



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 25, 2023: PUBLIC HEARING ON HARASSMENT INTIMIDATION & BULLYING AND 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

Rachel Juliana, President
Graelynn McKeown, Vice-President
Pooja Bansal
Elizabeth George-Cheniara
Louisa Ho
Dana Krug
Loi Moliga
Shwetha Shetty
Robin Zovich

Student Representatives

Riya Parikh and Mihir Shankar, High School North
Eliana Du and Maya Patel, 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 Board of Recreation Commissioners: Dana Krug
West Windsor Township Council: Louisa Ho
West Windsor-Plainsboro Regional School District PTA-PTSA: Loi Moliga & Elizabeth George-Cheniara

Administration

David Aderhold, EdD, Superintendent of Schools
Lee McDonald, EdD, Deputy Superintendent of Schools
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary
Barbara Gould, EdD, Chief Academic Officer
Charity Comella, Assistant Superintendent for Personnel /Affirmative Action Officer
Patrick Duncan, Special Assistant for Labor Relations
Kia Bergman, Director of Communications
Susan Totaro, Chief Equity Officer

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, 2023, and July 21, 2023, to the *Home News Tribune* and *The Times*, posted on the district website, placed in the Board Office and in each of the district schools, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks.

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: | Personnel and Student Matters |
| 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: | Discussion of District Property |
| 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: | OCR Case No. 02-23-1246 |
| 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, if necessary.

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 are present. Each participant is asked to give his or her name and address prior to making a statement. Each comment should be directed to the Presiding Officer, not individual members of the Board, and must be made in accordance with the procedures and three-minute time limit set forth in Board Policy 0167. This public comment period shall be limited to 10 minutes.

IV. APPROVAL OF THE REPORT

To be voted on 07/25/23: Recommend approval of the following resolutions:

1. Accept the “January 1, 2023, to June 30, 2023, 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 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 in accordance with Board policy 0167. 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 07/25/23: 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 27, 2023, for the following case numbers: 250393-GMS-06222023; 250318-TCE-06192023; 250305-GMS-06192023; 250276-MRS-06162023; 250164-VS-06142023; 250137-CMS-06132023; 250118-CMS-06132023; 250092-GMS-06122023; 249958-HSS-06082023; 249920-HSN-06082023; 249852-DNE-06072023; 249743-GMS-06052023; 249678-GMS-06022023; 249662-MRS-06022023; 249632-VS-06022023; 249630-HSS-06022023; 249539-GMS-06012023; 249395-GMS-05302023; 249392-GMS-05302023; 249383-TCE-05302023; 249301-GMS-05252023; 249293-HSS-05252023; 249132-MRS-05232023; 249026-MRS-05222023; and 247636-MRS-05012023.
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 July 25, 2023, for the following case number: 248094-TCE-05082023.

Policies and Regulations

3. First reading of the following policies:

P1121 Benefits Covering Non-Affiliated Central Office Administrative Employees-
Category C

P1122 Benefits Covering Non-Affiliated Administrative Employees-Category A

P1124 Benefits Covering Non-Affiliated Part Time School Security Officers and Pool
Operator – Category D

P1125 Benefits Covering Non-Affiliated Community Education Staff – Category E

P1126 Benefits Covering Foremen - Category F

P1127 Benefits Covering Non-Affiliated Administrative Employees – Category G

P4420 Benefits Covering Non-Affiliated Support Staff - Category B

P5600 Student Discipline/Code of Conduct

R5600 Student Discipline/Code of Conduct

4. Second reading and approval of the following policies and regulations:

P5512 Harassment, Intimidation, or Bullying

P2520 Instructional Supplies

R2520 Instructional Supplies

Penn Medicine

5. Approve Penn Medicine Princeton Medical Center to perform student drug screenings as requested by the District. The cost is not to exceed \$25,000 through June 30, 2024.

Additional State Aid – Chapters 192/193

6. Accept additional funds from the State of New Jersey Department of Education, under the Provisions of Chapters 192/19 for the fiscal year 2022-2023 in the amount of \$93.00 for speech services.

Extraordinary Aid

7. Accept the 2022-2023 Extraordinary Aid Grant in the amount of \$2,619,180.00 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 if in a public school program, and whose educational and support costs exceed \$55,000 if in a separate approved private school for students with disabilities.

Professional Services

8. Approve the rates for the following professional services for the 2023-2024 year:

Special Services Consultants:

- a) Monmouth Ocean Educational Services Commission; not to exceed \$390/per evaluation (Full Testing: Social Worker/Psychologist/LDTC/Report only/No Meeting) \$675/per eval Bilingual; \$97/per hour or \$600/per diem* for Psychologist/LDTC, \$155/per hour Bilingual Social Worker/Psychologist/LDTC; \$390/per OT eval, \$135/per hour or \$835/per diem* for OT Services; \$390/per PT eval, \$135/per hour or \$835/per diem* for PT Services; \$155/per hour or \$955/per diem* for BCBA; \$87/per hour or \$540/per diem* for Social Worker; \$390/per Speech eval, \$135/per hour or \$835 per diem* for Speech Services, \$675/per eval Bilingual, \$155/per hour Bilingual Speech Svcs; \$800 virtual education per student, and up to and up to \$100,000 through June 30, 2024.
- b) Neuroscience Assoc. and Dr. Kavita Sinha, not to exceed \$600 per evaluation and up to \$10,000 through June 30, 2024.

Speech Language Specialists:

- c) Kristin Patterson-Maas, Part-Time/Short-Term Speech Services; not to exceed \$450/per Speech & Language evaluation, \$85/hour (3 hour min) for Daily Speech Therapy Service (incl. providing therapy, attending meetings, paperwork, etc.) \$100/per CST meeting, \$100/per IEP Services, \$120/hour for Services in Student' Home (Incl. Compensatory), \$75/hour for CFY/Intern Supervision, \$90/hour for Google Sheets/Custom Tools and up to \$5,500 through June 30, 2024.

Special Services - Donation

9. Acknowledge a donation of various sensory classroom materials for use by the Special Services Department at Maurice Hawk and Town Center Elementary Schools from West Windsor resident, Mrs. Terri Huggins-Hart.

IDEA Public and Non-Public

10. 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, FY24 funds as follows:

| | | |
|--------------------------|----------------------|----------------------|
| Basic (3-21 yr. olds) | \$2,014,129 (public) | \$28,964 (nonpublic) |
| Preschool (3-5 yr. olds) | \$65,053 (public) | \$0 (nonpublic) |

Nonpublic Grant - Nursing

11. To accept Nonpublic Grants from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Nursing Aid for fiscal year 2023-2024, as follows:

French American School of Princeton \$ 12,360.00

Nonpublic Grant - Security

12. Accept Nonpublic Grants from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Security Aid for fiscal year 2023-2024, as follows:

French American School of Princeton \$ 21,115.00

School Based Counseling

13. Adjust the amount for Rutgers UBHC to provide therapeutic support services to youth and families at a 12-month flat fixed rate of \$336,400 from July 1, 2023 to June 30, 2024, originally approved on June 13, 2023.

CPR/AED

14. Penn Medicine – Princeton Health to teach High School CPR/AED classes to District Coaches at a cost of \$30 per coach, not to exceed \$2,100, through June 30, 2024.

Executive Administrative Assistant Membership

15. Approve four central office Administrative Assistants NJASA Executive Administrative Assistant Memberships for the 2023-204 school year, at a total cost not to exceed \$1,800.

B. CURRICULUM AND INSTRUCTION

To be voted on 07/25/23: Recommend approval of the following resolutions:

West Windsor-Plainsboro Education Foundation (WWPEF)

1. Accept a grant from the West Windsor-Plainsboro Education Foundation (WWPEF) in the amount of \$50,027.61, to be used by June 30, 2025, and used only for STEAM programs and initiatives that directly benefit WW-P school district students. Once all funds are expended, as part of the grant agreement, a final report outlining how the funds were spent and provided benefits to district students, will be provided to Mr. Daniel Murray, Esquire, Curtin & Heefner, LLP, Yardley, PA.

Evaluation Instruments

- 2. 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.
- c) The Highly Effective Option and the Alternative Evaluation Rubric are being used as part of the evaluation process for Highly Effective Teachers.

Technology

- 3. Approval of the following agreements:
 - a) A one-year agreement with DreamBox Learning to provide remote learning/blended learning solutions (advanced) for K-5 students for reading digital content instruction from August 1, 2023 through July 31, 2024, at a cost not to exceed \$60,741.
 - b) A one-year agreement with rethink Ed to provide digital content for tiered systems of support supporting MTSS (social emotional learning, academic and data analysis) from September 1, 2023 through August 31, 2024, at a cost not to exceed \$30,140.
 - c) A One-year agreement with Linkit to provide data warehousing, analytics, and assessment solutions, from July 1, 2023 through June 30, 2024, at a cost not to exceed \$80,558.

Professional Development Agreements

- 4. Approve the following:
 - a) Foundation for Educational Administration (FEA) to provide mentoring management services for new administrators in the district at a cost of \$850.00 each. The district also agrees to reimburse new administrators for the cost of their mentor at \$1,500.00 for the first year and \$1,000.00 for the second year.
 - b) District membership in Teachers as Scholars at Princeton University for the 2023-2024 school year at a cost of \$2,160. [Membership includes 18 professional development days at Teachers as Scholars seminars.]
 - c) District membership in Monmouth County Curriculum Consortium for the 2023-2024 school year at a cost of \$800. [Membership includes 10 staff members at each session.]

Professional Development Consultants

- 5. Approve the following:
 - a) Dreambox Learning to provide two Reading Plus professional development webinars to district staff during the 2023-2024 school year, at a cost not to exceed \$3,400.
 - b) Dreambox Learning to provide three Mathematics professional development webinars to district staff during the 2023-2024 school year, at a cost not to exceed \$6,725.
 - c) Pledger M. Fedora, Ph.D. to present Orton-Gillingham Academy 30-Hour Classroom Educator Training, from September 11, 2023, through September 15, 2023, virtually to district English Language Learner teachers, at a cost not to exceed 8,050.

ESEA GRANT

- 6. Accept the entitlement of \$479,247, for the “Elementary and Secondary Education Act” (ESEA) grant from the State of New Jersey, for the Fiscal Year 2024 as follows:

| | |
|---------------------|-----------|
| Title I | \$201,625 |
| Title II Part A | \$110,696 |
| Title III | \$ 64,236 |
| Title III Immigrant | \$ 86,811 |
| Title IV Part A | \$ 15,879 |

Nonpublic Grant - Textbooks

7. Accept the Nonpublic Grant from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Textbook Aid for fiscal year 2023-2024, as follows:

French American School of Princeton \$ 5839.00

Nonpublic Grant – Technology

8. Accept the Nonpublic Grant from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Technology Aid for fiscal year 2023-2024, as follows:

French American School of Princeton \$ 4,949.00

Non-Public Technology Expenditure

9. Approve expenditures of the FY 2024 NJ Non-public School Technology Aid Initiative as follows:

French American School of Princeton \$ 4,949.00

Disposal of Instructional Materials

10. Approve the Disposal of the following obsolete items in accordance with R7300.1:

- 1628 books from the Maurice Hawk Elementary School Media Center
- 786 books from the Millstone River School Media Center
- 1254 books from the Town Center School Media Center
- 3329 books from the Thomas Grover Middle School Media Center
- 3669 Books from the Village 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.

The College of New Jersey Dual Enrollment

11. Approve entering into a partnership between the West Windsor –Plainsboro Regional School District and The College of New Jersey which will allow West Windsor-Plainsboro student to earn dual enrollment college credits while in high school. There is no cost to the district.

New Textbook Adoption

12. Adopt the following textbook for AP United States History: Locke, Joseph and Ben Wright, eds. The American Yawp. Stanford University Press, 2022

Community Education Fall 2023 Program

13. Approve the following Community Education Fall 2023 Youth and Adult programs:

Fall After School Enrichment

3D DigiCraft Adventures
Biomedical Engineering
Chess Wizards
CodeCreators
Crochet Fun
Digital Animation Explorers
Disaster Island
Elementary Drawing Lessons
Junior Chef Box- I'm a Cook Too! No Bake Cooking
Let's Dance Bollywood
Mindful Movements with Jackie
On The Court Basketball X-Perience
RoboCodeX
Sockey
TGA Premier Tennis
Theatre Games
World of Science-LEGO Motorized Model Build
WOW Lab

Fall Adult & Youth

Cartoon Drawing Lessons
Chess Wizards
CPR
First Aid
Getting Paid to Talk
Lentz & Lentz SAT/PSAT Prep
Lifeguard Certification
Lose Weight through Hypnosis
Mindful Movements with Jackie
No Bake Cooking
On The Court Basketball
Reduce Stress with Hypnosis
Stop Smoking through Hypnosis
Swim Lessons
TGA Premier Tennis
WeDo LEGO Robotics 2.0

Overnight Field Trips

14. Approve High School Cheerleading Squad to Pine Forest Cheerleading Camp, Greely, Pennsylvania, from August 21, 2023 through August 24, 2023. The cost of the trip is approximately \$315.00 per student.

C. FINANCE

To be voted on 07/25/23: Recommend approval of the following resolutions:

Business Services

1. Payment of bills as follows:
 - a) Bills List General for June 30, 2023 (run on 7-17-23) in the amount of \$14,066,130.95.
 - b) Bills List General for July 25, 2023 (run on 7-19-23) in the amount of \$3,162,566.67.
 - c) Bills List Capital for June 30, 2023 (run on 7-13-23) in the amount of \$48,434.46
2. Budget adjustments as follows:
 - a) 2022-2023 school year as shown on the expense account adjustments for June 30, 2023 (run on 7-20-23) (Adjustment No. 567-620).
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, 2023, 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, 2023.

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, 2023, through July 31, 2024, as follows [no increase in rates]:
 - a) Student Sports Insurance \$40,050.00
 - b) Voluntary Student Accident Plan Rates (offered to parents/guardians):

| | |
|---|-----------|
| Plan A Excluding all Interscholastic Sports | |
| School Time (PreK-12) | \$ 30.00 |
| 24-Hour (preK-12) | \$ 112.00 |

No Bids Received – Sensory Playground

5. Acknowledge that no bids were received for the July 13, 2023, ReBid #2023-07R for Sensory Playground at Town Center Elementary School, FVHD project #5467. Having received no bids on two separate publicly announced requests for bid proposals, the district will negotiate with possible suppliers and installers available through cooperative purchasing program.

Procurement of Goods and Services

Music Instruments and Supplies

- 6. Approve the following for the 2023-2024 School Year based on the submitted quotes received June 22, 2023:
 - a) Russo Music Center of Hamilton, New Jersey as the primary vendor for repairs and service of strings instruments
 - b) Guitar Center Stores dba Music & Arts of Frederick MD as the primary vendor for Repairs and Service for Wind instruments

- 7. 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 **2023-2024** School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

An update of the ESCNJ portion of the 2023-2024 Procurement list, originally approved on May 23, 2023, is attached.

Cooperative Purchase Over the Bid Limit – Referendum

- 8. Authorize a purchase utilizing NJ State Approved Cooperative #65MCESCCPS, Athletic Surfaces-Tracks and Courts, Bid #ESCNJ 22/23-47, from FieldTurf USA, Inc., Calhoun, GA, as awarded through June 1, 2024, for demolition, preparation, supply and installation of approximately 1,653 square feet of Tarkett vinyl dance floor at West Windsor-Plainsboro High School South (FVHD Project #5063L), including cove base and interior thresholds, at a cost not to exceed \$48,846.60, utilizing referendum funds.

Co-Operative Purchase Over The Bid Limit

- 9. Authorize a purchase utilizing NJ Cooperative Bid – ESCNJ/AEPA-22G, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2024 for Network Switches for equipment upgrade as follows:

| <u>Qty</u> | <u>Description</u> | <u>Unit Cost</u> | <u>Total Cost</u> |
|------------|---|------------------|-------------------|
| 4 | Cisco Catalyst 9300 switch 48 port rack-mtbl | \$ 6,299.00 | \$ 25,196.00 |
| 4 | Cisco Catalyst 9300 Series Network module gig | \$ 345.79 | \$ 1,383.16 |
| 4 | Cisco Digital Network Architecture Ess 3-yr lic | \$ 861.13 | \$ 3,444.52 |
| 4 | Cisco Config 1 Secondary Power Supply | \$ 1,299.00 | \$ 5,196.00 |
| 5 | Cisco Catalyst 9200L switch 48 rack-mtbl | \$ 4,999.00 | \$ 24,995.00 |
| 9 | Cisco Digital Network Arch Ess 3-yr lic 48 | \$ 861.13 | \$ 7,750.17 |
| 4 | Cisco Catalyst 9200L switch 48 ports rack-mtb | \$ 3,466.00 | \$ 13,864.00 |
| | Total | | \$ 81,828.85 |

State Contract Purchase Over the Bid Limit

10. Authorize a purchase utilizing NJ State Contract #19-TELE-00656 Computer Equipment, Peripherals & Related Services, to Dell Marketing, LP, Round Rock, Texas, as awarded through July 31, 2023, for the purchase of a server storage farm made up of physical and virtual drives switches, cores, and power management components, at a cost of \$188,744.20.

Equipment Disposal

11. 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

Printer - 7

Grover Middle School

Chair, Teacher - 3

Desk, teacher - 24

Headset - 1

Keyboard, mouse – 1

Microphone – 1

Monitor – 17

Point of Sale System – 1

Serving Unit - 1

Walkie-talkie – 1

High School North

Board, Weight Room – 1

Cabinet, heated display - 2

Camera, digital – 3

Console, mixing - 1

DVD/VCR – 2

Printer - 2

Projector – 1

Receiver – 2

Scanner - 2

Screen, pull down - 3

Tripod- 1

TV - 4

Video Recorder – 2

High School South

Cabinet, mobile – 1

Desk - 1

Frame, Metal – 1

Phone - 41

Millstone River

Amplifier, voice -1

Camera, Hovercam – 3

Carousel, Kodak - 1

DVD/VHS – 1

Point of Sale System – 1

Printer - 1
Projector – 7
Smartboard - 22
Tuner, AM/FM – 1

Technology

Access Point - 30
Cables, mac mini power – 61
Camera, security - 5
Chromebooks – 77
Desktop – 46
Hard drive - 59
I Mac - 12
Laptop – 35
Printer – 4

Town Center

Amp – 1
Camera - 15
Cooler, Milk – 1
Encoder – Digital Video – 1
Ipad - 31
Laminator - 1
Poster Maker – 1
Printer - 1
Projector, overhead – 1

Village

Charger, Oticon Amigo – 1
Communication Device, AMDI – 1
Dynavox V (Series 5) - 1
Ichat3 – Dynavox Palmtop -1
Ear Free Ear, Phonic – 1
Phonak Edulink - 1
Phone - 56
PRC Vantage Lite – 1
Prentke Romich Vantage Lite - 1
Springboard Lite – 1

Wicoff

Printer - 1
Scanner - 2

Transportation

Contract 2023-2024 – Rescind

12. On June 13, 2023, the Board of Education preliminarily awarded a contract for the Student Transportation Services for School Related Activities for the 2023-2024 School Year, Bid# PUB23-1A to A-1 Limousine, Inc. (“A-1”). It has come to the Board’s attention that A-1 included in its bid submission of May 12, 2023 material modifications to the Bid Proposal sheet which modifications were not readily apparent upon initial review. These modifications represent a material defect pursuant to the bidding specifications and are

therefore non-waivable. It is the desire of the Board to therefore rescind the award of contract to A-1 as its bid is non-responsive to the bidding specifications.

The Board hereby rescinds the award of Contract for the Project to A-1 Limousine, Inc. and rejects its bid submission, as it is materially defective and non-responsive.

Bid Awards – Public Routes

13. Award the June 2, 2023 Bid Number PUB24-3, Student Transportation Contract – Multi Contract Number DS-PUB24-3 to Durham School Services for the 2023-2024 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> |
|--------------|---|----------------------|--------------|----------------------|----------------|
| MR/WC55A | Millstone River School | \$ 247.00 | 180 | \$ 73.00 | \$ 4.00 |
| NC54A | High School North & Community Middle School | \$ 247.00 | 180 | \$ 73.00 | \$ 4.00 |

14. Per 18A:18A-5.c(3) – Award the April 5, 2023 Negotiated Pricing for Bid Number PUB23-1, 2023-2024 Student Transportation Contract-School Related Activities as follows:

Primary Contract – Student Transportation Contract-Multi Contract Number A-1 – PUB23-1 to A-1 Limousine, Inc.

| <u>Trip ID</u> | <u>Per Bus per 5 hours</u> | <u>Adj. Cost per hour</u> |
|----------------|----------------------------|---------------------------|
| CMSSA23 | \$ 778.95 | \$ 112.00 |

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) Ten central office administrators to attend the annual New Jersey School Boards Association Workshop in Atlantic City, New Jersey, October 23-26 2023, and authorize overnight travel and related expenses particular to attendance at these workshops at a cost not to exceed \$800 per person.
 - b) One district staff member to attend the GPANJ Symposium in Atlantic City, New Jersey, from September 13, 2023, through September 15, 2023, at a cost not to exceed \$732, including registration and travel.
 - c) One district coach to attend Lifeguarding Recertification Course in Cherry Hill, NJ on August 10, 2023, at a cost not to exceed \$165.00, including travel.
 - d) One district coach to attend Lifeguarding Recertification Course in Lansdale, PA, on September 23, 2023, at a cost not to exceed \$238.36, including travel.

- e) One district coach to attend CPR Recertification Class in Woodbridge, NJ on July 29, 2023, at a cost not to exceed \$85.00 including travel
- f) One district staff member to attend the following virtual classes through Rutgers Online for Registered Public Purchasing Specialist certification as required for position: Principles for Public Purchasing II from September 11, 2023 through October 15, 2023, at a cost not to exceed \$944.

D. PERSONNEL

To be voted on 07/25/23: Recommend approval of the following resolution:

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

Job Descriptions

- 2. Approve the following new or revised job descriptions:
 - a) Mental Health Clinician
 - b) Security Coordinator
 - c) Secretary To
 - d) Teacher Resource Specialist for Instruction and Intervention

Student Teachers

- 3. Approve the following student teachers for fall 2023, pending background clearance:
 - a) Jenna Mulcahy: Grover Middle School/Village School (The College of New Jersey)
 - b) Leo Mormile: High School North (The College of New Jersey)

X. APPROVAL OF BOARD OF EDUCATION MINUTES

To be voted on 07/25/23

- A. June 27, 2023 Meeting
- B. June 27, 2023 Closed Executive Session

XI. BOARD LIAISON REPORTS

XII. NEW BUSINESS

XIII. SECOND OPPORTUNITY FOR PUBLIC COMMENTS

The Board invites comments 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 in accordance with Board policy 0167. 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: 7/25/2023

Deadline for next Agenda: 8/16/2023

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 |
| EPSLA | Emergency Paid Sick Leave Act |
| ESL | English Second Language |
| ESSER | Elementary and Secondary School Emergency Relief |
| 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 Comella at charity.comella@wwprsd.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 |
|------------------------------|------------------|---|---------|-------------------------|------|----------------|------------|---|
| A. Administration | | | | | | | | |
| Appoint | | | | | | | | |
| Smedley, Jessica | Appoint | Director of Counseling | | \$162,252.00 (prorated) | DIST | TBD | 6/30/24 | Appoint as Director of Counseling, pending employment verification, replacing Barbara Gould, who transferred. (Tenure Date: TBD) |
| Change | | | | | | | | |
| Dauber, Jonathan | Change Location | Principal | | N/C | GMS | 8/1/23 | 6/30/24 | Change location from HSN to GMS. |
| Thomas, Lamont | Change Location | Principal | | \$196,175.00 (prorated) | HSN | 8/1/23 | 6/30/24 | Change location from GMS to HSN. Change salary to \$196,175.00, as per WWPA Agreement. |
| O'Brien, Megan | Change Location | Assistant Principal | | N/C | CMS | 8/1/23 | 6/30/24 | Change location from HSN to CMS. |
| Singh, Sukhpreet | Change Location | Assistant Principal | | \$141,027.00 (prorated) | HSN | 8/1/23 | 6/30/24 | Change location from CMS to HSN. Change salary to \$141,027.00, as per WWPA Agreement. |
| Payment | | | | | | | | |
| Nathan, Pamela | Payment | Assistant Superintendent for Curriculum and Instruction | | \$16,671.02 | DIST | 7/26/23 | 7/26/23 | Payment for unused vacation days, as per contract. |
| Welborn, Michael | Payment | Principal | | \$96,139.33 | WIC | 7/26/23 | 7/26/23 | Payment for unused sick and vacation days, as per contract. |
| B. Certificated Staff | | | | | | | | |
| Appoint | | | | | | | | |
| Hubbard, Lisa | Appoint | Learning Disabilities Teacher Consultant | 15MA+30 | \$99,975.00 | MH | TBD | 6/30/24 | Appoint as a Learning Disabilities Teacher Consultant, pending employment verification. (Tenure date: TBD) |
| Gorski, Danielle | Appoint | Speech Language Specialist | 0MA | \$63,000.00 | MH | TBD | 6/30/24 | Appoint as a Speech Language Specialist, pending employment verification, replacing Eva Barbarasch, who retired. (Tenure date: TBD) |
| Illingworth, Jessica | Appoint | Teacher Social Studies | 0MA | \$63,000.00 | HSN | TBD | 6/30/24 | Appoint as a Social Studies teacher, pending employment verification, replacing Michelle Costanza who resigned. (Tenure date: TBD) |
| South, Rachel | Appoint | Teacher Elementary | 1BA | \$62,000.00 | MH | TBD | 6/30/24 | Appoint as an Elementary Teacher, pending employment verification, growth position. (Tenure date: TBD) |
| Stein, Amanda | Appoint | Teacher Special Education | 4MA | \$67,000.00 | MH | TBD | 6/30/24 | Appoint as a Special Education Teacher, pending employment verification, replacing Caitlin Karagozji, who transferred. (Tenure date: TBD) |



Personnel Agenda

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

| | | | | | | | | |
|----------------------|----------------|--|--------|-------------|---------|--------|---------|--|
| Woodhead, Sara | Appoint | Teacher Elementary | 13BA | \$87,000.00 | MH | TBD | 6/30/24 | Appoint as an Elementary Teacher, pending employment verification, replacing ShaQuonna Williams, who resigned. (Tenure date: TBD) |
| Young, Jordyn | Appoint | Teacher Special Education | 0MA | \$63,000.00 | VIL | TBD | 6/30/24 | Appoint as a Special Education Teacher, pending employment verification, replacing Courtney Dignan, who transferred. (Tenure date: TBD) |
| St. Victor, Samantha | Appoint-Repl. | School Counselor-LR | 1MA | \$64,000.00 | VIL | TBD | 6/30/24 | Appoint as a leave replacement School Counselor, pending employment verification, replacing Melody Khalifa, who is on leave. |
| Quattrock, Victoria | Appoint-Repl. | Teacher Elementary-LR | 0MA | \$63,000.00 | MR | TBD | 6/30/24 | Appoint as a leave replacement Elementary Teacher, pending employment verification, replacing Jaedi Gambatase and Kristy Monferrari, who are on leave. |
| Rosenberg, Max | Appoint- Repl. | Teacher Mathematics- LR | 1BA | \$62,000.00 | GMS | 9/1/23 | 6/30/24 | Appoint as leave replacement Mathematics Teacher, replacing Matthew Hittesdorf, who is on leave. |
| Change | | | | | | | | |
| Bouchard, Maria | Change | Teacher Dual Language Immersion-Spanish | 0BA | \$61,000.00 | DN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Bowers, Brianna | Change | Teacher Special Education | 4MA | \$67,000.00 | DN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Cymbal, Alyssa | Change | School Nurse | 10BA | \$76,000.00 | MR/MH | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Dula, Jonathan | Change | Teacher Health & Physical Education | 0BA | \$61,000.00 | MR | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Fernandes, Briana | Change | Teacher Elementary | 2BA | \$63,000.00 | WIC | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Guadagno, Skylar | Change | Teacher Science | 0MA | \$63,000.00 | HSN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Hickey, Katherine | Change | Speech Language Specialist | 3MA | \$66,000.00 | MH | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Kelly, Patrick | Change | Teacher Computers | 5MA | \$68,000.00 | HSN/HSS | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Manz, Tara | Change | Teacher Resource Specialist for Special Education-BCBA | 5MA+30 | \$70,000.00 | DIST | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |



