of retirement.

### B. Leave of Absence

1. Employees shall be credited with fourteen days cumulative sick leave at the beginning of each school year. Three additional non-cumulative days of allowable sick leave shall be available to employees who have used all accumulated allowable sick leave.
2. To the extent permitted by law, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Effective July 1, 1997, compensation for employees new to the district shall be capped at \$10,000, regardless of the number of sick days accumulated.



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
  - a. Religious holidays;
  - b. Closing on the purchase of a home;
  - c. Moving day;
  - d. Court appearance or other legal matters;
  - e. Entering offspring in college;
  - d. Attending graduation of offspring or spouse;
  - e. Attending wedding of member of immediate family;
  - f. Marriage;
  - g. Adoption; and
  - h. Other emergency or urgent reason not listed above.

An employee shall be granted up to three days of personal leave per year with full pay. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than fifteen sick days may be accumulated in any one year.

4. An employee shall be granted up to three days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.
5. To the extent permitted by law, by individual consideration of unusual cases, the Board may grant sick leave with full or partial salary over and above the annual and accumulated sick leave.
6. Employees shall be granted up to five days leave per occurrence without loss of pay for a death in the immediate family, up to three days for other close relatives, and up to one day for a relative not a member of the immediate family or close friend.



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, daughter-in-law.

7. Employees shall be granted a child care or adoption leave without pay for not more than three years. The Board shall grant a child care or adoption leave of absence without pay to employees under the following terms and conditions:
  - a. Any tenured or non-tenured employee may request an unpaid leave of absence to care for a newly born or adopted child.
  - b. Employees seeking an unpaid leave of absence for child care or adoption shall, when possible, make written application to the Superintendent not less than ninety days prior to the requested commencement date of the leave. This ninety day notification period may be reduced by agreement between the employee and the Superintendent.
  - c. Any employee may return to work within the school year in which the leave begins, provided he/she shall have specified the month when he/she desires to return. Any change of the date of return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence, but prior to the announced commencement date thereof. Such change may be granted by the Board for reasons associated with the pregnancy, birth, adoption, or for other proper causes provided that such change will not substantially interfere with administration of the school.
  - d. Any employee may return to work in a school year subsequent to the school year in which his/her leave begins, provided he/she shall have requested to do so in his/her application for a leave of absence. Any such employee shall be permitted to return to work at the beginning of any of the two school years following the school year in which his/her leave commences, provided such



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

employee has given the Board written notice of his/her intention to do so not less than six months prior to the beginning of the school year in which he/she wishes to return.

- e. Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in the year in which he/she actually returns from such leave) provided he/she has at least ninety-one or more working days (ten-month employee) of service to the district in the year in which the leave commences.
  - f. No employee on child care or adoption leave shall, on the basis of said leave, be denied the opportunity to substitute in the West Windsor-Plainsboro Regional School District in the area of his/her competence.
  - g. An employee granted a leave of absence under this Article shall have the following benefits paid by the Board for a period of three months after the beginning of such leave under the terms and conditions set forth in paragraph A of this policy.
    - (1) Medical/hospital;
    - (2) Prescription plan; and
    - (3) Dental plan.
  - h. Return to Service - An employee returning to service after a child care or adoption leave shall be considered for the same position that was held at the time the leave began, if vacant, or if not, to a substantially equivalent position.
8. Employees are entitled to sick leave benefits during the four weeks preceding and the four weeks following childbirth. No employee shall be required to take an unpaid leave of absence for pregnancy.
- a. An employee who is unable to work due to a disability, including a maternity disability, may request a leave of absence for the period of time related to the disability. The Board shall not arbitrarily or unreasonably deny such requested leave. Unless the employee on leave has sick leave available and is otherwise unable to use sick leave, such leave of absence shall be without pay.



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

- b. Any employee who becomes pregnant shall notify the Superintendent of her condition, and if she elects to remain in her position, may be required to submit periodic certification of her continuing fitness to perform her duties.
- c. The Board recognizes that pregnancy-related disabilities must be treated like other disabilities. Thus, during the four weeks preceding and the four weeks following childbirth when the employee is presumed to be disabled, she will be entitled to sick leave benefits.

Should disability occur earlier in the pregnancy, or continue for more than one month following birth, the employee may use additional sick leave benefits if she presents a physician's statement attesting to her continued disability.

- d. The Board reserves its right to request that an employee applying for leave submit a statement of health from her physician, and further reserves the right to require a maternity disability leave to start sooner than requested should the employee's condition (mental or physical) warrant this action.
- e. The Board shall not remove any employee from her duties during pregnancy, except on any one of the following bases:
  - (1) Performance - Her performance has substantially declined from the time immediately prior to her pregnancy;
  - (2) Physical Incapacity - Her physical condition, or capacity, is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:
    - (a) The employee fails to produce a certification from her physician that she is medically able to continue working; or
    - (b) The Board's physician and the employee's physician agree that she cannot continue working; or





## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

- (c) Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the employee and render a medical opinion which shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.
- (3) Just cause - Any other "just cause" as defined in N.J.S.A. Title 18A.
- f. When the anticipated period of disability occurs early in the school year, and therefore, could substantially disrupt the continuity of the educational process, it may be in the best interest of both parties for the leave to start at the beginning of the school year. Should both the Board and the employee agree, the employee may use up to two months of accumulated sick leave, despite the requirement that to receive disability payments an employee must work until one month before childbirth.
- g. In the case of pregnancy, the commencement date of the requested maternity disability leave may be any time prior to birth.
- h. The Board recognizes that pregnancy does not necessarily disable an employee. Thus, no employee will be required to take an unpaid leave of absence for pregnancy. The Board may at its discretion, require periodic physician certification of the employee's continued fitness to perform her duties.
- i. As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.
- j. Except as otherwise provided in this Article, no tenured or non-tenured employee on maternity disability leave shall be barred



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

from returning to work after the birth of her child by any prescribed waiting period between the birth of her child and the date of return to work; however, each such employee shall be required to file at least two weeks prior to the date of her return, or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties.

### C. Vacation

1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon employment	10 days per year
After four full school years of employment	15 days per year
After nine full school years of employment	15 days per year
After fourteen full school years of employment	22 days per year

2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent or designee.
3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty vacation days who resigns effective December 31 would receive eleven vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.
4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay. Up to forty-five vacation days may be cumulative.



## BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B

5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
6. To the extent permitted by law, cumulative vacation days beyond forty-five days shall be converted to sick leave. However, no person may increase his/her total accumulation of unused sick days by more than fifteen days in any one year.
7. For administrators employed by the Board on or subsequent to May 21, 2010, accumulation and carryover of vacation days from school year to school year shall be subject to the limitation of state law found at N.J.S.A. 18A:30-9.1 and any other prevailing law.

### D. Holidays

Employees shall receive the nineteen holidays as listed in the annual holiday schedule.

### E. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the maximum rate permitted by State laws and regulation.
2. The Board shall reimburse the employee for one hundred percent of the cost of tuition registration, lab fees and textbooks for courses taken at the graduate or undergraduate level. Such courses need not be a requirement of any program of study leading to a degree. Courses must be approved in advance by the employee's Principal and/or immediate supervisor, and the Superintendent. The courses must be related to the employee's job duties. No more than four courses shall be approved in any one year.

Reimbursement shall be made to the employee only after submission of proof of the satisfactory completion of the courses with a grade of B or better (or "pass" in a pass/fail course) and evidence of payment of tuition costs.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.



# POLICY

WEST WINDSOR-PLAINSBORO REGIONAL  
**BOARD OF EDUCATION**

Support Staff  
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**BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - CATEGORY B**

Adopted: 24 June 2003  
Revised: 26 September 2006  
Revised: 20 November 2018





## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

### **Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

## **JUNE 9, 2020: BOARD OF EDUCATION MEETING**

Central Office  
321 Village Road East, West Windsor, NJ 08550

### **ACTION MAY BE TAKEN**

6:30 PM Virtual District Celebration  
7:30 Public Meeting – Virtual Meeting

### **Board of Education**

Michele Kaish, President  
Rachel Juliana, Vice-President  
Isaac Cheng  
Anthony Fleres  
Louisa Ho  
Dana Krug  
Graelynn McKeown  
Martin Whitfield  
Robin Zovich

### **Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North  
Annabell Su, High School South

### **Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Plainsboro Township Library Committee: Robin Zovich  
Superintendent's Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Graelynn McKeown  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Martin Whitfield  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

### **Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction  
James Earle, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications

I. **OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on June 5, 2020, to the Home News Tribune, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, posted on the district website on June 5, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on June 5, 2020.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representative Reports
- D. 2020-2021 School Re-entry Planning

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this First Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting’s public record. This public comment period shall be limited to 60 minutes.

IV. **BOARD OF EDUCATION COMMITTEE REPORTS (NONE)**

V. **MEETING**

A. **ADMINISTRATION**

*To be voted on 6/09/20:* Recommend approval of the following resolution:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated May 26, 2020, for the following case number: 209521-HSN-05062020.
2. Review the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated June 9, 2020, for the following case number: 219549-CMS-05212020.

**IDEA Public and Non-Public**

3. Submit a grant application from the State of New Jersey Department of Education Office of Special Education under its combined Public and Non-Public IDEA Part B FY21 funds as follows:

Basic (3-21 yr. olds)	\$1,922,160 (Public)	\$13,536 (Non-Public)
Preschool (3-5 yr. olds)	\$ 56,336 (Public)	\$ 0 (Non-Public)

**Special Services-Consultants/Evaluators:**

4. Approve the following:
  - a) Rancocas Valley High School - \$50/hour for home instruction for a student placed out of district.
  - b) BMW Enterprises, Inc., a division of Hackensack Meridian Health Carrier Clinic - \$85/hour for bedside instruction.

**Special Services Certification**

5. Approve the Academy of Orton Gillingham Practitioners & Educators (AOGPE) to provide one-year of AOGPE certification for trained staff at an amount not to exceed \$5,000.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 6/09/20:* Recommend approval of the following resolution:

**Northwest Evaluation Association**

1. Enter into an agreement with Northwest Evaluation Association (NWEA) to supply web-based Measures of Academic Progress (MAP) math, reading, and language arts assessments for students in English and in Spanish. The cost of the materials through June 30, 2021, is approximately \$61,995.50.

**C. FINANCE**

*To be voted on 6/09/20:* Recommend approval of the following resolutions:

**Award Request for Proposal**

1. Award RFP 19-3: Health Insurance Broker of Record to Brown & Brown, Inc., and appointing Brown & Brown, Inc. as West Windsor-Plainsboro Regional School District’s Health Insurance Broker of Record.

**School Alliance Insurance Fund**

2. Adopt the following resolutions:
  - a) Appointing a Risk Management Consultant
 

Whereas, the West Windsor-Plainsboro Regional School District, (“Educational Facility”) has resolved to join the School Alliance Insurance Fund (“SAIF”) following a detailed analysis; and

Whereas, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

Whereas, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

Now, therefore be it resolved, that the West Windsor Plainsboro Regional School District, does hereby appoint Rue Insurance as its Risk Management Consultant in accordance with the Fund's Bylaws.

b) Renewal of Membership

Whereas, the West Windsor-Plainsboro Regional School District, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter Referred to as "Fund"; and

Whereas said renewal membership terminates as of July 1, 2020, at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

Whereas, the Educational Facility is afforded the following types of coverage:

Package – Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability, Excess Liability (AL/GL), School Leaders Professional Liability, and Excess Liability (SLPL); and

Whereas, the Educational Facility desires to renew said membership;

Now, therefore be it resolved, as follows:

- 1) The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2020, and ending July 1, 2023 at 12:01 a.m. eastern standard time, and to be subject to the coverage, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
- 2) The Educational Facility's Business Official, Derek Mead, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

c) Indemnity and Trust Renewal Agreement

This Agreement, made this 9th day of June 2020, in the County of Mercer, State of New Jersey, by and between the School Alliance Insurance Fund, hereinafter referred to as "Fund", and the Governing body of the West Windsor-Plainsboro Regional School District, hereinafter referred to as "Educational Facility";

Whereas, the Fund seeks to provide its members with insurance coverage;

Whereas, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described *N.J.S.A. 18A:18B-1 et. seq.* and the regulations promulgated pursuant thereto; and

Whereas the Educational Facility is currently a member of said Fund; and

Whereas the Educational Facility has resolved to renew said membership;

Now therefore, it is agreed as follows:



- 1) The Educational Facility hereby renews its membership in the Fund for a three (3) year period, beginning July 1, 2020, and ending July 1, 2023, at 12:01 a.m. eastern standard time.
- 2) The Educational Facility agrees to participate in the Fund with respect to the types of insurance stated in the Renewal of Membership Resolution.
- 3) The Educational Facility hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the Fund and as from time to time amended by the Fund and/or 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.
- 4) The Educational Facility agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
- 5) In consideration of renewal of membership in the Fund, the Educational Facility agrees that for those types of insurance in which it participates, the Education Facility shall jointly and severally assume and discharge the liability of each and every member of the Fund all of whom, as a condition of membership in the Fund, shall execute a verbatim counterpart to the Agreement. By execution hereof the full faith and credit of the Educational Facility is pledged to the punctual payment of any sums which shall become due to the Fund in accordance with the bylaws thereof, this Agreement or any applicable statute of regulation.
- 6) If the Fund, 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 Facility agrees to reimburse the Fund for all such reasonable expenses, fees and costs on demand.
- 7) The Educational Facility and the Fund agree that the Fund shall hold all monies paid by the Educational Facility to the Fund as fiduciaries for the benefit of Fund claimants all in accordance with the applicable statutes and/or regulations.
- 8) The Fund 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.
- 9) The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

**New Jersey Schools Insurance Group (NJSIG)**

3. Adopt the following resolutions:

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 West Windsor-Plainsboro Regional School District, 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,

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, 2020, and ending July 1, 2023 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;
- 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 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.

**Insurance – Student**

4. Authorize the placement of West Windsor-Plainsboro Regional School District’s Student Accident Insurance with Bollinger Specialty Group as the administrator and Zurich as the reinsurer, for the period from August 1, 2020, through July 31, 2021, as follows:
  - a) Student Sports Insurance \$67,650.00
  - b) Voluntary Student Accident Plan Rates (offered to parents/guardians):
 

Plan A Excluding all Interscholastic Sports	
School Time (K-12)	\$ 52.00
24-Hour (K-12)	\$ 112.00
Dental Accident Insurance	\$ 20.00

**Food Services – Renewal**

5. Authorize the first one-year extension, effective July 1, 2020, of the food services management contract awarded on June 11, 2019, with Sodexo Management Inc. of Gaithersburg Maryland. Sodexo Management Inc. shall receive a fixed rate of \$2.32 per meal for breakfast and a fixed rate of \$3.63 per meal for lunch/a-la-carte meal equivalents, with a minimum annual return guarantee (surplus) of \$140,000.00 including the commodity credits (with Sodexo agreeing to reimburse the District for the amount by which actual surplus for the year falls below this guaranteed level) for the 2020-2021 school year. Catering will be billed at mutually agreed upon rates plus food cost.

**Change Orders**

6. Change Order No. 1 for Open Systems Integrators, Inc. to furnish and install new Notifier fire alarm panels, annunciator, and microphone at Dutch Neck Elementary School (FVHD Project number 5063B1) for additional cost to furnish, install, and program 2 new Notifier monitor modules and 11 new heat detectors at attic spaces above modular classrooms in the amount of \$2,892.50. This change order increases the contract amount of \$480,820.21 to \$483,712.71.
7. Change Order No. 1 to the single overall contract of JH Williams Enterprises, Inc., bid #2019-07 for Renovations at Various Schools: Toilet Room and Secure Vestibule Renovations as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architect/Planners Project Nos. 5063B2-Dutch Neck ES, 5063C-Thomas Grover MS, 5063D2-HS North, 5063G4- Millstone River ES, 5063H2-Town Center ES, 5063I3-Village ES, and 5063J4-Wicoff ES), to provide and install security glazing and fire glazing in lieu of window film as per alternative Bid 1A, 1B & 1C in the amount of \$57,385.00. This change order increases the contract amount from \$1,577,000.00 to \$1,634,385.00.
8. Change Order No. 1 – Contract No. 5: Electrical Work – C047 Addition and Renovations to Town Center Elementary School of Electrical Design & Construction Corp., as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5054-Additions/Renovations at Town Center), for a credit back to owner for relocating existing light pole in the amount of \$2,800 (work was completed by PSE&G) and a credit

back to owner for unused allowance in the amount of \$974.00, for a total deduction of \$3,774.00. This change order decreases the total contract amount of \$386,200.00 to \$382,426.00.

9. Change Order No. 5 – Contract No. 3: Plumbing, Drainage & Gas Fittings Work of 3 G’s Plumbing for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, to remove four Pre-K toilets and replace with Baby Devoro types as requested by owner for a total of \$2,795.00. This change order increases the contract amount of \$755,943.46 to \$758,738.46.

**Travel and Related Expenses Reimbursement**

10. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:

- a) Four staff members to attend a three-day virtual Teachers College Reading and Writing Project Network Institute from July 27, 2020 to July 29, 2020, at a cost of \$650 per person, no travel.

**D. PERSONNEL**

*To be voted on 6/09/20:* Recommend approval of the following resolutions:

**Personnel**

1. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 6/09/20:*

- A. May 26, 2020 Closed Executive Session
- B. May 26, 2020 Meeting

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this Second Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record. This public comment period shall be limited to 15 minutes.

