



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.

AUGUST 29, 2023: 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

TBD, High School North

TBD, High School South

Liaison Appointments

New Jersey School Boards Association: Dana Krug

Plainsboro Township Committee: Rachel Juliana

Superintendent's Advisory Council: Dana Krug

West Windsor-Plainsboro Education Foundation: Graelynn McKeown

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 August 25, 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:	DCR Docket #P201-003390
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	

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

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

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. 2023-2024 Curriculum Review

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes 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.

IV. **BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

V. **MEETING**

A. **ADMINISTRATION**

To be voted on 08/29/23: 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 July 25, 2023, for the following case numbers: 248094-TCE-05082023.
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 August 29, 2023, for the following case numbers: 250539-CMS-08102023

Administrator Contracts – Merit Goal Submission

3. Authorize submission of the 2023–2024 merit goal action plan with the appropriate documentation for review and approval by the executive county superintendent for the following:

- a) Christopher Russo, Ed.D, Assistant Superintendent for Finance

School Security Drills

4. Acknowledge the following fire and security drills were performed in July 2023 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
7/12/23	7/25/23	Town Center Elementary School
7/12/23	7/18/23	Village School
7/11/23	7/13/23	Community Middle School
7/11/23	7/18/23	Thomas Grover Middle School
7/6/23	7/7/23	WW-P High School North
7/13/23	7/18/23	WW-P High School South

5. Acknowledge the following fire and security drills were performed in August 2023 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
8/18/23	8/17/23	Village School
8/2/23	8/3/23	Community Middle School
8/3/23	8/7/23	WW-P High School North

Policies and Regulations

6. First reading of the following policies and regulations:

P2419 School Threat Assessment Teams
R2419 School Threat Assessment Teams

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

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

Quality Single Accountability Continuum (QSAC)

8. Acknowledge the completed New Jersey Department of Education’s Quality Single Accountability Continuum (QSAC) district performance review (DPR) process and the district’s QSAC Performance Continuum placement determination as a “High Performing School District” pursuant to N.J.A.C. 6A:30-4.1(d).

Social Media Management

9. Approve the renewal agreement with Sprout Social, a social media management and optimization platform, from September 2023-September 2024 at a cost not to exceed \$6,201.85.

Send Hunger Packing

10. Approve the Memorandum of Agreement with Mercer Street Friends for the 2023-2024 Send Hunger Packing Program. The program provides weekend meals for participating families.

CPR Training

11. Approve an agreement with Penn Medicine for onsite CPR classes for District Nursing Team members during the 2023-2024 school year, at a cost not to exceed \$30 per person and \$1,000 for the year.

Nursing Plan - Submission

12. Submit the District's 2023-2024 Nursing Services Plan to the County Superintendent of Schools as required by the State of New Jersey.

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 \$436,500 from July 1, 2023 to June 30, 2024, previously approved on July 25, 2023.

Professional Services

14. Approve the rates for the following professional services for the 2022-2023 year:

Athletics (medical coverage for home football games)

- a) Dr. John Prodromo, \$285 per game (Princeton Orthopedic Associates)
- b) Dr. Mark Pressman, \$285 per game (Princeton Orthopedic Associates)

Special Services

Additional or Compensatory Special Education and Related Services (ACSERS)

15. Approval to accept additional/final funding for the 2022-2023 school year from the New Jersey Department of Education, Division of Finance and Business Services for Additional or Compensatory Special Education and Related Services (ACSERS) for Students with Disabilities who are 21 as of July 1, 2021, in the amount of \$424,023.00.

Additional State Aid – Chapter 192/193

16. Accept initial funds from the State of New Jersey Department of Education, under the Provisions of Chapters 192/193 for the fiscal year 2023-2024 in the amount of \$1,549.00 for transportation, \$9,300.00 for speech services, \$4,956.00 for supplementary instruction, \$5,305.00 for initial exam and class services, \$1,140.00 for annual exam and class services.