Personnel Agenda

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

| | | | | | | | | |
|-------------------------|---------------------|--|--------|--------------|------|----------|---------|--|
| McElroy, Bridget | Change | Teacher Language Arts | 0MA | \$63,000.00 | HSN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Obregon, Michelle | Change | School Counselor | 0MA | \$63,000.00 | DN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Pacheco, Alexis | Change | Teacher Health & Physical Education | 0BA | \$61,000.00 | MR | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Randolph-Pryce, Dana | Change | School Psychologist | 0MA+30 | \$65,000.00 | HSS | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Spalding, Danielle | Change | Teacher Elementary | 0BA | \$61,000.00 | DN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Varma-Kumar, Yamini | Change | Teacher Science | 15MA | \$97,870.00 | HSS | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Kolker, Susan | Change | Teacher Elementary-LR | 7MA | \$71,350.00 | DN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. |
| Dietler-Basta, Erica | Change | Teacher Music | 7MA | \$71,350.00 | GMS | 9/1/23 | 6/30/24 | Change salary from BA to MA as per contract. |
| Grau, Christopher | Change | Teacher Social Studies | 6MA | \$69,350.00 | HSS | 9/1/23 | 6/30/24 | Change salary from BA to MA as per contract. |
| Harold, Rachel | Change | Teacher Special Education | 7MA+30 | \$73,350.00 | MH | 9/1/23 | 6/30/24 | Change salary from MA to MA+30 as per contract. |
| Redelico, Rachel | Change | Teacher Resource Specialist- Gifted and Talented (K-3) | 6PhD | \$73,350.00 | DIST | 9/1/23 | 6/30/24 | Change salary from MA+30 to PhD as per contract. |
| Jenoriki, Mary | Change % | Teacher Social Studies 120% | 13MA | \$112,800.00 | HSS | 9/1/23 | 6/30/24 | Change salary from 100% to 120%. |
| Leave of Absence | | | | | | | | |
| Monferrari, Kristy | Leave-FMLA/NJFLA/CC | Teacher Elementary | | N/A | MR | 12/7/23 | 6/30/24 | FMLA/NJFLA/CC: 12/7/23-3/6/24 unpaid, with benefits. CC: 3/7/24-6/30/24 unpaid, no benefits. (RTW: 9/1/24) |
| Singh, Christopher | Leave-FMLA/NJFLA | Teacher Health & Physical Education | | N/A | VIL | 10/23/23 | 1/19/24 | FMLA/NJFLA: 10/23/23-1/19/24 unpaid, with benefits. (RTW: 1/22/24) |
| Resignation | | | | | | | | |



Personnel Agenda

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

| | | | | | | | |
|-------------------|---------|---|-------------|------|---------|---------|--|
| Barbarasch, Eva | Resign | Speech Language Specialist | N/A | MH | 6/30/23 | 6/30/23 | Resign, after 44 years in the District, for the purpose of retirement. |
| Bange, Tara | Resign | Teacher Elementary | N/A | MR | 6/30/23 | 6/30/23 | Resign from position. |
| Cubano, Kathryn | Resign | Teacher Resource Specialist- Curriculum and Instruction | N/A | DIST | 6/30/23 | 6/30/23 | Resign from position. |
| Fazio, Denise | Resign | Teacher Language Arts | N/A | HSS | 9/15/23 | 9/15/23 | Resign from position. |
| Hamilton, Tina | Resign | Teacher Special Education | N/A | HSS | 6/30/23 | 6/30/23 | Resign, after 30 years in the District, for the purpose of retirement. |
| Oliva, Hannah | Resign | Teacher Special Education | N/A | TC | 6/30/23 | 6/30/23 | Resign from position. |
| Payment | | | | | | | |
| Becker, Eric | Payment | School Counselor | \$22,901.55 | HSN | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Bossio, Deborah | Payment | Teacher Special Education | \$8,897.28 | MR | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Bremer, Lisa | Payment | Teacher Elementary | \$8,754.30 | VIL | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Buck, Eugene | Payment | Teacher Science | \$58,336.72 | GMS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Dowling, Seamus | Payment | Teacher Social Studies | \$21,424.22 | GMS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Dunne, Nancy | Payment | School Counselor | \$27,005.31 | DN | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Fantry, Kenneth | Payment | Teacher Language Arts | \$13,509.19 | HSN | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Gillen, Dawn | Payment | Media Specialist | \$25,353.90 | MR | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Haemmerle, Louise | Payment | Teacher Music | \$31,857.66 | GMS | 7/26/23 | 7/26/23 | 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.

| | | | | | | | |
|-------------------------|---------|--|-------------|---------|---------|---------|--|
| Jaworsky, Cynthia | Payment | Teacher Science | \$35,313.80 | HSS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Lalli, Barbara | Payment | Teacher Health & Physical Education | \$9,201.56 | MR | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Levy, Lorell | Payment | Learning Disabilities Teacher Consultant | \$26,427.97 | TC/HSS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Marland, Eileen | Payment | Teacher Reading Recovery | \$26,582.40 | MH | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Miller, David | Payment | Teacher Computers | \$3,106.60 | HSS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Milman, Evan | Payment | Teacher Mathematics Interventionist | \$13,471.50 | DIST | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Milman, Suzan | Payment | Teacher Science | \$5,224.84 | GMS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Mulloy-Rasheed, Michele | Payment | Teacher Elementary | \$18,703.13 | MR | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Orlovsky, Karen | Payment | Teacher Elementary | \$32,652.35 | VIL | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Osburn, Barbara | Payment | Teacher Elementary | \$9,196.09 | MR | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Paulsson, Albert | Payment | Teacher Social Studies | \$22,380.20 | HSN | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Rizziello, Lisa | Payment | Teacher Elementary | \$46,570.78 | MH | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Schannen, Lisa | Payment | Teacher Special Education | \$9,300.66 | HSS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Shen, Jume | Payment | Teacher Chinese | \$26,109.05 | HSS/HSN | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Thyrum, Axel | Payment | Teacher Social Studies | \$29,660.90 | HSN | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Vasilu, Mariana | Payment | Teacher Music | \$25,955.19 | GMS | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |



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

| C. Non Certificated Staff | | | | | | | | |
|----------------------------------|-------------|--|---|------------------------|------|---------|---------|--|
| Appoint | | | | | | | | |
| Caba, Jeandalize | Appoint | Instructional Assistant- Dual Language Immersion | 1 | \$20.61/hr. | VIL | 9/1/23 | 6/30/24 | Appoint as Instructional Assistant - Dual Language Immersion, for 6.5 hrs/day, pending employment verification, growth position. |
| Daly, Tracy | Appoint | Instructional Assistant- Dual Language Immersion | 1 | \$20.61/hr. | DN | TBD | 6/30/24 | Appoint as Instructional Assistant - Dual Language Immersion, for 6.5 hrs/day, pending employment verification, growth position. |
| Liou, Heng-Ling | Appoint | Instructional Assistant- Dual Language Immersion | 1 | \$20.61/hr. | MH | TBD | 6/30/24 | Appoint as Instructional Assistant - Dual Language Immersion, for 6.5 hrs/day, pending employment verification, growth position. |
| Li, Yanhui | Appoint | Instructional Assistant- Dual Language Immersion | 1 | \$20.61/hr. | VIL | TBD | 6/30/24 | Appoint as Instructional Assistant - Dual Language Immersion, for 6.5 hrs/day, pending employment verification, growth position. |
| Rodriguez, Cecilia | Appoint | Instructional Assistant- Dual Language Immersion | 1 | \$19.17/hr. | DN | TBD | 6/30/24 | Appoint as Instructional Assistant - Dual Language Immersion, for 6.5 hrs/day, pending employment verification, replacing Maria Bouchard, who transferred. |
| Holleran, Bridget | Appoint | Secretary 12 Months | 1 | \$47,554.00 (prorated) | HSN | TBD | 6/30/24 | Appoint as Secretary 12 Months, pending employment verification, replacing Linda Perilli who retired. (Tenure date: TBD) |
| Change | | | | | | | | |
| McGrady, Melissa | Change | Secretary To | 9 | \$59,820.00 | HSN | 7/1/23 | 6/30/24 | Change start date from TBD to 7/1/23. |
| Leave of Absence | | | | | | | | |
| Urbani, Lisa | Leave- FMLA | Health Benefits Specialist | | N/A | CO | 7/3/23 | 2/3/24 | Intermittent FMLA: 7/3/23-2/3/24, unpaid, with benefits. |
| Payment | | | | | | | | |
| Marcelin, Frito | Payment | Bus Driver | | \$9,593.73 | TRAN | 7/26/23 | 7/26/23 | Payment for unused sick days, as per contract. |
| Perilli, Linda | Payment | Secretary 12 Months | | \$12,848.85 | HSN | 7/26/23 | 7/26/23 | Payment for unused sick and vacation days, as per contract. |
| Wilkinson, Beverly | Payment | Secretary 12 Months | | \$7,942.92 | MR | 7/26/23 | 7/26/23 | Payment for unused sick and vacation days, as per contract. |
| D. Substitute / Other | | | | | | | | |
| Appoint | | | | | | | | |



Personnel Agenda

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

| | | | | | | | |
|--------------------|---------|--------------------|--------------|------|--------|---------|--|
| Curran, Jane | Appoint | Substitute Teacher | \$115.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (NJ Cert), pending employment verification, as needed for temporary assignments. |
| Ahmed, Farhana | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Burke, Thea | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Delgado, Alexander | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Desai, Suma | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Josephson, Emily | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Parekh, Kinjal | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Paul, Dipika | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Rajput, Deepti | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Thakker, Mansi | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Tripathy, Anita | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Yu, Hsin | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments. |
| Zulfqar, Amara | Appoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | 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.

| | | | | | | | |
|---|-----------|---------------------------|--------------|------|--------|----------|---|
| Ragupathi, Sasikala | Appoint | Substitute Cafeteria Aide | \$14.13/hr. | DIST | 9/1/23 | 12/31/23 | Appoint as a Substitute Cafeteria Aide, as needed for temporary assignments. |
| Ragupathi, Sasikala | Appoint | Substitute Cafeteria Aide | \$15.00/hr. | DIST | 1/1/24 | 6/30/24 | Appoint as a Substitute Cafeteria Aide, as needed for temporary assignments. |
| Rahman, Feroza | Appoint | Substitute Cafeteria Aide | \$14.13/hr. | DIST | 9/1/23 | 12/31/23 | Appoint as a Substitute Cafeteria Aide, as needed for temporary assignments. |
| Rahman, Feroza | Appoint | Substitute Cafeteria Aide | \$15.00/hr. | DIST | 1/1/24 | 6/30/24 | Appoint as a Substitute Cafeteria Aide, as needed for temporary assignments. |
| Reappointment of Substitute Teachers | | | | | | | |
| Barasch, Elihu | Reappoint | Substitute Teacher | \$115.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments. |
| Baskin, Leonard | Reappoint | Substitute Teacher | \$115.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments. |
| Elsayed, Tarek | Reappoint | Substitute Teacher | \$115.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments. |
| Accetta, Megan | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Chopra, Reema | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Choudhury, Monalisa | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Dakshinamoorthy, Anitha | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| De Silva, Dona | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Gadre, Trupti | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Heslin, Patricia | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Kacham, Rajitha | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |



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

| | | | | | | | |
|--|------------|---------------------------|--------------|------|--------|----------|---|
| Kamen, Libby | Reappoint | Substitute Teacher | \$105.00/day | DIST | 7/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Mehta, Anuradha | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Mohta, Alka | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Nordstrom, Jocelyn | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Sethu, Kalyani | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Shijin, Sharika | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Trivedi, Mamta | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Vincent Panjikaran, Lyma Mary | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Vinod, Vidyashree | Reappoint | Substitute Teacher | \$105.00/day | DIST | 9/1/23 | 6/30/24 | Reappoint as a Substitute Teacher (County Cert.) as needed for temporary assignments. |
| Reappointment of Substitute Cafeteria Aides | | | | | | | |
| Chakraborty, Subhodeep | Reappoint | Substitute Cafeteria Aide | \$14.13/hr. | DIST | 9/1/23 | 12/31/23 | Reappoint as a Substitute Cafeteria Aide as needed for temporary assignments. |
| Chakraborty, Subhodeep | Reappoint | Substitute Cafeteria Aide | \$15.00/hr. | DIST | 1/1/24 | 6/30/24 | Reappoint as a Substitute Cafeteria Aide as needed for temporary assignments. |
| Rescind | | | | | | | |
| Afonso, Adam | Rescind | Substitute Teacher | N/A | DIST | 9/1/23 | 6/30/24 | Rescind appointment as Substitute Teacher. |
| E. Extracurricular / Extra Pay | | | | | | | |
| AVID | | | | | | | |
| Silva, Samantha | Extra Duty | AVID Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | AVID 11 Summer College exploration & planning meetings, not to exceed 12 hours. |
| Kratz, Emily | Extra Duty | AVID Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | AVID 11 Summer College exploration & planning meetings, 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.

| Curriculum | | | | | | | |
|--------------------|------------|------------|-------------|------|--------|---------|--|
| Duchossois, Amanda | Extra Duty | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Language Arts 9th Grade Multi-Level Curriculum, total program not to exceed 144 hours. |
| Bryde, Jeanine | Extra Duty | Curriculum | \$47.09/hr. | DIST | 5/1/23 | 6/30/23 | Summer Financial Literacy Curriculum Revisions, total program not to exceed 25 hours. |
| Meier, Madeline | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Music Cycle, Middle School, Curriculum Revisions, total program not to exceed 80 hours. |
| Christie, Laura | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | American Studies I Curriculum Revisions; total program not to exceed 40 hours. |
| Jackson, Michael | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | American Studies I Curriculum Revisions; total program not to exceed 40 hours. |
| Kallens, Scott | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | American Studies I Curriculum Revisions; total program not to exceed 40 hours. |
| Julius, Chelsea | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | American Studies I Curriculum Revisions; total program not to exceed 40 hours. |
| Christie, Laura | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | American Studies I Honors Curriculum Revisions; total program not to exceed 40 hours. |
| Jackson, Michael | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | American Studies I Honors Curriculum Revisions; total program not to exceed 40 hours. |
| Kallens, Scott | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | American Studies I Honors Curriculum Revisions; total program not to exceed 40 hours. |
| Coburn, Matthew | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | AP United States History Curriculum Revisions; total program not to exceed 85 hours. |
| Feddema, Sean | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | AP United States History Curriculum Revisions; total program not to exceed 85 hours. |
| Hannon, Christa | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | AP United States History Curriculum Revisions; total program not to exceed 85 hours. |
| Jackson, Michael | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | AP United States History Curriculum Revisions; total program not to exceed 85 hours. |
| Warren, Matthew | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | AP United States History Curriculum Revisions; total 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.

| | | | | | | | |
|----------------------------|------------|------------|-------------|------|--------|---------|--|
| Hancock, Melissa | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Social Studies Grade 2 Curriculum Revisions; total program not to exceed 40 hours. |
| Young, Janette | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Social Studies Grade 3 Curriculum Revisions; total program not to exceed 40 hours. |
| Bernard, Annamarie | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Social Studies Grade 6 Team Extension Planning; total program not to exceed 120 hours. |
| Hilton, Melissa | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Language Arts, 10th Grade, Curriculum Revisions, total program not to exceed 80 hours. |
| Saba, Rebecca | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Health & Physical Education, Grades 6-8, Curriculum Revisions, total program not to exceed 80 hours. |
| Mastropasqua, Taylor | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Health & Physical Education, High School, Curriculum Revisions, total program not to exceed 80 hours. |
| Hoeflinger, Kimberly | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Science Articulated Assessment Creation, Grades 6-8; total program not to exceed 48 hours. |
| Strominger, Travis | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Science Articulated Assessment Creation, Grades 6-8; total program not to exceed 48 hours. |
| Harrington, Honour | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Science Articulated Assessment Creation, Grades 6-8; total program not to exceed 48 hours. |
| Pan Ng, Anna | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | DLI Summer Testing; total program not to exceed 15 hours. |
| Li, Jianing | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | DLI Summer Testing; total program not to exceed 15 hours. |
| Williams, Aarti | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | DLI Summer Testing; total program not to exceed 15 hours. |
| Paul, Julia | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 6/30/24 | K-12 ESL Testing; total program not to exceed 250 hours. |
| Belmonte- Mulhall, Colleen | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Reading Recovery Summer Support; total program not to exceed 80 hours. |
| Davis, Tara | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Reading Recovery Summer Support; total program 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.

| | | | | | | | |
|-------------------------------------|------------|-----------------------------|-------------|------|--------|---------|---|
| Frounfelker, Brenda | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Reading Recovery Summer Support; total program not to exceed 80 hours. |
| Keenan, Beth | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Reading Recovery Summer Support; total program not to exceed 80 hours. |
| Moore, Jessica | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Reading Recovery Summer Support; total program not to exceed 80 hours. |
| Seo, Tae | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Reading Recovery Summer Support; total program not to exceed 80 hours. |
| Sinha, Kavita | Extra Duty | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Reading Recovery Summer Support; total program not to exceed 80 hours. |
| Dutch Neck Elementary School | | | | | | | |
| Drummond, Alexis | Extra Duty | Grade 1 Book Room Inventory | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Grade Level Book Room Inventory; total program not to exceed 24 hours. |
| O'Connell, Alyssa | Extra Duty | Grade 2 Book Room Inventory | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Grade Level Book Room Inventory; total program not to exceed 24 hours. |
| Pagnani, Samantha | Extra Duty | Grade K Book Room Inventory | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Grade Level Book Room Inventory; total program not to exceed 24 hours. |
| Passalacqua, Daniela | Extra Duty | Grade 3 Book Room Inventory | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Grade Level Book Room Inventory; total program not to exceed 24 hours. |
| Bartoli, Jenna | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |
| Bower, Lauren | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |
| Bugge, Michele | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |
| Edwards, Sharon | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |
| Lee, Amanda | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |
| MacPhie, Michelle | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |



Personnel Agenda

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

| | | | | | | | |
|---------------------|------------|----------|-------------|----|--------|---------|---|
| Stevens, Timothy | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |
| Tindall, Bonnie | Extra Duty | Bus Duty | \$15.84/hr. | DN | 9/1/23 | 6/30/24 | Bus duty, not to exceed 4 hours per week. |
| ESSER | | | | | | | |
| Babcock, Kristen | Extra Duty | ESSER | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Davis, Tara | Extra Duty | ESSER | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Bresnahan, Marie | Extra Duty | ESSER | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Faulkner, Melanie | Extra Duty | ESSER | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Kieffer, Amy | Extra Duty | ESSER | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Pagnani, Samantha | Extra Duty | ESSER | \$50.00/hr. | DN | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Efstathios, Marisa | Extra Duty | ESSER | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Robinson, Christine | Extra Duty | ESSER | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Gagnon, Amanda | Extra Duty | ESSER | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Holleran, Kimberlee | Extra Duty | ESSER | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Wriede, Michelle | Extra Duty | ESSER | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Zara, Alyssa | Extra Duty | ESSER | \$50.00/hr. | MR | 7/1/23 | 8/31/23 | Building Tours, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Johnson, Lauren | Extra Duty | ESSER | \$50.00/hr. | MR | 7/1/23 | 8/31/23 | Building Tours, total program not to exceed 32 hours. (Paid through ESSER Funds) |



Personnel Agenda

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

| | | | | | | | |
|---------------------|------------|-------|-------------|-----|--------|---------|---|
| Young, Janette | Extra Duty | ESSER | \$50.00/hr. | MR | 7/1/23 | 8/31/23 | Building Tours, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Coffey, Amy | Extra Duty | ESSER | \$50.00/hr. | MR | 7/1/23 | 8/31/23 | Building Tours, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Nemeth, Ashley | Extra Duty | ESSER | \$50.00/hr. | MR | 7/1/23 | 8/31/23 | Building Tours, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Collins, Donna | Extra Duty | ESSER | \$50.00/hr. | MR | 7/1/23 | 8/31/23 | Building Tours, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Boyce, Patricia | Extra Duty | ESSER | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Keenan, Beth | Extra Duty | ESSER | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Kloutis, Kimberly | Extra Duty | ESSER | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Perez, Cassandra | Extra Duty | ESSER | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Andersen, Brittany | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Efstathios, Ariana | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Elghazaly, Veronica | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Fiocco, James | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Keeney, Megan | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Lepore, Patrick | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Massih, Devin | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |



Personnel Agenda

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

| | | | | | | | |
|--------------------------|------------|-------|-------------|-----|--------|---------|---|
| Nemeroff, Catherine | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Niedermaier, Marissa | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Shapteban, Susan | Extra Duty | ESSER | \$50.00/hr. | CMS | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Frascella, Julianne | Extra Duty | ESSER | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Meyers, Carly | Extra Duty | ESSER | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Samber, Elizabeth | Extra Duty | ESSER | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Saleh, Emily | Extra Duty | ESSER | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Greiner, Melissa | Extra Duty | ESSER | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Mallon, Dennis | Extra Duty | ESSER | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Incollingo, Ellen | Extra Duty | ESSER | \$50.00/hr. | WIC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Redelico, Rachel | Extra Duty | ESSER | \$50.00/hr. | WIC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Frounfelker, Brenda | Extra Duty | ESSER | \$50.00/hr. | WIC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Mulshine, Lindsay | Extra Duty | ESSER | \$50.00/hr. | WIC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Miller, Kristine | Extra Duty | ESSER | \$50.00/hr. | WIC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Bowes, Stacey | Extra Duty | ESSER | \$50.00/hr. | WIC | 7/1/23 | 8/31/23 | Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| High School North | | | | | | | |



Personnel Agenda

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

| | | | | | | | |
|-----------------------|------------|---|-------------|-----|--------|---------|--|
| Bossio, Joseph | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Frederick, Ellen | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Grau, Christopher | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Julius, Chelsea | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Kitson, Mary Beth | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Lukacher, Alyson | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Singh, Priyadarshini | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Wilson, N'Talia | Extra Duty | Saturday Detention | \$51.42/hr. | HSN | 9/1/23 | 6/30/24 | Saturday Detention, as assigned |
| Verdamanickam, Anitha | Extra Duty | Tutoring Society After School Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | After School Supervision, Tutoring Society, as scheduled. |
| Ashokkumar, Shanthi | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Corriveau, Robert | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Frederick, Ellen | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Juarez-Stucker, Telma | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Lagomarsino, Ryan | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Shah, Dipika | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |



Personnel Agenda

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

| | | | | | | | |
|---------------------------------------|------------|---------------------|---------------|-----|--------|---------|---|
| Singh, Priyadarshini | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Warner, Jared | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Wood, Drew | Extra Duty | Morning Supervision | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| High School South | | | | | | | |
| Oertel, Lloyd | Extra Duty | Chaperone | \$64.95/event | HSS | 9/1/23 | 6/30/24 | Chaperone, as needed. |
| Estwan, Christine | Extra Duty | Chaperone | \$64.95/event | HSS | 9/1/23 | 6/30/24 | Chaperone, as needed. |
| Maurice Hawk Elementary School | | | | | | | |
| Efstathios, Marisa | Extra Duty | Bus Duty | \$15.84/hr. | MH | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs/wk. |
| Rosa, Michael | Extra Duty | Bus Duty | \$15.84/hr. | MH | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs/wk. |
| Moore, Jessica | Extra Duty | Bus Duty | \$15.84/hr. | MH | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs/wk. |
| Collins, Eileen | Extra Duty | Bus Duty | \$15.84/hr. | MH | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs/wk. |
| Marshall, Kelly | Extra Duty | Bus Duty | \$15.84/hr. | MH | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs/wk. |
| Jones, Nicole | Extra Duty | Bus Duty | \$15.84/hr. | MH | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs/wk. |
| Nadkarni, Neeta | Extra Duty | Bus Duty | \$15.84/hr. | MH | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs/wk. |
| Millstone River School | | | | | | | |
| Coffey, Amy | Extra Duty | Open House | \$50.00/hr. | MR | 7/1/23 | 8/30/23 | Open House and Preparation; total program not to exceed 16 hours. |
| Collins, Donna | Extra Duty | Open House | \$50.00/hr. | MR | 7/1/23 | 8/30/23 | Open House and Preparation; total program not to exceed 16 hours. |



Personnel Agenda

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

| | | | | | | | |
|----------------------|------------|---------------------------|-------------|----|--------|---------|--|
| Nemeth, Ashley | Extra Duty | Open House | \$50.00/hr. | MR | 7/1/23 | 8/30/23 | Open House and Preparation; total program not to exceed 16 hours. |
| Young, Janette | Extra Duty | Open House | \$50.00/hr. | MR | 7/1/23 | 8/30/23 | Open House and Preparation; total program not to exceed 16 hours. |
| Jothi, Jayanthi | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| Cano, Edgar | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| Eggert, David | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| Forkel, Meghan | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| Gura, Elizabeth | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| Nicoletti, Sabrina | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| Petrone, Christopher | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| Pugh, Phillip | Extra Duty | Bus Duty | \$15.84/hr. | MR | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 2.5 hrs. per week. |
| West, Noreen | Extra Duty | Literature Room Committee | \$50.00/hr. | MR | 9/1/23 | 6/30/24 | Organizing and maintaining Literature Room; total program not to exceed 49 hours. |
| Savur, Rita | Extra Duty | Literature Room Committee | \$50.00/hr. | MR | 9/1/23 | 6/30/24 | Organizing and maintaining Literature Room; total program not to exceed 49 hours. |
| Forkel, Meghan | Extra Duty | Literature Room Committee | \$50.00/hr. | MR | 9/1/23 | 6/30/24 | Organizing and maintaining Literature Room; total program not to exceed 49 hours. |
| Johnson, Lauren | Extra Duty | Literature Room Committee | \$50.00/hr. | MR | 9/1/23 | 6/30/24 | Organizing and maintaining Literature Room; total program not to exceed 49 hours. |
| Paetow, Devin | Extra Duty | Literature Room Committee | \$50.00/hr. | MR | 9/1/23 | 6/30/24 | Organizing and maintaining Literature Room; total program not to exceed 49 hours. |
| Moving | | | | | | | |



Personnel Agenda

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

| | | | | | | | |
|---------------------------------|------------|--------------------------|-------------|------|---------|---------|--|
| Leibowitz, Jaclyn | Extra Duty | Moving | \$47.09/hr. | DIST | 6/21/23 | 6/30/23 | Moving; total not to exceed 12 hours. |
| Leibowitz, Jaclyn | Extra Duty | Moving | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Moving; total not to exceed 12 hours. |
| Wheeler, Rashmi | Extra Duty | Moving | \$47.09/hr. | DIST | 6/21/23 | 6/30/23 | Moving; total not to exceed 12 hours. |
| Wheeler, Rashmi | Extra Duty | Moving | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Moving; total not to exceed 12 hours. |
| Licato, April | Extra Duty | Moving | \$50.00/hr. | HSS | 7/1/23 | 8/31/23 | Moving, not to exceed 12 hours. |
| Harold, Rachel | Extra Duty | Moving | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Moving, not to exceed 12 hours. |
| Karagjozi, Caitlin | Extra Duty | Moving | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Moving, not to exceed 12 hours. |
| Kopeika, Christie | Extra Duty | Moving | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Moving, not to exceed 12 hours. |
| Witkowski, Amanda | Extra Duty | Moving | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Moving, not to exceed 12 hours. |
| Professional Development | | | | | | | |
| Allen, Arvid | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Barnes, Tyler | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Bugge, Danielle | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Facchini, Antonella | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Fevola, Carol | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Godowski, Chelsea | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |



Personnel Agenda

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

| | | | | | | | |
|--|------------|-----------------------------------|-------------|------|--------|---------|---|
| Kratz, Emily | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Massari, Francesca | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Parrott, Brooke | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Pyle, Maria | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Riley, Theresa | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Rooney, Molly | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Silva, Samantha | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Sreenivasan, Samhitha | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Walsh, Michelle | Extra Duty | Professional Development | \$100/day | DIST | 7/1/23 | 8/31/23 | AVID Professional Development, not to exceed 2 days. |
| Professional Development Planning | | | | | | | |
| Lyczkowski, Janice | Extra Duty | Professional Development Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "New Teacher Orientation", total program not to exceed 36 hours. |
| Pintimalli, Dawn | Extra Duty | Professional Development Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "New Teacher Orientation", total program not to exceed 36 hours. |
| Pandolpho, Beth | Extra Duty | Professional Development Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "New Teacher Orientation", total program not to exceed 36 hours. |
| Lowden, Kimberly | Extra Duty | Professional Development Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "New Teacher Orientation", total program not to exceed 36 hours. |
| McLelland-Crawley, Rebecca | Extra Duty | Professional Development Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "New Teacher Orientation", total program not to exceed 36 hours. |
| Dolcimascolo-Garrett, Justin | Extra Duty | Professional Development Planning | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "New Teacher Orientation", total program not to exceed 36 hours. |
| Town Center Elementary School | | | | | | | |



Personnel Agenda

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

| | | | | | | | |
|--------------------|------------|-------------------------------------|-------------|----|--------|---------|---|
| DeLucia, Christina | Extra Duty | Summer Nurse | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Summer Nurse, not to exceed 50 hours. |
| Anas, Erica | Extra Duty | Counselor Summer Hours | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Summer Counselor, not to exceed 10 hours. |
| Baer, Debra | Extra Duty | New Student Screening- Summer Hours | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Summer New Student Screening, total program not to exceed 50 hours. |
| Keenan, Beth | Extra Duty | New Student Screening- Summer Hours | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Summer New Student Screening, total program not to exceed 50 hours. |
| Knoblock, Jennifer | Extra Duty | Open House | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Open House and Preparation, not to exceed 8 hours. |
| Quick, Jennifer | Extra Duty | Open House | \$50.00/hr. | TC | 7/1/23 | 8/31/23 | Open House and Preparation, not to exceed 8 hours. |
| Agnella, Laura | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| Anas, Erica | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| Baer, Debra | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| Boyce, Patricia | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| Gill, Holly | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| Hancock, Melissa | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| Kloutis, Kimberly | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| McFall, Renee | Extra Duty | School Based Planning Committee | \$50.00/hr. | TC | 7/1/23 | 6/30/24 | School Based Planning Committee, total program not to exceed 50 hours. |
| Anas, Erica | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, 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.

| | | | | | | | |
|----------------------|------------|---------------------------------|---------------|------|---------|---------|--|
| Bowen, Elissa | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Brown-Denson, Marcey | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Cano, Stephanie | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Dowling, Linda | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Kelly, Elaine | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Paul, Julia | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Simpson, Michael | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Waller, Suzanne | Extra Duty | Bus Duty | \$15.84/hr. | TC | 9/1/23 | 6/30/24 | Bus Duty, not to exceed 5 hrs. per week. |
| Village | | | | | | | |
| Samber, Elizabeth | Extra Duty | Open House | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Open House and Preparation, total program not to exceed 16 hours. |
| Arnold, Julia | Extra Duty | Human Relations-Summer Hours | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Summer Human Relations, total program not to exceed 3 hours. |
| Mato, Cristina | Extra Duty | Human Relations-Summer Hours | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Summer Human Relations, total program not to exceed 3 hours. |
| Change | | | | | | | |
| Heiser, Diane | Change | Child Study Team - Summer Hours | Per Diem Rate | DIST | 6/21/23 | 8/31/23 | Change Summer CST (School Social Worker) work, as approved by the supervisor, from not to exceed 20 days each to not to exceed 40 days each. |
| Babcock, Kristen | Change | Open House Orientation | \$50.00/hr. | DN | 7/1/23 | 8/23/23 | Change total program from not to exceed 50 hours to not to exceed 18 hours for Open House and Preparation. |
| Davis, Tara | Change | Open House Orientation | \$50.00/hr. | DN | 7/1/23 | 8/23/23 | Change total program from not to exceed 50 hours to not to exceed 18 hours for Open House and Preparation. |



Personnel Agenda

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

| | | | | | | | |
|-------------------|--------|------------------------|-------------|------|--------|---------|---|
| Bresnahan, Marie | Change | Open House Orientation | \$50.00/hr. | DN | 7/1/23 | 8/23/23 | Change total program from not to exceed 50 hours to not to exceed 18 hours for Open House and Preparation. |
| Faulkner, Melanie | Change | Open House Orientation | \$50.00/hr. | DN | 7/1/23 | 8/23/23 | Change total program from not to exceed 50 hours to not to exceed 18 hours for Open House and Preparation. |
| Kieffer, Amy | Change | Open House Orientation | \$50.00/hr. | DN | 7/1/23 | 8/23/23 | Change total program from not to exceed 50 hours to not to exceed 18 hours for Open House and Preparation. |
| Pagnani, Samantha | Change | Open House Orientation | \$50.00/hr. | DN | 7/1/23 | 8/23/23 | Change total program from not to exceed 50 hours to not to exceed 18 hours for Open House and Preparation. |
| Greenhouse, Randi | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| McCarthy, Tara | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Stanley, Adrienne | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Novak, Michael | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Shein, Courtney | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Glassband, Ellen | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Tafoya, Stacey | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |



Personnel Agenda

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

| | | | | | | | |
|--------------------|--------|------------|-------------|------|--------|---------|--|
| Reilly, Kathleen | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Lyczkowski, Janice | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Wong, Jessica | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Chaussepied, Paula | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Hilton, Melissa | Change | Curriculum | \$47.09/hr. | DIST | 6/1/23 | 6/30/23 | Change Language Arts 9th Grade Multi-Level Curriculum from 7/1/23 - 8/31/23 to 6/1/23 - 6/30/23; total program not to exceed 144 hours. Change hourly rate from \$50.00 to \$47.09. |
| Nicoletti, Sabrina | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Health & Physical Education, High School, Curriculum Revisions, total program not to exceed 80 hours to Health & Physical Education, Grades 6-8, total program not to exceed 80 hours. |
| Gottel, Morgan | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Health & Physical Education, High School, Curriculum Revisions, total program not to exceed 80 hours to Health & Physical Education, Grades 6-8, total program not to exceed 80 hours. |
| Diaz, Lauren | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Health & Physical Education, High School, Curriculum Revisions, total program not to exceed 80 hours to Health & Physical Education, Grades 6-8, total program not to exceed 80 hours. |
| Colon, Marissa | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Health & Physical Education, High School, Curriculum Revisions, total program not to exceed 80 hours to Health & Physical Education, Grades 6-8, total program 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.

| | | | | | | | |
|-------------------|--------|------------|-------------|------|--------|---------|--|
| Bresnahan, Marie | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| Grossmann, Tara | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| Haines, Kimberly | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| McFall, Renee | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| McClendon, Teresa | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| Dewan, Megan | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| Ely, Rachel | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| King, L. Rebecca | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| Davis, Krista | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |



Personnel Agenda

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

| | | | | | | | |
|--------------------------|--------|---|-------------|------|--------|---------|--|
| Behrend, Caroline | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| Walling, Barbra | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| LaVoie, Amy | Change | Curriculum | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change discussion from Expanding Math Toolkit Committee, total program not to exceed 144 hours to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours. |
| Maclsaac-Roteman, Denise | Change | Nurse Summer Hours | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Change Summer Nurse at MH, from not to exceed 20 hours to not to exceed 50 hours. |
| Frascella, Julianne | Change | Open House | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Change Open House and Preparation, from total program not to exceed 50 hours to not to exceed 16 hours. |
| Greiner, Melissa | Change | Open House | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Change Open House and Preparation, from total program not to exceed 50 hours to not to exceed 16 hours. |
| Mallon, Dennis | Change | Open House | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Change Open House and Preparation, from total program not to exceed 50 hours to not to exceed 16 hours. |
| Meyers, Carly | Change | Open House | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Change Open House and Preparation, from total program not to exceed 50 hours to not to exceed 16 hours. |
| Saleh, Emily | Change | Open House | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Change Open House and Preparation, from total program not to exceed 50 hours to not to exceed 16 hours. |
| Carter, Amy | Change | Planning/ Scheduling Committee- Summer Hours | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Change Summer Planning/Scheduling, from total program not to exceed 10 hours to not to exceed 15 hours. |
| Mallon, Dennis | Change | Planning/ Scheduling Committee- Summer Hours | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Change Summer Planning/Scheduling, from total program not to exceed 10 hours to not to exceed 15 hours. |
| Samber, Elizabeth | Change | Planning/ Scheduling Committee- Summer Work | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Change Summer Planning/Scheduling, from total program not to exceed 10 hours to not to exceed 15 hours. |
| Sheffield, April | Change | Planning/ Scheduling Committee- Summer Work | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Change Summer Planning/Scheduling, from total program not to exceed 10 hours to not to exceed 15 hours. |



Personnel Agenda

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

| | | | | | | | |
|---|--------------------------|---|-------------|------|-----------|-----------|---|
| Singh, Chris | Change | Planning/ Scheduling Committee- Summer Hours | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Change Summer Planning/Scheduling, from total program not to exceed 10 hours to not to exceed 15 hours. |
| Wilush, Jenna | Change | Planning/ Scheduling Committee- Summer Hours | \$50.00/hr. | VIL | 7/1/23 | 8/31/23 | Change Summer Planning/Scheduling, from total program not to exceed 10 hours to not to exceed 15 hours. |
| Miller, Karen | Change | Professional Development | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change Planning and Presenting Professional Development, "Biology Integrated Multi-Level Instruction and Assessment", from total program not to exceed 36 hours to not to exceed 48 hours. |
| Roder, Jamie | Change | Professional Development | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Change Planning and Presenting Professional Development, "Biology Integrated Multi-Level Instruction and Assessment", from total program not to exceed 36 hours to not to exceed 48 hours. |
| Rescind | | | | | | | |
| Bailey, Jacob | Rescind | Open House | \$50.00/hr | VIL | 7/1/23 | 8/31/23 | Rescind appointment for Open House and Preparation, total program not to exceed 50 hours. |
| E. Stipend Athletic | | | | | | | |
| Basketball | | | | | | | |
| Watson, Jasmin | Stipend- Athletic | Volunteer Basketball | \$0.00 | HSN | TBD | 6/30/24 | Volunteer Basketball. |
| Cross Country | | | | | | | |
| McGurney, Brian | Stipend- Athletic | Cross Country Coach | \$3,109.00 | GMS | Fall 2023 | Fall 2023 | Cross Country - MS Coach, 1 yr. exp., paid in FULL in Dec. |
| Field Hockey | | | | | | | |
| Carpino, Heili | Stipend- Athletic | Field Hockey- MS Coach | \$3,109.00 | CMS | Fall 2023 | Fall 2023 | Field Hockey Coach, 2 yrs. exp., paid in FULL in Dec. |
| Fitness Supervisor | | | | | | | |
| Garzio, Michael | Stipend- Athletic | Fitness Supervision - Shared | \$1,632.00 | HSS | Fall 2023 | Fall 2023 | Fitness Supervisor (Weight Room), shared 50%, 3 yrs. exp., paid in FULL in Dec. |
| Brack, Daniel | Stipend- Athletic | Fitness Supervision - Shared | \$1,787.50 | HSS | Fall 2023 | Fall 2023 | Fitness Supervisor (Weight Room), shared 50%, 8 yrs. exp., paid in FULL in Dec. |
| E. Stipend Non-Athletic | | | | | | | |
| District Evaluation Advisory Committee | | | | | | | |
| Kleckner Wray, Kara | Stipend Non- Athletic | District Evaluation Advisory Committee | \$1,000.00 | DIST | 9/1/23 | 6/30/24 | District Evaluation Advisory Committee member, 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.

| | | | | | | | |
|-------------------------------------|----------------------|--|------------|------|--------|---------|---|
| Leventhal, Nathan | Stipend Non-Athletic | District Evaluation Advisory Committee | \$1,000.00 | DIST | 9/1/23 | 6/30/24 | District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June. |
| Haley, Kaitlyn | Stipend Non-Athletic | District Evaluation Advisory Committee | \$1,000.00 | DIST | 9/1/23 | 6/30/24 | District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June. |
| Lowden, Kimberly | Stipend Non-Athletic | District Evaluation Advisory Committee | \$1,000.00 | DIST | 9/1/23 | 6/30/24 | District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June. |
| Stevenson, Shaundrika | Stipend Non-Athletic | District Evaluation Advisory Committee | \$1,000.00 | DIST | 9/1/23 | 6/30/24 | District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June. |
| Eggert, David | Stipend Non-Athletic | District Evaluation Advisory Committee | \$1,000.00 | DIST | 9/1/23 | 6/30/24 | District Evaluation Advisory Committee member, paid 1/2 in Dec. & 1/2 in June. |
| Dutch Neck Elementary School | | | | | | | |
| Kieffer, Amy | Stipend Non-Athletic | Grade Level Leader - Kindergarten - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, Kindergarten, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Faulkner, Melanie | Stipend Non-Athletic | Grade Level Leader - Kindergarten - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, Kindergarten, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Drummond, Alexis | Stipend Non-Athletic | Grade Level Leader - 1st Grade - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, 1st Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Wright, Talauria | Stipend Non-Athletic | Grade Level Leader - 1st Grade - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, 1st Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Dailey, Tara | Stipend Non-Athletic | Grade Level Leader - 2nd Grade - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, 2nd Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Williams, Aarti | Stipend Non-Athletic | Grade Level Leader - 2nd Grade - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, 2nd Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Bailin, Sarah | Stipend Non-Athletic | Grade Level Leader - 3rd Grade - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, 3rd Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Rogala, Gwendolyn | Stipend Non-Athletic | Grade Level Leader - 3rd Grade - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, 3rd Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Bartoli, Jenna | Stipend Non-Athletic | Grade Level Leader - Special Area - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, Special Area, shared 50% paid 1/2 in Dec. and 1/2 in June. |
| Lee, Amanda | Stipend Non-Athletic | Grade Level Leader - Special Area - Shared | \$1,119.50 | DN | 9/1/23 | 6/30/24 | Grade Level Leader, Special Area, shared 50% paid 1/2 in Dec. and 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.

| | | | | | | | |
|--------------------------|----------------------|---|------------|-----|--------|---------|---|
| Dailey, Tara | Stipend Non-Athletic | Science Coordinator | \$1,722.00 | DN | 9/1/23 | 6/30/24 | Building Science Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Kovatch, Anthony | Stipend Non-Athletic | Dexter Safety Patrol Coordinator | \$515.00 | DN | 9/1/23 | 6/30/24 | Dexter Safety Patrol Coordinator, paid 1/2 in December and 1/2 in June. |
| Dowling, Jennifer | Stipend Non-Athletic | Coordinator-Special Projects-DN Garden | \$1,550.00 | DN | 9/1/23 | 6/30/24 | Coordinator, Special Projects-DN Garden, paid 1/2 in Dec. and 1/2 in June. |
| Babcock, Kristen | Stipend Non-Athletic | Character Education Coordinator-Shared | \$321.00 | DN | 9/1/23 | 6/30/24 | Character Education Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Williams, Aarti | Stipend Non-Athletic | Character Education Coordinator-Shared | \$321.00 | DN | 9/1/23 | 6/30/24 | Character Education Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Bresnahan, Marie | Stipend Non-Athletic | School Day Event Coordinator | \$385.00 | DN | 9/1/23 | 6/30/24 | School Day Event Coordinator, STEAM Day, paid 1/2 in Dec. and 1/2 in June. |
| Flynn, Emily | Stipend Non-Athletic | School Day Event Coordinator | \$385.00 | DN | 9/1/23 | 6/30/24 | School Day Event Coordinator, STEAM Day, paid 1/2 in Dec. and 1/2 in June. |
| Redelico, Rachel | Stipend Non-Athletic | School Day Event Coordinator | \$385.00 | DN | 9/1/23 | 6/30/24 | School Day Event Coordinator, STEAM Day, paid 1/2 in Dec. and 1/2 in June. |
| Flynn, Emily | Stipend Non-Athletic | School Evening Event Coordinator - Shared | \$321.00 | DN | 9/1/23 | 6/30/24 | Evening Event Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| O'Connell, Alyssa | Stipend Non-Athletic | School Evening Event Coordinator - Shared | \$321.00 | DN | 9/1/23 | 6/30/24 | Evening Event Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| High School North | | | | | | | |
| Carter, Kenneth | Stipend Non-Athletic | A Cappella | \$2,925.00 | HSN | 9/1/23 | 6/30/24 | A Cappella Advisor, 11 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Wheeler, Laura | Stipend Non-Athletic | Academic Decathlon Advisor | \$5,304.00 | HSN | 9/1/23 | 6/30/24 | Academic Decathlon Advisor, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Washington, Rosalyn | Stipend Non-Athletic | African American Awareness Club | \$1,092.00 | HSN | 9/1/23 | 6/30/24 | African American Awareness Club Advisor (SHADES) 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Ashokkumar, Shanthi | Stipend Non-Athletic | Chess Club | \$780.00 | HSN | 9/1/23 | 6/30/24 | Chess Club Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Lain-Pei, Suey | Stipend Non-Athletic | Chinese Club-Shared | \$650.00 | HSN | 9/1/23 | 6/30/24 | Chinese Club Advisor, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 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.

| | | | | | | | |
|---------------------|----------------------|-----------------------------------|------------|-----|--------|---------|--|
| Yu, Vivian | Stipend Non-Athletic | Chinese Club-Shared | \$650.00 | HSN | 9/1/23 | 6/30/24 | Chinese Club Advisor, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Calabro, Lorraine | Stipend Non-Athletic | Class Advisor, 9th grade, Shared | \$1,430.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 9th Grade, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Newberry, Christine | Stipend Non-Athletic | Class Advisor, 9th grade, Shared | \$1,430.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 9th Grade, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Biro, Monica | Stipend Non-Athletic | Class Advisor, 10th grade, Shared | \$1,430.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 10th Grade, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Carroll, Kathryn | Stipend Non-Athletic | Class Advisor, 10th grade, Shared | \$1,430.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 10th Grade, shared 50%, 1 yr. exp., paid 1/2 in Dec and 1/2 in June. |
| Campbell, Shannon | Stipend Non-Athletic | Class Advisor, 11th grade, Shared | \$1,950.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 11th Grade, shared 50%, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Matrale, Ashley | Stipend Non-Athletic | Class Advisor, 11th grade, Shared | \$1,950.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 11th Grade, shared 50%, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Valentin, Daniel | Stipend Non-Athletic | Class Advisor, 12th grade, Shared | \$2,470.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 12th Grade, shared 50%, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Zarodnansky, Tracy | Stipend Non-Athletic | Class Advisor, 12th grade, Shared | \$2,964.00 | HSN | 9/1/23 | 6/30/24 | Class Advisor - 12th Grade, shared 50%, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Connolly, Thomas | Stipend Non-Athletic | Computer Club Advisor | \$1,794.00 | HSN | 9/1/23 | 6/30/24 | Computer Club Advisor, 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Fletcher, Christian | Stipend Non-Athletic | Debate League Advisor | \$2,080.00 | HSN | 9/1/23 | 6/30/24 | Debate League Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| McCann, Brendan | Stipend Non-Athletic | eSports | \$1,560.00 | HSN | 9/1/23 | 6/30/24 | eSports Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Goodkin, Deborah | Stipend Non-Athletic | Fall Drama Director | \$4,550.00 | HSN | 9/1/23 | 6/30/24 | Fall Drama Director, 23 yrs. exp., paid in FULL in Dec. |
| Corriveau, Robert | Stipend Non-Athletic | Fall Drama Assistant Director | \$2,691.00 | HSN | 9/1/23 | 6/30/24 | Fall Drama Assistant Director, 7 yrs. exp., paid in FULL in Dec. |
| Washington, Rosalyn | Stipend Non-Athletic | FBLA Advisor | \$3,900.00 | HSN | 9/1/23 | 6/30/24 | Future Business Leaders of America Advisor, 1 yr. exp., paid 1/2 in Dec and 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.

| | | | | | | | |
|--------------------|----------------------|---------------------------------------|------------|-----|--------|---------|---|
| Carter, Kenneth | Stipend Non-Athletic | First Edition/Silver Lining Advisor | \$2,925.00 | HSN | 9/1/23 | 6/30/24 | First Edition - Silver Lining Advisor, 11 yrs. Exp., paid 1/2 in Dec. and 1/2 in June |
| Crystal, Jamie | Stipend Non-Athletic | Gay Straight Student Alliance Advisor | \$819.00 | HSN | 9/1/23 | 6/30/24 | Gay Straight Student Alliance Advisor, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| McCarthy, Tara | Stipend Non-Athletic | Interact Club Advisor | \$2,340.00 | HSN | 9/1/23 | 6/30/24 | Interact Club Advisor, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Lackey, Roxanne | Stipend Non-Athletic | Larkability-Shared | \$819.00 | HSN | 9/1/23 | 6/30/24 | Larkability Advisor, 4 yrs exp., shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Lee, Kelly C. | Stipend Non-Athletic | Larkability-Shared | \$858.00 | HSN | 9/1/23 | 6/30/24 | Larkability Advisor, 5 yrs exp., shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Gagnon, Amanda | Stipend Non-Athletic | Lighting Booth Technician Shared | \$1,430.00 | HSN | 9/1/23 | 6/30/24 | Lighting Booth Technician, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Hannon, Christa | Stipend Non-Athletic | Lighting Booth Technician Shared | \$1,573.00 | HSN | 9/1/23 | 6/30/24 | Lighting Booth Technician, shared 50%, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Hoyt, Carolyn | Stipend Non-Athletic | Literary Magazine Advisor | \$1,560.00 | HSN | 9/1/23 | 6/30/24 | Literary Magazine Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Hannon, Christa | Stipend Non-Athletic | Lunch Duty | \$1,988.00 | HSN | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Lagomarsino, Ryan | Stipend Non-Athletic | Lunch Duty | \$1,988.00 | HSN | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Lelinski, Mary Pat | Stipend Non-Athletic | Lunch Duty | \$1,988.00 | HSN | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| McCarthy, Tara | Stipend Non-Athletic | Lunch Duty | \$1,988.00 | HSN | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Serughetti, Beth | Stipend Non-Athletic | Lunch Duty | \$1,988.00 | HSN | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Stewart, Eric | Stipend Non-Athletic | Lunch Duty | \$1,988.00 | HSN | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Wood, Drew | Stipend Non-Athletic | Lunch Duty-Shared | \$994.00 | HSN | 9/1/23 | 6/30/24 | Lunch duty, shared 50%, paid 1/2 in Dec. and 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.

| | | | | | | | |
|-----------------------|----------------------|--|------------|-----|--------|---------|---|
| Moore, Frank | Stipend Non-Athletic | Lunch Duty-Shared | \$994.00 | HSN | 9/1/23 | 6/30/24 | Lunch duty, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Sreenivasan, Samhitha | Stipend Non-Athletic | Math League Advisor | \$3,432.00 | HSN | 9/1/23 | 6/30/24 | Math League Advisor, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Lukacher Alyson | Stipend Non-Athletic | Model United Nations Advisor | \$3,380.00 | HSN | 9/1/23 | 6/30/24 | Model United Nations Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Massari, Francesca | Stipend Non-Athletic | Model United Nations Assistant Advisor | \$1,560.00 | HSN | 9/1/23 | 6/30/24 | Model United Nations Assistant Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Julius, Chelsea | Stipend Non-Athletic | National History Day Advisor | \$3,432.00 | HSN | 9/1/23 | 6/30/24 | National History Day Advisor, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| McCann, Brendan | Stipend Non-Athletic | National Honor Society Advisor | \$1,300.00 | HSN | 9/1/23 | 6/30/24 | National Honor Society Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Hoyt, Carolyn | Stipend Non-Athletic | Newspaper Advisor | \$5,980.00 | HSN | 9/1/23 | 6/30/24 | Newspaper Advisor, 7 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Goodkin, Deborah | Stipend Non-Athletic | Opening Knights Advisor | \$3,250.00 | HSN | 9/1/23 | 6/30/24 | Opening Knights Advisor, 20 yrs. exp., paid 1/2 in Dec and 1/2 in June. |
| Pyle, Maria | Stipend Non-Athletic | Peer Counseling-Shared | \$1,014.00 | HSN | 9/1/23 | 6/30/24 | Peer Leaders Advisor, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Reilly, Theresa | Stipend Non-Athletic | Peer Counseling-Shared | \$1,014.00 | HSN | 9/1/23 | 6/30/24 | Peer Leaders Advisor, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Bencivengo, Mark | Stipend Non-Athletic | Percussion Instructor | \$3,250.00 | HSN | 9/1/23 | 6/30/24 | Percussion Instructor, 29 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Allison, Glenn | Stipend Non-Athletic | Radio Station-Shared | \$5,232.50 | HSN | 9/1/23 | 6/30/24 | Radio Station Advisor, , shared 70%, 30 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Carroll, Kathryn | Stipend Non-Athletic | Radio Station-Shared | \$1,794.00 | HSN | 9/1/23 | 6/30/24 | Radio Station Advisor, shared 30%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Romero, Carl | Stipend Non-Athletic | Red Cross Club Advisor | \$4,004.00 | HSN | 9/1/23 | 6/30/24 | Red Cross Advisor, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Pross, Kerry | Stipend Non-Athletic | Science Chemical Inventory Technician | \$2,177.00 | HSN | 9/1/23 | 6/30/24 | Science Chemical Inventory Technician, paid 1/2 in Dec. and 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.

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|--------------------|----------------------|---------------------------------------|------------|-----|--------|---------|---|
| Pross, Kerry | Stipend Non-Athletic | Science Club Advisor | \$5,200.00 | HSN | 9/1/23 | 6/30/24 | Science Club Advisor, 11 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Corriveau, Robert | Stipend Non-Athletic | Science Coordinator | \$1,560.00 | HSN | 9/1/23 | 6/30/24 | High School Science Coordinator, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Celin, Regina | Stipend Non-Athletic | Science Olympiad, Shared | \$2,431.00 | HSN | 9/1/23 | 6/30/24 | Science Olympiad Advisor, shared 50%, 6 yrs. exp., paid 1/2 Dec. and 1/2 June. |
| Strauss, Samantha | Stipend Non-Athletic | Science Olympiad, Shared | \$2,210.00 | HSN | 9/1/23 | 6/30/24 | Science Olympiad Advisor, shared 50%, 0 yrs. exp., paid 1/2 Dec. and 1/2 June. |
| Goodkin, Deborah | Stipend Non-Athletic | Spring Musical Assistant Choreography | \$4,225.00 | HSN | 9/1/23 | 6/30/24 | Spring Musical Assistant-Choreography, 11 yrs. exp., paid in FULL in June. |
| Thyrum, Cherylanne | Stipend Non-Athletic | Spring Musical Assistant Costumes | \$4,225.00 | HSN | 9/1/23 | 6/30/24 | Spring Musical Assistant-Costumes, 23 yrs. exp. paid in FULL in June. |
| Bencivengo, Mark | Stipend Non-Athletic | Spring Musical Assistant Instrumental | \$3,575.00 | HSN | 9/1/23 | 6/30/24 | Spring Musical Assistant-Instrumental, 25 yrs. exp., paid in FULL in June. |
| Corriveau, Robert | Stipend Non-Athletic | Spring Musical Director | \$8,125.00 | HSN | 9/1/23 | 6/30/24 | Spring Musical Director, 23 yrs. exp., paid in FULL in June. |
| Bencivengo, Mark | Stipend Non-Athletic | Stage Band - Jazz Band Advisor | \$2,925.00 | HSN | 9/1/23 | 6/30/24 | Stage Band/Jazz Band Advisor, 25 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Corriveau, Robert | Stipend Non-Athletic | Stage Crafts - All Productions | \$6,825.00 | HSN | 9/1/23 | 6/30/24 | Stage Crafts - All Productions, 24 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Oettle, Colin | Stipend Non-Athletic | String Quartet Advisor | \$2,574.00 | HSN | 9/1/23 | 6/30/24 | String Quartet Advisor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Kocher, Susan | Stipend Non-Athletic | Student Activities Monitor #1 | \$2,990.00 | HSN | 9/1/23 | 6/30/24 | Student Activities Monitor, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Shah, Dipika | Stipend Non-Athletic | Student Activities Monitor #2 | \$2,860.00 | HSN | 9/1/23 | 6/30/24 | Student Activities Monitor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Gore, Matthew | Stipend Non-Athletic | Student Council Advisor -Shared | \$3,438.50 | HSN | 9/1/23 | 6/30/24 | Student Council Advisor, shared 50%, 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Newbury, Christine | Stipend Non-Athletic | Student Council Advisor -Shared | \$2,990.00 | HSN | 9/1/23 | 6/30/24 | Student Council Advisor, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 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.