**X. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 6/9/2020**

**Deadline for next Agenda: 6/10/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
EFMLEA	Emergency Family and Medical Leave Expansion Act
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Kurian, Jenita	Appoint	Teacher Social Studies	2MA	\$59,950.00	GMS	TBD	6/30/21	Appoint as Social Studies teacher, pending employment authorization, replacing Deborah Doolittle, who retired. (Tenure date: TBD)
Shapteban, Susan	Appoint	Teacher Mathematics	1BA	\$58,000.00	CMS	9/1/20	6/30/21	Appoint as Mathematics teacher, replacing Julia Ferrante, who transferred. (Tenure date: 9/2/24)
Shea, Riley	Appoint	Teacher Social Studies	0MA	\$58,000.00	HSS	TBD	6/30/21	Appoint as Social Studies teacher, certificate pending, pending employment authorization, growth position. (Tenure date: TBD)
Wisniewski, Christa	Appoint	Teacher Art- 70%	2BA	\$40,600.00	CMS/GMS	TBD	6/30/21	Appoint as Art teacher-70%, pending employment authorization, replacing Amy Picco, who transferred. (Tenure date: TBD)
Setneska, Cheyenne	Appoint- Repl.	Teacher Art- LR	BA	\$56,000.00	MR	TBD	6/30/21	Appoint as leave replacement Art teacher, certificate pending, pending employment authorization, replacing Michelle Rodgers, who is on leave.
Campo, Elise	Appoint- Repl.	Teacher Social Studies- LR	6MA	\$64,850.00 (prorated)	HSN	TBD	3/22/21	Appoint as leave replacement Social Studies teacher, certificate pending, pending employment verification, replacing Christine Cabarle, who is on leave.
Fletcher, Christian	Appoint- Repl.	Teacher Social Studies- LR	1MA	\$59,000.00	HSN	9/1/20	6/30/21	Appoint as leave replacement Social Studies teacher, replacing Bruce Salmestrelli, WWPEA President.
<b>Approve Salary</b>								
McClendon, Teresa	Approve Salary	Teacher Reading Support	15BA	\$96,950.00	TC/WIC	9/1/20	6/30/21	Approve salary as a Kindergarten Reading Support teacher to be funded by IDEA federal grant.
McMahon-Nester, Maryann	Approve Salary	Teacher Reading Support	15BA	\$97,550.00	DN/MH	9/1/20	6/30/21	Approve salary as an Elementary teacher to be funded by IDEA federal grant.
<b>Change</b>								
Cubano, Kathryn	Change	Teacher Resource Specialist- Curriculum and Instruction (Gr 6-12)		\$200.00/day	CMS	4/27/20	6/30/20	Change EFMLEA from 4/27/20-6/5/20 to 4/27/20-6/30/20 paid 2/3 (maximum compensation \$200.00/day), with benefits. (RTW: 9/1/20)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Laurence, Marjorie	Change	Speech Language Specialist		\$200.00/day	MR	5/3/20	6/30/20	Change EFMLEA from 5/3/20-6/19/20 to 6/30/20 paid 2/3 (maximum compensation \$200.00/day), with benefits. (RTW: 9/1/20)
Wheeler, Rashmi	Change	Teacher Special Education		N/C	WIC	9/1/20	11/20/20	Change FMLA/NJFLA from 9/1/20-11/17/20 to 9/1/20-11/20/20 unpaid, with benefits. (RTW: 11/23/20)
Burnett, Stefanie	Change	Teacher Elementary		N/C	DN	9/1/20	6/30/21	Change from 2nd grade teacher to 1st grade teacher, replacing Alexis Drummond, who transferred.
Drummond, Alexis	Change	Teacher Elementary		N/C	DN	9/1/20	6/30/21	Change from 1st grade teacher to 3rd grade teacher, replacing Amy Hopf, who resigned.
Ernst, Wayne	Change %	Teacher Science-120%	3BA	\$70,800.00 (prorated)	HSN	9/1/20	1/28/21	Change salary from 100% to 120% for an additional section.
Farber, Marissa	Change Location	Learning Disabilities Teacher Consultant		N/C	MH/DN	9/1/20	6/30/21	Change location from 80% MH, 20% WIC to 80% MH, 20% DN.
Frame, Craig	Change Location	Teacher Mathematics		N/C	GMS	9/1/20	6/30/21	Change location from 50% GMS, 50% CMS to 100% GMS.
Goodstein, Amanda	Change Location	School Psychologist		N/C	MH	9/1/20	6/30/21	Change location from 60% TC, 40% MH to 100% MH.
Greene, Megan	Change Location	Learning Disabilities Teacher Consultant		N/C	MR/WIC	9/1/20	6/30/21	Change location from 60% MR, 40% DN to 60% MR, 40% WIC.
Heiser, Diane	Change Location	School Social Worker		N/C	VIL/WIC	9/1/20	6/30/21	Change location from 100% VIL to 80% VIL, 20% WIC.
Merlo, Kathryn	Change Location	Speech Language Specialist		N/C	VIL/MR	9/1/20	6/30/21	Change location from 80% VIL, 20% CMS to 60% VIL, 40% MR.
Schenker, Joyce	Change Location	Teacher Mathematics		N/C	CMS/GMS	9/1/20	6/30/21	Change location from 100% GMS to 50% CMS, 50% GMS.
<b>Leave of Absence</b>								
Cousart, Hailey	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	WIC	12/17/20	3/12/21	FMLA/NJFLA/CC: 12/17/20-3/12/21 unpaid, with benefits. (RTW: 3/15/21)





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Monferrari, Kristy	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	MR	11/9/20	2/5/21	FMLA/NJFLA/CC: 11/9/20-2/5/21 unpaid, with benefits. (RTW: 2/8/21)
Popowski, Kendall	Leave-FMLA/NJFLA/CC	Teacher Spanish		N/A	HSS	9/8/20	11/25/20	FMLA/NJFLA/CC: 9/8/20-11/25/20 unpaid, with benefits. (RTW: 11/30/20)
<b>Resignation</b>								
Campbell, Christi	Resign	Teacher Basic Skills Reading		N/A	DN	6/30/20	6/30/20	Resign, after 28 years in the district, for the purpose of retirement.
DiCarlo, Stephanie	Resign	Teacher Special Education		N/A	GMS	6/30/20	6/30/20	Resign from position.
DiLorenzo, Stephanie	Resign	Teacher Elementary		N/A	TC	6/30/20	6/30/20	Resign, after 26 years in the district, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Approve Salary</b>								
Jenkins, Guss "Ty"	Approve Salary	Cable Station Manager		\$67,080.00	CO	9/1/20	6/30/21	Approve salary as Cable Station Manager, partially funded by cable shared services agreement with WWPRSD and the townships of West Windsor and Plainsboro.
<b>Summer Computer Assistant</b>								
Lee, Chanyoung	Reappoint	Summer Computer Assistant		\$13.00/hr.	DIST	6/10/20	9/4/20	Reappoint as Summer Computer Assistant.
Medina, Immanuel	Reappoint	Summer Computer Assistant		\$14.00/hr.	DIST	6/10/20	9/4/20	Reappoint as Summer Computer Assistant.
Miles, Timothy	Reappoint	Summer Computer Assistant		\$11.00/hr.	DIST	6/10/20	9/4/20	Reappoint as Summer Computer Assistant.
Miller, Brett	Reappoint	Summer Computer Assistant		\$11.00/hr.	DIST	6/10/20	9/4/20	Reappoint as Summer Computer Assistant.
<b>D. Substitute / Other</b>								
None								
<b>E. Extracurricular / Extra Pay</b>								
<b>Curriculum: Gifted an Talented</b>								
Dolcimascolo, Justin	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	K-12 Gifted & Talented District Website Creation, <b>total program</b> not to exceed 60 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Falanga, Michelle	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	K-12 Gifted & Talented District Website Creation, <u>total program</u> not to exceed 60 hours.
Grey, Shannon	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	K-12 Gifted & Talented District Website Creation, <u>total program</u> not to exceed 60 hours.
Hughes, Anne Marie	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	K-12 Gifted & Talented District Website Creation, <u>total program</u> not to exceed 60 hours.
Keyser, Ann	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	K-12 Gifted & Talented District Website Creation, <u>total program</u> not to exceed 60 hours.
McLelland-Crawley, Rebecca	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	K-12 Gifted & Talented District Website Creation, <u>total program</u> not to exceed 60 hours.
<b>Curriculum: Mathematics</b>								
Dolin, Kimberly	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1 ICR, <u>total program</u> not to exceed 40 hours.
Gautieri, Alyssa	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1 H&A Revision, <u>total program</u> not to exceed 80 hours.
Gold, Steven	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1 H&A Revision, <u>total program</u> not to exceed 80 hours.
Pintimalli, Dawn	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1 H&A Revision, <u>total program</u> not to exceed 80 hours.
Kumor, Zachary	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1/Algebra 1 Honors, <u>total program</u> not to exceed 120 hours.
Pintimalli, Dawn	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1/Algebra 1 Honors, <u>total program</u> not to exceed 120 hours.
Sternotti, Cynthia	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1/Algebra 1 Honors, <u>total program</u> not to exceed 120 hours.
Suozzo, Erin	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 1/Algebra 1 Honors, <u>total program</u> not to exceed 120 hours.
Frame, Craig	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 2 H&A, <u>total program</u> not to exceed 100 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Hornick, Stephanie	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 2 H&A, <b>total program</b> not to exceed 100 hours.
Krause, Alexander	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 2 H&A, <b>total program</b> not to exceed 100 hours.
Pintimali, Dawn	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Algebra 2 H&A, <b>total program</b> not to exceed 100 hours.
Gold, Steven	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 7/Math 7 Honors Revision, <b>total program</b> not to exceed 80 hours.
Ku, Brittany	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 7/Math 7 Honors Revision, <b>total program</b> not to exceed 80 hours.
Marsch, Jill	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 7/Math 7 Honors Revision, <b>total program</b> not to exceed 80 hours.
Pintimali, Dawn	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 7/Math 7 Honors Revision, <b>total program</b> not to exceed 80 hours.
Keller, Elizabeth	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 8 ICR, <b>total program</b> not to exceed 40 hours.
Niedermaier, Marissa	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 8, <b>total program</b> not to exceed 80 hours.
Oldehoff, Robert	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 8, <b>total program</b> not to exceed 80 hours.
Scanlan, Linda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Math 8, <b>total program</b> not to exceed 80 hours.
<b>Extended School Year</b>								
Anand, Shagoon	Extra Duty	ESY Occupational Therapist		As per contract	DIST	7/6/20	8/7/20	Approve as Occupational Therapist for the Extended School Year Program, not to exceed 85 hours.
Chunko, Eileen	Extra Duty	ESY Physical Therapist		As per contract	DIST	7/6/20	8/7/20	Approve as Physical Therapist for the Extended School Year Program, not to exceed 85 hours.
Batlas, Jenna	Extra Duty	ESY Speech Language Specialist		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Speech Language Specialist for the Extended School Year Program, not to exceed 85 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Clements, Elizabeth	Extra Duty	ESY Speech Language Specialist		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Speech Language Specialist for the Extended School Year Program, not to exceed 85 hours.
Cooke, Jennifer	Extra Duty	ESY Speech Language Specialist		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Speech Language Specialist for the Extended School Year Program, not to exceed 85 hours.
Gold, Jamie	Extra Duty	ESY Speech Language Specialist		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Speech Language Specialist for the Extended School Year Program, not to exceed 85 hours.
Kaplan, Stephanie	Extra Duty	ESY Speech Language Specialist		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Speech Language Specialist for the Extended School Year Program, not to exceed 85 hours.
Mathew, Katie	Extra Duty	ESY Speech Language Specialist		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Speech Language Specialist for the Extended School Year Program, not to exceed 85 hours.
Beste, Steven	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Callea, Natalie	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Delre, Margaret	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Edwards, Sharon	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Eggert, David	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Fisher, Nicole	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Gill, Holly	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Greene, Megan	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Jarvis, Alexa	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kaufman, Alexis	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Kitson, Mary	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Leibowitz, Jaclyn	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Levy, Jillian	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Locane, Victoria	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Mato, Cristina	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
McCormick, Megan	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Oliva, Hannah	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Pierce, Katherine	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Scanlon, Erin	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Terppe, Brieanna	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Thompson, Michael	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Tracy, Lauren	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Verhoog, Brianne	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.
Wilush, Jenna	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Aloi, Tina	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Hvisdock, Diana	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Jones, Maureen	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Knott, Dorothea	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Lackey, Roxanne	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Lee, Kelly Cathleen	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Lupo, Sandra	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Oertel, Linette	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Osadchuk, Anna	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Singh, Priyadarshini	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
Wilson, Meaghan	Extra Duty	ESY Instructional Assistant		As per contract	DIST	7/6/20	8/7/20	Approve as Instructional Assistant for the Extended School Year Program, not to exceed 62.5 hours.
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	HSN	6/1/20	6/19/20	Home Instruction for Language Arts II Honors, not to exceed 6 hours.
Ellingson, Caitlin	Extra Duty	Home Instruction		\$47.09/hr.	HSN	5/28/20	6/19/20	Home Instruction for Algebra II, not to exceed 8 hours.
Richards, Ann	Extra Duty	Home Instruction		\$47.09/hr.	HSN	6/2/20	6/19/20	Home Instruction for Advanced Algebra II, not to exceed 4 hours.
<b>Summer Hours</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
All Certified Full Time WWPEA Teachers	Extra Duty	Summer IEP Meetings		As per contract	DIST	6/22/20	8/31/20	Approve all contracted, certified, full time WWPEA teachers to attend summer IEP meetings on an as needed basis.
All WWPSA Special Education Instructional Assistants	Extra Duty	Instructional Assistants		As per contract	DIST	6/22/20	8/31/20	Approve all WWPSA special education instructional assistants for extra duty, as needed, as approved by Supervisor.
All WWPSA Bus Drivers	Extra Duty	Bus Drivers-Summer Hours		As per contract	TRAN	7/1/20	8/31/20	Approve all WWPSA bus drivers for summer hours, as assigned.
<b>Summer Guidance</b>								
Alley, Wendy	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer Guidance, not to exceed 20 hours.
Gilchrist, Dawn	Extra Duty	Guidance-Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer Guidance, <b>total program</b> not to exceed 200 hours.
<b>Summer Nurse</b>								
Walsh, Patricia	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer Nurse, <b>total HSN program</b> not to exceed 95 hours.
Giambagno, MaryAnn	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Nurse, <b>total HSS program</b> not to exceed 92 hours.
O'Connor, Maureen	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer Nurse, <b>total HSS program</b> not to exceed 92 hours.
<b>E. Stipend Athletic</b>								
None								
<b>E. Stipend Non-Athletic</b>								
<b>Change</b>								
Carter, Kenneth	Change	A Cappella		\$2,603.28	HSN	9/1/20	6/30/20	Change A Cappella Advisor from 6 to 7 yrs. exp. Change salary from \$2,490.10 to \$2,603.28, paid in FULL in June.
<b>F. Community Education</b>								
None								
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Change</b>								
Schimpf, Kyle	Change	Principal		\$162,060.00	CMS	7/1/20	6/30/21	Change start date from TBD to 7/1/20 for Principal. Change salary from \$157,131.00 to \$162,060.00
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Kapadia, Chandni	Appoint	School Counselor	2MA+30	\$61,550.00	GMS	TBD	6/30/21	Appoint as School Counselor, pending employment authorization, replacing Jenny Godnick, who retired. (Tenure date: TBD)
<b>Change</b>								
Brown, Lisa	Change %	Teacher Mathematics-120%	15MA	\$118,608.00	HSS	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Robles, Regina	Change %	Teacher Mathematics-120%	11BA	\$91,320.00	HSS	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
<b>E. Extracurricular / Extra Pay</b>								
<b>Extended School Year</b>								
Solomon, Lori	Extra Duty	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Approve as Teacher for the Extended School Year Program, not to exceed 85 hours.





## **PERSONNEL ADDENDUM #2**

### **RECOMMENDATION**

#### **PERSONNEL**

*To be voted on 06/09/20:* Recommend approval of the following resolution:

#### **Vacation Carryover for 12 Month Employees**

**Whereas**, certain twelve (12) month employees of the West Windsor Plainsboro Regional Board of Education (Board) earn vacation leave by terms laid out in collective negotiation agreements with the West Windsor Plainsboro Administrators Association (WWPAA) or the West Windsor Plainsboro Service Association (WWPSA); and

**Whereas**, certain twelve (12) month employees of the Board earn vacation leave pursuant to Board policies for non-affiliated employees, specifically Board Policies 1121, 1122, 1125, 1126 and 4420; and

**Whereas**, N.J.S.A. 18A:30-9.1 generally limits the accumulation of unused vacation time by specifying that vacation leave that accrues in a given year must be used during the next succeeding year; and

**Whereas**, N.J.S.A. 18A:30-9.1 provides an exception to that general rule when “vacation leave not taken in a given year because of duties directly related to a state of emergency declared by the Governor may accumulate at the discretion of the appointing authority until, pursuant to a plan established by the officer or employee’s appointing authority, the leave is used or the employee or officer is compensated for that leave, which shall not be subject to collective negotiation or collective bargaining”; and

**Whereas**, on March 9, 2020, Governor Phillip D. Murphy issued Executive Order 103 declaring a “Public Health Emergency and a State of Emergency throughout the State due to the public health hazard created by Coronavirus disease 2019 (“COVID-19”)”; and

**Whereas**, on March 16, 2020, due to these public health reasons, the Board officially moved to a virtual/remote learning environment; and

**Whereas**, Governor Murphy announced that effective May 4, 2020, all New Jersey school buildings would remain closed for the rest of the academic year; and

**Whereas**, Executive Order 103 has been extended through June 5, 2020 by the Governor with additional executive orders including Executive Order 138 issued on May 6, 2020, which provides in relevant part that the “Public Health Emergency declared in Executive Order No. 103 continues to exist throughout the State of New Jersey”; and

**Whereas**, the Public Health Emergency has and may continue to preclude certain twelve-month staff from utilizing accrued vacation that they would have otherwise been able to use; and

**Whereas**, it is anticipated that certain staff members will be prevented from using their earned vacation leave before it expires under contract or policy in order to fulfill their job responsibilities as a result of the Public Health Emergency.

**NOW, THEREFORE, BE IT RESOLVED**, that, pursuant to N.J.S.A. 18A:30-9.1, the Board hereby approves the following plan for additional carryover vacation time for twelve (12) month employees:

- a) Twelve (12) month employees, excluding the Superintendent and Assistant Superintendents, who are in danger of losing carryover vacation time under policy or collective negotiations agreement may apply for an additional ten (10) days to be carried;
- b) Such applications must be made in writing via email to the Superintendent copying the Special Assistant for Labor Relations by July 1, 2020;
- c) The decision to grant such extension shall be solely in the discretion of the Superintendent;
- d) The Superintendent considerations may include, but is not limited to, the employee's ability to utilize accrued vacation leave, for which the employee is seeking to carryover before it would typically be forfeited, as a result of the Public Health Emergency;
- e) Any additional leave allowed to be carried over must be used prior to August 31, 2022;
- f) Any additional leave allowed to be carried forward shall not be eligible for payment at separation or retirement and therefore must be used or it will be forfeited.



# RETURN TO SCHOOL CONSIDERATIONS

**Fall 2020**

WWP Board of Education  
Presentation June 9, 2020

**JOHNS HOPKINS  
UNIVERSITY & MEDICINE**

COVID-19 Dashboard



# **COVID-19 GLOBAL DATA**

## **AS OF JUNE 6, 2020**

**GLOBAL COVID-19 Individuals Impacted**

**6,855,858**

# **COVID-19 GLOBAL DATA**

## **AS OF JUNE 9, 2020**

**GLOBAL COVID-19 Individuals Impacted**

**7,185,573**

**Global increase of 329,715 cases in three days**

**Global average daily increase of approximately 109,905 cases per day**

**US average daily increase of approximately 20,000 cases per day**



# **COVID-19**

## **IN NEW JERSEY**

As of June 6, 2020

NJDOH Data Dashboard

163,893

# **IF NJ WAS ITS OWN COUNTRY**

**DATA AS OF JUNE 6, 2020**

**COUNTRY DATA FROM JOHNS HOPKINS UNIVERSITY & MEDICINE  
NJ DATA FROM NJDOH**

- |                                  |                               |
|----------------------------------|-------------------------------|
| <b>1. 1,919,430 US</b>           | <b>9. 190,759 France</b>      |
| <b>2. 645,771 Brazil</b>         | <b>10. 185,450 Germany</b>    |
| <b>3. 458,102 Russia</b>         | <b>11. 169,425 Iran</b>       |
| <b>4. 286,294 United Kingdom</b> | <b>12. 169,218 Turkey</b>     |
| <b>5. 246,622 India</b>          | <b>13. 163,893 New Jersey</b> |
| <b>6. 241,310 Spain</b>          | <b>14. 127,745 Chile</b>      |
| <b>7. 234,801 Italy</b>          | <b>15. 110,026 Mexico</b>     |
| <b>8. 191,758 Peru</b>           |                               |



Since the start of June, 14 states and Puerto Rico have recorded their highest-ever seven-day average of new coronavirus cases since the pandemic began, according to data tracked by The Washington Post: Alaska, Arizona, Arkansas, California, Florida, Kentucky, New Mexico, North Carolina, Mississippi, Oregon, South Carolina, Tennessee, Texas and Utah.

Washington Post – June 8, 2020



# ESSENTIAL STARTING POINTS

- Our primary goal must be to ensure a safe learning and working environment for students and staff.
- We must follow public health recommendations and guidance from the Governor, NJ Department of Health, NJ Department of Education, and Center for Disease Control.
- The physical and emotional well-being of students and staff must be prioritized upon reopening.
- Expectations must include flexibility in support to students, families, and employees in higher risk categories for infection.



# HEALTH AND SAFETY CONSIDERATIONS

- Increased sanitization routines will cause an increase in use of disinfectant and associated protective equipment.
- Maintaining six-foot distance requirements within classrooms will significantly impact classroom and school capacities, requiring potential adjustments in school schedules and routines.
- Increased daily health screening and internal contact tracing will impact school staffing and supply inventories.
- Utilization of Personal Protective Equipment (PPE) such as masks, gloves, face shields, etc.



# INSTRUCTIONAL CONSIDERATIONS

- Modify instructional delivery models to prepare for effective distance learning at any time
- Ensure special education students receive necessary services
- Ensure appropriate social-emotional learning (SEL) supports for students
- Use targeted interventions to respond to heightened student academic, social-emotional, and behavioral needs.



# TECHNOLOGY CONSIDERATIONS

- Continue to enhance technology infrastructure and services to effectively support teaching, learning and operational needs.
- Ensure every student has an appropriate 1:1 device and connectivity at home for online learning.
- Evaluate current digital curriculum tools and usage to identify gaps and opportunities to improve online learning.