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|----------------------------|----------------------|--|------------|-----|--------|---------|---|
| Gore, Matthew | Stipend Non-Athletic | Student Council Assistant Advisor - Shared | \$2,541.50 | HSN | 9/1/23 | 6/30/24 | Student Council Assistant Advisor, shared 50%, 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Newbury, Christine | Stipend Non-Athletic | Student Council Assistant Advisor - Shared | \$2,210.00 | HSN | 9/1/23 | 6/30/24 | Student Council Assistant Advisor, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Aliseo, Brian | Stipend Non-Athletic | Waksman Scientific Research Club Advisor | \$3,718.00 | HSN | 9/1/23 | 6/30/24 | Waksman Scientific Research Club Advisor, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Bossio, Joseph | Stipend Non-Athletic | Washington Seminar Coordinator | \$1,880.00 | HSN | 9/1/23 | 6/30/24 | Washington Seminar Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Julius, Chelsea | Stipend Non-Athletic | Washington Seminar Coordinator | \$1,880.00 | HSN | 9/1/23 | 6/30/24 | Washington Seminar Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Bossio, Joseph | Stipend Non-Athletic | Washington Seminar Director, Shared | \$1,656.25 | HSN | 9/1/23 | 6/30/24 | Washington Seminar Director, shared 25%, paid 1/2 in Dec. and 1/2 in June. |
| Julius, Chelsea | Stipend Non-Athletic | Washington Seminar Director, Shared | \$1,656.25 | HSN | 9/1/23 | 6/30/24 | Washington Seminar Director, shared 25%, paid 1/2 in Dec. and 1/2 in June. |
| Wiley, Thomas | Stipend Non-Athletic | Yearbook Advisor | \$5,980.00 | HSN | 9/1/23 | 6/30/24 | Yearbook Advisor, 2 yrs. exp., paid 1/2 in Dec., and 1/2 in June. |
| Figueroa, Jessica | Stipend Non-Athletic | Yearbook Assistant Advisor | \$3,640.00 | HSN | 9/1/23 | 6/30/24 | Yearbook Assistant Advisor, 2 yrs. exp., paid 1/2 in Dec., and 1/2 in June. |
| High School South | | | | | | | |
| Villacres, Veronica | Stipend Non-Athletic | Academic Decathlon Advisor | \$4,862.00 | HSS | 9/1/23 | 6/30/24 | Academic Decathlon Advisor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Barnes, Tyler | Stipend-Non Athletic | African American Awareness Club-Shared | \$520.00 | HSS | 9/1/23 | 6/30/24 | African American Awareness Club-shared 50%, 1yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Jackson-Escogido, Jennifer | Stipend-Non Athletic | African American Awareness Club-Shared | \$520.00 | HSS | 9/1/23 | 6/30/24 | African American Awareness Club-shared 50%, 1yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Leventhal, Nathan | Stipend-Non Athletic | Art Club Advisor | \$2,600.00 | HSS | 9/1/23 | 6/30/24 | Art Club Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. |
| Ma, Hui | Stipend Non-Athletic | Chinese Club-Shared | \$650.00 | HSS | 9/1/23 | 6/30/24 | Chinese Club Advisor, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Yu, Vivian | Stipend Non-Athletic | Chinese Club-Shared | \$650.00 | HSS | 9/1/23 | 6/30/24 | Chinese Club Advisor, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 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.

| | | | | | | | |
|---------------------|----------------------|-----------------------------------|------------|-----|--------|---------|---|
| Brown, Lisa | Stipend Non-Athletic | Class Advisor, 9th grade, Shared | \$1,787.50 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 9th Grade, shared 50%, 11 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Javick, Kristine | Stipend Non-Athletic | Class Advisor, 9th grade, Shared | \$1,787.50 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 9th Grade, shared 50%, 12 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Bidwell, Jessica | Stipend Non-Athletic | Class Advisor, 10th grade, Shared | \$1,573.00 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 10th Grade, shared 50%, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Randazzo, Gabrielle | Stipend Non-Athletic | Class Advisor, 10th grade, Shared | \$1,573.00 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 10th Grade, shared 50%, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Walsh, Michelle | Stipend Non-Athletic | Class Advisor, 11th grade, Shared | \$2,340.00 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 11th Grade, shared 50%, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Silva, Samantha | Stipend Non-Athletic | Class Advisor, 11th grade, Shared | \$1,950.00 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 11th Grade, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Leventhal, Nathan | Stipend Non-Athletic | Class Advisor, 12th grade, Shared | \$3,087.50 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 12th Grade, shared 50%, 15 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Coburn, Matthew | Stipend Non-Athletic | Class Advisor, 12th grade, Shared | \$2,593.50 | HSS | 9/1/23 | 6/30/24 | Class Advisor - 12th Grade, shared 50%, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Sharma, Sunila | Stipend-Non Athletic | Computer Club | \$1,560.00 | HSS | 9/1/23 | 6/30/24 | Computer Club Advisor, 1 yr. exp., paid in FULL in June. |
| Muneer, Amira | Stipend-Non Athletic | Dance/Step Team | \$3,003.00 | HSS | 9/1/23 | 6/30/24 | Dance/Step Team Advisor, 4 yrs. exp., paid 1/2 in Dec. & 1/2 in June. |
| Hartmann, Patrick | Stipend Non-Athletic | eSports | \$1,560.00 | HSS | 9/1/23 | 6/30/24 | eSports Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Sheller, Dara | Stipend Non-Athletic | Fall Drama Director | \$3,640.00 | HSS | 9/1/23 | 6/30/24 | Fall Drama Director, 0 yrs. exp., paid in FULL in Dec. |
| Hawkins, Michael | Stipend Non-Athletic | Fall Drama Assistant Director | \$2,340.00 | HSS | 9/1/23 | 6/30/24 | Fall Drama Assistant Director, 7 yrs. exp., paid in FULL in Dec. |
| Westawski, David | Stipend-Non Athletic | First Edition | \$2,691.00 | HSS | 9/1/23 | 6/30/24 | First Edition Advisor, 8 yrs. exp., paid 1/2 Dec. 1/2 June. |
| Miller, Karen | Stipend-Non Athletic | Future Problem Solvers | \$3,900.00 | HSS | 9/1/23 | 6/30/24 | Future Problem Solvers, 0 yrs. exp., paid 1/2 Dec. 1/2 June. |



Personnel Agenda

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

| | | | | | | | |
|--------------------|----------------------|--|------------|-----|--------|---------|---|
| Allen, Chelsea | Stipend Non-Athletic | Gay Straight Student Alliance Advisor | \$936.00 | HSS | 9/1/23 | 6/30/24 | Gay Straight Student Alliance Advisor, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Sharma, Sunila | Stipend Non-Athletic | HOSA Advisor | \$2,600.00 | HSS | 9/1/23 | 6/30/24 | HOSA Advisor, 2 yrs. exp., paid in FULL in June. |
| Thomas, Tina | Stipend-Non Athletic | Interact Club | \$2,340.00 | HSS | 9/1/23 | 6/30/24 | Interact Club Advisor, 0 yrs. exp. paid 1/2 in Dec. & 1/2 in June. |
| Silva, Samantha | Stipend Non-Athletic | Junior Statesmen of America Advisor-Shared | \$2,080.00 | HSS | 9/1/23 | 6/30/24 | Junior Statesmen of America Advisor, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Swartz, Alexa | Stipend Non-Athletic | Junior Statesmen of America Advisor-Shared | \$2,080.00 | HSS | 9/1/23 | 6/30/24 | Junior Statesmen of America Advisor, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Novak, Michael | Stipend-Non Athletic | Lighting Booth Technician | \$3,575.00 | HSS | 9/1/23 | 6/30/24 | Lighting Booth Technician, 15 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Leventhal, Nathan | Stipend-Non Athletic | Literary Magazine-Shared | \$975.00 | HSS | 9/1/23 | 6/30/24 | Literary Magazine: ECHOES Advisor - shared 50%, 13 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Bugge, Danielle | Stipend-Non Athletic | Literary Magazine-Shared | \$975.00 | HSS | 9/1/23 | 6/30/24 | Literary Magazine: ECHOES Advisor - shared 50%, 13 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Aconi, Fabio | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Adams, Michael | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Coburn, Matthew | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Colon, David | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Costello, Kathleen | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Ferri, Jennifer | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Ferri, Robert | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Fevola, Carol | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 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.

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|------------------|----------------------|---------------------|------------|-----|--------|---------|---|
| Fisher, Bryan | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Foret, Matthew | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Gambino, Joseph | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Gero, Chris | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Hawkins, Mike | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Hussong, Michael | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Kemo, Kerry | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Leonard, Rose | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Leonhardt, Gary | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Novak, Michael | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Schomberg, Erin | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Sharma, Sunila | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Wilson, Craig | Stipend-Non Athletic | Lunch Duty | \$1,988.00 | HSS | 9/1/23 | 6/30/24 | Lunch Duty, paid 1/2 in Dec. and 1/2 in June. |
| Thomas, Tina | Stipend-Non Athletic | Math League Advisor | \$3,120.00 | HSS | 9/1/23 | 6/30/24 | Math League Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Kelley, Jennifer | Stipend-Non Athletic | Model Congress | \$2,457.00 | HSS | 9/1/23 | 6/30/24 | Model Congress Advisor, 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.

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|-------------------------|----------------------|---------------------------------------|-----------------------|-----|----------|----------|--|
| Kim, Sung | Stipend-Non Athletic | Model United Nations Advisor | \$3,380.00 | HSS | 9/1/23 | 6/30/24 | Model United Nations Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Garzio, Michael | Stipend-Non Athletic | National History Day Advisor | \$3,575.00 | HSS | 9/1/23 | 6/30/24 | National History Day Advisor, 11 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Galazin, Nadra | Stipend Non-Athletic | National Honor Society Advisor | \$1,365.00 | HSS | 9/1/23 | 6/30/24 | National Honor Society Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Kumar, Sima | Stipend Non-Athletic | Newspaper Advisor | \$5,980.00 | HSS | 9/1/23 | 6/30/24 | Newspaper Advisor (Pirate's Eye), 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Rooney, Molly | Stipend Non-Athletic | Peer Counseling-Shared | \$1,014.00 | HSS | 9/1/23 | 6/30/24 | Peer Leaders Advisor, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Parrott, Brooke | Stipend Non-Athletic | Peer Counseling-Shared | \$1,014.00 | HSS | 9/1/23 | 6/30/24 | Peer Leaders Advisor, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| McFarland, Chelsea | Stipend Non-Athletic | Percussion Instructor | \$3,250.00 | HSS | 9/1/23 | 6/30/24 | Percussion Instructor, 11 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Stoddard, Marilyn | Stipend-Non Athletic | Pirate Players - Advisor | \$7,488.00 | HSS | 9/1/23 | 6/30/24 | Pirate Players Director, 10 yrs. exp., paid 1/2 Dec. 1/2 June. |
| Spicer, Colleen | Stipend-Non Athletic | Pool Supervisor | \$995.00 | HSS | 9/1/23 | 6/30/24 | Pool Supervisor, paid 1/2 in Dec. and 1/2 in June. |
| Allison, Glenn | Stipend Non-Athletic | Radio Station | \$7,475.00 | HSS | 9/1/23 | 6/30/24 | Radio Station Advisor, 30 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Galazin, Nadra | Stipend Non-Athletic | Red Cross Club Advisor | \$4,186.00 | HSS | 9/1/23 | 6/30/24 | Red Cross Advisor, 7 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Ma, Hui | Stipend-Non Athletic | SAASA | \$1,560.00 | HSS | 9/1/23 | 6/30/24 | SAASA Advisor, 0 yr. exp., paid in FULL in June. |
| Naud, Melissa | Stipend Non-Athletic | Science Chemical Inventory Technician | \$2,177.00 (prorated) | HSS | 9/1/23 | 11/22/23 | Science Chemical Inventory Technician, paid in FULL in Dec. |
| Villanueva, Karel | Stipend Non-Athletic | Science Chemical Inventory Technician | \$2,177.00 (prorated) | HSS | 11/23/23 | 6/30/24 | Science Chemical Inventory Technician, paid 1/2 in Dec. and 1/2 in June. |
| Bhattacharya, Meenakshi | Stipend Non-Athletic | Science Club Advisor | \$4,160.00 (prorated) | HSS | 9/1/23 | 11/22/23 | Science Club Advisor, 0 yrs. exp., paid in FULL in Dec. |



Personnel Agenda

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

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|-------------------------|----------------------|--|-----------------------|-----|----------|---------|---|
| Villanueva, Karel | Stipend Non-Athletic | Science Club Advisor | \$4,368.00 (prorated) | HSS | 11/23/23 | 6/30/24 | Science Club Advisor, 4 yrs. exp., paid in FULL in June. |
| Patterson, Brian | Stipend-Non Athletic | HS Science Coordinator | \$1,560.00 | HSS | 9/1/23 | 6/30/24 | High School Science Coordinator, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Bhattacharya, Meenakshi | Stipend-Non Athletic | Science Olympiad | \$5,525.00 | HSS | 9/1/23 | 6/30/24 | Science Olympiad Advisor, 19 yrs. exp., paid 1/2 Dec. and 1/2 June. |
| Wilson, N'Talia | Stipend-Non Athletic | Spring Musical Assistant Choreography | \$3,380.00 | HSS | 9/1/23 | 6/30/24 | Spring Musical Assistant-Choreography, 1 yr. exp., paid in FULL in June. |
| Wilson, N'Talia | Stipend Non-Athletic | Spring Musical Assistant Costumes | \$3,380.00 | HSS | 9/1/23 | 6/30/24 | Spring Musical Assistant-Costumes, 0 yrs. exp, paid in FULL in June. |
| Moore, Jacob | Stipend-Non Athletic | Spring Musical, Asst. Instrumental | \$2,860.00 | HSS | 9/1/23 | 6/30/24 | Spring Musical Assistant-Instrumental, 1 yr. exp., paid in FULL in June. |
| Stoddard, Marilyn | Stipend-Non Athletic | Spring Musical, Director | \$7,800.00 | HSS | 9/1/23 | 6/30/24 | Spring Musical Director, 10 yrs. exp., paid in FULL in June. |
| Westawski, David | Stipend-Non Athletic | Spring Musical, Assistant Director | \$4,680.00 | HSS | 9/1/23 | 6/30/24 | Spring Musical, Assistant Director, 9 yrs. exp., paid in FULL in June. |
| Argenziano, Jesse | Stipend-Non Athletic | Stage Band - Jazz Band Advisor | \$2,808.00 | HSS | 9/1/23 | 6/30/24 | Stage Band/Jazz Band Advisor, 9 yrs. exp., paid 1/2 Dec. 1/2 June. |
| Peterson, Robert | Stipend Non-Athletic | String Quartet Advisor | \$2,691.00 | HSS | 9/1/23 | 6/30/24 | String Quartet Advisor, 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Hayden, Lisa | Stipend Non-Athletic | Student Activities Monitor-Shared | \$1,733.33 | HSS | 9/1/23 | 6/30/24 | Student Activities Monitor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Leventhal, Nathan | Stipend Non-Athletic | Student Activities Monitor-Shared | \$1,733.33 | HSS | 9/1/23 | 6/30/24 | Student Activities Monitor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Leonard, Rose | Stipend Non-Athletic | Student Activities Monitor-Shared | \$1,906.67 | HSS | 9/1/23 | 6/30/24 | Student Activities Monitor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Coburn, Matthew | Stipend Non-Athletic | Student Council Advisor | \$7,176.00 | HSS | 9/1/23 | 6/30/24 | Student Council Advisor, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Bhattacharya, Meenakshi | Stipend Non-Athletic | Waksman Scientific Research Club Advisor | \$4,225.00 | HSS | 9/1/23 | 6/30/24 | Waksman Scientific Research Club Advisor, 15 yrs. exp., paid 1/2 in Dec. and 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.

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|---------------------------------------|----------------------|--|------------|-----|--------|---------|---|
| Coburn, Matthew | Stipend Non-Athletic | Washington Seminar Coordinator | \$1,880.00 | HSS | 9/1/23 | 6/30/24 | Washington Seminar Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Galazin, Nadra | Stipend Non-Athletic | Washington Seminar Coordinator | \$1,880.00 | HSS | 9/1/23 | 6/30/24 | Washington Seminar Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Galazin, Nadra | Stipend Non-Athletic | Washington Seminar Director-Shared | \$3,312.50 | HSS | 9/1/23 | 6/30/24 | Washington Seminar Director, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Sobolewski, Karen | Stipend Non-Athletic | Yearbook Advisor | \$7,475.00 | HSS | 9/1/23 | 6/30/24 | Yearbook Advisor, 13 yrs. exp., paid 1/2 in Dec., and 1/2 in June. |
| Tessien, Paula | Stipend Non-Athletic | Yearbook Assistant Advisor | \$4,004.00 | HSS | 9/1/23 | 6/30/24 | Yearbook Assistant Advisor, 5 yrs. exp., paid 1/2 in Dec., and 1/2 in June. |
| Maurice Hawk Elementary School | | | | | | | |
| Moore, Jessica | Stipend Non-Athletic | Coordinator Elementary Reading | \$1,722.00 | MH | 9/1/23 | 6/30/24 | Coordinator Elementary Reading/LA, paid 1/2 in Dec. and 1/2 in June. |
| Hughes, AnnMarie | Stipend Non-Athletic | Literary Magazine | \$643.00 | MH | 9/1/23 | 6/30/24 | Literary Magazine, paid 1/2 in Dec. and 1/2 in June. |
| Holleran, Kimberlee | Stipend Non-Athletic | Grade Level Leader - Kindergarten - Shared | \$948.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, Kindergarten, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| McMullen, Alison | Stipend Non-Athletic | Grade Level Leader - Kindergarten - Shared | \$948.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, Kindergarten, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Jurczunski, Nicole | Stipend Non-Athletic | Grade Level Leader - 1st Grade - Shared | \$948.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, 1st Grade, shared 50% , paid 1/2 in Dec. and 1/2 in June. |
| Russo, Krystal | Stipend Non-Athletic | Grade Level Leader - 1st Grade - Shared | \$948.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, 1st Grade, shared 50% , paid 1/2 in Dec. and 1/2 in June. |
| Baricess, Claire | Stipend Non-Athletic | Grade Level Leader - 2nd Grade - Shared | \$948.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, 2nd Grade, shared 50% , paid 1/2 in Dec. and 1/2 in June. |
| Ely, Jaime | Stipend Non-Athletic | Grade Level Leader - 2nd Grade - Shared | \$948.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, 2nd Grade, shared 50% , paid 1/2 in Dec. and 1/2 in June. |
| Fruhling, Marla | Stipend Non-Athletic | Grade Level Leader - Third Grade | \$1,897.00 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, 3rd Grade, paid 1/2 in Dec. and 1/2 in June. |
| Efstathios, Marisa | Stipend Non-Athletic | Grade Level Leader - Special Area - Shared | \$1,118.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, Special Area, shared 50%, paid 1/2 in Dec. and 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.

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|-------------------------------|----------------------|--|------------|----|--------|---------|---|
| MacIsaac-Roteman, Denise | Stipend Non-Athletic | Grade Level Leader - Special Area - Shared | \$1,118.50 | MH | 9/1/23 | 6/30/24 | Grade Level Leader, Special Area, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Moore, Jessica | Stipend Non-Athletic | Evening Event Coordinator | \$214.00 | MH | 9/1/23 | 6/30/24 | Evening Event Coordinator, shared 33%, paid in FULL in June. |
| Yaeger, Shannon | Stipend Non-Athletic | Evening Event Coordinator | \$214.00 | MH | 9/1/23 | 6/30/24 | Evening Event Coordinator, shared 33%, paid in FULL in June. |
| Stevens, Kayla | Stipend Non-Athletic | Evening Event Coordinator | \$214.00 | MH | 9/1/23 | 6/30/24 | Evening Event Coordinator, shared 33%, paid in FULL in June. |
| Yi, Julie | Stipend Non-Athletic | Building Science Coordinator - Shared | \$861.00 | MH | 9/1/23 | 6/30/24 | Coordinator Elementary Science, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Stevens, Kayla | Stipend Non-Athletic | Building Science Coordinator - Shared | \$861.00 | MH | 9/1/23 | 6/30/24 | Coordinator Elementary Science, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Yaeger, Shannon | Stipend Non-Athletic | Media Coordinator | \$1,722.00 | MH | 9/1/23 | 6/30/24 | Media Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Jones, Nicole | Stipend Non-Athletic | Safety Patrol-Shared | \$257.00 | MH | 9/1/23 | 6/30/24 | Safety Patrol, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Marshall, Kelly | Stipend Non-Athletic | Safety Patrol-Shared | \$257.00 | MH | 9/1/23 | 6/30/24 | Safety Patrol, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Holleran, Kimberlee | Stipend Non-Athletic | Math Club Coordinator | \$1,029.00 | MH | 9/1/23 | 6/30/24 | Math Club Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Burke, Anastasia | Stipend Non-Athletic | Reading Club Coordinator | \$1,029.00 | MH | 9/1/23 | 6/30/24 | Reading Club Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Millstone River School | | | | | | | |
| Jones, Michael | Stipend Non-Athletic | Human Relations Program Leader-Shared | \$422.00 | MR | 9/1/23 | 6/30/24 | Human Relations Program Leaders - shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Collins, Donna | Stipend Non-Athletic | Human Relations Program Leader-Shared | \$422.00 | MR | 9/1/23 | 6/30/24 | Human Relations Program Leaders - shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Pugh, Phillip | Stipend Non-Athletic | Elementary Instrumental Group | \$2,392.00 | MR | 9/1/23 | 6/30/24 | Chamber Orchestra Advisor, 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Witmer, Barbara | Stipend Non-Athletic | Elementary Performing Band | \$2,392.00 | MR | 9/1/23 | 6/30/24 | Band Advisor, 7 yrs. exp., paid 1/2 in Dec. and 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.

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|---------------------|----------------------|--|------------------------|----|--------|---------|--|
| Gans, Samantha | Stipend Non-Athletic | Elementary Vocal | \$2,080.00 | MR | 9/1/23 | 6/30/24 | Vocal Music Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. |
| Pellichero, Hannah | Stipend Non-Athletic | Grade Level Leader, 5th Grade-Shared | \$646.25 | MR | 9/1/23 | 6/30/24 | Grade Level Leader, 5th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| VanDoren, Lauren | Stipend Non-Athletic | Grade Level Leader, 5th Grade-Shared | \$646.25 | MR | 9/1/23 | 6/30/24 | Grade Level Leader, 5th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Liput, Ashley | Stipend Non-Athletic | Grade Level Leader, 4th Grade-Shared | \$646.25 | MR | 9/1/23 | 6/30/24 | Grade Level Leader, 4th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Leverton, Ryan | Stipend Non-Athletic | Grade Level Leader, 4th Grade-Shared | \$646.25 | MR | 9/1/23 | 6/30/24 | Grade Level Leader, 4th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Malakates, Holly | Stipend Non-Athletic | Grade Level Leader, 3rd Grade-Shared | \$474.25 | MR | 9/1/23 | 6/30/24 | Grade Level Leader, 3rd Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Birrer, Denise | Stipend Non-Athletic | Grade Level Leader, 3rd Grade-Shared | \$474.25 | MR | 9/1/23 | 6/30/24 | Grade Level Leader, 3rd Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Valeriani, Lisa | Stipend Non-Athletic | Special Area Grade Level Leader | \$2,585.00 | MR | 9/1/23 | 6/30/24 | Special Area Grade Level Leader, paid 1/2 in Dec. and 1/2 in June. |
| Allesee, Irene | Stipend Non-Athletic | Special Area Grade Level Leader | \$2,585.00 | MR | 9/1/23 | 6/30/24 | Special Area Grade Level Leader, paid 1/2 in Dec. and 1/2 in June. |
| Gura, Elizabeth | Stipend Non-Athletic | Student Human Relations Council Advisor-Shared | \$620.00 | MR | 9/1/23 | 6/30/24 | Student Human Relations Council Advisor, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Valeriani, Lisa | Stipend Non-Athletic | Student Human Relations Council Advisor-Shared | \$620.00 | MR | 9/1/23 | 6/30/24 | Student Human Relations Council Advisor, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Hart, Shannon | Stipend Non-Athletic | SEL Coordinator (previously Char. Ed.) | \$ 642.00 full stipend | MR | 9/1/23 | 6/30/24 | SEL Coordinator - full stipend paid 1/2 in Dec and 1/2 in June (previously Char Ed / Social Semotional Learning) |
| Birrer, Denise | Stipend Non-Athletic | School Day Event Coordinator | \$192.50 | MR | 9/1/23 | 6/30/24 | STEAM Day Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Redelico, Rachel | Stipend Non-Athletic | School Day Event Coordinator | \$192.50 | MR | 9/1/23 | 6/30/24 | STEAM Day Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Greene, Christopher | Stipend Non-Athletic | Coordinator Elementary Science | \$1,722.00 | MR | 9/1/23 | 6/30/24 | Coordinator Elementary Science, paid 1/2 in Dec. and 1/2 in June. |
| Eaves, Beth | Stipend Non-Athletic | Coordinator Elementary Science | \$1,722.00 | MR | 9/1/23 | 6/30/24 | Coordinator Elementary Science, paid 1/2 in Dec. and 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.

| | | | | | | | |
|--------------------------------------|----------------------|--------------------------------------|------------|----|--------|---------|--|
| Cicerale, Robyn | Stipend Non-Athletic | Safety Patrol-Shared | \$257.50 | MR | 9/1/23 | 6/30/24 | Safety Patrol, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| McElrath, Larissa | Stipend Non-Athletic | Safety Patrol-Shared | \$257.50 | MR | 9/1/23 | 6/30/24 | Safety Patrol, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Town Center Elementary School | | | | | | | |
| Coleman, Bradford | Stipend Non-Athletic | Coordinator Elementary Science | \$1,722.00 | TC | 9/1/23 | 6/30/24 | Coordinator Elementary Science, paid 1/2 in Dec. and 1/2 in June. |
| Anas, Erica | Stipend Non-Athletic | Character Education Coordinator | \$642.00 | TC | 9/1/23 | 6/30/24 | Character Education Coordinator, paid 1/2 in Dec. and 1/2 in June. |
| Boyce, Patricia | Stipend Non-Athletic | Evening Event Coordinator-Shared | \$321.50 | TC | 9/1/23 | 6/30/24 | Evening Event Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Hancock, Melissa | Stipend Non-Athletic | Evening Event Coordinator-Shared | \$321.50 | TC | 9/1/23 | 6/30/24 | Evening Event Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Hancock, Melissa | Stipend Non-Athletic | Media Coordinator-Shared | \$861.00 | TC | 9/1/23 | 6/30/24 | Media Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Anand, Shagoon | Stipend Non-Athletic | Media Coordinator-Shared | \$861.00 | TC | 9/1/23 | 6/30/24 | Media Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Hughes, Anne Marie | Stipend Non-Athletic | School Day Event Coordinator-Shared | \$192.50 | TC | 9/1/23 | 6/30/24 | School Day Event Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Hancock, Melissa | Stipend Non-Athletic | School Day Event Coordinator-Shared | \$192.50 | TC | 9/1/23 | 6/30/24 | School Day Event Coordinator, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Jinks, Melissa | Stipend Non-Athletic | Grade Level Leader, Kindergarten | \$1,897.00 | TC | 9/1/23 | 6/30/24 | Grade Level Leader, Kindergarten, paid 1/2 in Dec. and 1/2 in June. |
| Boyce, Patricia | Stipend Non-Athletic | Grade Level Leader, 1st Grade | \$2,239.00 | TC | 9/1/23 | 6/30/24 | Grade Level Leader, 1st Grade, paid 1/2 in Dec. and 1/2 in June. |
| Coleman, Bradford | Stipend Non-Athletic | Grade Level Leader, 2nd Grade-Shared | \$1,119.50 | TC | 9/1/23 | 6/30/24 | Grade Level Leader, 2nd Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Hancock, Melissa | Stipend Non-Athletic | Grade Level Leader, 2nd Grade-Shared | \$1,119.50 | TC | 9/1/23 | 6/30/24 | Grade Level Leader, 2nd Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June. |
| Waller, Suzanne | Stipend Non-Athletic | Special Area Grade Level Leader | \$2,239.00 | TC | 9/1/23 | 6/30/24 | Grade Level Leader, Special Area, paid 1/2 in Dec. and 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.

| | | | | | | | |
|-------------------------------|----------------------|--------------------------------|-----------------------|-----|---------|----------|--|
| Mansfield, Beth | Stipend Non-Athletic | Coordinator-Special Projects | \$1,550.00 | TC | 9/1/23 | 6/30/24 | Coordinator, Special Projects-TC Garden, paid 1/2 in Dec. and 1/2 in June. |
| Village School | | | | | | | |
| Arnold, Julia | Stipend Non-Athletic | Human Relations Program Leader | \$844.00 | VIL | 9/1/23 | 6/30/24 | Human Relations Program Leader, paid 1/2 in Dec. and 1/2 in June. |
| Mato, Cristina | Stipend Non-Athletic | Human Relations Program Leader | \$844.00 | VIL | 9/1/23 | 6/30/24 | Human Relations Program Leader, paid 1/2 in Dec. and 1/2 in June. |
| Mallon, Dennis | Stipend Non-Athletic | Coordinator Elementary Science | \$1,722.00 | VIL | 9/1/23 | 6/30/24 | Coordinator Elementary Science, paid 1/2 in Dec. and 1/2 in June. |
| DeLizzio, Danielle | Stipend Non-Athletic | Coordinator Elementary Science | \$1,722.00 | VIL | 9/1/23 | 6/30/24 | Coordinator Elementary Science, paid 1/2 in Dec. and 1/2 in June. |
| Szeles, Michael | Stipend Non-Athletic | Elementary Instrumental Group | \$2,080.00 | VIL | 9/1/23 | 6/30/24 | Chamber Orchestra K-5, 0 yrs. exp, paid 1/2 in Dec. and 1/2 in June. |
| Mentor | | | | | | | |
| Petrone, Christopher | Stipend Non-Athletic | Mentor | \$2,010.00 (prorated) | MR | 9/1/23 | 12/31/23 | Mentor for Alexis Pacheco, paid in FULL in Dec. |
| Kabak, Amy | Stipend Non-Athletic | Mentor | \$2,010.00 | TC | 9/1/23 | 6/30/24 | Mentor for Chloe Rosofsky, paid 1/2 in Dec. and 1/2 in June. |
| Nicoletti, Sabrina | Stipend Non-Athletic | Mentor | \$2,010.00 | MR | 9/1/23 | 6/30/24 | Mentor for Jonathan Dula, paid 1/2 in Dec. and 1/2 in June. |
| Change | | | | | | | |
| Natarajan, Ameya | Change | Volunteer Marching Band | \$0.00 | HSN | 7/3/23 | 6/30/24 | Change start date from TBD to 7/3/23 for Volunteer Marching Band. |
| F. Community Education | | | | | | | |
| Appoint | | | | | | | |
| Kulkarni, Shilpa | Appoint | CE Summer Assistant | \$15.50/hr. | CMS | 6/22/23 | 8/11/23 | Appoint as a CE Summer Assistant. |
| Vuppala, Sree | Appoint | CE Summer Assistant | \$15.50/hr. | CMS | 6/22/23 | 8/11/23 | Appoint as a CE Summer Assistant. |
| Watson, Shannon | Appoint | EDP Site Supervisor | \$30,682.00 | WIC | 9/1/23 | 6/30/24 | Appoint as an EDP Site Supervisor (full-time). |
| Bahgat, Jannah | Appoint | EDP Site Supervisor | \$22.50/hr. | CMS | 9/1/23 | 6/30/24 | Appoint as an EDP Site Supervisor (part-time). |



Personnel Agenda

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

| | | | | | | | |
|--------------------------|-----------|----------------------------|-------------|-----|--------|---------|--|
| Sivakumar, Sunitha | Appoint | EDP Assistant Group Leader | \$15.25/hr. | CE | 9/1/23 | 6/30/24 | Appoint as an EDP Assistant Group Leader (as needed). |
| Change | | | | | | | |
| Mitra, Sharmistha | Change | Mini Explorers Assistant | \$30,769.00 | WIC | 9/1/23 | 6/30/24 | Change position from Kindergarten Extension Assistant to Mini Explorers Assistant; change location from TC to WIC. |
| Reappointment | | | | | | | |
| Walter, Julie | Reappoint | EDP Assistant Group Leader | \$15.25/hr. | CE | 9/1/23 | 6/30/24 | Reappoint as an EDP Assistant Group Leader. |
| G. Emergent Hires | | | | | | | |
| 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 |
|------------------------------|------------------|--|---------|-------------|------|----------------|------------|---|
| A. Administration | | | | | | | | |
| Change | | | | | | | | |
| Keyak, Kimberly | Change | Assistant Principal | | N/A | GMS | 7/31/23 | 7/31/23 | Change end date from 8/11/23 to 7/31/23. |
| B. Certificated Staff | | | | | | | | |
| Appoint | | | | | | | | |
| Mann, Mary | Appoint | Teacher Special Education | 12MA | \$86,000.00 | GMS | TBD | 6/30/24 | Appoint as a Special Education Teacher, pending employment verification, replacing Sheryl Morro, who transferred. (Tenure date: TBD) |
| Sacatelli, Rachael | Appoint | Teacher Science | OMA | \$63,000.00 | HSS | TBD | 6/30/24 | Appoint as a Science Teacher, pending employment verification, replacing Kevin Scully, who resigned. (Tenure date: TBD) |
| Thomas-Ridgway, Sally | Appoint | Teacher Special Education | 3BA | \$64,000.00 | HSS | TBD | 6/30/24 | Appoint as a Special Education Teacher, pending employment verification, replacing Tina Hamilton, who retired. (Tenure date: TBD) |
| Change | | | | | | | | |
| Haines, Kimberly | Change | Teacher Resource Specialist for Instruction and Intervention (Reading) | | N/C | MH | 9/1/23 | 6/30/24 | Change from Teacher Reading Support (Grant Funded) to Teacher Resource Specialist for Instruction and Intervention (Reading). Change location from Dutch Neck/Maurice Hawk to Maurice Hawk. |
| Dolina, Angel | Change | Teacher Social Studies | 13MA | \$90,000.00 | HSN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Jensen, Laura | Change | Teacher Elementary | 0PhD | \$67,000.00 | WIC | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Kaiser, Alexandria | Change | Teacher Special Education | 5MA | \$68,000.00 | TC | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Kapetanakis, George | Change | Teacher Social Studies | 0BA | \$61,000.00 | GMS | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Osborne, Christine | Change | Teacher Science | 13MA+30 | \$92,300.00 | HSN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Palumbo, Jillian | Change | Teacher Elementary | 0BA | \$61,000.00 | MR | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |



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

| Name (Last, First) | Nature of Action | Position | Step | Salary | Loc. | Date Effective | Date Term. | Discussion |
|----------------------------------|---------------------|--|---------|-------------------------|------|----------------|------------|--|
| Poole, Abbey | Change | Speech Language Specialist | 12MA | \$86,000.00 | CMS | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Shigeta, Christine | Change | Teacher Elementary | 1MA | \$64,000.00 | MH | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Young, Georgia | Change | Teacher Elementary | 0BA | \$61,000.00 | DN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27. |
| Basak, Trisha | Change | Teacher Language Arts-LR | 2MA | \$65,000.00 | HSN | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. |
| Birbohm-Kaminski, Kaitlyn | Change | Teacher Science-LR | 0MA | \$63,000.00 (prorated) | HSN | 9/1/23 | 3/4/24 | Change start date from TBD to 9/1/23. |
| Gorman, Kristin | Change | Teacher Elementary-LR | 3BA | \$64,000.00 | MH | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. |
| Washington, Alizah | Change | Teacher Elementary-LR | 0BA | \$61,000.00 | TC | 9/1/23 | 6/30/24 | Change start date from TBD to 9/1/23. |
| Kiemen-Stout, James | Change % | Teacher Health & Physical Education-120% | 15BA | \$119,460.00 (prorated) | HSN | 9/1/23 | 1/26/24 | Change salary from 100% to 120% for an additional section. |
| Spicer, Colleen | Change % | Teacher Health & Physical Education-120% | 15MA+30 | \$128,250.00 (prorated) | HSS | 9/1/23 | 1/26/24 | Change salary from 100% to 120% for an additional section. |
| Leave of Absence | | | | | | | | |
| Stevenson, Shaundrika | Leave-FMLA/NJFLA/CC | Speech Language Specialist | | N/A | CMS | 10/2/23 | 1/1/24 | FMLA/NJFLA/CC: 10/2/23-1/1/24 unpaid, with benefits. (RTW: 1/2/24) |
| Resignation | | | | | | | | |
| Scully, Kevin | Resign | Teacher Science | | N/A | HSS | 6/30/23 | 6/30/23 | Resign from position. |
| C. Non Certificated Staff | | | | | | | | |
| Appoint | | | | | | | | |
| Abernathy, Johnny | Appoint | Security Officer "Eyes on the Door" | | \$16.75/hr. | DIST | TBD | 6/30/24 | Appoint as a Security Officer - "Eyes on the Door," pending employment verification, replacing Tiana Jordan, who resigned. |
| Change | | | | | | | | |



It is recommended that approval be given to the following 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, Brian | Change | Security Officer "Eyes on the Door" | | \$16.75/hr. | DIST | 9/5/23 | 6/30/24 | Change start date from TBD to 9/5/23. |
| Resignation | | | | | | | | |
| Del Toro, Damary | Resign | Secretary To | | N/A | TRAN | 8/11/23 | 8/11/23 | Resign from position. |
| E. Extracurricular / Extra Pay | | | | | | | | |
| Nurse Extra Duty | | | | | | | | |
| All Certified WWPEA School Nurses | Extra Duty | Nurse-Extra Hours | | \$50.00/hr. | DIST | 7/1/23 | 6/30/24 | Approve all WWPEA School Nurses for extra duty coverage, as approved by Supervisor |
| Curriculum | | | | | | | | |
| Nemeth, Ashley | Extra Duty | Curriculum | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Social Studies, Grade 4, Curriculum Revisions, total program not to exceed 80 hours. |
| Liput, Ashley | Extra Duty | Curriculum | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Social Studies, Grade 4, Curriculum Revisions, total program not to exceed 80 hours. |
| Falanga, Michelle | Extra Duty | Curriculum | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Social Studies, Grade 4, Curriculum Revisions, total program not to exceed 80 hours. |
| Fernandes, Jacqueline | Extra Duty | Curriculum | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Social Studies, Grade 4, Curriculum Revisions, total program not to exceed 80 hours. |
| ESSER | | | | | | | | |
| Paetow, Devin | Extra Duty | ESSER | | \$50.00/hr. | MR | 7/1/23 | 8/31/23 | Building Tours, total program not to exceed 32 hours. (Paid through ESSER Funds) |
| Extended School Year | | | | | | | | |
| McGowan, Elizabeth | Extra Duty | ESY Special Education Teacher | | \$50.00/hr. | TC | 7/3/23 | 8/1/23 | Approve as Special Education Teacher for the Extended School Year Program, as needed. |
| Maurice Hawk Elementary School | | | | | | | | |
| Harold, Rachel | Extra Duty | Moving | | \$47.09/hr. | MH | 6/15/23 | 6/30/23 | Moving, not to exceed 12 hours. |
| Holleran, Kimberlee | Extra Duty | Moving | | \$47.09/hr. | MH | 6/15/23 | 6/30/23 | Moving, not to exceed 12 hours. |
| Karagozi, Caitlin | Extra Duty | Moving | | \$47.09/hr. | MH | 6/15/23 | 6/30/23 | Moving, not to exceed 12 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 |
|--|------------------|-----------------------------------|------|-------------|------|----------------|------------|--|
| Kopeika, Christie | Extra Duty | Moving | | \$47.09/hr. | MH | 6/15/23 | 6/30/23 | Moving, not to exceed 12 hours. |
| Witkowski, Amanda | Extra Duty | Moving | | \$47.09/hr. | MH | 6/15/23 | 6/30/23 | Moving, not to exceed 12 hours. |
| Marshall, Kelly | Extra Duty | Summer Counselor | | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Summer Counseling, not to exceed 10 hours. |
| Efstathios, Marisa | Extra Duty | Summer Counselor | | \$50.00/hr. | MH | 7/1/23 | 8/31/23 | Summer Counseling, not to exceed 10 hours. |
| Millstone River School | | | | | | | | |
| Paetow, Devin | Extra Duty | Open House | | \$50.00/hr. | MR | 7/1/23 | 8/30/23 | Open House and Preparation; total program not to exceed 16 hours. |
| High School North | | | | | | | | |
| Stewart, Eric | Extra Duty | Morning Supervision | | \$19.48/hr. | HSN | 9/1/23 | 6/30/24 | Morning Supervision, as assigned |
| Professional Development Planning | | | | | | | | |
| Ely, Rachel | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Bringing It All Together: Math Workshop and Resources", total program not to exceed 12 hours. |
| McFall, Renee | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Bringing It All Together: Math Workshop and Resources", total program not to exceed 12 hours. |
| Mulhall, Maureen | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Math by the Book: Infusing Literacy in Mathematics, Grades K-2", total program not to exceed 12 hours. |
| McFall, Renee | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Math by the Book: Infusing Literacy in Mathematics, Grades K-2", total program not to exceed 12 hours. |
| Kleckner Wray, Kara | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Math by the Book: Infusing Literacy in Mathematics, Grades 3-5", total program not to exceed 12 hours. |
| Johnson, Lauren | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Math by the Book: Infusing Literacy in Mathematics, Grades 3-5", total program not to exceed 12 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 |
|--------------------------------|----------------------|---------------------------------------|------|---------------|------|----------------|------------|--|
| Piergrossi, Melinda | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Maximizing your Impact: Equity in Mathematics", total program not to exceed 18 hours. |
| Eggert, David | Extra Duty | Professional Development Planning | | \$50.00/hr. | DIST | 7/1/23 | 8/31/23 | Planning and Presenting Professional Development, "Maximizing your Impact: Equity in Mathematics", total program not to exceed 18 hours. |
| Change | | | | | | | | |
| Kelly, Laura | Change | Child Study Team - Summer Hours | | Per Diem Rate | DIST | 6/21/23 | 8/31/23 | Change Summer CST (School Psychologist) work, as approved by the supervisor, from not to exceed 20 days each to not to exceed 40 days each. |
| E. Stipend Non-Athletic | | | | | | | | |
| Marching Band | | | | | | | | |
| Moore, Zachary | Stipend Non-Athletic | Marching Band, Color Guard Assistant | | \$4,420.00 | HSS | TBD | 11/30/23 | Marching Band Color Guard Assistant, 0 yrs. exp., paid in FULL in Dec. |
| High School North | | | | | | | | |
| Bard, Jennifer | Stipend-Non Athletic | Knights Armory | | \$3,432.00 | HSN | 9/1/23 | 6/30/24 | Knights Armory Lunch Supervisor, 5 yrs. exp., paid 1/2 in Dec. & 1/2 in June. |
| Change | | | | | | | | |
| Pellichero, Hannah | Change | Grade Level Leader, 5th Grade- Shared | | \$1,292.50 | MR | 9/1/23 | 6/30/24 | Change salary for Grade Level Leader, 5th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| VanDoren, Lauren | Change | Grade Level Leader, 5th Grade- Shared | | \$1,292.50 | MR | 9/1/23 | 6/30/24 | Change salary for Grade Level Leader, 5th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Liput, Ashley | Change | Grade Level Leader, 4th Grade- Shared | | \$1,292.50 | MR | 9/1/23 | 6/30/24 | Change salary for Grade Level Leader, 4th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Leverton, Ryan | Change | Grade Level Leader, 4th Grade- Shared | | \$1,292.50 | MR | 9/1/23 | 6/30/24 | Change salary for Grade Level Leader, 4th Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Malakates, Holly | Change | Grade Level Leader, 3rd Grade- Shared | | \$948.50 | MR | 9/1/23 | 6/30/24 | Change salary for Grade Level Leader, 3rd Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Birrer, Denise | Change | Grade Level Leader, 3rd Grade- Shared | | \$948.50 | MR | 9/1/23 | 6/30/24 | Change salary for Grade Level Leader, 3rd Grade, shared 50%, paid 1/2 in Dec and 1/2 in June. |
| Biro, Monica | Change | Class Advisor, 10th grade, Shared | | \$1,644.50 | HSN | 9/1/23 | 6/30/24 | Change salary for Class Advisor - 10th Grade, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. Change years of experience from 2 years to 8 years. |



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

| Name (Last, First) | Nature of Action | Position | Step | Salary | Loc. | Date Effective | Date Term. | Discussion |
|-------------------------------|------------------|----------------------------|------|-------------|------|----------------|------------|-------------------------------------|
| F. Community Education | | | | | | | | |
| Appoint | | | | | | | | |
| Thakkar, Rinkoo | Appoint | CE Summer Coordinator | | \$20.00/hr. | CMS | 7/31/23 | 8/11/23 | Appoint as a CE Summer Coordinator. |
| Cohen, Michelle | Appoint | CE Summer EDP Group Leader | | \$15.50/hr. | CMS | 7/31/23 | 8/11/23 | Appoint as a CE Summer Coordinator. |



ADMINISTRATION ADDENDUM

RECOMMENDATION

A. ADMINISTRATION

To be voted on 7/25/23: Recommend approval of the following resolutions:

Remote Instruction Plan

1. Approve the 2023-2024 West Windsor-Plainsboro Regional School District's Remote Learning Plan dated July 1, 2023 through June 30, 2024, which will be submitted to the county office and posted on the district website.

FINANCE ADDENDUM

RECOMMENDATION

C. FINANCE

To be voted on 07/25/23: Recommend approval of the following resolutions:

Business Services:

1. Payment of bills as follows:

- a) Bills List #2 General for July 25, 2023 (run on 7-25-23) in the amount of \$541,704.62

Award a Negotiated Agreement After no Bids Received – Capital Reserve Funds

2. Award the following contracts/agreements for the installation of a Sensory Playground at Town Center Elementary School (Architect/Planner FVHD Project #5467) in accordance with *N.J.S.A. 18A:18A-5(23)c*, as no bids were received after two attempts:

- a) A negotiated agreement with MRC Inc., Spring Lake, New Jersey, for the installation only of a Sensory Playground at Town Center Elementary School, in an amount not to exceed \$110,500 utilizing capital reserve funds.
- b) A negotiated agreement with Rubber Recycle, Lakewood, New Jersey, for the supply and installation of ground surfacing for the Sensory Playground at Town Center Elementary School in an amount not to exceed \$134,067.50, utilizing capital reserve funds.

Cooperative Purchases Over the Bid Limit

3. Authorize the following purchase utilizing NJ Cooperative Bid – ESCNJ/AEPA-22G, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2024, for lab classroom equipment upgrades.

| <u>Qty.</u> | <u>Description</u> | <u>Unit Cost</u> | <u>Total Cost</u> |
|-------------|----------------------------------|------------------|-------------------|
| 90 | Dell CTO 7010 IS-13500 256 8 LIN | \$ 945.00 | \$ 85,050.00 |

4. Authorize the following purchase utilizing NJ Cooperative Bid – ESCNJ/AEPA-22G, Technology Supplies and Services to CDW-G of Chicago, IL as awarded through June 30, 2024, for staff device laptop equipment upgrades.

| <u>Qty.</u> | <u>Description</u> | <u>Unit Cost</u> | <u>Total Cost</u> |
|-------------|-----------------------------------|------------------|-------------------|
| 140 | Dell CTO 3440 I5-1335U 256 8 W11H | \$ 1,049.00 | \$ 146,860.00 |

Solar Renewable Energy Certificates

5. Acknowledge the sale of Solar Renewable Energy Certificates (SRECs) utilizing a spot sale rather than the auction originally authorized on June 27, 2023, to be held on July 12, 2023. The number of available SRECs were below the recommended auction amount.

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First Reading: July 25, 2023

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Benefits- Non-Affiliated Category C

1121 BENEFITS COVERING NON-AFFILIATED CENTRAL OFFICE ADMINISTRATIVE EMPLOYEES - CATEGORY C

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 listed below. This policy shall be reviewed annually and can be revised at any time.

The Board of Education may enter into individual employment contracts with any of the employees covered by this policy. The Board of Education shall approve all such individual contracts by resolution in public session and shall authorize the President of the Board of Education to execute any such agreement. In the event any benefit provided to an employee through an individual employment contract is inconsistent with a benefit set forth in this policy, the individual employment contract shall supersede this policy.

Titles:

Assistant Superintendent
Business Administrator
Comptroller
Director of Community Education
Director of Human Resources
Director of Communications
Director of Counseling/ Health and Wellness
Special Assistant for Labor Relations
Special Assistant for Strategic Initiatives

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:



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Benefits- Non-Affiliated Category C

- 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, or, if applicable, P.L. 2020 c. 44.
- 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, or, if applicable, P.L. 2020 c. 44.
- 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/hospital, dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided by the Board by signing a waiver form. To the extent permitted by law, an employee who waives coverage shall receive **the following** payments: ~~equal to twenty five (25%) of the cost of the premium the Board would have paid had the employee not waived coverage.~~

| Level of Waiving | Medical | Prescription | Dental | Total per year |
|--------------------|---------|--------------|--------|----------------|
| Single | \$1,300 | \$400 | \$300 | \$2,000 |
| Employee/Spouse | \$2,100 | \$500 | \$400 | \$3,000 |
| Employee/Child/ren | \$2,100 | \$500 | \$400 | \$3,000 |
| Family | \$2,700 | \$800 | \$500 | \$4,000 |

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 the rules and regulations of the insurance carriers.**

4. Employees who are in active service prior to October 1, 2006, who retire from the district with a minimum of twenty-five (25) 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 (10) years from the effective date of retirement.

B. Leave of Absence



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Benefits- Non-Affiliated Category C

1. Employees shall be credited with fourteen (14) days cumulative sick leave at the beginning of each school year. Three (3) 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 at one and one half times the then highest current per diem substitute teacher's pay for his/her 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.
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.

An employee shall be granted up to three (3) 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 (15) sick days may be accumulated in any one year.



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Benefits- Non-Affiliated Category C

4. An employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include **spouse** ~~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 (5) 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 (1) day for relative not a member of the immediate family or close friend.

Immediate family shall include **spouse** ~~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 ~~two~~ **three** (3) 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 (90) days prior to the requested commencement date of the leave. This ninety (90) day notification period may be reduced by agreement between the employee and the Superintendent.
- c. Any tenured or non-tenured 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



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Benefits- Non-Affiliated Category C

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.

8. Any tenured employee granted a leave of absence with a return date during the same school year, who wishes to extend said leave beyond the school year in which it commences, shall be permitted to do so if he/she makes application at least three weeks prior to the commencement date of his/her leave of absence.

a. An employee under tenure shall be granted a child care or adoption leave without pay for not more than ~~two~~ **three** years from September of the school year in which he/she requests the leave. When the leave is granted, he/she shall return as a tenured employee.

b. The Board shall not be required to extend the leave on non-tenured employees beyond the school year for which they were hired. Non-tenured employees wishing to return for the following school year shall be considered by the Board for re-employment for the following year.

c. Any tenured 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 employee has given the Board written notice of his/her intention to do so not less than six (6) months prior to the beginning of the school year in which he/she wishes to return.

~~d. 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 one hundred and twenty one ninety one (91) or more working days (twelve en-month employee) of service to the district in the year in which the leave commences.~~

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 is a 10 month employee and has ninety-one (91) or more working days of service to the district or he/she is a 12 month employee and has one hundred twenty one (121) or more working days of service to the district in the year in which the leave commences.



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Benefits- Non-Affiliated Category C

e. 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.

f. 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
- (3) Dental Plan

g. 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.

9. 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 able to use sick leave, such leave of absence shall be without pay.

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



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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

(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.



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- 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 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. Effective July 1, 2005, an employee shall initially receive no less than fifteen (15) and no more than twenty-two (22) vacation days per year as recommended by the Superintendent of Schools with the approval of the Board of Education.



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Benefits- Non-Affiliated Category C

2. Effective July 1 of the new school year following two (2) full school years of employment, all employees covered by this policy shall receive twenty two (22) vacation days per year. For purposes of subparagraphs (1) and (2), in the first year of employment, employees who start employment on or before December 31 shall be considered to have worked a full school year.
3. Vacation days shall be prorated upon employment and shall be posted on July 1 of each year in accordance with procedures established by the Superintendent/Designee.
4. 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 his/her 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.
5. To the extent permitted by law, upon retirement from the district, an employee shall 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.
6. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.
7. Administrators may accumulate unused vacation time from one year to the next; however, the total number of accumulated days may not exceed forty five (45) as of August 31 of any school year. If, on July 1 of any year, the total number of accumulated vacation days exceeds forty five (45), the excess days must be used prior to August 31. Cumulative vacation days beyond forty five (45) days on August 31 of any school year shall be converted to sick leave; however, no person may increase his or her total accumulation of unused sick days by more than fifteen (15) days in any one year.
8. If circumstances interfere with the ability of an administrator to use vacation days prior to August 31 to comply with the 45-day limit set forth above in Paragraph 7, the Superintendent may approve, at his/her discretion when



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he/she deems it to be in the best interests of the district, the administrator's accumulation of up to an additional ten (10) unused vacation days in one year and thereby permit the administrator to have a maximum of fifty five (55) accumulated vacation days as of August 31 of any school year. Under no circumstances, however, shall the maximum permitted number of accumulated vacation days exceed fifty five (55).

9. 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 (19) 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 rate established by state law or regulation.
2. Employees are eligible to receive reimbursement for the costs associated with the enrollment in and attendance at approved courses for professional improvement as follows:

An employee can be reimbursed for up to (12) twelve graduate credits. The per credit reimbursement is capped at the established Rutgers' Graduate School of Education rate.

~~Reimbursement shall cover 100% of the cost of tuition, registration, and lab fees of any college or university. A maximum of eighteen credits per year shall be covered by these regulations.~~

~~For employees hired after February 1, 1997, reimbursement shall not exceed the cost of twelve (12) credits of graduate study at Rutgers University, regardless of the number of credits taken. An employee can receive up to the maximum reimbursement rate of twelve Rutgers graduate credits even if he/she took fewer than twelve credits at a college or university with a higher tuition rate.~~



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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.

3. Travel and expense reimbursement shall be governed by Board Policy 3440 or the individual's employment contract.

Adopted: 24 June 2003

Revised: 26 September 2006

Revised: 20 November 2018

Revised: 22 June 2021



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First Reading: July 25, 2023

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Benefits- Administrative Employees

1122 BENEFITS COVERING NON-AFFILIATED ADMINISTRATIVE EMPLOYEES - CATEGORY A

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 listed below. This policy shall be reviewed annually and can be revised at any time. In the event any benefit provided to an employee through an individual employment contract is inconsistent with a benefit set forth in this policy, the individual employment contract shall supersede this policy.

Titles:

Accountant
Administrative Assistant
Administrative Analyst
Assistant Director of Buildings and Grounds
Assistant Transportation Coordinator
Director of Buildings and Grounds
Diversity, Equity and Inclusivity Coordinator
Food Services Manager
Health Benefits Specialist
Human Resources Specialist
Human Resources Manager
Payroll Supervisor
Program Administrator for Community Education
Program Analyst
Purchasing Specialist
Social Media Manager
Supervisor of Accounts
Support Specialist
Technology Manager
Transportation Coordinator
Visual Media Manager
Security Coordinator

Benefits for these employees shall be as follows:

A. Health Insurance

1. The Board shall provide full-time employees covered by this policy with the



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Benefits- Administrative Employees

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 pre-certification.

Additionally, the eligible dependents of employees shall, if the employee so chooses, be covered under these plans subject to the terms and conditions for such coverage.

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, or, if applicable, P.L. 2020 c. 44.

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 or, if applicable, P.L. 2020 c. 44.