# SUMMER ONLINE LEARNING PROGRAMS AND RESOURCES

- Community Education will offer programs virtually.
- Food distribution will continue to support our students through the summer.
- UBHC counselors will continue to be available throughout the summer for our vulnerable students.
- Guidance and nursing hours will continue.

# **PLANNING SCENARIOS**



# SCENARIO 1: DISTANCE LEARNING

In this scenario:

- The 2020 – 2021 school year would begin with **distance learning only**, with planning factors in place for beginning to reopen school and resuming in-person instruction when health and safety requirements and considerations are met.
- Meal distribution and support services would continue with safety and social distancing procedures.
- This scenario is probable but is currently a decision only the Governor and Commissioner of Education can make. School Superintendents currently do not have any authorization that would allow school districts to offer virtual or flexible or hybrid options.



# PLANNING FOR DISTANCE LEARNING

## Focus on:

- Building virtual classroom and school communities
- Synchronous instruction
- Introduction of new content
- Embedded social-emotional learning
- Best instructional practices related to distance learning



# SCENARIO 2: IN-PERSON AND ONLINE INSTRUCTION (HYBRID)

## **In this scenario:**

- The 2020-21 school year would begin with class size limits and we would follow social distancing guidelines per public health recommendations.
- This scenario may be achieved by staggering in-person and virtual instruction in small groups.
- There are a multitude of hybrid models.
- This scenario is possible and has significant budget, contract, transportation, and operational impact.



# PLANNING FOR HYBRID INSTRUCTION

Focus on:

- Implementing alternating day schedules (in-school, virtual) based on social distancing guidelines.
- Depending on social distancing requirements, build a plan to serve students who most require in-person instruction and supports.
- Students may attend in person instruction on a rotating schedule. There are a multitude of hybrid models such as A/B, 2 ½ day sessions, 20% per day rotational, 2 days a week, elementary Face-to-Face while secondary goes distance learning, grade band phase in, and six day rotational.
- Depending on NJDOE and Governor orders, allow parents to select in-person or virtual options.
- Creating non-classroom-space guidelines and procedures (e.g., restrooms, cafeteria, hallways, library, playground, bus, etc.)



# SCENARIO 3: IN-PERSON INSTRUCTION

In this scenario:

- Normal opening for the 2020 – 2021 school year.
- 2020-21 school year would begin with limited-to-no public health recommendations or social distancing requirements.
- This scenario is the least likely of the three options.

# SUPPORTING STUDENTS AND STAFF

**Innovative solutions and flexibility are needed, in scenarios 2 or 3, to support students and staff who are unable to return to buildings for medical or other reasons.**

## **Solutions for students may include:**

- Group students in online class sections.
- Class sections mixed with both face-to-face and online students

## **Solutions for staff may include:**

- Guidance needed from Governor, NJDOH, and NJDOE.
- Contractual impacts.



# ANTICIPATED IMPACTS

# HEALTH AND SAFETY

- Increased training on personal protective measures will be required.
- Quarantine space separate from nurses office.
- Supply chain concerns with the availability of supplies for disinfectant and personal protective equipment.
- Student, employee, and visitor contact tracing requirements.
- Availability of school nurses.



# CLASSROOM

- Social-emotional instructional content and mental health support will need to be significantly increased, for all grade levels.
- Arts and Music, Athletics, Technology/Robotics, Science Labs, Pre-K and Kindergarten—with shared equipment and supplies—may be disproportionately impacted by requirements for disinfecting and social distancing.
- PE classes will have to be redesigned
- There will need to be significant reduction in class size to accommodate physical distance requirements.



# SPECIAL EDUCATION

- Increased and specialized personal protective equipment may be needed for students and staff.
- Accommodations will be needed for audio enhancement equipment affected by the use of masks.
- Considerations will need to be made for speech, occupational therapy, and physical therapy.
- Considerations will be needed for students with toileting needs and students that may need physical redirection or restraint (such as handle with care).



# TRANSPORTATION

- Social distance requirements will reduce bus capacities by approximately 75%.
- Increased disinfecting of bus surfaces will increase the use amount of available cleaning product and will significantly impact staff hours.
- Field trip and athletic transportation may be eliminated or delayed due to reduced transportation capacities.
- Increased staffing may be necessary to support busing schedules with reduced capacities, even with reduced school attendance.
- Transportation cost, availability, and scheduling will be a major driver to all hybrid options.



# SCHOOL OPERATIONS

- Hallway management may need to be one-way walk-through for students, employees, and visitors. Fire code will need to be followed.
- Cafeteria services may be reduced, if not eliminated, including an impact on preparation and food safety guidelines.
- Extended Day services will need to be redesigned to align with social distance requirements.
- Limitations are possible on recess, before and after school gatherings, sports practices and events, and other typical mass gatherings.
- Instructional programs may be impacted such as band, choir, PE, robotics, science labs, woodshop, etc.



# EXTRACURRICULAR ACTIVITIES

- Music, theater, athletics, etc. with shared equipment and supplies will be disproportionately impacted by disinfecting and distancing requirements.
- Facility rentals may need to be suspended.
- There will be reduced revenue for schools from Community Education programs.
- Increased personal protection equipment may be required for athletic team training.
- Additional cleaning and social distancing may be required for use of locker rooms.
- Competition and game participation with other schools and divisions may be affected.
- Athletics programs may be delayed or cancelled, or otherwise adjusted, in compliance with health and sports official recommendations from the NJSIAA and CVC.



# PROFESSIONAL LEARNING

Staff training and support is key component of 2020-21 planning, with focus on:

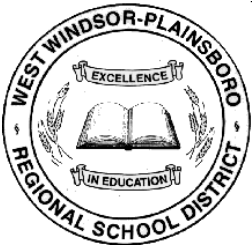
- Staff health, wellness and safety measures and adjusted school procedures based on public health guidance.
- Online, distance-learning best practices for synchronous instruction of new content and virtual student engagement.
- Mental health and social-emotional supports to help students readjust to new schedule structures and routines.
- Adjusting the pacing of instruction and new content delivery.



# PREPARATION FOR FUTURE CLOSURES: WHAT IF THERE IS A SECOND WAVE?

WWP will develop plans for transitioning into distance learning as necessary, including:

- Building routines using 1:1 devices and blended learning within daily instruction at all grade levels
- Continuing to emphasize personal hygiene and safety standards
- Enhancing our technological infrastructure for device support
- Planning for activity and athletics interruptions



## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

### **Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

## **JUNE 23, 2020: BOARD OF EDUCATION MEETING**

### **Central Office**

321 Village Road East, West Windsor, NJ 08550

### **ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Virtual Meeting**

**7:30 Public Meeting – Virtual Meeting**

### **Board of Education**

Michele Kaish, President

Rachel Juliana, Vice-President

Isaac Cheng

Anthony Fleres

Louisa Ho

Dana Krug

Graelynn McKeown

Martin Whitfield

Robin Zovich

### **Student Representatives**

Olivia Browndorf and Saniya Mandloi, High School North

Annabell Su, High School South

### **Liaison Appointments**

New Jersey School Boards Association: Dana Krug

Plainsboro Township Committee: Rachel Juliana

Plainsboro Township Library Committee: Robin Zovich

Superintendent's Advisory Council: Dana Krug

West Windsor-Plainsboro Education Foundation: Graelynn McKeown

West Windsor Board of Recreation Commissioners: Dana Krug

West Windsor Township Council: Martin Whitfield

West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

### **Administration**

David Aderhold, EdD, Superintendent of Schools

Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary

Pamela Nathan, EdD, Assistant Superintendent, Curriculum & Instruction

James Earle, Assistant Superintendent, Pupil Services/Planning

Charity Fues, Director, Human Resources/Affirmative Action Officer

Patrick Duncan, Special Assistant for Labor Relations

Kia Bergman, Director of Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2020, and on June 19, 2020, to the Home News Tribune, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, posted on the district website on June 19, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on June 19, 2020.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>WWPEA Sidebar</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	<b>NJOSC File No. 20-423</b>
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>MER-L-1010-20</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Cases</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session.



**II. SPECIAL PUBLIC HEARING ON HARASSMENT, INTIMIDATION, AND BULLYING**

**III. SPECIAL OPPORTUNITY FOR PUBLIC COMMENT ON HARASSMENT, INTIMIDATION, AND BULLYING**

The Board invites thoughts and reactions on the District Semi-Annual Report of Harassment, Intimidation, and Bullying from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this Opportunity for Public Comment on the District Semi-Annual Report of Harassment, Intimidation, and Bullying. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record.

**IV. APPROVAL OF THE REPORT**

*To be voted on 06/23/20:* Recommend approval of the following resolutions:

1. Accept the "January 1, 2020, to June 30, 2020, District Semi-Annual Report of Harassment, Intimidation, and Bullying" as required by the New Jersey State Department of Education under the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122).
2. Verify that the School District and School Grade Report issued by the New Jersey Department of Education was reviewed as required by the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) and that this report was posted on the district's web site pursuant to *N.J.S.A. 18A:17-46*.

**V. ADJOURNMENT OF SPECIAL PUBLIC HEARING ON HARASSMENT, INTIMIDATION, AND BULLYING**

**VI. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments

**VII. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this First Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record. This public comment period shall be limited to 60 minutes.

**VIII. BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

**IX. MEETING**

**A. ADMINISTRATION**

*To be voted on 06/23/20:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

1. Affirm the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated June 9, 2020, for the following case number: 219549-CMS-05212020.
2. Review the superintendent of school’s recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for the following case numbers: N/A.

**Security Drill Statement of Assurance**

3. Authorize the submission of the West Windsor-Plainsboro Regional School District Board of Education’s Security Statement of Assurance for the 2019-2020 school year to the New Jersey Department of Education upon the recommendation of the Superintendent of Schools, pursuant to *N.J.S. A. 18A:41-1*. The District was in full compliance through March 13, 2020, the start of the School Health Related Closure.

**School-Based Counseling**

4. Approve the renewal of the Rutgers UBHC proposal to provide therapeutic support services to youth and families at a 12-month flat fixed rate of \$479,513 from July 1, 2020 to June 30, 2021.

**Administrator Contracts - Merit Goals**

5. Certify the following merit goal submissions:
  - a) Acknowledge that David Aderhold, EdD, superintendent of schools, has achieved his 2019-2020 qualitative and quantitative merit goals; and
  - b) Authorize submission of the 2019-2020 goal attainments for David Aderhold, EdD, superintendent of schools, with appropriate documentation for review and approval by the executive county superintendent.
  - c) Acknowledge that Christopher Russo, EdD, Assistant Superintendent for Finance, has achieved his 2019-2020 quantitative merit goal criteria #1; and
  - d) Authorize submission of the 2019-2020 goal attainment for Christopher Russo, EdD, Assistant Superintendent for Finance, with appropriate documentation for review and approval by the executive county superintendent.

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 6/23/20:* Recommend approval of the following resolutions:

**ESEA Grant**

1. Submission of the entitlement grant of \$485,464 for the “Elementary and Secondary Education Act” (ESEA) grant from the State of New Jersey, for the Fiscal Year 2021.

Title I Part A	\$276,837
Title II Part A	\$129,425
Title III	\$ 58,840
Title III Immigrant	\$ 0
Title IV	\$ 20,362

**Education Foundation Grant**

2. Accept the WW-P Education Foundation grants submitted by supervisor Allan Johnson in the following amounts:
  - a) \$2,162 to purchase High School Maker Space Bundles for High School South and High School North for the purpose of exploring careers in engineering, robotics, and fashion, and creating centers to engage in play with STEAM-focused materials such as robotics, sewing, and amusement park design.
  - b) \$1,928.01 to purchase Middle School Maker Space Bundles for Community and Thomas R. Grover Middle Schools for the purpose of learning about careers in technology, discovering historical figures who were Makers, and creating centers to engage in play with STEAM-focused materials such as programming, robotics, and 3D pen printing.
  - c) \$5,907.04 to purchase KEVA Contraptions, KEVA maker Bot Mazes, and KEVA Maker Kits for Dutch Neck, Maurice Hawk, Town Center, Wicoff, Millstone River and Village Elementary Schools for the purpose of Building research and design skills, creating and collaborating in small group and engaging in design challenges.

**World Language Proficiency Testing**

3. Use of American Council on the Teacher of Foreign Languages’ (ACTFL) Assessment of Performance toward Proficiency in Languages (AAPPL) proficiency assessment for World Language. Test costs not to exceed \$20 per student.

**Professional Contracts**

4. Approve the following agreements:
  - a) One-year agreement with Funds for Learning, LLC to provide E-rate services from July 1, 2020 through June 30, 2021, at a cost not to exceed \$3,950.
  - b) 225 licenses of the Better World Education Program, a social and emotional/global learning resource, from July 1, 2020 through June 30, 2021, at a cost not to exceed \$11,340.
  - c) Yearly renewal to CDW-G for Singlewire Support/Maintenance of District’s Notification System. Communication between District security system, door access, alarms to outside police and fire, at a cost of \$12,917.50.
  - d) Revised one-year agreement with GoGuardian for Administrators and Teachers to provide monitoring software, from July 1, 2020 to June 30, 2021, at a total cost of \$57,276.
  - e) Revised one-year agreement with JAMF to provide management of apps/software on Apple devices, from July 1, 2020 through June 30, 2021, at a total cost of \$16,321.46.
  - f) One-year agreement with Edpuzzle to provide unlimited access to Edpuzzle for all teachers of all grades at a cost not to exceed \$9,552.

**PSAT Testing Materials**

5. Enter into an agreement with CollegeBoard for the purchase of PSAT testing materials for the 2020-2021 school year. The total cost of the materials for both high schools is approximately \$24,000.

**C. FINANCE**

*To be voted on 6/23/20:* Recommend approval of the following resolutions:

**Business Services**

1. Payment of bills as follows:
  - a) Bills List General for June 23, 2020 (run on 6-19-20) in the amount of \$17,203,209.39.
  - b) Bills List Capital for June 23, 2020 (run on 6-15-20) in the amount of \$1,908,916.10.
2. Budget transfers as follows:
  - a) 2019-2020 school year as shown on the expense account adjustments for May 31, 2020 (run on 6-10-20) (Adjustment Nos. 534-566).

3. Accept the following reports, which will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of April 30, 2020, indicating that no major account is over-expended and the board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of April 30, 2020.

**Transfer of Current Year Surplus To Reserve Resolution**

4. Transfer of current year surplus to reserve resolution as follows:

Whereas, *N.J.S.A. 18A:21-2* and *N.J.S.A. 18A:7G-13* permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve account at year end in an amount not to exceed \$2,081,725; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has determined that \$2,081,725 is available for such purpose of transfer; now, therefore be it

Resolved, by the West Windsor-Plainsboro Regional School District Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**District Bid Threshold**

- 5. Authorize that West Windsor-Plainsboro Regional School District evoke the supplemental authority of N.J.S.A. 18A:18A-3 and 18A:18A-4.3 to set the District’s bid threshold to the statutory bid threshold of \$44,000 as of July 1, 2020 [As of July 1, 2020, quote threshold for local units with a QPA will be \$6,600 - 15% of the \$44,000 QPA bid threshold].

**Insurance Grant Application**

- 6. Submit a grant application for the 2020 Safety Grant Program through the New Jersey Schools Insurance Group’s ERIC North Sub fund in the amount of \$19,474.65 for the period July 1, 2020 through June 30, 2021, to be used for safety-related projects and improvements.

**Solar Renewable Energy Certificates**

- 7. Authorization for the Sale of Solar Renewable Energy Certificates (SRECs) in accordance with the following notice to bidders:

West Windsor-Plainsboro Regional School District is soliciting bids for the sale of its Solar Renewable Energy Certificates. The auction will take place over the internet using the FlettExchange, an online auction, located at [www.flettexchange.com](http://www.flettexchange.com). [The online auction shall take place on July 15, 2020 between the hours of 11:00 am and 12:00 pm]. Furthermore, the Board of Education authorizes entering into an agreement with Flettexchange for the sale of the SRECs.

**Professional Services**

- 8. Approve the professional services renewal of New Road Construction Management for the 2020-2021 school year as follows:
  - a) District Construction Manager of Record at an amount not to exceed \$216,000.
  - b) Construction Manager for 2018 Bond Referendum Projects at an amount not to exceed \$646,000.

**Rescind State Contract Lease**

- 9. Rescind authorization of a 5-year lease, originally approved on May 26, 2020, utilizing NJ State Contract G2075 – Copiers & Multi-Function Devices, Maintenance, Supplies & Print Services to Canon USA Inc. of Chicago, IL as there was a gross miscalculation in the pricing offered by Canon USA Inc. that did not comply with NJ State contracting regulations.

**Transportation**

**Renewals – Non-Public, Public Routes and Special Education**

- 10. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB12 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Day</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
NHA12	New Hope Academy	\$264.23	200	\$51.25	\$1.95

11. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB15-3 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	Cost		Aide	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
NRS12	New Roads School	\$281.31	210	\$66.63	\$1.95

12. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB17-1 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	Cost		Aide	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
DD12A	Douglass Developmental	\$294.49	219	\$71.50	\$1.95

13. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB18-3 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	Cost		Aide	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
CM03A	Community Middle School	\$200.67	180	N/A	\$1.95
MR04A	Millstone River School	\$200.67	180	N/A	\$1.95
CM05A	Community Middle School	\$200.67	180	N/A	\$1.95
MR20A	Millstone River School	\$200.67	180	N/A	\$1.95
CM09A	Community Middle School	\$200.67	180	N/A	\$1.95
TC07A	Town Center Elementary	\$200.67	180	N/A	\$1.95
CM11A	Community Middle School	\$200.67	180	N/A	\$1.95
MR17A	Millstone River School	\$200.67	180	N/A	\$1.95
CM12A	Community Middle School	\$200.67	180	N/A	\$1.95
WE01A	Wicoff Elementary School	\$200.67	180	N/A	\$1.95
CM13A	Community Middle School	\$200.67	180	N/A	\$1.95
MR11A	Millstone River School	\$200.67	180	N/A	\$1.95
CM21A	Community Middle School	\$200.67	180	N/A	\$1.95
MR18A	Millstone River School	\$200.67	180	N/A	\$1.95
HN05A	High School North	\$200.67	180	N/A	\$1.95
MR21A	Millstone River School	\$200.67	180	N/A	\$1.95
HN07A	High School North	\$200.67	180	N/A	\$1.95
MR09A	Millstone River School	\$200.67	180	N/A	\$1.95

14. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB18-4 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	Cost		Aide	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
COLL12A	Collier School	\$353.24	213	\$77.00	\$1.95

15. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB18-5 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	Cost		Aide	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
RBHCA	Rutgers Behavior Health Care	\$322.85	185	\$95.00	\$1.95

16. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB19-1 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Day</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
CPC12A	CPC High Point School	\$344.76	205	N/A	\$1.95
CS12A	Center School	\$363.82	200	\$104.00	\$1.95

17. Student Transportation Contract Renewal to and from school, Multi Contract Number IR-PUB19-11 to Irvin Raphael, Inc., with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Day</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
CPC ELEMA	CPC High Point School	\$334.34	205	\$105.00	\$1.95
LT EDEN	The Eden School	\$449.78	220	\$135.00	\$1.95

18. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB17-1 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Day</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
YAMD12A	YALE, Medford	\$342.74	210	\$72.00	\$3.00
DNK80	Dutch Neck Elementary	\$69.13	180	N/A	\$2.50
HS18A	High School South	\$137.20	180	N/A	\$2.50
DN02A	Dutch Neck Elementary	\$137.20	180	N/A	\$2.50
HS25A	High School South	\$137.20	180	N/A	\$2.50
MH06A	Maurice Hawk Elementary	\$137.20	180	N/A	\$2.50
TG11A	Thomas Grover Middle	\$147.68	180	N/A	\$2.50
DN05A	Dutch Neck Elementary	\$147.68	180	N/A	\$2.50
TG16A	Thomas Grover Middle	\$137.20	180	N/A	\$2.50
VE10A	Village Elementary School	\$137.20	180	N/A	\$2.50
TG17A	Thomas Grover Middle	\$138.24	180	N/A	\$2.50
MH03A	Maurice Hawk Elementary	\$138.24	180	N/A	\$2.50
NC58A	High School North and Community Middle School	\$138.90	180	\$36.00	\$3.00
TC52A	Town Center Elementary	\$138.90	180	\$36.00	\$3.00
HN03A	High School North	\$145.58	180	N/A	\$2.50
DN01A	Dutch Neck Elementary	\$145.58	180	N/A	\$2.50
MHK83	Maurice Hawk Elementary	\$46.08	180	N/A	\$2.50
MHK92	Maurice Hawk Elementary	\$46.08	180	N/A	\$2.50
DNK83	Dutch Neck Elementary	\$46.08	180	N/A	\$2.50
DNK93	Dutch Neck Elementary	\$46.08	180	N/A	\$2.50
HS04A	High School South	\$144.53	180	N/A	\$2.50
MH01A	Maurice Hawk Elementary	\$144.53	180	N/A	\$2.50
CM06A	Community Middle School	\$144.53	180	N/A	\$2.50
MR24A	Millstone River School	\$144.53	180	N/A	\$2.50
HS17A	High School South	\$144.53	180	N/A	\$2.50
VE11A	Village Elementary School	\$144.53	180	N/A	\$2.50
HN15A	High School North	\$137.20	180	N/A	\$2.50
MH18A	Maurice Hawk Elementary	\$137.20	180	N/A	\$2.50
TG19A	Thomas Grover Middle	\$147.68	180	N/A	\$2.50
VE14A	Village Elementary School	\$147.68	180	N/A	\$2.50
TG22A	Thomas Grover Middle	\$147.68	180	N/A	\$2.50
VE09A	Village Elementary School	\$147.68	180	N/A	\$2.50
HN20A	High School North	\$147.68	180	N/A	\$2.50
VE08A	Village Elementary School	\$147.68	180	N/A	\$2.50

19. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB17-3 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
NWMK12	Newmark School	\$354.08	200	N/A	\$3.00
HS16A	High School North	\$144.53	180	N/A	\$3.00
DN15A	Dutch Neck Elementary	\$144.53	180	N/A	\$3.00
CM14A	Community Middle School	\$144.53	180	N/A	\$3.00
MR14A	Millstone River School	\$144.53	180	N/A	\$3.00

20. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB17-4 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
TCPS3P	Town Center Elementary	\$139.14	180	\$41.00	\$3.00
RBY12	Rugby School	\$402.25	214	\$90.00	\$3.00

21. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB18-1 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
CM10A	Community Middle School	\$280.63	180	N/A	\$3.00
TG26A	Thomas Grover Middle	\$260.00	180	N/A	\$3.00
HN09A	High School North	\$151.67	180	N/A	\$3.00
WE10A	Wicoff Elementary School	\$151.67	180	N/A	\$3.00
CM08A	Community Middle School	\$151.67	180	N/A	\$3.00
MR01A	Millstone River Elementary	\$151.67	180	N/A	\$3.00
CM01A	Community Middle School	\$151.67	180	N/A	\$3.00
WE08A	Wicoff Elementary School	\$151.67	180	N/A	\$3.00
HS50A	High School South	\$151.67	180	N/A	\$3.00
TC53A	Town Center Elementary	\$155.00	180	\$105.00	\$3.00

22. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB18-2 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
PSA18A	Princeton Day School Princeton Academy of The Sacred Heart Stuart Country Day	\$332.22	173	N/A	\$3.00

23. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB18-4 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u>		<u>Aide</u>	
		<u>Per Diem</u>	<u># Day</u>	<u>Per Diem</u>	<u>Inc/Dec</u>
HN02A	High School North	\$186.74	180	N/A	\$3.00
MR13A	Millstone River	\$186.74	180	N/A	\$3.00
HN13A	High School North	\$186.74	180	N/A	\$3.00
MR15A	Millstone River	\$186.74	180	N/A	\$3.00
HN18A	High School North	\$191.91	180	N/A	\$3.00



VE12A	Village School	\$191.91	180	N/A	\$3.00
HN23A	High School North	\$191.91	180	N/A	\$3.00
MH10A	Maurice Hawk	\$191.91	180	N/A	\$3.00
NC50A	High School North/ Community Middle School	\$188.40	180	\$ 52.00	\$3.00
TC55A	Town Center	\$188.40	180	\$ 52.00	\$3.00
NC56A	High School North/ Community Middle School	\$188.40	180	\$ 52.00	\$3.00
DN50A	Dutch Neck	\$188.40	180	\$ 52.00	\$3.00
TG02A	Thomas Grover Middle	\$186.74	180	N/A	\$3.00
MR02A	Millstone River	\$186.74	180	N/A	\$3.00
TG12A	Thomas Grover Middle	\$191.91	180	N/A	\$3.00
DN03A	Dutch Neck	\$191.91	180	N/A	\$3.00

24. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB19-1 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Day</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
ESY5	Town Center Elementary	\$354.26	25	\$80.00	\$3.00
ESY6	Town Center Elementary	\$354.26	25	\$80.00	\$3.00
AU2	Town Center Elementary	\$354.26	25	\$80.00	\$3.00
AU3	Town Center Elementary	\$354.26	25	\$80.00	\$3.00
ROCK12-1	Rock Brook School	\$331.89	205	\$80.00	\$3.00
ESY9	Town Center Elementary	\$354.26	25	\$80.00	\$3.00
TCPS3A	Town Center Elementary	\$291.21	180	\$80.00	\$3.00
TCPS4A	Town Center Elementary	\$291.21	180	\$80.00	\$3.00
HS11A	High School South	\$161.70	180	N/A	\$3.00
VE07A	Village Elementary	\$161.70	180	N/A	\$3.00
TG18A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
WE04A	Wicoff Elementary	\$161.70	180	N/A	\$3.00
HS19A	High School South	\$161.70	180	N/A	\$3.00
MH07A	Maurice Hawk Elementary	\$161.70	180	N/A	\$3.00
TG01A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
TC15A	Town Center Elementary	\$161.70	180	N/A	\$3.00
TG09A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
MH11A	Maurice Hawk Elementary	\$161.70	180	N/A	\$3.00
TG20A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
VE03A	Village Elementary	\$161.70	180	N/A	\$3.00
TG13A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
VE04A	Village Elementary	\$161.70	180	N/A	\$3.00
CM15A	Community Middle	\$161.70	180	N/A	\$3.00
TC03A	Town Center Elementary	\$161.70	180	N/A	\$3.00
HS05A	High School South	\$161.70	180	N/A	\$3.00
MR07A	Millstone River Elementary	\$161.70	180	N/A	\$3.00
HN14A	High School North	\$161.70	180	N/A	\$3.00
MR05A	Millstone River Elementary	\$161.70	180	N/A	\$3.00
CM07A	Community Middle	\$161.70	180	N/A	\$3.00
VE05A	Village Elementary	\$161.70	180	N/A	\$3.00
HS15A	High School South	\$161.70	180	N/A	\$3.00
MH08A	Maurice Hawk Elementary	\$161.70	180	N/A	\$3.00
TG15A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
DN07A	Dutch Neck Elementary	\$161.70	180	N/A	\$3.00
HS08A	High School South	\$161.70	180	N/A	\$3.00

WE05A	Wicoff Elementary	\$161.70	180	N/A	\$3.00
HS20A	High School South	\$161.70	180	N/A	\$3.00
MH02A	Maurice Hawk Elementary	\$161.70	180	N/A	\$3.00
HN08A	High School North	\$161.70	180	N/A	\$3.00
MH15A	Maurice Hawk Elementary	\$161.70	180	N/A	\$3.00
TG21A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
DN13A	Dutch Neck Elementary	\$161.70	180	N/A	\$3.00
HS09A	High School South	\$161.70	180	N/A	\$3.00
WE03A	Wicoff Elementary	\$161.70	180	N/A	\$3.00
TG23A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
VE16A	Village Elementary	\$161.70	180	N/A	\$3.00
TG25A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
VE20A	Village Elementary	\$161.70	180	N/A	\$3.00
TG27A	Thomas Grover Middle	\$161.70	180	N/A	\$3.00
MR25A	Millstone River Elementary	\$161.70	180	N/A	\$3.00
CM26A	Community Middle	\$161.70	180	N/A	\$3.00
MR26A	Millstone River Elementary	\$161.70	180	N/A	\$3.00
HS53A	High School South	\$162.47	180	\$45.00	\$3.00
WE52A	Wicoff Elementary	\$162.47	180	\$45.00	\$3.00
HS54A	High School South	\$162.47	180	\$45.00	\$3.00
MR54A	Millstone River Elementary	\$162.47	180	\$45.00	\$3.00
TGMS	Thomas Grover Middle	\$162.47	180	\$45.00	\$3.00

25. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB19-8 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Day</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
HS27A	High School South	\$173.91	180	N/A	\$3.00
MH14A	Maurice Hawk	\$173.91	180	N/A	\$3.00
HN33A	High School North	\$323.41	180	N/A	\$3.00

26. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB19-9 to Rick Bus Company, with a 1.7% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u>#Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
TITUS12A	Titusville Academy	\$183.60	212	\$32.00	\$4.00

27. Student Transportation Contract Renewal to and from school, Multi Contract Number TB-PUB19-3 to Three Brothers Transportation, LLP, with a 1.55% increase for the 2020-2021 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Days</u>	<u>Aide</u> <u>per Diem</u>	<u>Inc/Dec</u>
EAMT12A	East Mountain School	\$213.01	211	\$50.00	\$1.99

### **Travel and Related Expenses Reimbursement**

28. As required, pursuant to N.J.S.A. 18A:11-12, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in N.J.S.A. 18A:11-12, the aforementioned Board bylaw and policies, and are subject to the annual

limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:

- a) Eight staff members to attend a virtual Association for Middle Level Education SEL Deep Dive Online Course at a cost not to exceed \$39.99 each, no travel.
- b) Change the date of two staff members to attend a virtual one-week Teachers College Summer Institute from June 29, 2020 to July 3, 2020, instead of August 10, 2020 to August 14, 2020. No change in cost.
- c) One staff member to attend a virtual Environmental Science AP Summer Institute offered through LaSalle University from July 13, 2020 to July 16, 2020, at a cost not to exceed \$1,315, no travel.

***To be reviewed on 6/23/20:***

**Chapter 47, Laws of 2015**

1. Pursuant to the requirements of *N.J.S.A. C.18A:18A-42.2 et seq.*, review the list of contracts awarded by the Board of Education during the past 12 months that is indicative of the contracts likely to be awarded in the coming 12 months. A wide variety of state and federal law regulates contractual procedures with New Jersey school districts; major elements can be referenced in New Jersey Administrative Code, especially title 6A and 18A, as well as federal codes.

**D. PERSONNEL**

***To be voted on 6/23/20:*** Recommend approval of the following resolutions:

**Hourly Rates**

1. Approve the hourly and per diem rates for 2020-2021.

**Personnel**

2. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

**X. APPROVAL OF BOARD OF EDUCATION MINUTES**

***To be voted on 6/23/20:***

- A. June 9, 2020 Meeting

**XI. BOARD LIAISON REPORTS**

**XII. NEW BUSINESS**

**XIII. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who have submitted written comments on the form that was open and available on the District website up until the start of this Second Opportunity for Public Comment. All submissions containing all required fields completed will be viewed during the meeting and included as public comment in the official minutes. Each comment should be directed to the Presiding Officer, not individual members of the Board, and will be read by the Board attorney for three minutes in accordance with Board Policy 0167. If the comment extends beyond those three minutes, the full comment will be submitted and available as part of the meeting's public record. This public comment period shall be limited to 15 minutes.

**XIV. RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Superintendent Evaluation</b>
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BE IT FURTHER RESOLVED that any discussion held by the Board, which need not remain confidential, will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will not return to open session to conduct business at the conclusion of the executive session.