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/hospital, dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided by the Board by signing a waiver form. To the extent permitted by law, an employee who waives coverage shall receive **the following payments:**

| Level of Waiving | Medical | Prescription | Dental | Total per year |
|--------------------|---------|--------------|--------|----------------|
| Single | \$1,300 | \$400 | \$300 | \$2,000 |
| Employee/Spouse | \$2,100 | \$500 | \$400 | \$3,000 |
| Employee/Child/ren | \$2,100 | \$500 | \$400 | \$3,000 |
| Family | \$2,700 | \$800 | \$500 | \$4,000 |

~~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



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(prorated for each month of insurance coverage) and subject to the rules and regulations of the insurance carriers.

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 at one and one half times the then highest current per diem substitute teacher's pay for his/her 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.

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;
- f. Attending wedding of member of immediate family;
- g. Marriage;
- h. Adoption; and
- i. 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



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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~~ **spouse**, 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. Immediate family shall include **spouse** ~~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 **two (2)** ~~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 tenured or non-tenured 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



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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. Any tenured employee granted a leave of absence with a return date during the same school year, who wishes to extend said leave beyond the school year in which it commences, shall be permitted to do so if he/she makes application at least three weeks prior to the commencement date of his/her leave of absence.

d. An employee under tenure shall be granted a child care or adoption leave without pay for not more than three years from September of the school year in which he/she requests the leave. When the leave is granted, he/she shall return as a tenured employee.

e. The Board shall not be required to extend the leave on non-tenured employees beyond the school year for which they were hired. Non-tenured employees wishing to return for the following school year shall be considered by the Board for re-employment for the following year.

f. Any tenured 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 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.

g. 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 is a 10 month employee and has ninety-one (91) or more working days of service to the district or he/she is a 12 month employee and has one hundred twenty one (121) or more working days of service to the district in the year in which the leave commences.

h. 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.

i. 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



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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.

j. 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 able to use sick leave, such leave of absence shall be without pay.

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.



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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

(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



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Benefits- Administrative Employees

pregnancy. The Board may, at its discretion require periodic physician certification of the employee's continued fitness to perform.

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 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.

D. Vacation

1. Employees shall receive vacation days in accordance with the following schedule:

a. Upon employment, fifteen vacation days per year (prorated in the first year if the start date is after July 1); and

b. On July 1 following five full school years of employment, twenty two vacation days per year

c. For purposes of subparagraphs (a) and (b), in the first year of employment, employees who start employment on or before December 31 shall be considered to have worked a full school year.

2. Vacation days shall be prorated upon employment and shall be posted on July 1 of each year 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-two vacation days who resigns effective December 31 would receive eleven vacation days for his/her



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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 shall be compensated for cumulative vacation days at his/her then current per diem rate of pay. To the extent permitted by law, up to forty-five vacation days may be cumulative.

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, employees may accumulate unused vacation time from one year to the next; however, the total number of accumulated days may not exceed forty-five as of August 31 of any school year. If, on July 1 of any year, the total number of accumulated vacation days exceeds forty-five, the excess days must be used prior to August 31. Cumulative vacation days beyond forty-five days on August 31 of any school year shall be converted to sick leave; however, no person may increase his or her total accumulation of unused sick days by more than fifteen days in any one year.

7. For employees 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.

E. Holidays

Employees shall receive the nineteen holidays as listed in the annual holiday schedule.

F. 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 or regulation.

2. Employees are eligible to receive reimbursement for the costs associated with the enrollment in and attendance at approved courses for professional improvement as follows:



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a. **An employee can be reimbursed for up to (12) twelve graduate credits. The per credit reimbursement is capped at the established Rutgers' Graduate School of Education rate. Reimbursement shall cover 100% of the cost of tuition, registration, and lab fees of any college or university. A maximum of twelve credits per year shall be covered by these regulations.**

b. ~~For employees hired after February 1, 1997, reimbursement shall not exceed the cost of twelve (12) credits of graduate study at Rutgers University, regardless of the number of credits taken. An employee can receive up to the maximum reimbursement rate of twelve Rutgers graduate credits even if he/she took fewer than twelve credits at a college or university with a higher tuition rate.~~

e. **b.** 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.

d. **c.** As a condition for reimbursement of tuition and costs, the employee shall continue in service of the Board for a period of at least two (2) years after the date of course completion. Upon failure to continue, the employee may be required to repay the Board a sum bearing the same ratio to the amount of reimbursement received that the unfulfilled portion of the two subsequent years' service bears to the full two years. However, the employee shall be released from such payment if his/her failure to serve the stipulated two years be due to his/her illness or disability or if he/she is discharged from his/her position. In addition, no repayment will be due from the employee's estate if he/she should expire before the end of the two year period. All requests for payment must be made within one year following completion of each course.

3. Travel and expense reimbursement shall be governed by Board Policy 3440.

Adopted: 24 June 2003

Revised: 26 September 2006

Revised: 20 November 2018

Revised: 22 June 2021

Revised: 24 January 2023



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First Reading: July 25, 2023

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Benefits- Non-Affiliated Category D

1124 BENEFITS COVERING NON-AFFILIATED PART TIME (CATEGORY D) SCHOOL SECURITY OFFICERS ('Eyes on the Door' Officers) AND POOL OPERATOR

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 listed below. This policy shall be reviewed annually and can be revised at any time. The West Windsor-Plainsboro Regional School District Board of Education may enter into individual employment contracts with any of the employees covered by this policy. The Board of Education shall approve all such individual contracts by resolution in public session and shall authorize the President of the Board of Education to execute any such agreement. In the event any benefit provided to an employee through an individual employment contract is inconsistent with a benefit set forth in this policy, the individual employment contract shall supersede this policy.

Titles:

School Security Officer

~~School Security Director~~

Pool Operator

Benefits for these employees shall be as follows:

A. Health Insurance

1. The Board **shall not** provide employees covered by this policy with the district's group medical, dental and prescription insurance coverage.

B. Leave of Absence

1. Sick Days - Employees shall be credited with ten (10) days cumulative sick leave at the beginning of each school year.
2. Employees are not eligible for compensation for unused sick days.
3. Application for personal business leave may be requested to the Superintendent or designee. Any day granted for personnel business leave will not be paid.
4. Employees shall be granted up to three (3) days leave per occurrence for a death in the immediate family, up to three days for other close relatives, and up to one (1) day for relative not a member of the immediate family or close friend. Immediate family shall include **spouse** ~~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-



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Benefits- Non-Affiliated Category D

law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, daughter-in-law. Any day(s) granted for bereavement leave will not be paid.

5. The district will adhere to the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

C. Vacation

1. Employees are not eligible to receive or accrue vacation time.

D. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the current New Jersey OMB Rate.

Adopted: July 24, 2018



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First Reading: July 25, 2023

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Benefits- Non-Affiliated Category E

1125 BENEFITS COVERING NON-AFFILIATED COMMUNITY EDUCATION STAFF – CATEGORY E

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:

Site Supervisors
Group Leaders
Assistant Group Leaders
Kindergarten Extension Instructors

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 week.
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, **or, if applicable, P.L. 2020 c. 44.**
 - b. Eligible employees commencing employment on or after July 1, 2019 will be provided coverage, at Board expense and subject to the contributions set forth in P.L. 2011, c. 78, at the lowest cost PPO plan (currently Open Access Managed Choice 2035), and must pay the difference through payroll deduction to enroll in a higher cost plan.



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Benefits- Non-Affiliated Category E

- c. 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, **or, if applicable, P.L. 2020 c. 44.**
- d. 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 **the following** payments:

| Level of Waiving | Medical | Prescription | Dental | Total per year |
|--------------------|---------|--------------|--------|----------------|
| Single | \$1,000 | \$300 | \$200 | \$1,500 |
| Employee/Spouse | \$1,875 | \$400 | \$225 | \$2,500 |
| Employee/Child/ren | \$1,875 | \$400 | \$225 | \$2,500 |
| Family | \$2,200 | \$550 | \$250 | \$3,000 |

~~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 and subject to funds being available in Community Education program, upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be



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Benefits- Non-Affiliated Category E

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;
 - 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. A part-time employee, who is scheduled to work five (5) days a week, shall be granted two (two) personal days. 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- Non-Affiliated Category E

4. A full-time employee shall be granted up to three (3) days of family illness per year with full pay. A part-time employee, who is scheduled to work five (5) days a week, shall be granted up to two (2) days of family illness per year with full pay. Immediate family shall include **spouse** ~~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 for relative not a member of the immediate family or close friend.

Immediate family shall include **spouse** ~~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.

Adopted: May 28, 2019



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First Reading: July 25, 2023

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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:

Operations Lead
Electrical Foreman
HVAC 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. 2020, c. 44** or 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, **or, if applicable P.L. 2020, c.44.**



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Benefits Covering Foremen- Category F

- 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 **the following payments:** ~~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).~~

| Level of Waiving | Medical | Prescription | Dental | Total per year |
|--------------------|---------|--------------|--------|----------------|
| Single | \$1,000 | \$300 | \$200 | \$1,500 |
| Employee/Spouse | \$1,875 | \$400 | \$225 | \$2,500 |
| Employee/Child/ren | \$1,875 | \$400 | \$225 | \$2,500 |
| Family | \$2,200 | \$550 | \$250 | \$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:



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Benefits Covering Foremen- Category F

- 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 be decided based on 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.



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Benefits Covering Foremen- Category F

Immediate family shall include **spouse** ~~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 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 employer 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.



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Benefits Covering Foremen- Category F

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.
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.



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Benefits Covering Foremen- Category F

- 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.
- 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

Modified: 26 May 2020



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First Reading: July 25, 2023

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Benefits Covering Non-Affiliated Employees-
Category G

1127 BENEFITS COVERING NON-AFFILIATED EMPLOYEES– CATEGORY G

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 listed below. This policy shall be reviewed annually and can be revised at any time. In the event any benefit provided to an employee through an individual employment contract is inconsistent with a benefit set forth in this policy, the individual employment contract shall supersede this policy.

Title:

Board Certified Behavior Analyst (BCBA)
Board Certified Behavior Analyst (BCBA) General Education

(This policy does not cover “Teacher Resource Specialist – BCBA’s”. Teacher Resource Specialists – BCBA’s must have certifications issued by the New Jersey Department of Education and, thus, are subject to the provisions of the collective negotiations agreement between the West Windsor Plainsboro Regional School District and the West Windsor Plainsboro Education Association).

Benefits for BCBA’s shall be as follows:

A. Health Insurance

1. The Board shall provide full-time employees covered by this policy 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 pre-certification. Additionally, the eligible dependents of employees shall, if the employee so chooses, be covered under these plans subject to the terms and conditions for such coverage.
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 and P.L. 2020, c. 44.



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Benefits Covering Non-Affiliated Employees- Category G

- 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 and P.L. 2020, c. 44.
 - 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/hospital, dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided by the Board by signing a waiver form. To the extent permitted by law, a full time employee who waives coverage shall receive **the following** payments: ~~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 shall not exceed three thousand dollars (\$3,000).~~

| Level of Waiving | Medical | Prescription | Dental | Total per year |
|--------------------|---------|--------------|--------|----------------|
| Single | \$1,000 | \$300 | \$200 | \$1,500 |
| Employee/Spouse | \$1,875 | \$400 | \$225 | \$2,500 |
| Employee/Child/ren | \$1,875 | \$400 | \$225 | \$2,500 |
| Family | \$2,200 | \$550 | \$250 | \$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 the rules and regulations of the insurance carriers.

B. Leave of Absence

- 1. Employees shall be credited with twelve (12) days of cumulative sick leave at the beginning of each school year. Three (3) 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 at one and one half times the then highest current per diem substitute teacher's pay for his/her 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.



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Benefits Covering Non-Affiliated Employees- Category G

Compensation for unused sick days is 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.

An employee shall be granted up to three (3) 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 (15) sick days may be accumulated in any one year.

4. An employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include **spouse** ~~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.



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6. 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 for a relative who is not a member of the immediate family or is a close friend.

Immediate family shall include **spouse** ~~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 **two (2)** ~~three (3)~~ 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 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 (90) days prior to the requested commencement date of the leave. This ninety (90) 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. Any tenured employee granted a leave of absence with a return date during the same school year, who wishes to extend said leave beyond the school year in which it commences, shall be



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permitted to do so if he/she makes application at least three weeks prior to the commencement date of his/her leave of absence.

- d. An employee with more than four (4) years of continuous service when the leave commences shall be granted a child care or adoption leave without pay for not more than **two (2)** ~~three (3)~~ years from September of the school year in which he/she requests the leave. When the leave is granted, he/she shall return as a tenured employee.
- e. The Board shall not be required to extend the leave of employees with less than four (4) years of continuous service beyond the school year for which they were hired. Employees with less than four (4) years of continuous service wishing to return for the following school year shall be considered by the Board for re-employment for the following year.
- f. Any employee with more than four (4) years of continuous service when the leave commences 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 employee has given the Board written notice of his/her intention to do so not less than six

(6) months prior to the beginning of the school year in which he/she wishes to return.
- g. 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 is a 10 month employee and has ninety-one (91) or more working days of service to the district or he/she is a 12 month employee and has one hundred twenty one (121) or more working days of service to the district in the year in which the leave commences.



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- h. 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.
 - i. 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
 - (3) Dental Plan
 - j. 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 able to use sick leave, such leave of absence shall be without pay.
 - 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.



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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
 - (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.



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- 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 ~~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 employee on maternity disability leave shall be barred 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.

D. Work Schedule

Employees shall work up to seven (7) hours and fifteen (15) minutes per day. The work year shall be coterminous with the student school year plus two (2) days for professional development each year. In the first year of employment, the work year shall include up to five (5) days for an orientation to the district.

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.
2. Employees are eligible to receive reimbursement for the costs associated with the enrollment in and attendance at approved courses for professional improvement as follows:

Reimbursement shall cover 100% of the cost of tuition, registration, and lab fees of any college or university. A maximum of twelve credits per year shall be covered



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by these regulations.

~~Reimbursement shall not exceed the cost of twelve (12) credits of graduate study at Rutgers University, regardless of the number of credits taken. An employee can receive up to the maximum reimbursement rate of twelve Rutgers graduate credits even if he/she took fewer than twelve credits at a college or university with a higher tuition rate.~~

An employee can be reimbursed for up to (12) twelve graduate credits. The per credit reimbursement is capped at the established Rutgers' Graduate School of Education rate.

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.

As a condition for reimbursement of tuition and costs, the employee shall continue in service of the Board for a period of at least two (2) years after the date of course completion. Upon failure to continue, the employee may be required to repay the Board **as follows**: ~~a sum bearing the same ratio to the amount of reimbursement received that the unfulfilled portion of the two subsequent years' service bears to the full two years.~~

- **Upon failure to continue for at least 6 months, the administrator may be required to repay the Board the full amount.**
- **Upon failure to continue for at least one year, the administrator may be required to repay the Board seventy-five percent of such reimbursement.**
- **Upon failure to continue for at least 18 months, the administrator may be required to repay the Board fifty percent of such reimbursement.**
- **Upon failure to continue for 24 months, the administrator may be required to repay the Board twenty-five percent of such reimbursement.**

However, the employee shall be released from such payment if his/her failure to serve the stipulated two years be due to his/her illness or disability or if he/she is discharged from his/her position. In addition, no repayment will be due from the employee's estate if he/she should expire before the end of the two year period. All requests for payment must be made within one year following completion of each course.



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3. BCBAAs covered under this policy are not eligible for tenure.
4. Travel and expense reimbursement shall be governed by Board Policy 3440.
5. The work year for BCBAAs covered under this policy shall be the same as the work year for ten (10) month certificated teaching staff. Employees covered under this policy who are new to the District must attend up to five (5) additional professional development days during the summer recess before and after their first year of service.

Adopted:



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First Reading: June 13, 2023
Second Reading: July 25, 2023

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2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall provide staff members with the supplies and materials, necessary for the successful implementation of the instructional program and provide students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this Policy such clothing or personal equipment as may be required for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of their financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent or designee shall develop procedures for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7
N.J.S.A. 18A:34-1
N.J.S.A. 18A:54-20 [vocational districts]

Adopted:



REGULATION GUIDE

First Reading: June 13, 2023
Second Reading: July 25, 2023

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R 2520 INSTRUCTIONAL SUPPLIES

A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the successful implementation of the instructional program.

B. Supply Procedures

1. Each staff member will be able to request supplies by submitting a request to the Principal or designee.
2. Supplies will be kept in a secure location. The Principal or designee will be responsible to approve the request of supplies.
3. The staff member’s request will be retained by the staff member and the Principal or designee.
4. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee.
5. The Principal will encourage all staff members to suggest additional supplies and/or replacements for the supplies used.

C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for the safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards and may recommend a suitable vendor for the clothing or equipment.



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2. Where a student enrolled in a class or activity in which an item is made, such as in engineering or family and consumer science, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the Principal or designee and the moneys collected will be deposited with the Business Office.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.
5. Staff members shall report to the Principal or designee any student who is suspected of being unable to pay for supplies.

Issued:



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First Reading: July 25, 2023

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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:

Confidential Secretary
Extended Day Program Coordinator
~~Pool Operator~~
Security Aide
Sr. Computer Support Specialist
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, or, if applicable, P.L. 2020 c. 44.

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, or, if applicable, P.L. 2020 c. 44.

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.



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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 **the following** payments:

| Level of Waiving | Medical | Prescription | Dental | Total per year |
|--------------------|---------|--------------|--------|----------------|
| Single | \$1,300 | \$400 | \$300 | \$2,000 |
| Employee/Spouse | \$2,100 | \$500 | \$400 | \$3,000 |
| Employee/Child/ren | \$2,100 | \$500 | \$400 | \$3,000 |
| Family | \$2,700 | \$800 | \$500 | \$4,000 |

~~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 of 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.



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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 **spouse** ~~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. Immediate family shall include **spouse** ~~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 ~~two~~ **three** years. The Board shall grant a child care or adoption leave of absence without pay to employees under the following terms and conditions:



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- 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 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 is a 10 month employee and has ninety-one (91) or more working days of service to the district or he/she is a 12 month employee and has one hundred twenty one (121) or more working days of service to the district in the year in which the leave commences.**

~~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.~~



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- 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.
- 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.



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- 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
 - (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.



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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 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 (~~Paragraph C shall not apply to the Pool Operator position~~).

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 | 20 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. In the first year of employment, employees who start employment on or before December 31 shall be considered to have worked a full school year.

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



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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.

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.



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Benefits Covering Non-Affiliated Support Staff- Category B

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.

Adopted: 24 June 2003

Revised: 26 September 2006

Revised: 20 November 2018

Revised: 26 May 2020

Revised: 22 June 2021



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First Reading: June 13, 2023
Second Reading: July 25, 2023

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5512 HARASSMENT, INTIMIDATION, OR BULLYING

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- P. Collective Bargaining Agreements and Individual Contracts
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- A. Prohibiting Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Definition of Harassment, Intimidation, or Bullying

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 by any other distinguishing characteristic;



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2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.



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C. Student Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and



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4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent shall annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

1. Walk away from acts of harassment, intimidation, or bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.



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D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and the students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.



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Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:



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Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;



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- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;



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- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand;; increment withholding;; legal action;; disciplinary action;; termination;; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not



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be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action.

The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.



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The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).



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F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or ~~and~~ bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.



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The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



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- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, or Bullying

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A.



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18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy.

Code of Student Conduct policy.

The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are



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true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct, intervention services provided, counseling



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ordered, training established or other action taken or recommended by the Superintendent.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should

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have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.

H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of

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parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action)
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.

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4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations—(e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board’s Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

J. False Accusations of Harassment, Intimidation, or Bullying

The Board of Education prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

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1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37. Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

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The Superintendent shall post the name, school phone number, school address, and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principal(s) shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing this Policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

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L. Harassment, Intimidation, or Bullying Training and Prevention Programs

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, or ~~and~~ bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, or bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, or bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

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M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

N. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

P. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of
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employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

Q. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32. The school district shall submit all subsequent amended Harassment, Intimidation, or Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 New Jersey Department of Education

Adopted:



POLICY

WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

First Reading: July 25, 2023

Students
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STUDENT DISCIPLINE/CODE OF CONDUCT (M)

5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

M

The West Windsor-Plainsboro Regional School District Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards and procedures for positive student 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 student 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 student offenders and students' 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, student, 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 student 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 Student 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 student conduct, including all student suspensions and expulsions, and the implementation of the Student 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 students 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), student 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 students. School authorities also have the right to impose a consequence on a student 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 student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, 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 student 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 student 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 student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's student 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 student to be disciplined shall be provided the due process procedures for students and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student 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.



STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Regulation 5600 shall include a description of student 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 student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive student development and the student'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 students and the student's histories of problem behaviors and performance; and for students 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 student and the student's family, as appropriate, and a list of legal resources available to serve the community.

Student 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 Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parent(s) or legal guardian(s). School staff shall be trained annually on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student 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: 27 August 2019
Revised: 20 September 2022



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First Reading: July 25, 2023

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STUDENT DISCIPLINE/CODE OF CONDUCT (M)

R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

M

A. Purpose

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

1. Foster the health, safety, social, and emotional well-being of students;
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 student problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the student discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

B. Rules of Conduct

1. All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, students 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 students, staff members, or visitors to the school;



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- d. Steal, damage, or deface the property of other students, staff members, or the district;
- e. Engage in the sexual and/or other harassment of students or staff members;
- f. Violate codes of conduct adopted for organizations of students;
- 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 students 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;



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- 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;
 - 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. Students 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 student 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 student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, 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, 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 student'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 student for his/her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student to report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name, homeroom, and the conduct that has caused the student's removal from the room.



- c. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The student 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
- 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 student 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 student's parent(s) or legal guardian(s).
- c. The student 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 student 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 student's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

- a. The student 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 student'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 student 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 student'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

- a. The Board may expel a general education student 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 student 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 student conduct and to ensure that the student is properly placed in an appropriate educational environment and is not in need of special education and/or related services.



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1. Restitution and Restoration
 - a. The student 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 student has damaged or defaced.
 - b. A student 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 student 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 student's conduct is unacceptable to the school and damaging to the student,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
 - c. The counselor may refer the student, 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 student may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The student may be assigned to an alternate educational program as recommended by the student'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 student 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 student, and the student'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;
- (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 student behaviors that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

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

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.



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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 student behaviors that are subject to student discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:

| Student Misconduct | Procedures | Disciplinary Options/ Responses |
|--------------------|------------|------------------------------------|
|--------------------|------------|------------------------------------|



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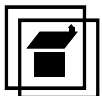
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STUDENTS

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STUDENT DISCIPLINE/CODE OF CONDUCT (M)

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| <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 an individual staff member but sometimes requires school support personnel</p> | <p>There is immediate intervention by the staff member who is supervising the student 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</p> | <p>The student is referred to an administrator for appropriate disciplinary action. The administrator meets with the student and staff to investigate the infraction, interviews the student, 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</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> |



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| <p>others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel</p> | <p>record of the offense and the disciplinary action is maintained by the administrator.</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> |

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 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 have building based team which is 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 student behaviors that are subject to student 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 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/conference/after school detention

Restorative Practices

The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and relationships. The fundamental hypothesis of restorative practices is that human beings are happier, more cooperative, more productive and more likely to make positive changes in their behavior when those in positions of authority do things *with* them rather than *to* them or *for* them. The goals of restorative practices that respond to wrongdoing include:

- Fostering understanding of the impact of the behavior
- Repairing the harm that was done to people and relationships
- Attending to the needs of the victims and others in the school
- Avoiding imposing on students intentional pain, embarrassment and discomfort
- Actively involving others as much as possible

Restorative practices allow for a dialogue to occur that encourages children not only to take responsibility for their behavior but see their role as integral to finding a solution that repairs the relationship through conflict resolution. Outcomes are optimal for everyone involved and provide the opportunity for reflection, repair, and positive growth. WWP is committed to ensuring students assume responsibility for their actions and providing strategies for students to repair, restore, and rebuild relationships within our learning community.

TIER 1: Ethics & Responsibility

These offenses generally include behaviors that do not comply with the WWPRD expectations of **ethics and responsibility**. Teachers are encouraged to provide interventions for first and second offenses unless initially perceived as egregious.

| Behavior | Logical Consequences |
|--|---|
| <ul style="list-style-type: none">• Disrespect towards peers/staff (verbal)• Dress Code | <ul style="list-style-type: none">• Restorative Conference• Letter of Apology• Communication with parents, phone call |



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| <ul style="list-style-type: none"> • Misuse of Cell Phone • Tardiness to Class • Profane Language • WIN Cut | <p>recommended</p> <ul style="list-style-type: none"> • Removal of technology use • Alternative Assignments • Restitution |
|---|--|

TIER 2: Social & Self-Awareness

These offenses generally infer a lack of **self and/others**. 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 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|--|--------------------------------------|-------------------------|
| 1 | 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) | Saturday Detention | One day ISS |
| 2 | 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 |
| 3 | Creating disorder or disruptions on school premises; (examples: attire, vocal expressions) | Administrative Conference and/or Administrative Detention(s) | Administrative or Saturday Detention | One day ISS |
| 4 | Acting recklessly as to endanger the safety of others (example: chair pulling prank) | Administrative Conference and/or Administrative Detention(s) | Administrative or Saturday Detention | One day ISS |
| 5 | Inappropriate behavior that violates established school-wide and classroom procedures and routines. | Administrative Conference and/or Administrative Detention(s) | Administrative or Saturday Detention | One day ISS/OSS |



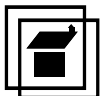
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| 6 | Inappropriate contact that does not conform to reasonable standards of socially acceptable behavior | Administrative Conference and/or Administrative Detention(s) | One day ISS | 1-3 days ISS/OSS |
| 7 | Use of foul, abusive, derogatory or demeaning language, including racial and ethnic remarks | Administrative Detention(s) or Saturday Detention | One day ISS | 1-3 days ISS/OSS |
| 8 | Use of profanity directed toward a staff member | One day ISS | 2 days ISS/OSS | 4 days ISS/OSS |
| 9 | 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 |
| 10 | Possession/Viewing of pornographic material | Administrative Detention(s) | Administrative or Saturday Detention | One day ISS/OSS |
| 11 | Unauthorized use of electronic devices such as portable music players, mobile phones, or electronic games are prohibited. Laser pointers are prohibited. | Confiscation /Parental notification | Administrative Detention | Administrative or Saturday Detention |
| 12 | 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 |
| 13 | Video or picture taking without consent | Administrative Conference and/or Administrative Detention(s) | Administrative or Saturday detention and/or Police notification | One day ISS and/or Police notification |
| 14 | Be truant from school or cutting class(es) | Administrative Detention | Administrative or Saturday Detention | One day ISS |
| 15 | Leaving the building without permission of administration or school nurse | Administrative Detention(s) | Administrative or Saturday Detention | One day ISS |



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| 16 | 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 |
| 17 | Unauthorized occupancy | Administrative or Saturday detention and Police notification | One day ISS and Police Notification | 1-3 days ISS/OSS and police notification |
| 18 | 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 | | |
| 19 | Modifying computer hardware or software in any way, changing/tampering with any computer system settings and/or administrator accounts; <i>(See Basic Rules for Computer Use as described in the Technology section of the Student Handbook)</i> | 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 |
| 20 | Installation of games or applications on any school computer or laptop <i>(See Basic Rules for Computer Use as described in the Technology section of the Student Handbook)</i> | Administrative Detention(s) | Administrative or Saturday Detention | One day ISS |
| 21 | Logging onto unauthorized computer websites <i>(See Basic Rules for</i> | Administrative Conference and/or | Administrative or Saturday Detention | One day ISS |



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| | <i>Computer Use as described in the Technology section of the Student Handbook)</i> | Administrative Detention(s) | | |
| 22 | Inappropriate behavior on bus, including insubordinate responses to directions from bus driver | Administrative Conference and Verbal warning | Administrative Detention | Administrative or Saturday Detention and/or Suspension of bus privileges |
| 23 | Create litter on school property | Administrative Detention | Administrative or Saturday Detention | One day ISS |
| 24 | Falsify an excuse (Parental notes, hall passes, etc.) | Administrative Detention(s) | Administrative or Saturday Detention | One day ISS |
| 25 | Smoke (or use tobacco products) on school property | Saturday detention | 1 day ISS or OSS and court fine | 4 days ISS/OSS and court fine |
| 26 | 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 |
| 27 | Violation of building rules or policies not specifically mentioned | | Will be determined according to the seriousness of the offense | |