**XV. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 6/23/2020**

**Deadline for next Agenda: 7/15/2020**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
EFMLEA	Emergency Family and Medical Leave Expansion Act
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Barbieri, Christopher	Appoint	Teacher Special Education	2MA	\$59,950.00	GMS	TBD	6/30/21	Appoint as Special Education teacher, pending employment authorization, replacing Christopher Lonzson, who resigned. (Tenure date: TBD)
Stopa, Lauren	Appoint	Speech Language Specialist	3MA	\$61,050.00	WIC/CMS	TBD	6/30/21	Appoint as Speech Language Specialist, pending employment authorization, replacing Teresa Russo-Weitz, who retired. (Tenure date: TBD)
Barabas, Martha	Appoint- Repl.	Teacher Language Arts-LR	2BA	\$58,000.00	GMS	TBD	6/30/21	Appoint as leave replacement Language Arts teacher, pending employment authorization, replacing Shea Laurenzo, who is on leave.
<b>Change</b>								
Greene, Christopher	Change	Teacher Elementary		N/C	MR	9/1/20	6/30/21	Change from 3rd Grade Teacher to 4th Grade Teacher.
Lucas, Kimberly	Change	Teacher Basic Skills Reading		N/C	DN	9/1/20	6/30/21	Change from Teacher Resource Specialist- Reading to Teacher Basic Skills Reading, replacing Christi Campbell, who retired.
Nass, Alison	Change	Teacher Resource Specialist- Curriculum and Instruction		N/C	MR	9/1/20	6/30/21	Change from Teacher Resource Specialist- Mathematics to Teacher Resource Specialist- Curriculum and Instruction, replacing Mary-Ann Carnevale, who retired.
Sgammato, Christine	Change	Teacher Resource Specialist- Reading Intervention (Gr 6-8)		N/C	CMS	9/1/20	6/30/21	Change from Teacher Language Arts - Read 180 to Teacher Resource Specialist - Reading Intervention (Gr 6-8).
Siano, Deborah	Change	Teacher Spanish		N/C	CMS	9/1/20	6/30/21	Change from Teacher Resource Specialist- Curriculum and Instruction (Gr 6-12) to Teacher Spanish.
Signor, Nicole	Change	Teacher Elementary		N/C	DN	9/1/20	6/30/21	Change from Special Education Teacher, WIC, to 3rd Grade Teacher, DN, growth position.
Dorfman, Marc	Change %	Teacher Science-120%	15MA	\$120,528.00 (prorated)	HSS	9/1/20	1/28/21	Change salary from 100% to 120% for an additional section.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kiernen-Stout, James	Change %	Teacher Health & Physical Education- 120%	15BA	\$108,780.00 (prorated)	HSN	1/29/21	6/30/21	Change salary from 100% to 120% for an additional section.
Petrocelli, Tammy	Change %	Teacher Health & Physical Education- 120%	15BA	\$116,340.00 (prorated)	HSS	9/1/20	1/28/21	Change salary from 100% to 120% for an additional section.
Roder, Jamie	Change %	Teacher Science- 120%	2MA	\$71,940.00 (prorated)	HSS	1/29/21	6/30/21	Change salary from 100% to 120% for an additional section.
Serughetti, Beth	Change %	Teacher Health & Physical Education- 120%	15MA	\$119,088.00 (prorated)	HSN	9/1/20	1/28/21	Change salary from 100% to 120% for an additional section.
Vogt, Robert	Change %	Teacher Art- 120%	15MA	\$118,848.00	HSN	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Bartocci, Kathryne	Change Location	Teacher Elementary		N/C	VIL	9/1/20	6/30/21	Change location from MR to VIL replacing Michelle Mendes, who resigned.
Mallon, Dennis	Change Location	Teacher Special Education		N/C	VIL	9/1/20	6/30/21	Change location from MR to VIL.
Green, Hughbert	Change Location	Teacher Resource Specialist- Mathematics		N/C	MR/VIL	9/1/20	6/30/21	Change location from 100% MR to 50% MR, 50% VIL.
Hsueh, Susan	Change Location	Teacher Chinese		N/C	HSN/HSS	9/1/20	6/30/21	Change location from 100% GMS to 40% HSN, 60% HSS.
Miller, Julianna	Change Location	Teacher Elementary		N/C	TC/WIC	9/1/20	6/30/21	Change location from 100% TC to 50% TC, 50% WIC.
Pei, Suey-Lain	Change Location	Teacher Chinese- 80%		N/C	CMS	9/1/20	6/30/21	Change location from 80% HSS to 80% CMS.
Shen, Jume	Change Location	Teacher Chinese		N/C	GMS/MH	9/1/20	6/30/21	Change location from 100% HSN to 80% GMS, 20% MH.
<b>Leave of Absence</b>								
Liu, Yanqing	Leave-FMLA/NJFLA/CC	Teacher Science		N/A	GMS	10/26/20	6/30/21	FMLA/NJFLA/CC: 10/26/20-1/22/21 unpaid, with benefits. CC: 1/23/21-6/30/21 unpaid, no benefits. (RTW: 9/1/21)
Witkowski, Amanda	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	MH	11/9/20	2/5/21	FMLA/NJFLA/CC: 11/9/20-2/5/21 unpaid, with benefits. (RTW: 2/8/21)
<b>Resignation</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kahn, Justin	Resign	School Counselor		N/A	GMS	6/30/20	6/30/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Miao, Tianran	Appoint	Instructional Assistant- Dual Language Immersion	1	\$19.11/hr.	MH	TBD	6/30/21	Appoint as Instructional Assistant - Dual Language Immersion, pending employment verification, growth position, for 6.5 hrs/day.
Gartenberg, Sam	Appoint	Summer Computer Assistant		\$12.00/hr.	DIST	TBD	9/4/20	Appoint as Summer Computer Assistant.
Gregg, Jennifer	Appoint	Summer Computer Assistant		\$12.00/hr.	DIST	TBD	9/4/20	Appoint as Summer Computer Assistant.
Lunetta, Anthony	Appoint	Summer Computer Assistant		\$12.00/hr.	DIST	TBD	9/4/20	Appoint as Summer Computer Assistant.
Lunetta, Richard	Appoint	Summer Computer Assistant		\$13.00/hr.	DIST	TBD	9/4/20	Appoint as Summer Computer Assistant.
Murray-Dye, Kaden	Appoint	Summer Computer Assistant		\$10.00/hr.	DIST	6/24/20	9/4/20	Appoint as Summer Computer Assistant.
<b>Change</b>								
Facchini, Alessandra	Change Location	Secretary 12 Months		N/C	MH	9/1/20	6/30/21	Change location from MR to MH, replacing Grace Searby, who resigned.
<b>Leave of Absence</b>								
Jenkins, Guss	Leave	Cable Station Manager		N/A	CO	8/24/20	10/17/20	Leave of absence, paid, with benefits.
<b>Resignation</b>								
Medina, Noraima	Resign	Secretary To		N/A	CE	6/30/20	6/30/20	Resign from position.
<b>D. Substitute / Other</b>								
<b>Reappoint - County Certified Substitute Teachers</b>								
Acharya, Kamala	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Adulapuram, Sravanthi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Agarwal, Namita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Aggarwal, Sonu	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Agrawal, Anita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ahmad, Farzana	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ali, Mariam	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Amenta, Edna A.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Anand, Ramya	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Anand, Seema	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Annam, Samatha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Arnold, Richard G.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Arora, Mamta	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Badrinarayanan, Revathi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Balasubramanian, Meena	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Barkenbush, Rosemarie	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Basu, Sutapa	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bellis, Anthony	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Berliner, Karen S.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Beschastnova, Kristina	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Bhatia, Indu	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Bille, Parvathi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Bist, Pooja	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Bloom, Adam	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Boddapati, Sarmista	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Braverman, Rebecca	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Bruno, Alexis	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Bugge, Benjamin	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Calixte, Katrina	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Carlson, Richard	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Chada Venkata Naga, Sita R.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Chandhok, Shivali	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Chang, Richard	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Charvet Pena, Sofia	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Chellam, Uma	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Chittibabu, Gayathri Devi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Chopra, Reema	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Chudnow, Ira	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Crawbuck, Carla	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Daly, Tracy	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Darmofal, Dena	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
De Silva, Dona Usha S.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Deevela, Radhika	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
DiSebastian, Sharon	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Dutta, Priti	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Eleti, Sarika	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Elgaz, Tugba	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Elmer, Michele	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Esposito, Marla	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Forst-Carlson, Linda	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gadre, Trupti	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gamarnik, Aleksandr	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ganesh, Padmavathy	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gangishetty, SandhyaRani	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Garcia, Nelida	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Garimella, Manjula	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
George, Rachel	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ghandikota, Sumana	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ghosh, Sudipta	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gindhart, Rachel	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Goldstine, Jonathan	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gopal, Anandha Selvi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Goswami, Ozlem	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gottlob, Gary	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Greenberger, Nancy	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Grygo, Marzena	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gudeti, Radhika	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gumpu, Ganga Bhavani	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gundla, Sudhamayi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Gupta, Aanchal	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Halder, Brita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Hamlin, William	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Hari, Rama	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Harris, David T.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Hemanth, Sushma	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Heslin, Patricia	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Hettigamage, Wijemuni	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Husain, Ayesha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Jadhav, Usharani	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Kanitkar, Sonia	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Karnati, Uma	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Kaur, Gagandeep	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Kaur, Jasbir	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Keenan, Cayleigh	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Kennen, Barbara	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Khanna, Poonam	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Khot, Sheetal	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Konar, Jaba	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Koneru, Divya	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Krishnamurthy, Amitha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Krishnan, Rajeswari	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Lane, Christopher	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lee, Mark	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Levine, Martin	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Li, Pingxu	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Lincoln, Diane	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Madasamy Ponniah, Vanitha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Malepati, Lavanya	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Malepati, Usha R.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Malik, Amna	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mangla, Preeti	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mani, Gayathri	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Maniere, Kathleen	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Manzoori, Hooraa	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Masineni Sanjeevappa, Lakshmi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mehta, Anuradha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mehta, Goral	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mehta, Kiran	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mehta, Sweety	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Miller, Andrea	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mitra, Eshika	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mohapatra, Simantini	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Moliga, Loifofoga	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Moore, Franklin R.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Moore, James	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Moparthi, Viritha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Mudipalli, Padmaja	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Nagaokar, Yogita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Nahid, Banu	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Nelson, Heather	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Nelson, Shari	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Nordstrom, Jocelyn M.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ortepio, Gerard	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Pagadala, Silpa	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Pappas, Kathryn M.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Pasupuleti, Manoja	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Patel, Mansi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Penumatsa, Sireesha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Pettus, Evan	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Pherwani, Sunita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Pillai, Sivakaami	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Powar, Ulka	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Poznan, Attila	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Prakash, Rekha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Prakash, Sandhya	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Raavi, Sandhya Rani	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Raghavapudi, Nagalakshmi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rahman, Feroza	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Rajesh, Amudapriya	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ramesh, Shanmuga	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ranganathan, Ramya	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Rastogi, Roli	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Ratra, Ritu	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Rutter, Amanda	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sabatino, Salvatore	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sahoo, Sasmita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Samal, Smita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Samuel, Lilian	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sanjay, Sheeja	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Santhanaraman, Vijayanthimala	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sastri, Swapna	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Schacht, Laurel	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Seetha, Sangeetha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sethuramalingam, Kalyani	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shah, Ameer	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shah, Chhayaben S.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shah, Neha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shah, Prerana	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shankar, Uma	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shanmuga, Anbuselvi J.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shedler, Mindy	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Shemi, Jinju	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Silva, Cindy	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Singh, Anuradha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Singh, Sarita	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sinha Ray, Sarmistha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sinha, Panchali	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sivathanuchandran, Sudhanarayani	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Smith, Jeffrey Steven	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Smith, Lisa Ann	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Spann, Mabel E.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sridhr, Shilpa	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Srinivasan, Deepthi Rathna	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Srinivasan, Gayatri	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Srinivasan, Sujatha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Srivastava, Vaishali	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Steiner, Angel	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Sundararajaro, Krithika	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Tandon, Mala	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Tankersley, Aron	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Tejwani, Pooja	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Tera, Madhuri	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Tessarotto, Luiz	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Thillai, Lakshmi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Thoota, Tejasri D.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Trivedi, Mamta	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Uppal, Ruchi	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Valentine, Daniel A.	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Van Arnum, Deborah	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Vellore, Ramamalini	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Velury, Salsunitha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Venkatachalam, Mangai	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Verma, Sushma	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Vincent Panjikaran, Lyma Mary	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Viswanathan, Srividya	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Waghulde, Bhagyashri	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Wesson, Edward	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Williams-Lewis, Joseph	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Yallapantula, Anju	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Yao, Ting	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Yennam, Sirisha	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
Zelt, Donald	Reappoint	Substitute Teacher		\$85.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments.
<b>Reappoint - NJ Certified Substitute Teachers</b>								
Agrawal, Barkha	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Allen, Edward H.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Antane, Madelene	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Antane, Schuyler	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Bailin, Jenna	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Balasubramanian, Shobhana	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Balestrieri, Tracey	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Bamford, JoAnne	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Barasch, Elihu	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Beauchamp, Marissa E.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Bilicki, Jordan	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Bladel, Lesley	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Bugge, Michele	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Bugher, Melanie	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Canciello, Deborah	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Cavorley, Donna	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Cheng, Shuang	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Cochrane, John	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Cortes, Rachel	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Creasi, Gene	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Curtis, Rachel	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
DeRosa, Carley	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Elhossieni, Kareem	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Fernandes, Jacqueline	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gallo, Frank R.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Gilliland, Laura	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Glass, Thomas	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Gosselin, Mary Jane	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Hemmel, Shannen	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Heslin, John	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Hodell, Karen	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Jeffries, Jillian	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Jurczynski, Nicole	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Kavalov, Tatiana	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Kelly, Scott	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Kobesky, Rita M.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Kocses, Kerry	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Kuser, John	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
LaMarra, Laurie	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Lewis, Kyle	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Lichtenstein, Jenna	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Maley, Dana	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Malouf-Collimore, Donna	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Mandloi, Renuka N.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Mendola, Gisele	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Meyers, Carly	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Morales, Marcia	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Moscatello, Michael	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Munsch, Audrie	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Nallaseth, Ferez	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Nobilio, James	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
O'Brien-Bastock, Nancy	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Orvis, Angela	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Palmer, Victoria	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Pankove, Simon	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Patel, Saiju	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Patterson, Madeleine	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Pei, Suey-Lain	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Pellicciotti, Tiffany	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Perez, Cassandra	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Plona, Diane	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Polar-Cummings, Maria	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Rana, Suman	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Reil, Joan	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Richman, Diane	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Robinovitz, Theresa	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Roman, Janet	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Schacht, Ronald	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Schaller, Deborah	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Schuster, Linda	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Schweitzer, Christine	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Shaffer, Barbara	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Stevens, Rose	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Stewart, Eric C.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Stuart, Thomas A.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Su, Wei	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Telis, Marietta	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Terppe, Brianna	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Tipton, Craig	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Totaro, Rebecca	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Troutman, Lisa	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Watson, Lori	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Wendel, Wayne T.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Wonnell, Frances	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wright, Talauria	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Zimmer, John L.	Reappoint	Substitute Teacher		\$95.00/day	DIST	9/1/20	6/30/21	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
<b>Reappoint - Substitute Nurses (County Certified and NJ Certified)</b>								
Leiggi, Valerie	Reappoint	Substitute Nurse (Certified)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (Certified) as needed for temporary assignments.
Gagliardo, Tiffany	Reappoint	Substitute Nurse (County Cert.)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (County Cert.) as needed for temporary assignments.
Hanaway, Rebecca	Reappoint	Substitute Nurse (County Cert.)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (County Cert.) as needed for temporary assignments.
Hutchinson, Robert	Reappoint	Substitute Nurse (County Cert.)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (County Cert.) as needed for temporary assignments.
Irwin, Kerry	Reappoint	Substitute Nurse (County Cert.)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (County Cert.) as needed for temporary assignments.
Mazon, Carissa	Reappoint	Substitute Nurse (County Cert.)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (County Cert.) as needed for temporary assignments.
Nelson, Shari	Reappoint	Substitute Nurse (County Cert.)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (County Cert.) as needed for temporary assignments.
Voigtsberger, Theresa	Reappoint	Substitute Nurse (County Cert.)		\$210.00/day	DIST	7/1/20	6/30/21	Reappoint as a Substitute Nurse (County Cert.) as needed for temporary assignments.
<b>Reappoint - Substitute Secretaries</b>								
Collins, Eileen	Reappoint	Substitute Secretary		\$13.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.
Kanitkar, Sonia	Reappoint	Substitute Secretary		\$12.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.
Layne, Sharon	Reappoint	Substitute Secretary		\$12.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.
Marraffa, Tina	Reappoint	Substitute Secretary		\$13.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Rosenthal, Gloria	Reappoint	Substitute Secretary		\$13.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.
Roth, Nancy	Reappoint	Substitute Secretary		\$13.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.
Slicner, Elaine	Reappoint	Substitute Secretary		\$12.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.
Thoota, Tejasri	Reappoint	Substitute Secretary		\$12.00/hr	DIST	7/1/20	6/30/21	Reappoint as a Substitute Secretary as needed for temporary assignments.
<b>Reappoint - Substitute Cafeteria Aides</b>								
Langrana, Dinaz	Reappoint	Substitute Cafeteria Aide		\$12.00/hr	DIST	9/1/20	6/30/21	Reappoint as a Substitute Cafeteria Aide as needed for temporary assignments.
Mukhopadhyay, Nandini	Reappoint	Substitute Cafeteria Aide		\$12.00/hr	DIST	9/1/20	6/30/21	Reappoint as a Substitute Cafeteria Aide as needed for temporary assignments.
<b>E. Extracurricular / Extra Pay</b>								
<b>Curriculum - Fine and Performing Arts</b>								
Leventhal, Nathan	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Computer Art & Design I & II, <b>total program</b> not to exceed 120 hours.
Picco, Amy	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Computer Art & Design I & II, <b>total program</b> not to exceed 120 hours.
Randazzo, Gabriel	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Computer Art & Design I & II, <b>total program</b> not to exceed 120 hours.
<b>Curriculum - Language Arts</b>								
Christie, Shayne	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	ESL 6-8 Revisions, <b>total program</b> not to exceed 50 hours.
Haley, Kaitlyn	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	ESL 6-8 Revisions, <b>total program</b> not to exceed 50 hours.
Zola, Anna	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	ESL 6-8 Revisions, <b>total program</b> not to exceed 50 hours.
Aconi, Fabio	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	ESL 9-12 Revisions, <b>total program</b> not to exceed 50 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Bader Roman, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	ESL 9-12 Revisions, <b>total program</b> not to exceed 50 hours.
Jackson-Escogido, Jennifer	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	ESL 9-12 Revisions, <b>total program</b> not to exceed 50 hours.
Bhavsar, Priya	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	IRLA 6-8, <b>total program</b> not to exceed 150 hours.
Dratch, Marnie	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	IRLA 6-8, <b>total program</b> not to exceed 150 hours.
Lucas, Kimberly	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	IRLA 6-8, <b>total program</b> not to exceed 150 hours.
Lyczkowski, Janice	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	IRLA 6-8, <b>total program</b> not to exceed 150 hours.
Salvador, Edward	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	IRLA 6-8, <b>total program</b> not to exceed 150 hours.
Scupp, Rachel	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	IRLA 6-8, <b>total program</b> not to exceed 150 hours.
Aconi, Fabio	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Bader Roman, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Burke, Anastasia	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Christie, Shayne	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Jackson-Escogido, Jennifer	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Kloutis, Kimberly	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Kravis, Yuko	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Labastida, Megan	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Nodong, Pema	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Tran, Piao	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Zola, Anna	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/20	6/30/21	K-12 ESL Testing, <b>total program</b> not to exceed 250 hours.
Barnes, Tyler	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Ramaprasad, Venkat	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Tafoya, Stacey	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA I CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Barnes, Tyler	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	LA II CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Tessein, Paula	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	LA II CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Wong, Jessica	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	LA II CP & Honors Revisions, <b>total program</b> not to exceed 80 hours.
Hankh, Nicolette	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA IV CP & Honors Revisions, <b>total program</b> not to exceed 40 hours.
Leonard, Rosemary	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA IV CP & Honors Revisions, <b>total program</b> not to exceed 40 hours.
Paulson, Brian	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA IV CP & Honors Revisions, <b>total program</b> not to exceed 40 hours.
Prodocimo, Laura	Extra Duty	Curriculum		\$47.09/hr.	DIST	5/8/20	6/30/20	LA IV CP & Honors Revisions, <b>total program</b> not to exceed 40 hours.
<b>Curriculum - Science</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Foret, Matthew	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Biology AP, <b>total program</b> not to exceed 40 hours.
Mangieri, Haley	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Biology AP, <b>total program</b> not to exceed 40 hours.
Knorr, Andrea	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Chemistry AP, <b>total program</b> not to exceed 40 hours.
Patterson, Brian	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Chemistry AP, <b>total program</b> not to exceed 40 hours.
Coleman, Bradford	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Johnson, Juliana	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Johnson, Lauren	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Knoblock, Jennifer	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Liput, Ashley	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Mallon, Dennis	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
McFall, Renee	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Munoz, Deanna	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
O'Connell, Sarah	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Piergrossi, Melinda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.
Wriede, Michelle	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Elementary Integrated Science and Language Arts, <b>total program</b> not to exceed 132 hours.





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Foley, Katie	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Environmental Science AP, <b>total program</b> not to exceed 40 hours.
Manaresi, Gina	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Environmental Science AP, <b>total program</b> not to exceed 40 hours.
Sierzega, Daniel	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Physics AT, <b>total program</b> not to exceed 80 hours.
Zubrzycki, Walter	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Physics AT, <b>total program</b> not to exceed 80 hours.
<b>Curriculum - Special Services</b>								
Gould, Brian	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Essential Literacy, <b>total program</b> not to exceed 120 hours.
Kitson, Mary	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Essential Literacy, <b>total program</b> not to exceed 120 hours.
<b>Curriculum - World Language</b>								
Koekemoer, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Dual Language Spanish and Chinese, <b>total program</b> not to exceed 120 hours.
Pan-Ng, Anna	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Dual Language Spanish and Chinese, <b>total program</b> not to exceed 120 hours.
Warren, Ashley	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Dual Language Spanish and Chinese, <b>total program</b> not to exceed 120 hours.
Koekemoer, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Spanish DLI Supplemental, <b>total program</b> not to exceed 120 hours.
Siegel, Daniel	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Spanish DLI Supplemental, <b>total program</b> not to exceed 120 hours.
Warren, Ashley	Extra Duty	Curriculum		\$47.09/hr.	DIST	6/22/20	8/31/20	Spanish DLI Supplemental, <b>total program</b> not to exceed 120 hours.
<b>Home Instruction</b>								
Bordfeld, Leslie	Extra Duty	Home Instruction		\$47.09/hr.	DIST	6/7/20	6/19/20	Home Instruction for Language Arts IV, not to exceed 4 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	6/7/20	6/19/20	Home Instruction for Algebra II and Spanish 1, not to exceed 8 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
McCarthy, Tara	Extra Duty	Home Instruction		\$47.09/hr.	HSN	6/22/20	8/31/20	Home Instruction for Reading and Writing, not to exceed 32 hours.
<b>Moving</b>								
Allesee, Irene	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Burke, Anastasia	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Burnett, Stefanie	Extra Duty	Moving		\$47.09/hr.	DN	6/10/20	6/30/20	Moving, not to exceed 6 hours.
Carr, Tina	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Davison, Kristine	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Drummond, Alexis	Extra Duty	Moving		\$47.09/hr.	DN	6/10/20	6/30/20	Moving, not to exceed 6 hours.
Elfo, Brienne	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Forkel, Meghan	Extra Duty	Moving		\$47.09/hr.	MR	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Frame, Craig	Extra Duty	Moving		\$47.09/hr.	GMS	6/10/20	6/30/20	Moving, not to exceed 12 hours.
Fruhling, Marla	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Gagnon, Amanda	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Gilchrist, Dawn	Extra Duty	Moving		\$47.09/hr.	GMS	6/10/20	6/30/20	Moving, not to exceed 12 hours.
Gill, Holly	Extra Duty	Moving		\$47.09/hr.	TC	9/1/19	6/30/20	Moving, not to exceed 12 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Goetzmann, Justin	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Goodstein, Amanda	Extra Duty	Moving		\$47.09/hr.	TC/MH	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Greene, Megan	Extra Duty	Moving		\$47.09/hr.	MR	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Guest, Lawrence	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Haggerty, Maureen	Extra Duty	Moving		\$47.09/hr.	MR	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Huth, Stephanie	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Jarvis, Alexa	Extra Duty	Moving		\$47.09/hr.	TC	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Jensen, Diana	Extra Duty	Moving		\$47.09/hr.	CMS	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Joseph, Elaine	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Kempler, Andrea	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Kopeika, Christie	Extra Duty	Moving		\$47.09/hr.	TC	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Kosar, Diane	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
LaVoie, Amy	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Locane, Victoria	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Mallon, Dennis	Extra Duty	Moving		\$47.09/hr.	MR	9/1/19	6/30/20	Moving, not to exceed 12 hours.