TIER 3: Jeopardizing Safety of Self or Others

These offenses are of a serious nature, illegal and/or health threatening. These behaviors should be referred immediately to administration.

| # | MAJOR INFRACTIONS | 1 st Offense | 2 nd Offense |
|---|--|--|-------------------------|
| 1 | Falsify any school document (official school documents or online records such as grades, report cards, transcripts, recommendations, etc.) | Up to 10 days OSS | |
| 2 | Possess or explode a firecracker or other explosive device on school | 1-4 days ISS/OSS and Police notification | |



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| | premises | |
| 3 | Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others (terroristic threats) | Up to 10 days OSS, Referral to Superintendent for further disciplinary action Police notification |
| 4 | Assault | <u>First Offense:</u> up to 10 days OSS, Police notification, EXP/H <u>Second Offense:</u> OSS pending EXP/H, Police notification <u>Third Offense:</u> OSS pending, EXP/H, Police notification |
| 5 | Fighting | <u>First Offense:</u> 1-4 days OSS <u>Second Offense:</u> 10 days OSS <u>Third Offense:</u> OSS pending EXP/H, Police notification home |
| 6 | Inappropriate use of physical force | <u>First Offense:</u> 1-3 days OSS <u>Second Offense:</u> 3 days OSS <u>Third Offense:</u> 1-10 days OSS |
| | <u>Drugs, Alcohol and Illegal Substances:</u> Possess, use, or distribute (including look-alikes) a controlled dangerous substance, including but not limited to alcohol/drugs, in violation of Policy No. 5530 | |
| 7 | <u>If a student is found to be UNDER THE INFLUENCE of alcohol or drugs:</u> | Four-day suspension; probation for remainder of school year; thirty calendar day suspension from school activities (as of student's return to school); behavioral contract; counseling (Policy No. 5530) Ten-day suspension; probation for remainder of school year; one-semester suspension from school activities (as of student's return to school); counseling <u>In the event of subsequent offense(s):</u> |



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| | | | Referral to the superintendent for further action, which may result in referral to the Board of Education to consider expulsion. (Policy No. 5530) |
| 8 | <u>If a student is found to be IN POSSESSION of alcohol or drugs:</u> | Ten-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; counseling (Policy No. 5530) | <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. (Policy No. 5530) |
| 9 | <u>If a student is found to be SELLING OR DISTRIBUTING alcohol or drugs:</u> | Ten-day suspension from school; probation for remainder of school year; referral to superintendent, which may lead to expulsion; suspension from all school-related activities for entire school year; police notification; counseling (Policy No. 5530) | |
| 10 | <u>Bias/hate actions:</u> 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, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, or disability | | 1-4 days ISS/OSS and Police notification |



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WEST WINDSOR-PLAINSBORO
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STUDENT DISCIPLINE/CODE OF CONDUCT (M)

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| 11 | <p><u>Theft:</u> Steal, damage, deface, or possess without permission 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> |
| 12 | <p><u>Threatening of a staff member:</u> (statement, gesture, or action)Threaten or incite the use of physical force against staff members or visitors to the school; Procure the property of others by way of threat or extortion</p> | <p><u>First Offense:</u> 4-10 days suspension Police Notification as warranted.</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> |
| 13 | <p><u>Threatening of a student:</u> (statement, gesture, or action)Threaten or incite the use of physical force against a student of the school; Procure the property of others by way of threat or extortion</p> | <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> |
| 14 | <p><u>Harassment, Intimidation, Bullying:</u> engage in the sexual and/or other harassment, intimidation, bullying, or hazing of pupils or staff members; inappropriate touching; cyberbullying</p> | <p>1-4 days ISS/OSS; assault up to 10 days OSS with police notification as warranted</p> |
| 15 | <p><u>Weapons:</u> Possess or use weapons or any implement intended to harm others; (includes look-alikes)</p> | <p>Up to 10 days OSS and Police notification</p> |
| 16 | <p><u>Fire:</u> Sets a fire on school premises</p> | <p>Up to 10 days OSS and Police notification</p> |



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| 17 | <p><u>Gang Behavior:</u> 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> | <p>Saturday detention Parental Conference Police notification</p> | <p>1-4 days ISS/OSS Parental Conference Police notification</p> |
| 18 | <p><u>Gang like actions:</u> Any activity, in which more than one person verbally or physically harms, threatens or intimidates another or others.</p> | <p>1-4 days ISS/OSS and Police notification</p> | |



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:

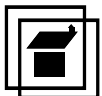
- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports 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 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 have building based team which is 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.

Restorative Practices

The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and relationships. The fundamental hypothesis of restorative practices is that human beings are happier, more cooperative, more productive and more likely to make positive changes in their behavior when those in positions of authority do things *with* them rather than *to* them or *for* them. The goals of restorative practices that respond to wrong-doing include:



- Fostering understanding of the impact of the behavior
- Repairing the harm that was done to people and relationships
- Attending to the needs of the victims and others in the school
- Avoiding imposing on students intentional pain, embarrassment and discomfort
- Actively involving others as much as possible

Restorative practices allow for a dialogue to occur that encourages children not only to take responsibility for their behavior but see their role as integral to finding a solution that repairs the relationship through conflict resolution. Outcomes are optimal for everyone involved and provide the opportunity for reflection, repair, and positive growth. WWP is committed to ensuring students assume responsibility for their actions and providing strategies for students to repair, restore, and rebuild relationships within our learning community.

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 student'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.

The following remedial measures may be taken to aid in correcting student conduct and to ensure that the student 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:



REGULATION

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.
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 student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property;
 - d. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.



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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.
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)

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.



REGULATION

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.

Below is a listing of student behaviors that are subject to student discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. All of the below are to be considered minimal guidelines and may be modified depending on specific circumstances. The behaviors include, but are not limited to:

| Infraction | Minimum Consequence | | |
|--|---|--|--|
| | 1st Offense | 2nd Offense | 3rd Offense |
| 1. Assault | 10 days OSS, Police notification, EXP/H | OSS pending EXP/H, Police notification | OSS pending EXP/H, Police notification |
| 2. Assault or fighting by a party other than a student | Police notification | | |
| 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 |



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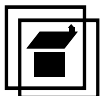
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| 5. Under the influence of alcohol, drugs or a controlled dangerous substance | 4 days OSS, Police notification, Student privileges may be suspended for a period of 30 days or the remainder of the semester, counseling, and behavior contract. | 10 days OSS, EXP/P, Police notification, student privileges will be suspended for a period of the remainder of the semester, counseling, behavior contract. | OSS pending EXP/H, Police notification |
|--|---|---|--|

| Infraction | Minimum Consequence | | |
|--|---|---|---|
| | 1st Offense | 2nd Offense | 3rd Offense |
| 6. Possession of alcohol, drugs, or 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 or for the remainder of the semester, counseling, behavior contract | OSS pending EXP/H, Police notification |
| 7. Selling and/or intent to distribute alcohol, drugs, or controlled substances (including 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/Vaping (all manners of inhaling) | 1 OSS (automatic testing for vaping) | 3 days OSS, Court Fine (local ordinance) | 4 days OSS |
| 9. Possession of tobacco products, matches and lighters, electronic vapor pens or other devices that could be used for drug paraphernalia may be considered as drug paraphernalia in application of policy | 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 & 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 | 1 day OSS | 2 days OSS | 4 days OSS |



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| | | | |
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| toward a staff member | | | |
| 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 |

| Infraction | Minimum Consequence | | |
|--|--|---|---|
| | 1st Offense | 2nd Offense | 3rd Offense |
| 19. Bias/Hate Actions: any unprovoked behavior designed to intimidate a person or a group | 4 days OSS, Police notification | 5 – 10 days OSS, Police notification | 5 – 10 days OSS, Police 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 | 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 |



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| | | | |
|--|--|---|---|
| 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. Forgery/Altering documents/ Providing false ID/ Accessing accounts for which they are not owners | 1 day OSS | 2 day OSS | 4 day OSS |
| 32. Theft from dining hall | SD 1 day OSS | 2 day OSS | 4 days OSS, Police notification |
| 33. 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 |

| Infraction | Minimum Consequence | | |
|--|--------------------------------------|--|--|
| | 1st Offense | 2nd Offense | 3rd Offense |
| 34. Procure the property of others by threat or intimidation (extortion) | 1 day OSS | 2 days OSS | 4 days OSS |
| 35. Leaving class without permission | Administrative or Saturday Detention | 2 days, Administrative or Saturday Detention | 1 day OSS |
| 36. Class Cutting | Administrative or Saturday Detention | Administrative or Saturday Detention | 3rd in course = loss of course credit and 1 SD, may result in loss of co-curricular privileges |
| 37. Leaving the building without permission | Administrative or Saturday Detention | 1 day OSS | 4 days OSS |
| 38. Truancy | Administrative or Saturday Detention | 1 day OSS | 2 days OSS |
| 39. Failure to attend Teacher Detention | Administrative or Saturday Detention | Administrative or Saturday Detention | 2 days Administrative or Saturday Detention |
| 40. Cutting Administrative Detention | Administrative or Saturday Detention | Administrative or Saturday Detention | 1 day OSS |
| 41. Cutting Saturday Detention | 1 day OSS | 2 days OSS | 4 days OSS |
| 42. Removal from Saturday Detention | 1 day OSS | 1 day OSS | 1 day OSS |



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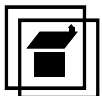
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| | | | |
|--|---|--|--|
| 43. Teacher disrespect | Administrative or Saturday Detention | Administrative or Saturday Detention | 1 day OSS |
| 44. Continued and willful disobedience | 1 day OSS | 2 days OSS | 4 days OSS |
| 45. Unauthorized use of electronic devices such as iPods, mobile phones or electronic games 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 |
| 46. Insubordination/Defiance of authority | Administrative or Saturday Detention | 1 day OSS | 2 days OSS |
| 47. Disruptive Behavior/Horse-play/ Unacceptable/ Inappropriate Behavior/ Reckless Endangerment | Administrative or Saturday Detention | 1 day OSS | 2 days OSS |
| 48. Willfully supporting an offender while breaking school rules | SD | 1 day OSS | 2 days OSS |
| 49. Being in an unauthorized area | Administrative or Saturday Detention | 1 day OSS | 3 days OSS |
| 50. 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 |

| Infraction | Minimum Consequence | | |
|--|--|--|---|
| | 1st Offense | 2nd Offense | 3rd Offense |
| 51. 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 |
| 52. Inappropriate behavior on a school bus. (AM/PM transportation) | Verbal warning and/or LP | Administrative or Saturday Detention and/or LP | Loss of privileges for the remainder of school year |
| 53. Possession of pornographic Material | Administrative or Saturday Detention HIB Investigation, | 1 day OSS HIB Investigation, | 2 days OSS HIB Investigation, |



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| Distribution of pornography | 1 Day OSS Police notification | 2 Day OSS Police notification | 4 Day OSS Police notification |
|--|---|--|--|
| 54. Distribution of any form of pornography | Police notification, HIB investigation, 1 day OSS | Police notification, HIB investigation, 2 days OSS | Police notification, HIB investigation, 4 days OSS |
| 55. Littering on school property | Administrative or Saturday Detention | Administrative or Saturday Detention | 1 day OSS |
| 56. Gambling/Games of Chance | Administrative or Saturday Detention | 1 day OSS | 4 days OSS |
| 57. Card playing | Confiscation | Administrative or Saturday Detention | Administrative or Saturday Detention |
| 58. 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 Student Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, students, and parent(s). Principals will distribute these documents to all students on the first day of each school year and to transferring students on the first day of their enrollment in this district.
2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the student of the conduct for which he/she is being disciplined; and



- b. Offer the student an opportunity to deny the charge or to present extenuating circumstances.
 4. Where the discipline is greater than an admonishment, the student'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 student 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 student is enrolled by submission of a completed written form that includes the name of the student, 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 student'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 student may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.
- H. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794



and 705(20), student discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

I. Student Rights

Students subject to the consequences of the Student 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 students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' 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 Student Rights Amendment; N.J.A.C. 6:3-6, Student 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 student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Student Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to student protections.



J. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student 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 student enrolls in the receiving district.
 - b. Written consent of the parent or adult student 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 student.
 - c. When a student transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student 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 student's past offenses on record to discriminate against that student.
 - e. All student 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 Student Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the student behavioral expectations in the Student Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the student behavioral expectations;
3. An explanation and evidence of the effectiveness of the Student 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 Student 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 Student 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: 09 November 2010

Revised: 28 June 2011

Revised: 12 May 2015

Revised: 22 March 2016

Revised: 28 June 2016

Revised: 22 May 2018

Revised: 27 August 2019

Revised: 20 September 2022



2023-2024 Procurement of Goods and Services

Educational Services Commission of New Jersey (ESCNJ) Cooperative Bid (As of 7/6/2023)

| <u>Category/Vendor</u> | <u>Bid No.</u> | <u>Expiration Date</u> |
|---|---|--------------------------------|
| Athletic Equipment and Supplies Ben Shaffer Recreation, Inc. Fitness Lifestyles, Inc. Metuchen Center Inc. dba Garden State Apparel Nickerson Corporation Partac Peat Corp Riddell | BID #ESCNJ 21/22-10 Vendor Price List - Discounts | 5/9/2022 - 5/8/2024 |
| Athletic Equipment Reconditioning and Repair Riddell | BID #ESCNJ 22/23-13 | 9/4/2022 - 9/3/2023 |
| Athletic Facility Lighting Hellas Construction, Inc. | BID #ESCNJ/AEPA-21A | 3/1/2021 - 2/28/2024 |
| Athletic Surfacing - Tracks and Courts FieldTurf Hellas Construction, Inc. Shaw | BID #ESCNJ/AEPA-20A | 6/2/2020 – 6/1/2023 |
| Auto Parts & Supplies Parts Authority, LLC | BID #ESCNJ 20/21-38 | 11/20/2020 - 11/19/2023 |
| Annual Fire Extinguisher Inspection & Related Services Allied Fire & Safety Equipment Co., Fire and Security Technologies | Bid #ESCNJ 20/21-23 | 10/16/2020 - 10/15/2023 |
| Air Purifiers (Commercial) RFS Commercial, Inc. | Bid ESCNJ 20/21-48 | 12/18/2020 - 12/17/2023 |
| Bleacher (Exterior) Systems - Purchase/Installation Nickerson Corporation | Bid #ESCNJ 19/20-26 | 3/18/2020 - 3/17/2024 |
| Bleacher (Interior) Systems - Purchase/Installation Nickerson Corporation | Bid #ESCNJ 20/21-59 | 4/27/2021 - 4/26/2024 |

| | | |
|--|------------------------------|--|
| Boiler Maintenance, Repair & Emergency Replacement Liberty Mechanical Contractors, Inc. | ESCNJ 19/20-32 | 1/18/2020 - 1/17/2024 |
| Building Access & Security Systems Open Systems Integrators, Inc. | Bid #ESCNJ 19/20-38 | 6/6/2020 - 6/5/2024 |
| Building Management Systems A.M.E., Inc. | RFP #ESCNJ 20/21-50 | 4/23/2021 - 4/22/2024 |
| Cars, Crossovers, SUV's and Trucks Franks Truck Center, Inc Mall Chevrolet | BID #ESCNJ 20/21-09 | 9/15/2020 - 9/14/2023 |
| Career & Technical Education Midwest Technology Products | BID #ESCNJ/AEPA-22.5B | 6/3/2022 – 6/2/2024 |
| Carpet & Flooring Commercial Interiors Direct, Inc. Direct Flooring The Gillespie Group, Inc. Hannon Floors | Bid #ESCNJ 19/20-05 | 9/1/2019 - 8/31/2023 Cover Page for Award.pdf Flooring Catalogue for Award 3-1-2023.pdf |
| Ceiling Tiles(check bid for brand/type per vendor) Commercial Interiors Direct The Gillespie Group, Inc. HD Supply Facilities Maintenance, LTD | Bid #ESCNJ 22/23-19 | 12/16/2022 - 12/15/2023 Ceiling Tiles Brand-Type Per Vendor.pdf |
| Classroom Supplies School Specialty, Inc. | ESCNJ 23/24-01 | 7/1/2023 - 6/30/2025 |
| Classroom Supplies - Cosmetology The Burmax Co., Inc. | BID #ESCNJ 20/21-07 | 7/31/2020 - 7/20/2024 |
| Concrete Repair Systems Ocean Construction, LLC | BID #ESCNJ 22/23-33 | 3/22/2023 – 3/21/2025 |
| Copy Machines, Printers and Document Lifecycle equipment & Services Konica Minolta Business Solutions, Inc. (Konica Minolta only) | BID #ESCNJ/AEPA-21C | 3/1/2021 -2/28/2024 |
| Copy Paper W B Mason | BID #ESCNJ 21/22-22 | 2/1/2022 - 1/31/2024 |

COVID Testing
RCA Laboratory Services dba GENETWORx

BID #ESC NJ 21/22-25

10/8/2021 -10/7/2023

Custodial Supplies
American Paper Towel Co. LLC

BID #ESC NJ 21/22-18

1/21/2022 - 1/21/2024

[Custodial Supplies - Vendors and Price Lists](#)

Aramco, Inc., d/b/a EA Morse
ATRA Janitorial Supply Co. Inc.
Bio-Shine, Inc.
Capital Supply Company
EBP Supply Solutions, Div of Imperial Dade
Spruce Industries, Inc.
Action Unlimited Resources Inc.
General Chemical & Supply Inc.
HD Supply (formerly The Home Depot Pro)
Hillyard Inc dba Hillyard Mid-Atlantic
Imperial Bag & Paper Co. LLC
John A. Earl Inc.
Penn Jersey Paper Company
RMAC Supplies
Scoles Floorshine Industries
Simplify Chemical
Spartan Chemical
Triple S
W.B. Mason

Custodial Supplies - Plastic Liners
HD Supply (formerly The Home Depot Pro)

BID #ESC NJ 21/22-04

7/1/2021 - 9/30/2023

[Plastic Liners - HD Supply](#)

Digital Readiness for Learning & Assessment Project
Comcast

RFP BID #ESC NJ 18/19-46

7/1/2019 - 6/30/2024

DNS (Data Network Solutions)
Cablevision Lightpath NJ, LLC (Altice)

Disaster Recovery RFP
All Risk, Inc.
Insurance Restoration Specialists, Inc.

ESC NJ 22/23-23

11/16/2023 – 11/15/2024

Document Management for Records Retention and Disposal RFP
AccuScan
Foveonics Imaging Technologies, Inc.

BID #ESC NJ 22/23-11

7/1/2022 – 6/30/2024

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| Document Management Services Accelerated Information Systems, Inc. Atlantic Business Products | BID #ESC NJ 20/21-19 | 7/31/2020 - 7/30/2024 |
| Electric School Bus Types B, C, D Various Vendors - Refer to Bid Documents | BID #ESC NJ 22/23-02 Electric School Bus Price Lists | 1/21/2023 – 1/20/2024 |
| Electric Truck Chassis – Class 5-8 H.K. Truck Services, Inc. Hudson County Motors, Inc. | BID #ESC NJ 22/23-32 | 3/23/2023 – 3/22/2024 |
| Electrician Services – Job Order Contacting - Regions 3 Lighton Industries, Inc. Magic Touch Construction, Co., Inc. Signal Electric Corporation | BID #ESC NJ 19/20-41 Regions 3 Award Price Lists | 6/6/2020 - 6/5/2024 |
| Electrician Services – Job Order Contacting – Region 4 Tri-State Light & Energy, Inc. | BID #ESC NJ 21/22-37 | 6/6/2022 – 6/5/2024 |
| Electrician Services – Time and Material MTB Electric, LLC, Generations Services, Inc Troller Electric, LLC | ESC NJ 23/24-02 | 7/1/2023 – 6/30/2025 |
| Electronic Cylinder Access Control Systems Hogan Security Group, LLC | ESC NJ 22/23-31 | 1/18/2023 – 1/17/2024 |
| Emergency Notification Systems Eastern Datacomm, Inc. Gemba Security Solutions, LLC Open Systems Integrators, Inc. | Bid #ESC NJ 22/23-09 | 7/27/2022 - 7/26/2024 |
| Energy Saving Device for Commercial Refrigeration eTemp | Bid #ESC NJ 20/21-15 | 8/31/2020 – 8/30/2023 |
| Environmental/Mold - Bio-Decontamination Services Pathogend of New Jersey | Bid #ESC NJ 22/23-18 | 10/19/2022 - 10/18/2024 |
| Fencing–Purchase, Installation & Rpair Fox Fence Enterprises | Bid #ESC NJ 20/21-37 | 11/20/2020 - 11/19/2023 |

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| Fire Alarm Systems: Integrated Software Based Intelligent Life Safety Alarm & Communications Technolog, Inc. Open Systems Integrators, Inc. | Bid #ESCNJ 21/22-41 | 6/25/2022 - 6/25/2024 |
| Fire Extinguisher Inspection and Related Services (Annual) Allied Fire & Safety Equipment Co. Fire and Security Technologies | BID #ESCNJ 20/21-23 | 10/16/2020 – 10/15/2023 |
| Food Service Supplies/Equip /Installation MAP International Import & Export Corp. Sam Tell & Son, Inc. | BID #ESCNJ 20/21-36 | 10/16/2020 – 10/15/2023 |
| Furniture & Accessories Academy Furniture & Supplies LLC Ackerson Drapery & Decorator Services, Inc. Bai-Lar Interior Service, Inc. Business Furniture Inc. Commercial Interiors Direct, Inc. Creative Library Concepts Global Industries, Inc. Hertz Furniture Systems, LLC Interior Concepts Corporation Jonti Craft Inc Krueger International, Inc. Lakeshore Equipment Company (Lakeshore Learning) LIAT, LLC Longo Associates, Inc. MiEN Company Nickerson New Jersey, Inc. Nickerson NY, LLC NPS Public Furniture Corp. Palmer Hamilton Limited Liability Company RFS Commercial, Inc. Safco Products Company School Specialty LLC Soyka Smith Design Studios Tanner North Jersey Furniture LLC The HON Company LLC Virco, Inc. W.B. Mason Co., Inc. WB Manufacturing, LLC | BID #ESCNJ 22/23-08 | 7/2/2022 – 7/1/2024 |

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| Furniture - AEPA School Specialty LLC | BID #ESCNJ/AEPA-22A | 6/3/2022 - 6/2/2024 |
| Generator Equipment and Maintenance Foley, Inc. Power Place, Inc. Stewart & Stevenson Power Products, LLC | Bid #ESCNJ 22/23-46 | 6/30/2023 – 6/29/2024 |
| Glass and Glazing Services Crystal Clear Glass | Bid #ESCNJ 21/22-31 | 1/21/2022 - 1/20/2024 |
| GPS Tracking Devices for Fleet Vehicles and Assets LB Technology Talosys Inc. | BID #ESCNJ 22/23-07 | 1/20/2023 – 1/19/2025 |
| Grounds Equipment 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 | BID #ESCNJ 22/23-12 | 2/22/2023 – 2/21/2024 Awarded Vendors - Grounds Equipment |
| Gym Floor Repair and Refinishing Classic Floor Finishing, Inc. | BID #ESCNJ 22/23-44 | 5/14/2023 – 5/13/2024 |
| HVAC – Airdale All Coast Service Inc | Bid #ESCNJ 22/23-17 | 8/28/2022 - 8/27/2024 |
| H.V.A.C. Repair & Maintenance Services–Job Order Contracting–All Regions Gordian | BID #ESCNJ 22/23-21 | 7/1/2022 – 6/30/2024 |
| H.V.A.C. Time & Material Hutchins HVAC, Inc In-Line Air Conditioning Co., Inc McCloskey Mechanical Contractors, Inc. Liberty Mechanical Contractors, Inc. | ESCNJ 19/20-13 | 3/18/2020 – 3/17/2024 |

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| Integrated Cloud Based Building Access/Video, Critical Emergency Communications and Mobile Application Solutions Open Systems Integrators, Inc. | BID #ESCNJ 20/21-13 | 6/30/2020 – 6/29/2024 |
| Kitchen Equipment Maintenance and Repair Services – Time and Material Jay Hill Repairs | ESCNJ 22/23-28 | 10/21/2022 – 10/20/2023 |
| Landscaping Services and Materials JCW, Inc., dba Natural Green Lawn Care | Bid #ESCNJ 23/24-09 | 8/1/2023 - 7/31/2025 |
| Lawn Care Products and Services Fisher & Son Company, Inc., JCW, Inc. dba Natural Green Lawn Care | ESCNJ 20/21-49 | 1/22/2021 - 1/21/2024 |
| Lead Testing Consulting Services (Planning for Lead Testing Consulting Services) Tectonic Engineering & Surveying Consultants P.C. TTI Environmental, Inc. Whitman | Bid #ESCNJ 19/20-31 | 12/13/2019 - 12/12/2023 Lead Testing Consulting Services.pdf |
| Lighting - LED and Other Lighting Franklin-Griffith Tri-State LED | Bid #ESCNJ 21/22-20 | 1/22/2022 - 1/21/2024 Franklin Griffith (materials only details.pdf) Tri-State LED (materials and installation details.pdf) |
| Lockers – Purchase, Installation & Repair Nickerson Corporation | BID #ESCNJ 22/23-43 | 5/6/2023 – 5/8/2025 |
| Locking Hardware & Keying Systems Craftmaster Hardware, LLC Ferguson Enterprises HD Supply Oak Security Group, LLC | Bid #ESCNJ 20/21-08 | 10/24/2020 – 10/23/2023 |
| Maintenance Equipment check bid for item list HD Supply Facilities Maintenance, LTD. Hillyard, Inc. Kärcher North America Nilfisk, Inc. Pacific Steamex Cleaning System Inc. Penn Jersey Paper Company Puresan Holdings LLC | BID #ESCNJ 22/23-15 | 1/23/2023 – 1/22/2025 MAINTENANCE EQUIPMENT REPAIR SERVICE PRICING Price Lists (Parts Only, Equipment Only, Equipment & Parts) Equipment and Parts by Vendor.pdf |

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| Cont'd Maintenance Equipment check bid for item list Scoles Floorshine Industries, L.L.C. Simplify Chemical Solutions Inc. Tennant Sales and Service Company | BID #ESCNJ 22/23-15 | 1/23/2023 – 1/22/2025 |
| Maintenance, Repair & Operation Craftmaster Hardware, LLC HD Supply Facilities Maintenance, Ltd., (formally Home Depot Pro) Oak Security Group | Bid #ESCNJ 20/21-08 | 10/24/2020 – 10/23/2024 |
| Maintenance & Repair Services Vehicles & Equipment – 14,000 lbs. Central Jersey Collision dba Elizabeth Truck Center | BID #ESCNJ 19/20-35 | 7/1/2020 - 6/30/2024 |
| Medical Supplies Performance Health Supply dba Medco Supply School Health Corporation School Nurse Supply Inc. V.E. Ralph & Sons, Inc. | BID #ESCNJ 20/21-44 | 1/16/2021 - 1/15/2024 |
| Mercury Floor – Removal B&G Restoration | Bid #ESCNJ 20/21-17 | 8/28/2020 -8/27/2024 |
| Mercury Floor – Testing Coastal Environmental Compliance | Bid #ESCNJ 20/21-16 | 8/28/2020 -8/27/2023 |
| Modular Buildings – Purchase/Repair/Removal/Rental & Installation Mobilease Module Space, Inc. | BID #ESCNJ 20/21-43 | 1/22/2021 – 1/21/2024 |
| Musical Instruments K&S Music The Music Shop, LLC | BID #ESCNJ 21/22-34 | 6/5/2022 - 6/4/2024 |
| Musical Instrument Repair K&S Music, Inc. | BID #ESCNJ 19/20-25 | 2/24/2020 – 2/23/2024 |
| Occupational and Physical Therapy Services The Stepping Stones Group, LLC General Healthcare Resources, LLC dba GHR Education | BID #ESCNJ 23/24-03 | 7/1/2023 – 6/30/2025 |
| Office Supplies W B Mason Co., Inc. | BID #ESCNJ 22/23-20 | 7/1/2022 – 6/30/2024 |