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Marshall, Kelly	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
McCormick, Megan	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
McGuinness, Tara	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Metal, Stephanie	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Mulhall, Maureen	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Niedermaier, Marissa	Extra Duty	Moving		\$47.09/hr.	CMS	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Pei, Suey-Lain	Extra Duty	Moving		\$47.09/hr.	CMS	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Roberts, Irene	Extra Duty	Moving		\$47.09/hr.	TC	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Rokita, Kaitlyn	Extra Duty	Moving		\$47.09/hr.	VIL	9/1/19	6/30/20	Moving, not to exceed 12 hours.
Rothschild, Amy	Extra Duty	Moving		\$47.09/hr.	TC	9/1/19	6/30/20	Moving, not to exceed 12 hours.
San Filippo, Shannon	Extra Duty	Moving		\$47.09/hr.	CMS	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Schenker, Joyce	Extra Duty	Moving		\$47.09/hr.	CMS	6/1/20	6/30/20	Moving, not to exceed 6 hours.
Schenker, Joyce	Extra Duty	Moving		\$47.09/hr.	GMS	6/8/20	6/30/20	Moving, not to exceed 6 hours.
Skau, Marianne	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
Sullivan, Kristen	Extra Duty	Moving		\$47.09/hr.	TC	9/1/19	6/30/20	Moving, not to exceed 12 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Summer Hours - CST</b>								
Al-Najjar, Anwar	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Cienci, Rachaele	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Farber, Marissa	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Fisher, Michelle	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Greene, Megan	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Lehman, Kristen	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Levy, Lorell	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
McGovern, Diane	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Moser, Lorri	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Pollard, Katie	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Washington, Rosalyn	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (LDTC) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Anand, Shagoon	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (OT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Kidney, Elizabeth	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (OT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Koncsol, Kim	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (OT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Meurling, Julia	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (OT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Patrone, Michelle	Extra Duty	Child Study Team-Summer Hours		\$65.69/hr.	DIST	6/22/20	8/31/20	Summer CST (OT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Van Dusen, Regina	Extra Duty	Child Study Team-Summer Hours		Per Diem Rate	DIST	6/22/20	8/31/20	Summer CST (OT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Chunko, Eileen	Extra Duty	Child Study Team-Summer Hours		\$76.45/hr.	DIST	6/22/20	8/31/20	Summer CST (PT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Lee, Susan	Extra Duty	Child Study Team-Summer Hours		\$76.45/hr.	DIST	6/22/20	8/31/20	Summer CST (PT) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Eagles, Melissa	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Gifford, Jennifer	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Gonzales, Marykate	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Goodstein, Amanda	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Guidotti, Cathy-Ann	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Hughes, Elissa	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Karn, Elizabeth	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Kelly, Laura	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>



# Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Medina, Jennifer	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Nash, Laura	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Nicosia, Victoria	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Wood, Drew	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Yaros, Gabrielle	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Psychologist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Ambrosino, Austin	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Anantharaman, Anita	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Edmonds, Melanie	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Flynn, Alba	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Frankel, Jane	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Heiser, Diane	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Levine, Randi	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Marett, Erica	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (School Social Worker) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Barbarasch, Eva	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Batlas, Jenna	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Clements, Elizabeth	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Cooke, Jennifer	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Dennehy, Jane	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Gagnon, Amanda	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Gold, Jamie	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Graffin, Valerie	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Hyman, Joanne	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Joseph, Elaine	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Kaplan, Stephanie	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>





# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Mathew, Katie	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Merlo, Kathryn	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Moore, Rowena	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Nowak, Beth Ann	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Rifkin, Ilysa	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Roberts, Irene	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Stevenson, Shaundrika	Extra Duty	Child Study Team-Summer Hours		As per Contract	DIST	6/22/20	8/31/20	Summer CST (Speech Language Specialist) work, as approved by the Supervisor, <b>not to exceed 20 days each.</b>
Hyman, Joanne	Extra Duty	Technology Support for Summer CST		\$47.09/hr.	DIST	6/22/20	8/31/20	Technology Support for Summer CST, as approved by the Supervisor, not to exceed 20 hours.
Ambrosino, Austin	Extra Duty	CST Registration-Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer CST Registration, <b>total GMS program</b> not to exceed 30 hours.
Fisher, Michelle	Extra Duty	CST Registration-Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer CST Registration, <b>total CMS program</b> not to exceed 30 hours.
Lehman, Kristen	Extra Duty	CST Registration-Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer CST Registration, <b>total GMS program</b> not to exceed 30 hours.
Levine, Randi	Extra Duty	CST Registration-Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer CST Registration, <b>total HSS program</b> not to exceed 42 hours.
Wood, Drew	Extra Duty	CST Registration-Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer CST Registration, <b>total HSN program</b> not to exceed 42 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Ambrosino, Austin	Extra Duty	CST Scheduling Conflicts- Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer CST Scheduling Conflicts, <b>total GMS program</b> not to exceed 24 hours.
Fisher, Michelle	Extra Duty	CST Scheduling Conflicts- Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer CST Scheduling Conflicts, <b>total CMS program</b> not to exceed 24 hours.
Lehman, Kristen	Extra Duty	CST Scheduling Conflicts- Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer CST Scheduling Conflicts, <b>total GMS program</b> not to exceed 24 hours.
Levine, Randi	Extra Duty	CST Scheduling Conflicts- Summer Hours		\$47.09/hr.	HSS	7/1/20	8/31/20	Summer CST Scheduling Conflicts, <b>total HSS program</b> not to exceed 24 hours.
Wood, Drew	Extra Duty	CST Scheduling Conflicts- Summer Hours		\$47.09/hr.	HSN	7/1/20	8/31/20	Summer CST Scheduling Conflicts, <b>total HSN program</b> not to exceed 24 hours.
<b>Summer Hours - Guidance</b>								
Efstathios, Ariana	Extra Duty	Student Assistance Counselor- Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer Student Assistance Counselor, not to exceed 20 hours.
Burgess, Ellen	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer Guidance, not to exceed 60 hours.
Scibienski, Faith	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer Guidance, not to exceed 60 hours.
Staffieri, Monique	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer Guidance, not to exceed 60 hours.
Kapadia, Chandni	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	GMS	TBD	8/31/20	Summer Guidance, not to exceed 60 hours.
Gura, Elizabeth	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	MR	7/1/20	8/31/20	Summer Guidance, not to exceed 103 hours.
Valeriani, Lisa	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	MR	7/1/20	8/31/20	Summer Guidance, not to exceed 103 hours.
Greiner, Melissa	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	VIL	7/1/20	8/31/20	Summer Guidance, not to exceed 40 hours.
Dunne, Nancy	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	DN	7/1/20	8/31/20	Summer Guidance, not to exceed 10 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Marshall, Kelly	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	MH	7/1/20	8/31/20	Summer Guidance, not to exceed 10 hours.
Anas, Erica	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	TC	7/1/20	8/31/20	Summer Guidance / New Parent Orientation, not to exceed 10 hours.
Incollingo, Ellen	Extra Duty	Guidance- Summer Hours		\$47.09/hr.	WIC	7/1/20	8/31/20	Summer Guidance, not to exceed 10 hours.
<b>Summer Hours - Nurse</b>								
Decker, Michelle	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer Nurse, not to exceed 60 hours.
Johnson, Katelyn	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	CMS	7/1/20	8/31/20	Summer Nurse, not to exceed 60 hours.
Crilly, Michelle	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer Nurse, <b>total program</b> not to exceed 120 hours.
Epifane, Samantha	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	GMS	7/1/20	8/31/20	Summer Nurse, <b>total program</b> not to exceed 120 hours.
Isnardi, Catherine	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	MR	7/1/20	8/31/20	Summer Nurse, not to exceed 50 hours.
Glynn, MaryEllen	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	VIL	7/1/20	8/31/20	Summer Nurse, <b>total program</b> not to exceed 50 hours.
Lavan, Brenda	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	DN	7/1/20	8/31/20	Summer Nurse, not to exceed 50 hours.
Colt, Trina	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	MH	7/1/20	8/31/20	Summer Nurse, not to exceed 50 hours.
Guest, Alice	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	TC	7/1/20	8/31/20	Summer Nurse, not to exceed 50 hours.
Healey, Moira Jean	Extra Duty	Nurse- Summer Hours		\$47.09/hr.	WIC	7/1/20	8/31/20	Summer Nurse, not to exceed 50 hours.
<b>Rescind</b>								
Kitson, Mary	Rescind	ESY Special Education Teacher		\$47.09/hr.	DIST	7/6/20	8/7/20	Rescind approval as Teacher for the Extended School Year Program, not to exceed 85 hours.
<b>E. Stipend Athletic</b>								



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Spring Track</b>								
Reilly, Kathleen	Stipend- Athletic	Spring Track- Girls Assistant Coach		\$4,024.27	HSS	Spring 2020	Spring 2020	Spring Track - Girls Assistant Coach, 1 yr. exp., paid in FULL in June.
<b>E. Stipend Non-Athletic</b>								
None								
<b>F. Community Education</b>								
None								
<b>G. Emergent Hires</b>								
None								



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Change</b>								
Dobinson, Katharine	Change	Director of Athletics		\$121,212.00	DIST	7/1/20	6/30/21	Change from Assistant Director of Athletics/Supervisor of Health, Physical Education and Driver Education to Director of Athletics, replacing R. Kenneth Mason, who retired.
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Dukes, Shanika	Appoint	School Counselor	2MA	\$59,950.00	GMS	TBD	6/30/21	Appoint as School Counselor, pending employment authorization, replacing Justin Kahn, who resigned. (Tenure date: TBD)
<b>Change</b>								
Metal, Stephanie	Change	Teacher Music	4MA	\$62,100.00	MH/DN	9/1/20	6/30/21	Change reappoint for the 2020-2021 school year from 4BA, \$60,000 to 4MA, \$62,100; Tenure date 9/2/2023.
Cichowski, Brianna	Change	Teacher Elementary- LR		N/C	MR	9/1/20	6/30/21	Change from 4th Grade Teacher, to leave replacement 5th Grade Teacher, replacing Delia Fontana, who is on leave.
Jones, Linda	Change	Teacher Elementary- LR		N/C	TC	9/1/20	6/30/21	Change from 5th Grade Teacher, MR, to leave replacement 2nd Grade Teacher, TC, replacing Stacy Bowes, who is on leave.
Lyczkowski, Janice	Change	Teacher Resource Specialist- Reading Intervention (Gr 6-8)		N/C	GMS	9/1/20	6/30/21	Change from Teacher Language Arts to Teacher Resource Specialist - Reading Intervention (Gr 6-8).
McGurney, Brian	Change	Teacher Health & Physical Education		N/C	GMS	9/1/20	6/30/21	Change from Science Teacher to Health & Physical Education Teacher, replacing Kenneth Brzezynski, who retired.
Bridgewater, Jennifer	Change %	Teacher Science- 120%	15BA	\$108,780.00	HSS	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Chiocca, Diane	Change %	Teacher French-120%	15MA+30	\$123,210.00	GMS	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Costelloe, Jessica	Change %	Teacher German-120%	5BA	\$73,200.00	CMS	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Waidelich, Ann Marie	Change %	Teacher German-120%	15BA	\$115,620.00	GMS	9/1/20	6/30/21	Change salary from 100% to 120% for an additional section.
Camacho, Leniz	Change Location	Teacher Spanish		N/C	DN/VIL	9/1/20	6/30/21	Change location from 100% VIL to 29% DN, 71% VIL.
Cano, Edgar	Change Location	Teacher Spanish		N/C	MR/VIL	9/1/20	6/30/21	Change location from 100% MR to 86% MR, 14% VIL.
Ronen, Pamela	Change Location	Teacher Spanish		N/C	WIC/VIL	9/1/20	6/30/21	Change location from 79% WIC, 21% DN to 79% WIC, 21% VIL.
<b>Leave of Absence</b>								
Karbhari, Sanaea	Leave- CC	School Psychologist		N/A	HSN	9/7/20	11/27/20	CC: 9/7/20-11/27/20 unpaid, with benefits. (RTW: 11/30/20)
<b>Resignation</b>								
Terppe, Brianna	Resign	Teacher Special Education- 60%		N/A	GMS	8/7/20	8/7/20	Resign from position.
<b>C. Non Certificated Staff</b>								
<b>Summer Eyes on the Door</b>								
Edwards, Robbie	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Ferlito, Frank	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Gaeta, Peter	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Hofflinger, Raymond	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Houston, Robert	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Marcinkowski, Taylor	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.00/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Mejia Barahona, Roberto	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.00/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Nixon, Brian	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
O'Brien, John	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Putnam, Jonathan	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Rahim, Shameena	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Ray, Perry	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Smith, Cynthia	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Terry, Irene	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.76/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Vargas Pena, Livingston	Reappoint	Security Officer "Eyes on the Door"- Summer		\$15.38/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, not to exceed 30 hrs/wk.
Haley, Kaitlyn	Appoint	Security Officer "Eyes on the Door"- Summer Substitute		\$15.00/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, as needed for temporary assignments, not to exceed 30 hrs/wk.
Nixon, Rashad	Appoint	Security Officer "Eyes on the Door"- Summer Substitute		\$15.00/hr.	DIST	7/1/20	9/7/20	Appoint as Security Officer "Eyes on the Door" - Summer, as needed for temporary assignments, not to exceed 30 hrs/wk.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>Change</b>								
Dennes, Alexis	Change	Administrative Analyst		N/C	CO	6/16/20	6/22/20	Change FMLA/NJFLA/CC from 6/16/20-9/7/20 to 6/16/20-6/22/20 unpaid, with benefits. Change CC from 9/8/20-9/30/20 to no CC. (RTW: 6/23/20)
<b>Resignation</b>								
Bason, Karen	Resign	Administrative Assistant		N/A	CO	8/20/20	8/20/20	Resign from position.
<b>E. Extracurricular / Extra Pay</b>								
<b>Moving</b>								
Shen, Jume	Extra Duty	Moving		\$47.09/hr.	GMS	6/22/20	6/30/20	Moving, not to exceed 12 hours.
Yi, Julie	Extra Duty	Moving		\$47.09/hr.	MH	6/1/20	6/30/20	Moving, not to exceed 12 hours.
<b>Summer Hours - Job Development</b>								
Belton, Stacey	Extra Duty	Job Development		\$47.09/hr.	DIST	6/22/20	8/31/20	Summer Job Development, not to exceed 40 hours.
<b>E. Stipend Non-Athletic</b>								
<b>Coordinator: School Nurses &amp; Health Services</b>								
Crilly, Michelle	Stipend Non-Athletic	Coordinator, School Nurses & Health Services		\$2,534.00	DIST	7/1/20	6/30/21	Coordinator- School Nurses & Health Services, paid 1/2 in Dec. and 1/2 in June.





## **PERSONNEL ADDENDUM #2**

### **RECOMMENDATION**

#### **PERSONNEL**

*To be voted on 06/23/20:* Recommend approval of the following resolution:

#### **Job Description**

1. Approve the job description for the position: Diversity, Equity and Inclusivity Coordinator.

## **PERSONNEL ADDENDUM #3**

### **RECOMMENDATION**

#### **PERSONNEL**

*To be voted on 06/23/20:* Recommend approval of the following resolution:

#### **WWPEA – Sidebar Agreement**

1. Approve an agreement with the West Windsor-Plainsboro Education Association whereby:
  - a) The Parties agree to modify the stipend for the “Coordinator, School Nurses and Health Services” position; and
  - b) The Parties agree to a rate of \$47.09 per hour for work performed by nurses outside of their contractual workday or work year when that work is directly related to a Public Health Emergency declared in this state.

## PERSONNEL ADDENDUM #4

### RECOMMENDATION

#### REDUCTION IN FORCE

***To be voted on 06/23/20:*** Recommend approval of the following resolution:

1. WHEREAS, *N.J.S.A. 18A:28-9* provides that a board of education may “reduce the number of teaching staff members employed in the district whenever, in the judgment of the board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the district or for other good cause;”

WHEREAS, for scheduling and student course enrollment, as well as for reasons of economy, and specifically the approximate \$779,851 reduction in State Aid allocated for the West Windsor-Plainsboro Regional School District by the Department of Education for the 2020-2021 school year, the following full-time employee positions are recommended for abolishment and/or reduction: the elimination of two (2) secretarial positions, three (3) Elementary teaching positions, three (3) teacher resources specialist positions and reduction of one (1) Chinese teaching position from full time to part-time.

WHEREAS, based foregoing and information provided by the Superintendent, the West Windsor – Plainsboro Regional Board of Education finds it advisable to reduce the total number of teaching staff and support positions in the District for the 2020-2021 school year through a reduction in force;

IT IS HEREBY RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education as follows:

1. That the following positions are hereby eliminated as a result of a reduction in force:
  - a. Two (2) Secretarial positions;
  - b. Three (3) Elementary teaching positions;
  - c. One (1) Teacher Resource Specialist – C& I position;
  - d. One (1) Teacher Resource Specialist – Math position; and
  - e. One (1) Teacher Resource Specialist – Reading Intervention position.
2. That the following position is modified as a result of a reduction in force:
  - a. One Chinese teaching position from full time (1.0 FTE) to 1/5<sup>th</sup> time.
3. That the affected employees will promptly receive appropriate notification of their employment status; and
4. That the Superintendent or his/her designee is authorized to provide the necessary notification to the affected employees.

PERSONNEL ITEM #1 - REPLACEMENT



**WEST WINDSOR- PLAINSBORO HOURLY AND PER DIEM RATES FOR 2020-2021**

\*Effective July 1, 2020 and January 1, 2021

**a) WW-P Substitute Hourly Rates for 2020-2021**

POSITION	EXPERIENCE	RANGE OF PAY	
Teacher	County Certified	\$85.00/day	
	New Jersey Teacher	\$95.00/day	
	Certified in the content area and beyond 20th consecutive day in the same assignment.	\$280.00/day	
Media Center Coverage		\$112.00/day	
On-Call Athletic Trainer		\$65.00/unit	
Instructional Assistant		\$12.14/hr.	
Nurse (NJ Certified and County Certified)	School Day	\$210.00/day	
	School Trip (Overnight)	\$100.00/night	
Secretary (hired as of 9/28/16)	High School Student	\$11.00/hr. (Effective: 1/1/2020)	\$12.00/hr. (Effective: 1/1/2021)
	0-10 years	\$12.00/hr.	
	11+ years in district	\$13.00/hr.	
Security Aide		\$15.00/hr.	
Bus/Cafeteria Aide (hired as of 7/1/2010)		\$12.00/hr.	
Bus/Cafeteria Aide (hired prior to 7/1/2010)		Frozen at current hourly rate (not to exceed \$13.70/hr.)	
On-Call Bus Driver		\$19.00/hr.	
<b>SUMMER WORK</b>	<b>EXPERIENCE</b>	<b>RANGE OF PAY</b>	
Painter	High School Student	\$11/00/hr. (Effective: 1/1/2020)	\$12.00/hr. (Effective: 1/1/2021)
	Post High School	\$12.00/hr. - \$16.00/hr.	
Mover	High School Student	\$11/00/hr. (Effective: 1/1/2020)	\$12.00/hr. (Effective: 1/1/2021)
	Post High School	\$12.00/hr. - \$15.00/hr.	
Computer Assistant	High School Student	\$11/00/hr. (Effective: 1/1/2020)	\$12.00/hr. (Effective: 1/1/2021)
	Post High School	\$12.00/hr. - \$15.00/hr.	

**b) WW-P Community Education and Summer Work Hourly Rates for 2020-2021**

POSITION	EXPERIENCE	RANGE OF PAY	
<b>EDP</b>			
High School Student	0 - 1 years	\$11/00/hr. (Effective: 1/1/2020)	\$12.00/hr. (Effective: 1/1/2021)
	2 years	\$11/00/hr. (Effective: 1/1/2020)	\$12.00/hr. (Effective: 1/1/2021)

**PERSONNEL ITEM #1 - REPLACEMENT**

Assistant Group Leader	0 - 1 years	\$12.25/hr. - \$13.00/hr.
Group Leader	0 years	\$13.00/hr. - \$15.00/hr.
	1+ years	\$13.00/hr. - \$17.00/hr.
	5+ years	\$15.00/hr. - \$19.00/hr.
Site Supervisor	0 years	\$15.00/hr. - \$16.00/hr.
	1+ years	\$16.00/hr. - \$23.00/hr.
	5+ years	\$18.00/hr. - \$28.00/hr.
Substitute EDP & Summer	n/a	\$11/00/hr. (Effective: 1/1/2020)    \$12.00/hr. (Effective: 1/1/2021)
<b><u>AFTERSCHOOL SUMMER AND ENRICHMENT</u></b>		
Instructor	0 years	\$20.00/hr.
	1+ years	\$20.00/hr. - \$24.00/hr.
	5+ years	\$22.63/hr. - \$27.00/hr.
	10+ years	\$28.00/hr.
ESL Instructor	n/a	\$25.00/hr. - \$35.00/hr.
Assistant	0 - 1 years	\$12.00/hr. - \$14.00/hr.
	5+ years	\$13.00/hr. - \$15.00/hr.
Coordinator Summer & After-School		\$15.00/hr. - \$20.00/hr.
Supervision by Certified Staff		\$19.48/hr.
Special Needs Coordinator (Certified)	n/a	\$47.09/hr.
Special Needs Assistant (One-On-One)	0 years	\$11/00/hr. (Effective: 1/1/2020)    \$12.00/hr. (Effective: 1/1/2021)
	1+ years	\$12.00/hr. - \$14.00/hr.
	5+ years	\$12.00/hr. - \$14.50/hr.
<b><u>LIGHTING</u></b>		
Lighting Assistant	n/a	\$50.00/hr.
<b><u>VIDEO</u></b>		
Videographer	n/a	\$75.00/hr.
<b><u>BUILDING USE</u></b>		
Coordinator	n/a	\$11.00/hr. - \$16.00/hr. (Effective: 1/1/2020)    \$12.00/hr. - 17.00/hr. (Effective 1/1/2021)
<b><u>POOL</u></b>		
CPO	n/a	\$12.00/hr. - \$22.00/hr.
Lifeguard	0 - 4 years	\$11/00/hr. (Effective: 1/1/2020)    \$12.00/hr. (Effective: 1/1/2021)
	5+ years	\$11.00/hr. - \$13.00/hr. (Effective: 1/1/2020)    \$12.00/hr. - \$14.00/hr. (Effective: 1/1/2021)
Swim Instructor		\$12.00/hr. - \$15.00/hr.

**\*\*Hiring rate for all positions is based upon relevant experience and level of education.**

# FINANCE ADDENDUM

## RECOMMENDATION

### C. FINANCE

*To be voted on 06/23/2020: Recommend approval of the following resolutions:*

#### Bid Award - Capital Project

1. Award the June 18, 2020 bid opening for Bid #2020-01 for Salt Storage Buildings at Village Elementary School and West Windsor-Plainsboro High School North, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5116/5117) for a single overall contract to Arista Builders and Designers, Inc., Jackson, New Jersey for a total lump sum bid award of \$308,000. Upon review by the board attorney, it was determined that the bid from the lowest bidder, CMS Construction, had a material defect, as the DPMC-701 Total Amount of Uncompleted Contracts Form's certification was false, therefore, it must be rejected per *N.J.S.A. 18A:18A-2y*.

Other Bids:	CMS Construction	\$ 236,686	Material Defect
	McCauley Construction	\$ 315,000	
	Paley Construction	\$ 347,814	
	Fred M. Schiavone Construction	\$ 368,000	
	Scozzari Builders	\$ 385,987	
	J.H. Williams Enterprises	\$ 442,000	
	DeSapio Construction	\$ 458,760	
	Levy Construction	\$ 463,600	

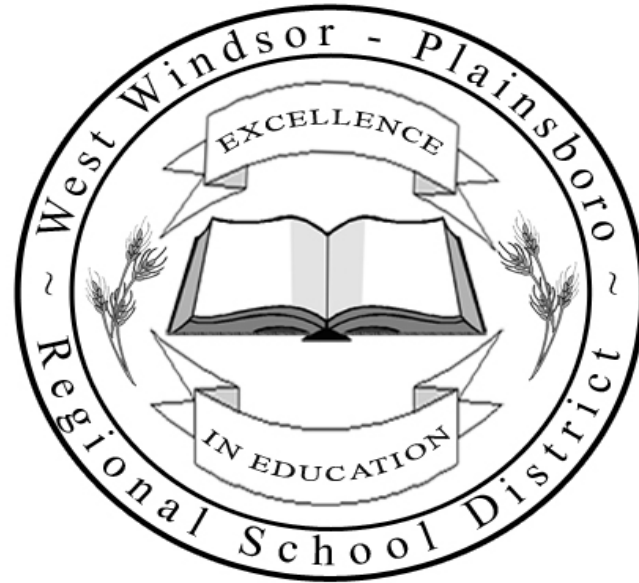
#### State Contract Lease

2. Authorize a 5-year lease beginning August 2020 utilizing NJ State Contract G2075 – Copiers & Multi-Function Devices, Maintenance, Supplies & Print Services to Keystone Digital Imaging Inc., Mt. Laurel, NJ as awarded through January 11, 2021, for Ricoh brand copiers at an annual cost of \$327,148.80.

#### Transportation

##### Bid Rejections

3. Reject the following bid submissions in their entirety from the June 3, 2020, bid opening PUB20-1, as per *N.J.S.A. 18A:18A-2.y*, for being non-responsive: AM & FP Leasing Inc. and St. Mary's Transportation.
4. Reject all bids for route CHH1 from the June 3, 2020, bid opening: PUB20-1, as per *N.J.S.A. 18A:18A-22a*, as the lowest responsible bid substantially exceeds cost estimates for services.
5. Reject all bids for routes HSSCARA & RBHESY from the June 3, 2020, bid opening PUB20-1, as per *N.J.S.A. 18A:18A-22c*, as the routes have been canceled.



# Harassment, Intimidation & Bullying

Semi-Annual Report

January - June 2020

# HIBster



- HIBster was developed in response to the New Jersey Anti-Bullying Bill of Rights Act
- School districts expressed concerns about keeping up with the strict rules and regulations of the law
- HIBster collects HIB incident data and conveniently manages them in one system
- Used by more than 250 New Jersey school districts



# Revised HIB Categories

- Founded vs. Unfounded
- Streamline Data Collection
- Simplify Stakeholder Communication
- Align to NJDOE Student Safety Data System (SSDS)



# Definition of HIB

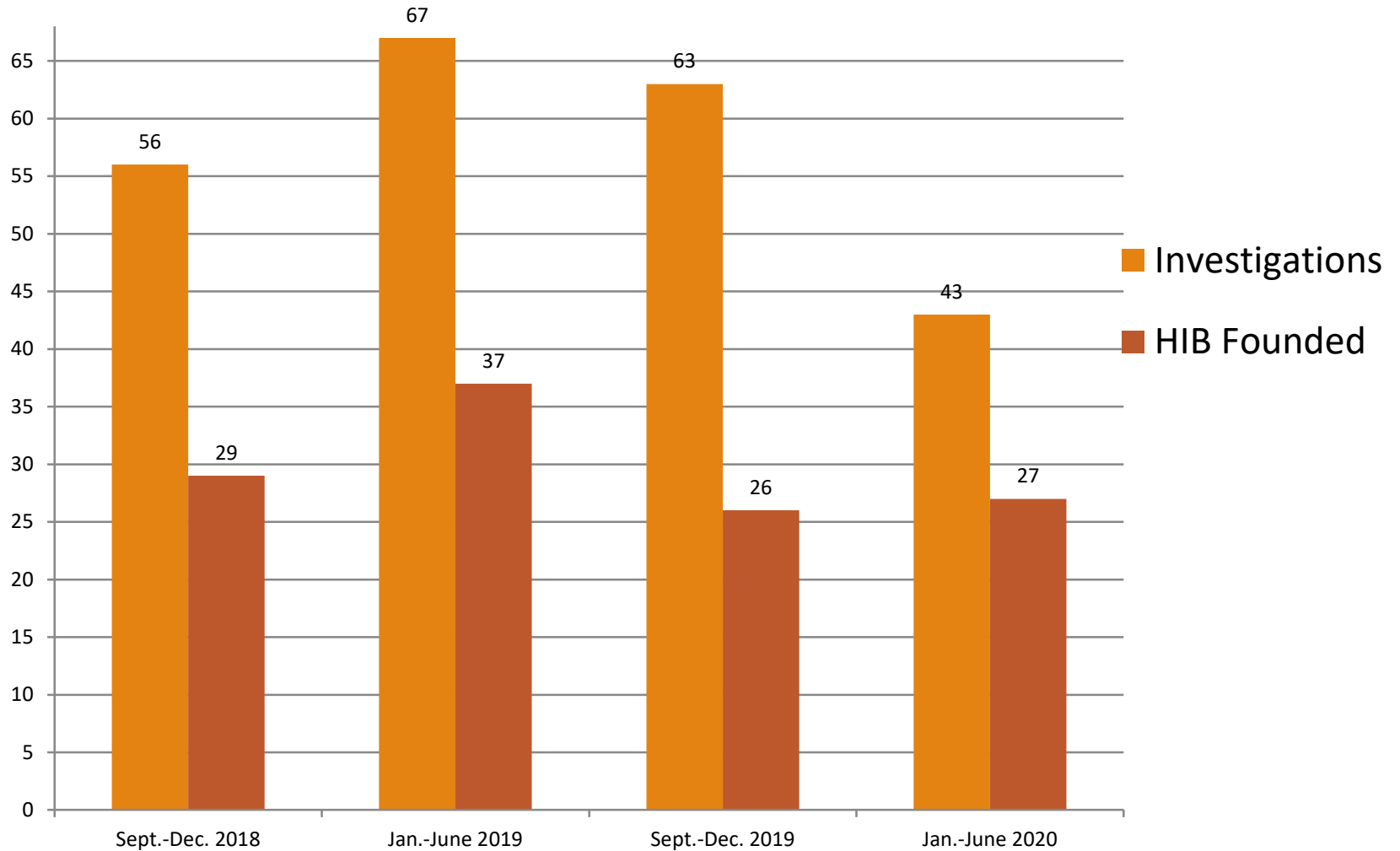


- Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents
- Reasonably perceived as being motivated either by any actual or perceived characteristic
- That takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students

# WWPRSD HIB Data

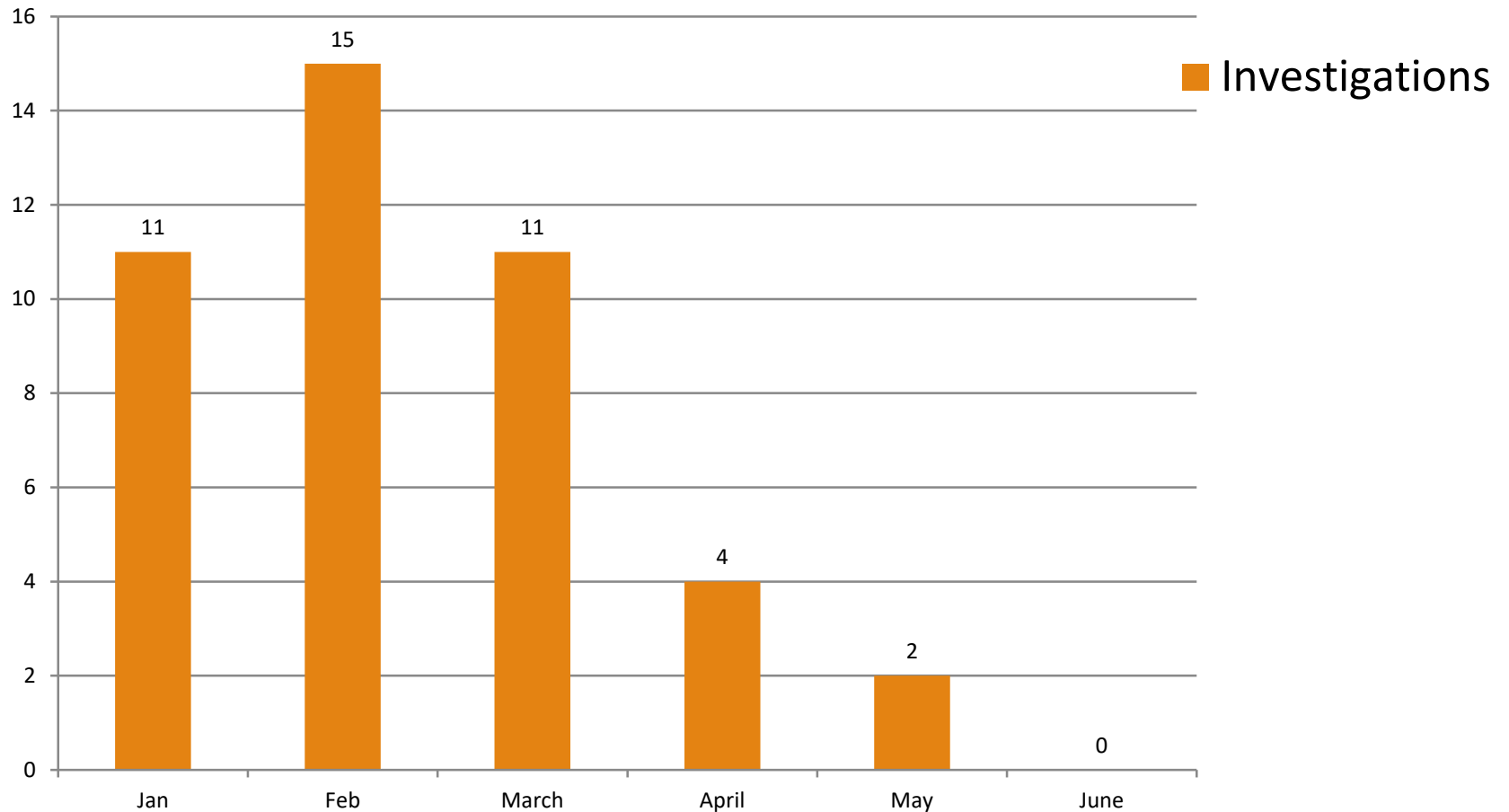


# WWPRSD HIB Investigations / HIB Founded 2018-2019 vs. 2019-2020



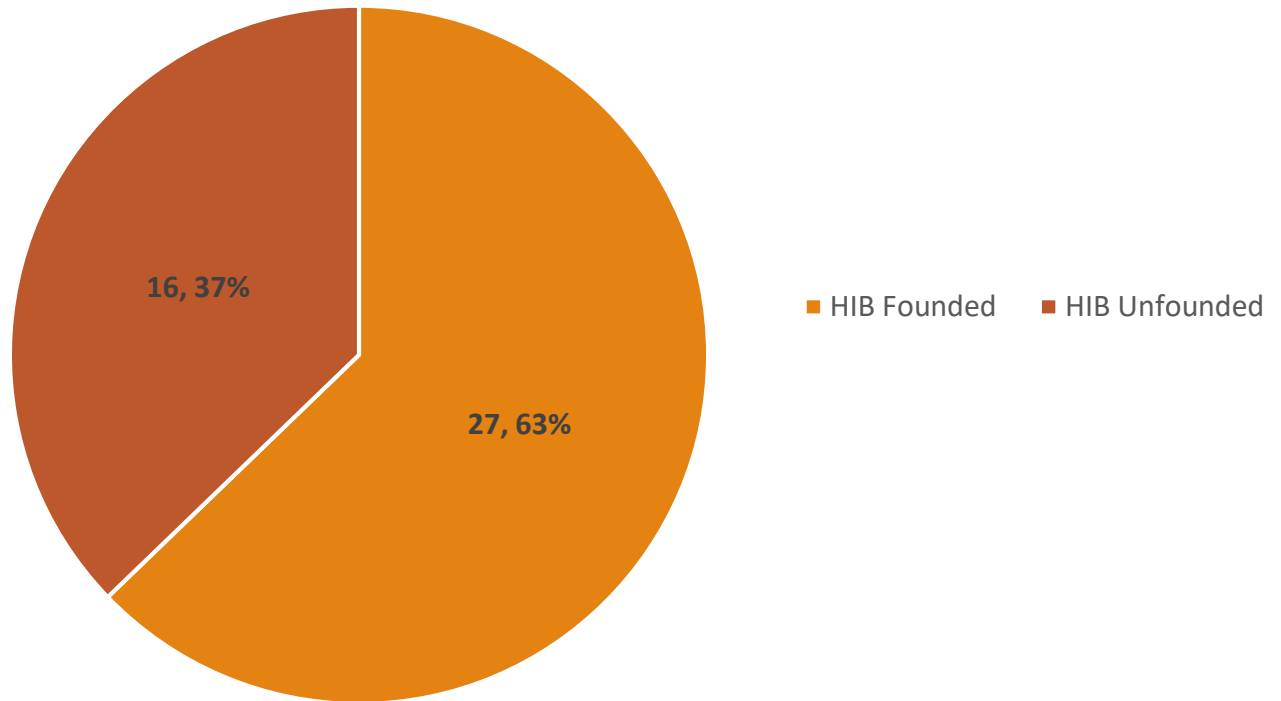
# WWPRSD HIB Investigations By Month January - June 2020

43 Investigations



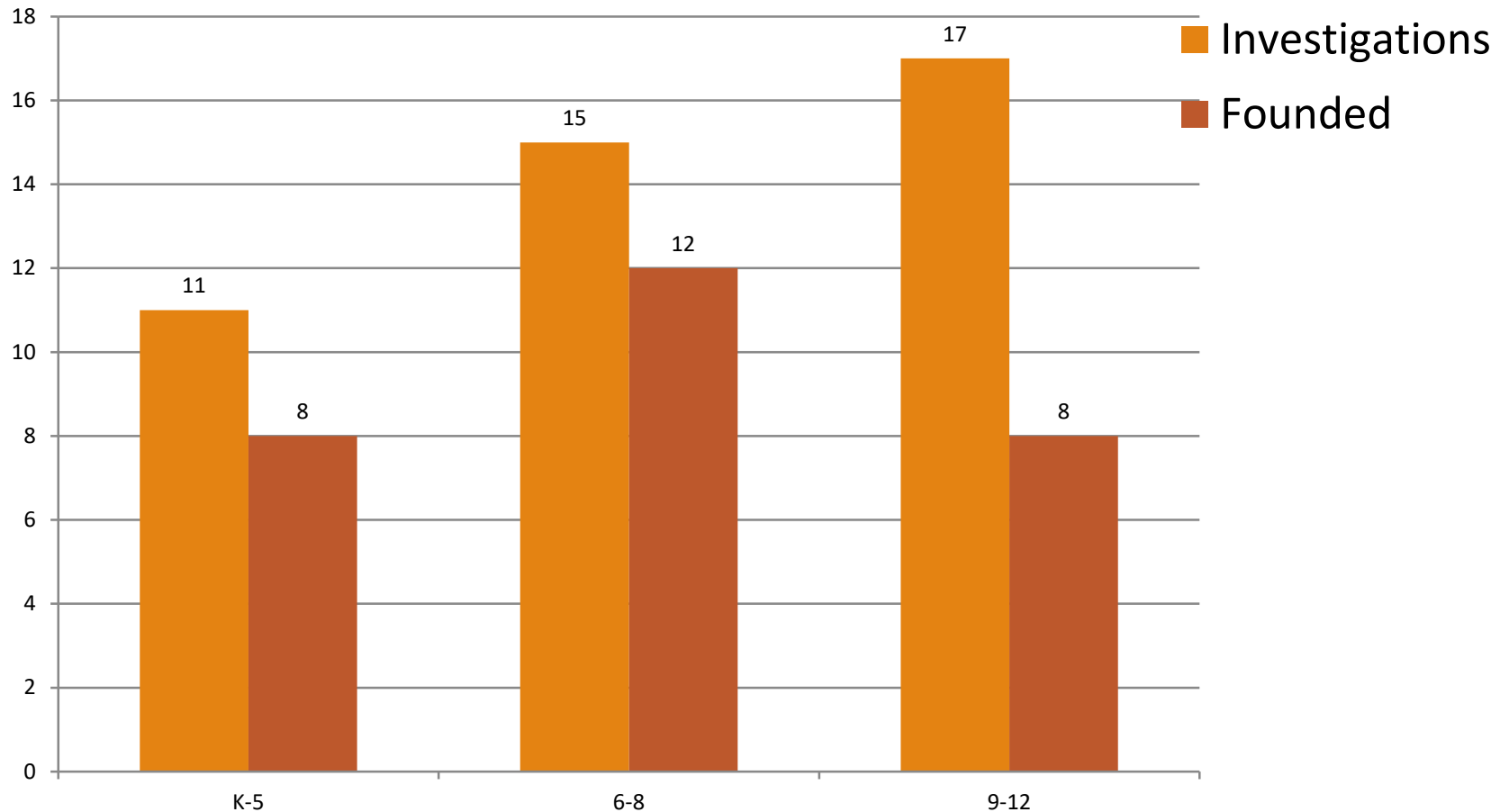
# WWPRSD HIB Investigations January - June 2020

**43 Investigations / 27 Founded / 16 Unfounded**



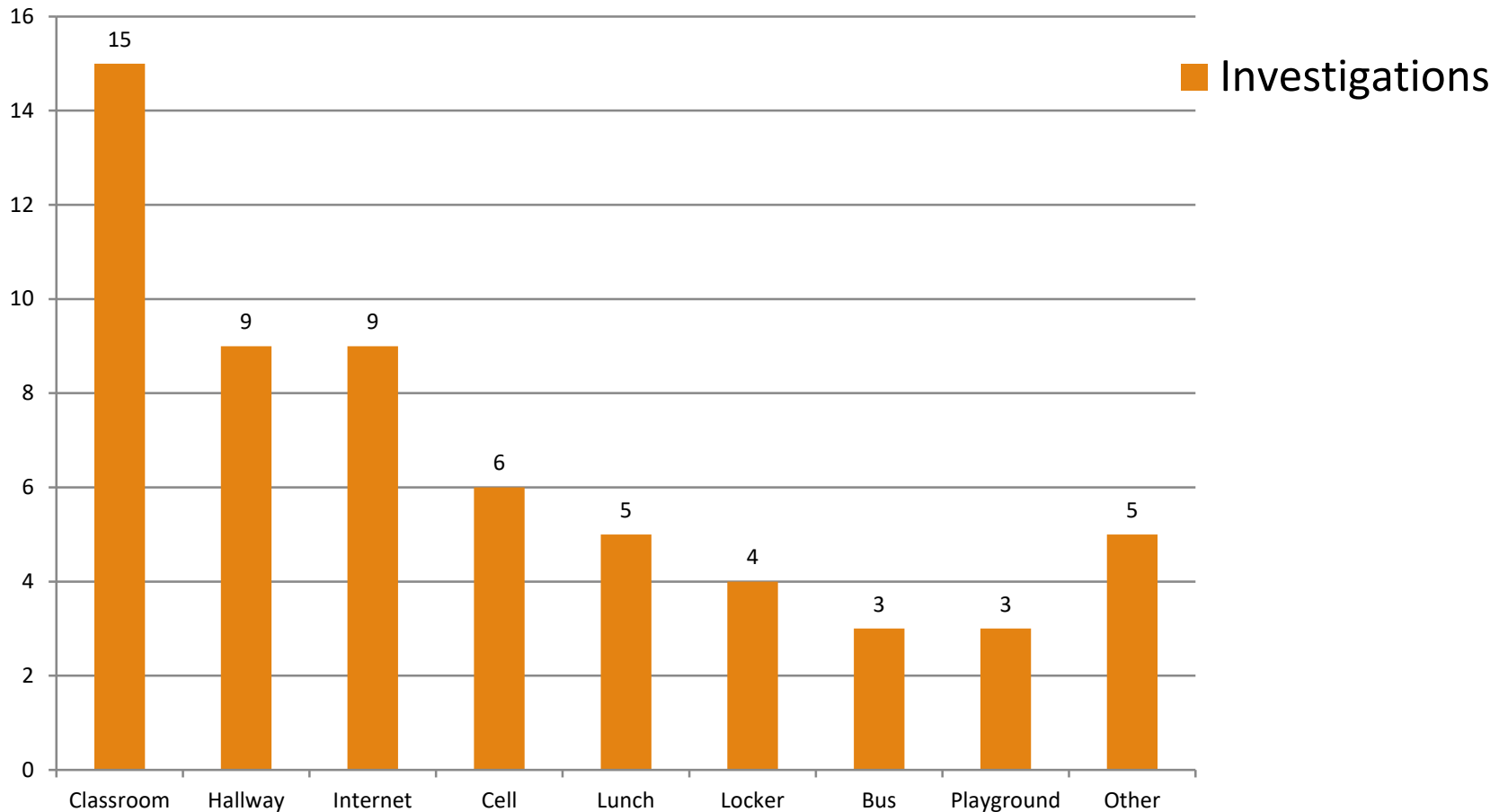
# WWPRSD Grade Level Investigations January - June 2020