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| Paint and Supplies Sherwin-Williams | BID #ESCNJ 19/20-14 | 2/24/2020 – 2/23/2024 |
| Paving – Job Order Contracting – Regions 4 and 5 Gordian/Murray Paving and Concrete, LLC | ESCNJ 22/23-03 | 9/4/2022 – 9/3/2023 |
| Paving – Job Order Contracting – Regions 1, 2 and 3 Gordian/Garden State Sealing Inc. Murray Paving and Concrete, LLC | ESCNJ 23/24-06 | 7/1/2023 – 6/30/2025 |
| Personal Protective Equipment Bio-Shine Inc. EAI Education Northeast Janitorial Supply, Inc. Ran R Group LLC dba Eastern Janitorial Company Signature Wall Solutions dba Swiftwall SPECIAL-T, LLC VIRA INSIGHT LLC W.B. Mason Co, Inc | BID #ESCNJ 20/21-26 | 8/17/2020 – 8/16/2023 Vendor Information by Product Instructions for Use of BID #ESCNJ Bid 20/21-26 |
| Pest Control Services with IPM Mngmnt Alliance Pest Services | Bid #ESCNJ 21/22-13 | 9/16/2021 – 9/15/2023 |
| Playground Equipment, Site Furnishings, Outdoor Circuit Training & and Related Services Marturano Recreation Co., Inc. | BID #ESCNJ 20/21-06 | 7/1/2020 – 6/30/2024 |
| Playground Equipment, Site Furnishings, Outdoor Circuit Training Equipment & Related Product Ben Shaffer Recreation, Inc. | BID #ESCNJ 20/21-22 | 6/30/2020 – 6/29/2024 |
| Playground Surfacing Materials, Installation and Inspections Ben Shaffer Recreation Downes Tree Service MRC, Inc (Marturano Recreation Co., Inc.) Rubberecycle & Whirl Inc. | BID #ESCNJ 20/21-02 | 7/1/2020 – 6/30/2024 |
| Plumbing – Time and Materials Magic Touch Construction Co., Inc. | Bid #ESCNJ 21/22-01 | 7/1/2020 – 6/30/2024 |

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| Pool Supplies & Equipment Leslie's Poolmart, Inc. | BID #ESCNJ 20/21-21 | 6/30/2020 – 12/31/2023 |
| Pool Supplies, Equipment, Repair and Maintenance Main Line Commercial Pools, Inc. | BID #ESCNJ 21/22-39 | 4/24/2022 - 4/23/2024 |
| Printing Services (see category awards) Allegra Princeton Concept Print Courier Printing Corp. Deans Graphics, Envelopes & Printed Products, Inc. Ridgewood Press | BID #ESCNJ 21/22-02 Vendor Contact Information | 9/1/2021 – 8/31/2024 |
| Radio Rental Systems Goosetown Communications | BID #ESCNJ 20/21-63 | 6/4/2021 – 6/3/2024 |
| Recording & Sound Systems Purchase & Installation BIS Digital, Inc. | BID #ESCNJ 21/22-19 | 2/23/2022 – 2/22/2024 |
| Recording Systems – Purchase & Installation Gramco Word Processing, Inc.(Purchased by BIS Digital) | BID #ESCNJ 20/21-29 | 9/15/2020 – 9/14/2023 |
| Recycling Containers & Roll-out Carts T.M. Fitzgerald & Associates | BID #ESCNJ 22/23-14 | 8/1/2022 – 7/31/2024 |
| Repair and Maintenance - General Contractor - Job Order Contracting Gordian (All Regions) | Bid #ESCNJ 20/21-03 | 6/26/2020 – 6/25/2024 |
| Roofing and Envelope Services Weatherproofing Technologies, Inc. (Tremco) | Bid #ESCNJ/AEPA-21D | 3/1/2021 – 2/28/2024 |
| School Buses - A, B, C & D (see category awards) AT New York City, LLC Creative Bus Sales, Inc. Robert H. Hoover & Sons, Inc. VanCon, Inc. Wolfington Body Company, Inc. | BID #ESCNJ 22/23-24 Lowest Bid Priced By Category.pdf | 12/2/2022 – 12/1/2023 |
| School Bus - Video Surveillance Cameras –Purchase & Installation Seon Systems Sales, Inc. | BID #ESCNJ 20/21-12 | 8/12/2020 – 8/11/2024 |

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| Scientific Equipment, Accessories & Supplies School Specialty LLC | BID #ESCNJ 19/20-24 | 9/20/2019 – 9/19/2023 |
| Scoreboards and Marquees Equipment & Installation Nickerson NY, LLC | BID #ESCNJ 22/23-42 | 5/3/2023 – 5/2/2025 |
| Security – Electronic Cylinder Access Control Systems Hogan Security Group LLC | BID #ESCNJ 22/23-31 | 1/18/2023 - 1/17/2024 |
| Security Guard Services Arrow Security Metro One LPSG, Inc. | BID #ESCNJ 21/22-05 | 1/21/2022 – 1/20/2024 |
| Security – Wireless Duress Monitoring Systems Turn-Key Technologies, Inc. | Bid #ESCNJ 22/23-38 | 3/22/2023 - 3/21/2025 |
| Services - Flexible Spending Account Management Total Administrative Services Corporation | BID #ESCNJ 21/22-21 | 1/1/2022 - 12/31/2024 |
| Services - Water Meter Management Services Core & Main LP | Bid #ESCNJ 19/20-27 | 11/15/2019 - 11/14/2023 |
| Signs and Graphics, Design, Purchase, Installation KGC Enterprises, Inc. dba KC Signs and Awnings | BID #ESCNJ 21/22-26 | 4/29/2022 – 4/28/2024 |
| Staffing Services - Certified Delta-T Group North Jersey, Inc. | BID #ESCNJ 20/21-20 | 8/28/2020 - 8/27/2023 |
| Staffing Services - Non-Certified Delta-T Group North Jersey, Inc. | BID #ESCNJ 20/21-30 | 8/28/2020 - 8/27/2023 |
| Stage Curtains – Purchase, Installation and Repair Ackerson Drapery & Decorator Services, Inc. | BID #ESCNJ 22/23-39 | 3/22/2023 – 3/21/2024 |
| Synthetic Turf Maintenance/Repair and Replacement FieldTurf USA, Inc. Gold Standard Consulting LLC dba Keystone Sports Construction Hellas Construction Inc. JCW, Inc dba Natural Green Lawn Care SportCare Synthetic Field Maintenance | Bid #ESCNJ 22/23-37 | 3/22/2023 - 3/21/2024 |

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| Technology Catalog -Supplies & Services CDWG | BID #ESCNJ/AEPA -22G Technology Catalog: BID #ESCNJ/AEPA-22G | 7/1/2022 – 6/30/2024 |
| Technology - Internet and Technology Consulting Services RFP Dellicker Strategies | BID #ESCNJ 18/19-18 | 9/21/2018 - 9/20/2023 |
| Telecommunications - Voice, Unified Communications and Collaboration Services Altice/Lightpath Comcast Data Network Solutions Ring Central Spectrotel Xtel Communications | BID #ESCNJ 19/20-30 | 12/13/2019 - 12/12/2023 |
| Tent Rental and Purchase L&A Tent Rental | BID #ESCNJ 22/23-22 | 8/30/2022 - 8/29/2023 |
| Tile Restoration Services Architectural Tile Restoration LLC Tile Restoration, Inc | ESCNJ 22/23-04 | 2/22/2023 – 2/21/2025 |
| Toilet Partitions Nickerson Corporation | Bid #ESCNJ 22/23-06 | 8/28/2022 - 8/27/2024 |
| Tracks and Courts Field Turf Hellas Construction, Inc. ATT Sports, Inc | Bid #ESCNJ 22/23-47 | 6/2/2023 - 6/1/2024 |
| Turf (Synthetic) Maintenance, Repair & Replacement FieldTurf Hellas Construction Keystone Sports Construction SportCare Synthetic Field Maintenance | BID #ESCNJ 22/23-37 | 3/22/2023 – 3/21/2024 |
| Uniforms and Workwear Keyport Army & Navy Smart Stich | BID #ESCNJ 21/22-07 | 9/4/2021 – 9/3/2023 |
| Uniform Rental Services Cintas Corporation | BID #ESCNJ 21/22-35 | 3/18/2022 -3/17/2024 |
| Vape Detection Systems Coskey Electronic Systems, LLC | BID #ESCNJ 19/20-37 | 3/20/2020 – 3/19/2024 |
| Vehicles - Cars, Crossovers, SUV's and Trucks (see award) Franks Truck Center, Inc. (GMC dealer, formerly contracted to Beyer Bros. Corp.) Mall Chevrolet | Bid #ESCNJ 20/21-09 | 9/15/2020 - 9/14/2023 |

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| Vehicle Service Lifts and Accessories First Choice Automotive Parts & Equipment Steril-Koni USA, Inc. Mohawk Resources, LTD | Bid #ESCNJ 21/22-17 | 11/16/2021 - 11/15/2023 |
| Visitor Management System Raptor Technologies, LLC | BID #ESCNJ 21/22-33 | 2/21/2022 – 2/20/2024 |
| Water Bottle Filling Stations Ferguson Enterprises LLC | BID #ESCNJ 20/21-47 | 12/18/2020 – 12/17/2023 |
| Wireless Duress Monitoring Systems Turn-Key Technologies, Inc. | BID #ESCNJ 22/23-38 | 3/22/2023 – 3/21/2025 |

Educational Services Commission of New Jersey (ESCNJ) Cooperative Bid
Time and Materials - Various Trades

| <u>Category / Vendor</u> | <u>Bid Number</u> | <u>Expiration Date</u> |
|--|---|--------------------------------|
| Electrical Services (Time & Materials) MTB Electric (Mercer & Middlesex) | Bid #ESCNJ 18/19-77 | 7/1/2019 - 6/30/2025 |
| HVAC Time & Material In-Line Air Conditioning Co MERCER & MIDDLESEX | Bid #ESCNJ 19/20-13 HVAC PERCENTAGE MARKUP OVER PREVAILING WAGE.PDF | 3/18/2020 – 3/17/2024 |
| Kitchen Equipment Maintenance and Repair Services – Time & Material Jay Hill Repairs | ESCNJ 22/23-28 | 10/21/2022 – 10/20/2023 |
| Painting Services Time and Material GPC, Inc. | Bid #ESCNJ 20/21-24 | 7/1/2020 – 6/30/2024 |
| Plumbing Services - Time and Material Magic Touch Construction Co., Inc. | Bid #ESCNJ 20/21-18 | 7/1/2020 - 6/29/2024 |



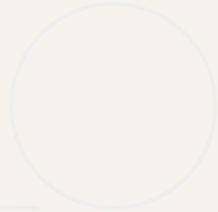
Harassment, Intimidation & Bullying Semi-Annual Report January 2023-July 2023

Dr. Lee McDonald
Deputy Superintendent

Dr. Barbara Gould
Chief Academic Officer

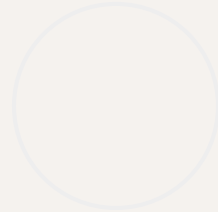
AGENDA

01



**What is
Harassment,
Intimidation &
Bullying?**

02

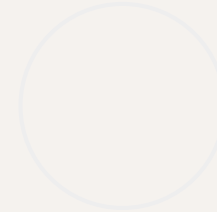


**What are the
patterns/themes in
WWP HIB data?**

03

**How does WWP
proactively address
HIB?**

04



**Additional
Strategies**

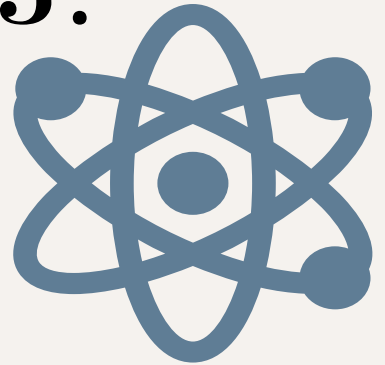
Policy

**Restorative
Practices**

DEFINITION OF HIB (HARASSMENT, INTIMIDATION, BULLYING)

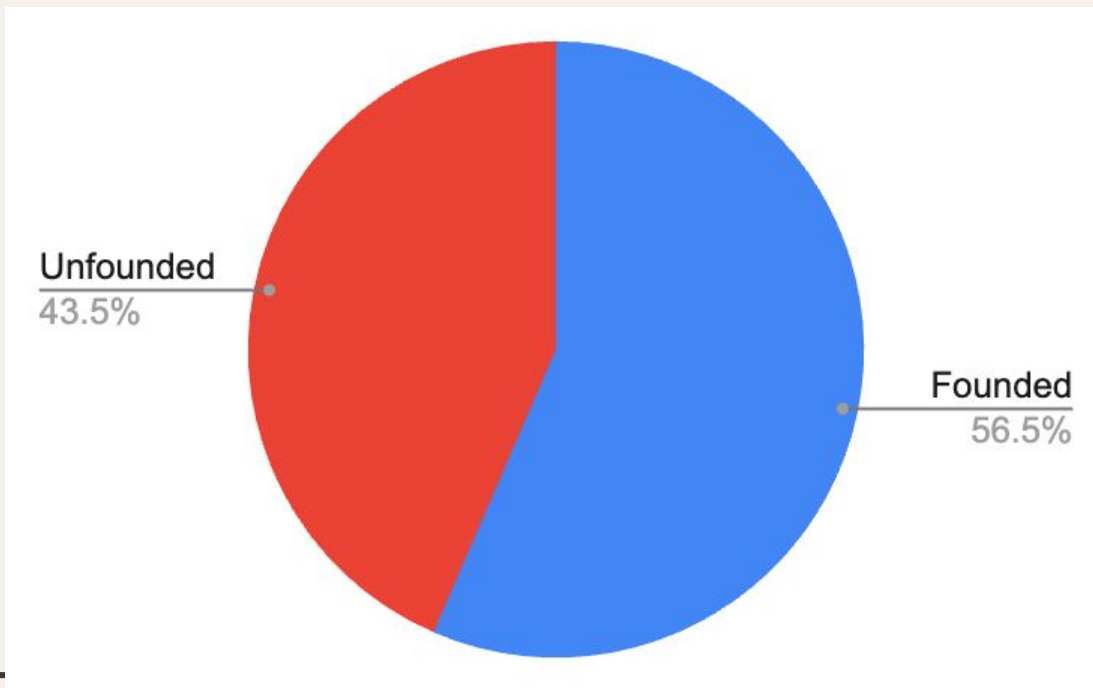
- Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents
- Reasonably perceived as being motivated either by any actual or perceived characteristic
- That takes place on school property, at any school-sponsored function [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

**What are the patterns/themes
in WWP HIB data from
January 2023-June 2023?**

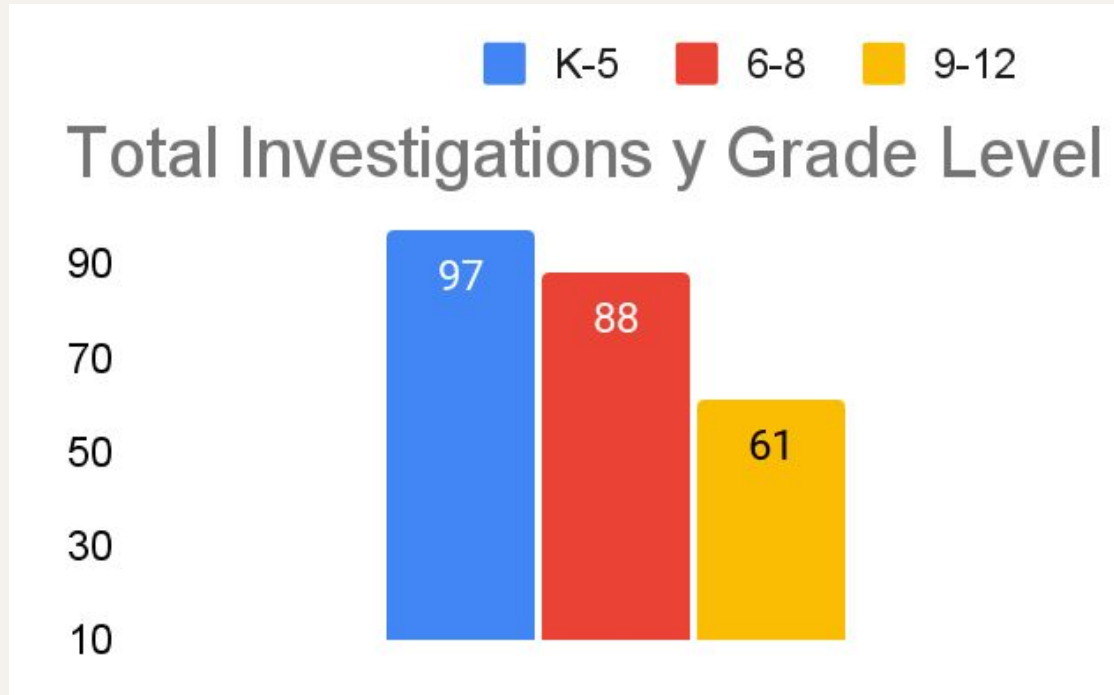


WWPRSD HIB INVESTIGATIONS REPORTING PERIOD 2

246 Investigations / 139 Founded / 107 Unfounded



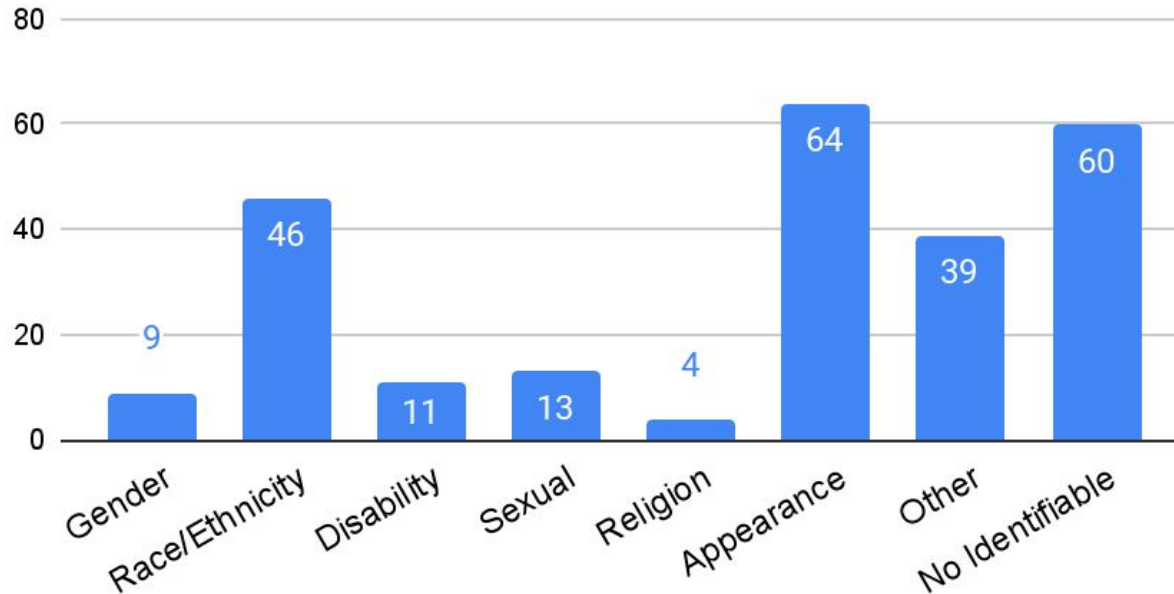
WWP HIB INVESTIGATIONS BY GRADE LEVEL



246 Investigations

WWPRSD HIB INVESTIGATIONS BY DISTINGUISHING CHARACTERISTICS

Investigations by Distinguishing Characteristic



246 Investigations

PATTERNS & TRENDS



- Increase in investigations
- Elementary School Cluster
- Appearance/Race/Ethnicity Distinguishing Characteristics

Anti-Bullying Rubric (ABR)



DOE Anti-Bullying Rubric (ARB)

- 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 or School Climate Teams
-

DOE Anti-Bullying Rubric (ARB)

- 8 Core Element Rubric to be used as a guide in assigning school / district annual grades
 - A means to educate school staff on best practices for implementing ABR
 - Developed by Anti-Bullying experts and representatives from K-12 institutions, community agencies, child advocacy groups
 - Applies to January 2023-July 2023
-

DOE Anti-Bullying Rubric (ARB)

- 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 or School Climate Teams
-

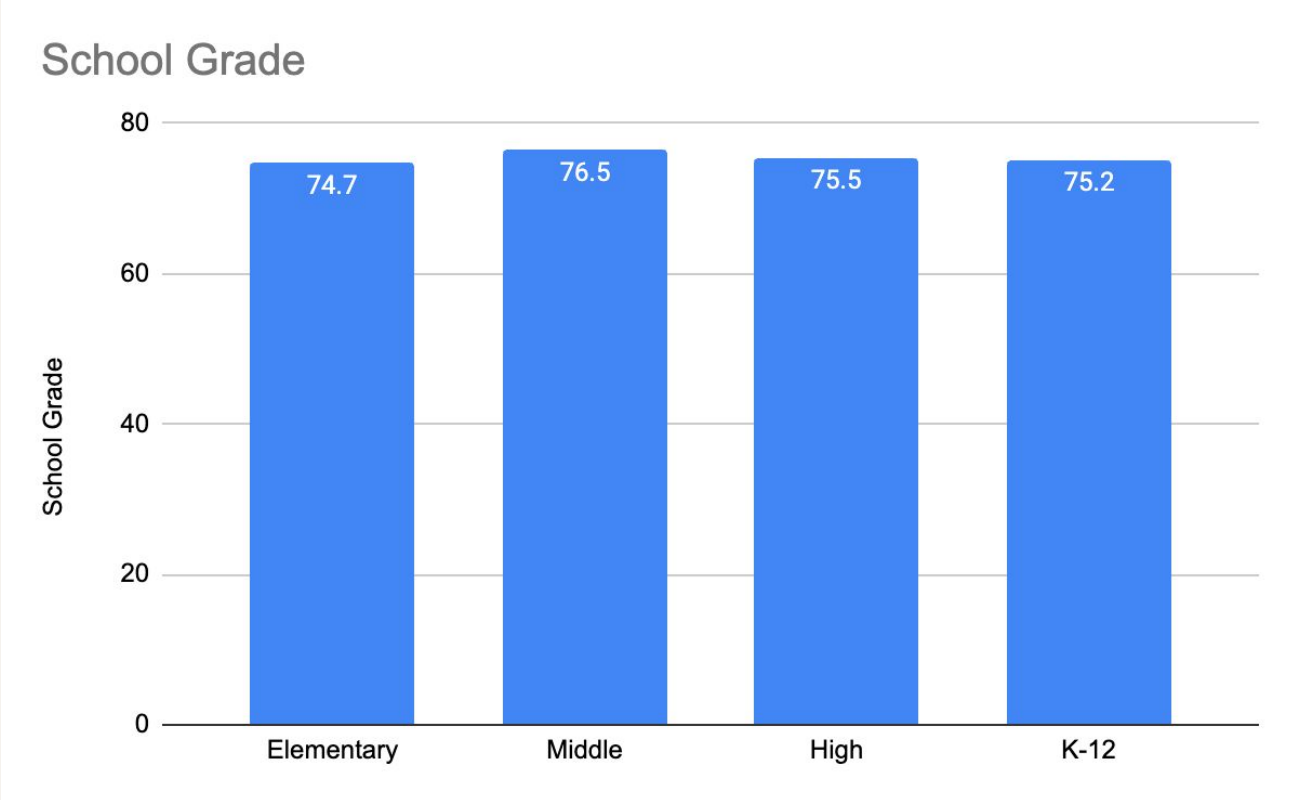
WWPRSD Average Score by Element

- **Core Element #1:** HIB Programs, Approaches or Other Initiatives
 - **Avg. School Grade 14/15**
 - **Core Element #2:** Training on the BOE- approved HIB Policy
 - **Avg. School Grade 8.9/9**
 - **Core Element #3:** Other Staff Instruction and Training Programs
 - **Avg. School Grade 13.9/15**
 - **Core Element #4:** Curriculum & Instruction on HIB & Related Information & Skills
 - **Avg. School Grade 6/6**
-

WWPRSD Average Score by Element

- **Core Element #5:** HIB Personnel
 - **Avg. School Score** 8.4/9
 - **Core Element #6:** School-Level HIB Incident Reporting Procedure
 - **Avg. School Score** 6/6
 - **Core Element #7:** HIB Investigation Procedure
 - **Avg. School Score** 12/12
 - **Core Element #8:** HIB Reporting
 - **Avg. School Score** 6/6
-

WWPRSD Average Score by Level



**Out of 78
maximum
points**

HOW DOES WWP PROACTIVELY ADDRESS HIB?

Equity Strategic Goal
&
SEL Strategic Goal &
Professional
Development

School Climate &
Culture Survey

Focus of Restorative
Practices

Student-Led Initiatives

Counseling
Programming K-12

PTSA Sponsored
Experiences

School-based Culture
& Climate Teams

Increased Mental
Health & Counseling
Staff

HIB Student & Staff &
Administrator
Training

HIB BOE Policy Changes

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a *preliminary determination* as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

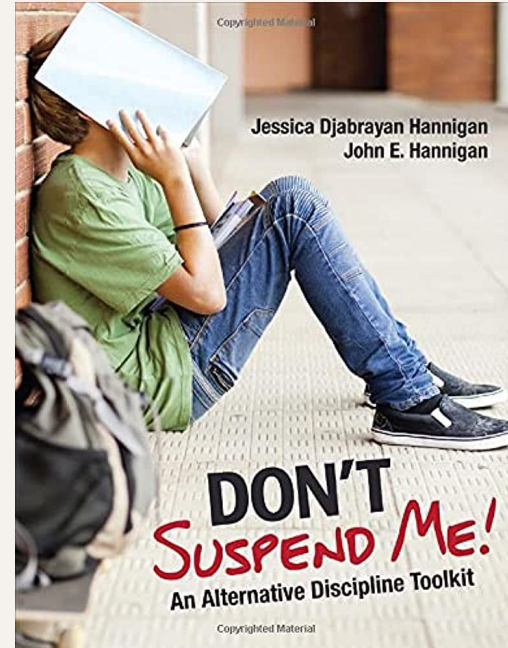
Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy.

HIB Policy - Procedural Safeguards

- 338 Form Must Be Completed
 - Superintendent Discretion
 - Parent/Guardian/Caregiver Notification
 - Parent/Guardian/Caregiver Right to Appeal
 - Board of Education Reporting
-

Code of Conduct - Alternative Discipline

- Restorative Practices
- Behavior Contract
- Counselor Check-Ins
- Conflict Resolution
- A Reflective Essay
- Restitution
- Apology letter
- Research / Presentation



What are School Restorative Practices?

Restorative Practices provides staff with the tools to improve classroom management, school discipline, and school climate through restorative interventions. Staff utilize restorative techniques when responding to problem behavior which simultaneously hold young people accountable and improve relationships among students, faculty, administrators, and parents.



-International Institute for Restorative Practices

Why Restorative Practices?



Educators have come to realize that you can't punish a child into doing anything. Instead of simply instituting harsh punishment, we need to teach kids the kind of skills, supported by research, to help them improve their behavior. In building socially responsible students, we must arm them with the ability to think critically, problem-solve, and be able to work collaboratively with others. It will be through their mastery of academic knowledge AND their capacity to engage successfully with others that will ultimately guarantee their future success. Therefore, as educators, we must invest our efforts wisely.

Benefits of Restorative Practices

- Builds relationships
- Strives to be respectful to all
- Provides the opportunity for equitable dialogue and decision making
- Involves relevant stakeholders
- Addresses harms, needs, obligations
- Encourages all to take responsibility



Restorative Questions

What happened?

What were you thinking at the time?

What have you thought about since?

Who has been affected and in what way?

How could things have been done differently?

What do you think needs to happen next?





WW-P District Mission

WW-P is committed to providing all students with a safe learning environment that is free from harassment, intimidation, and bullying (HIB).

- Adhering to the New Jersey Anti-Bullying Bill of Rights
 - Training all staff to identify, report, and address HIB
 - Proactively educating caregivers, students, Board of Education
 - Establishing positive school communities, HIB expectations and a commitment to safety and respectful behavior
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THANK YOU!

Any Questions?