43 Investigations / 27 Founded



# WWPRSD HIB Investigations By Location January - June 2020

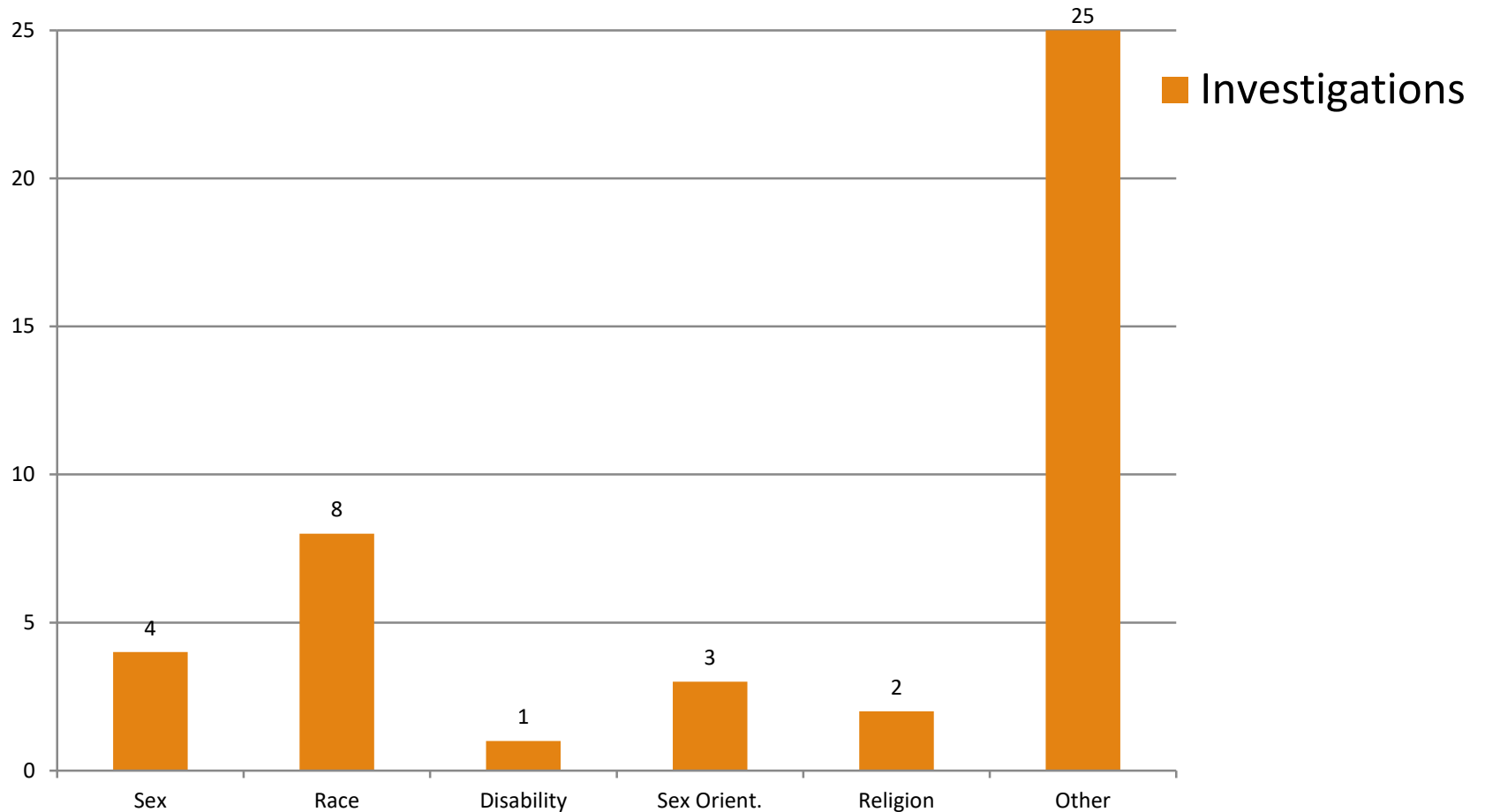
43 Investigations





# WWPRSD HIB Investigations By Distinguishing Characteristic January - June 2020

## 43 Investigations

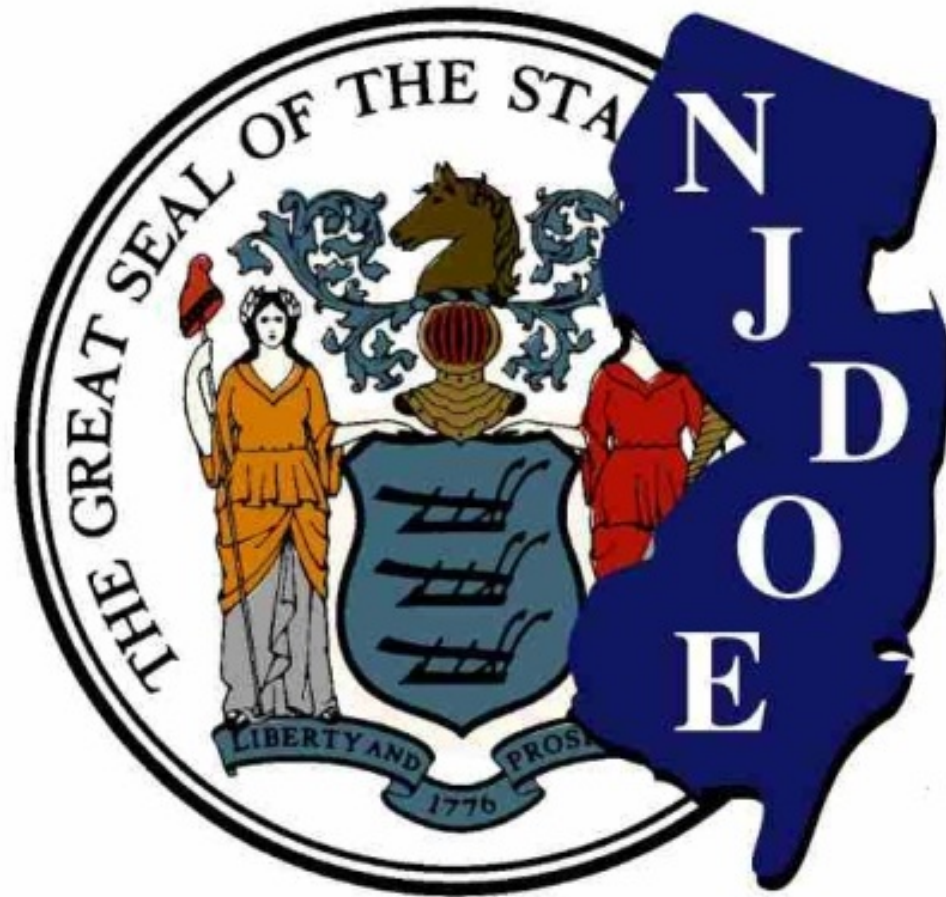


# Patterns & Trends



- Investigations Down / Confirmed HIB Down
- High School Investigations
- Unstructured Activities
- Minimally Supervised Settings
- Other Distinguishing Characteristics

# Anti-Bullying Rubric (ABR)



# DOE Anti-Bullying Rubric (ABR)

- 8 Core Element Rubric to be used as a guide in assigning school / district grades
- A means to educate school staff on best practices for implementing ABR
- Developed by Anti-Bullying experts and representatives from K-16 institutions, community agencies, child advocacy groups
- Applies to July 2019 – June 2020

# School – District Grade

- Each Indicator Assigned a Maximum 3 Points
- Does Not Meet Requirement – 0 Points
- Partially Meets Requirements – 1 Point
- Meets All Requirements – 2 Points
- Exceeds Requirements – 3 Points
- Maximum School Grade is 78 Points
- School Grades determined through self-assessment by School Safety Team (SST)

# WWPRSD Average Scores by Element

**Core Element #1:** HIB Programs, Approaches or Other Initiatives **Avg. School Grade 14.1/15**

**Core Element #2:** Training on the BOE- approved HIB Policy **Avg. School Grade 8.6/9**

**Core Element #3:** Other Staff Instruction and Training Programs **Avg. School Grade 14.2/15**

**Core Element #4:** Curriculum and Instruction on HIB and Related Information and Skills **Avg. School Grade 5.8/6**

# WWPRSD Average Scores by Element

**Core Element #5:** HIB Personnel

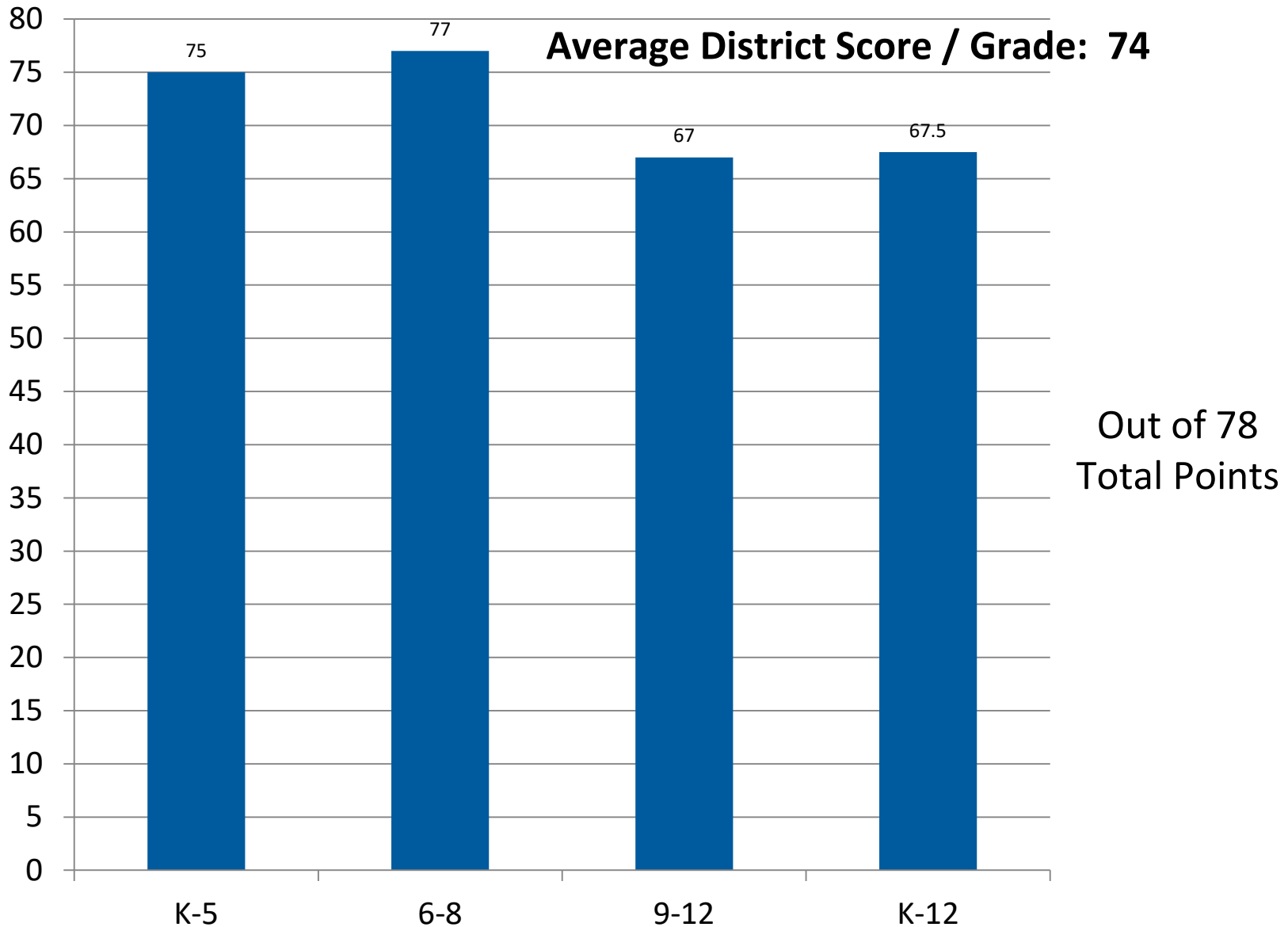
Avg. School Score 8.8/9

**Core Element #6:** School-Level HIB Incident Reporting Procedure Avg. School Score 5.8/6

**Core Element #7:** HIB Investigation Procedure  
Avg. School Score 12/12

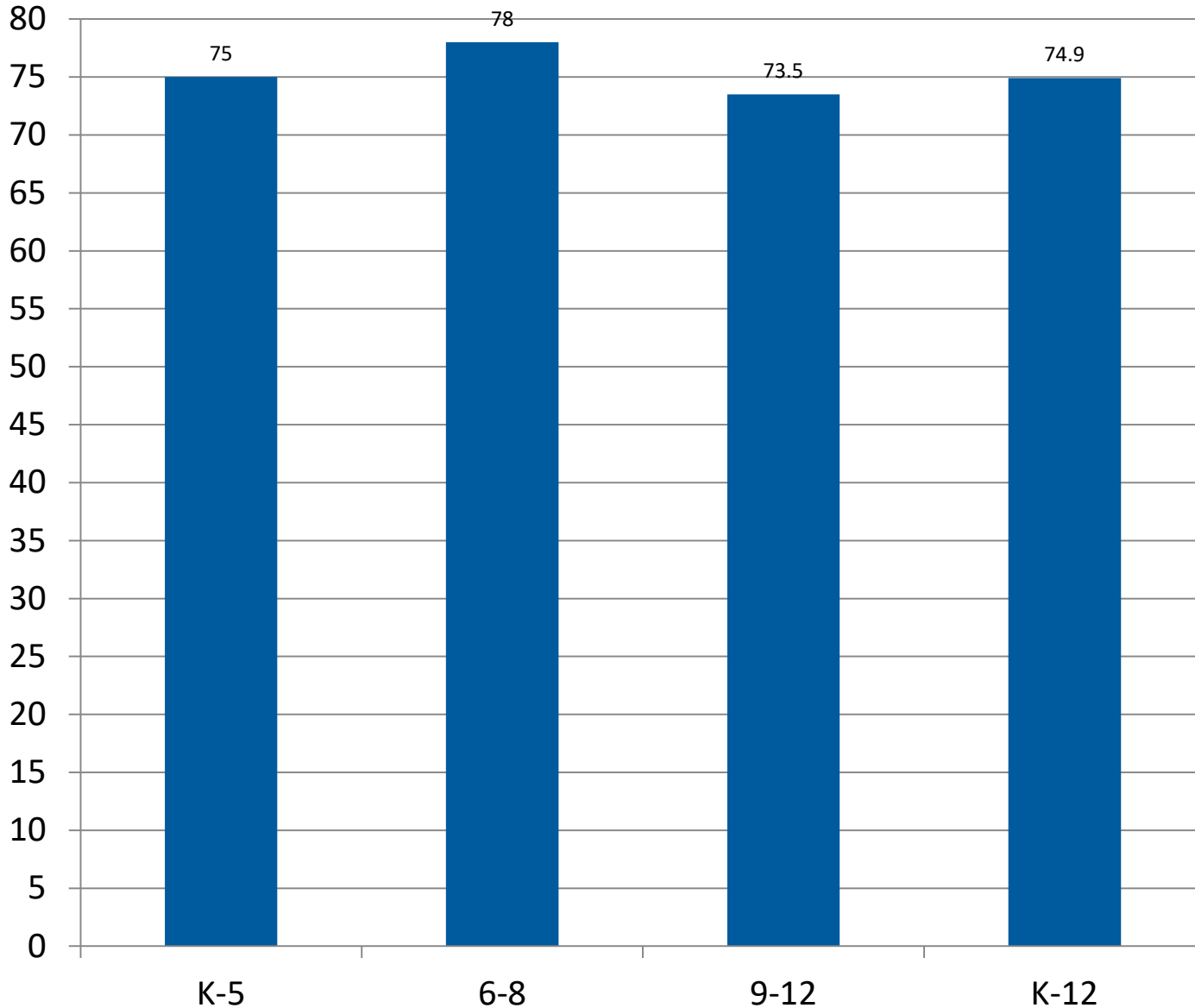
**Core Element #8:** HIB Reporting Avg. School Score 5.6/6

# 2019 Average School Grades by Level





# 2020 Average School Grades by Level



**Average  
District Score /  
Grade: 74.9**

Out of 78  
Total Points

# Recommendations



- School Climate Team Action Planning
- Review of Anti-Bullying Programming
- Equity Team Planning & Implementation
- Student Social & Emotional Supports
- Strategic Plan Integration

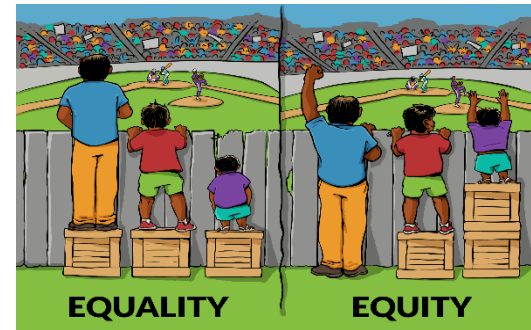
# WWPRSD School Climate Summit



- Authentic Participation
- Partners in Learning
- Respectful Relationships
- Connecting Communities
- Change Makers



# Equity Planning



<b>Equity Goal</b>	<b><u>Indicators:</u></b> Identify the benchmarks or guideposts that let us know throughout the year we are heading in the right direction.	<b><u>Activities:</u></b> Define the discrete activities occurring to achieve indicators and goals (quality, efficiency, equal resources)	<b><u>Progressing Monitoring Activities:</u></b> Tools and/or activities used to help us know action work is occurring	<b><u>Equity Principles:</u></b> Our fundamental truths that serve as a compass for policy and practice design
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# Mission Statement

WWPRSD is committed to providing all students with a safe learning environment that is free from harassment, intimidation, and bullying (HIB). This commitment is an integral part of our comprehensive efforts to provide learning, and to prevent and eliminate all forms of HIB through the following practices:

Adhering to the 2011 New Jersey Anti-Bullying Bill of Rights legislation; training all staff to identify, report, and address HIB behaviors in a timely fashion; and proactively educating parents, students, Board of Education members, and the community to establish HIB expectations and the communication of our commitment to safety and respectful behavior for all.