IDEA Public and Non-Public

17. Accept 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 (non-public)
Preschool (3-5 yr. olds) \$65,053 (public) \$0 (non-public)

Public School Agreements

18. Authorize the execution of tuition agreements with the following public school for students with disabilities:

a) Neptune Township School District

Professional Services

19. Elise Hobson M.Ed. NCED, Learning Disability Teacher Consultant/LDT; not to exceed \$400/per evaluation using one of these three assessments – Woodcock-Johnson IV (WJIV), Early Cognitive and Academic Development (ECAD), Weschler Individual Achievement Test (WIAT-4); \$75/per each add'l assessment along with the comprehensive assessment (as requested by the district or as I the examiner determines based on review of records or red flags during the assessment) – Comprehensive Test of Phonological Processing (CTOPP-2), Gray Oral Reading Test (GORT-V), Test of Written Language (TOWL) and up to \$2,400 through June 30, 2024.

B. CURRICULUM AND INSTRUCTION

To be voted on 08/29/23: Recommend approval of the following resolutions:

Curriculum

1. Adoption of the following new and revised curricula:

- a) Advanced Creative Design
- b) Algebra & Trigonometry
- c) American Studies 1
- d) American Studies 1 Honors
- e) AP Calculus BC Curriculum
- f) AP United States History
- g) Art 1
- h) Art 2
- i) Art 3
- j) Art 4
- k) Art 5
- l) Art K
- m) Biology
- n) Chemistry CP
- o) Chemistry Honors
- p) Child Growth and Development
- q) Chinese Grade 7

- r) Chinese Literacy & Culture Grade 5
- s) Culinary Creations
- t) Culture and Cuisine
- u) Dance II
- v) Dual Language Immersion Spanish Language Arts Kindergarten
- w) Dual Language Immersion Spanish Language Arts Grade 1
- x) ELL 1 C&D
- y) ELL 2 A&B
- z) ELL 3 A&B
- aa) ELL 4 A&B
- bb) ELL1 A&B
- cc) ELL4 C&D
- dd) Emerging Financial Markets
- ee) Family and Consumer Science Grade 6
- ff) Family and Consumer Science Grade 7
- gg) Financial Literacy RC
- hh) Geometry CP
- ii) German Grade 6
- jj) Health Kindergarten
- kk) Health Grade 1
- ll) Health Grade 2
- mm) Health Grade 3
- nn) Health Grade 6
- oo) Health Grade 7
- pp) Health Grade 8
- qq) Health Grade 9
- rr) Health Grade 10
- ss) Health Grade 11
- tt) Health Grade 12
- uu) Language Arts Grade 9
- vv) Life Skills Curriculum Grades 4&5
- ww) Math 6
- xx) Mathematics Kindergarten
- yy) Mathematics Grade 1
- zz) Mathematics Grade 2
- aaa) Mathematics Grade 3
- bbb) Mathematics Grade 4
- ccc) Mathematics Grade 5
- ddd) Media Center / Library Adaptive Grades K-3
- eee) Media Center / Library Pre-Kindergarten
- fff) Media Center / Library Kindergarten
- ggg) Media Center / Library Grade 1
- hhh) Media Center / Library Grade 2
- iii) Media Center / Library Grade 3
- jjj) Music K
- kkk) Music 1
- lll) Music 2
- mmm) Music 3
- nnn) Music 4
- ooo) Music 5
- ppp) Music Cycle 6
- qqq) Music Cycle 7

rrr)	Music Cycle 8
sss)	Music Technology II
ttt)	Physical Education Grade 6
uuu)	Physical Education Grade 7
vvv)	Physical Education Grade 8
www)	Physical Education Grade 9
xxx)	Physical Education Grade 10
yyy)	Physical Education Grade 11
zzz)	Physical Education Grade 12
aaaa)	Physics
bbbb)	Physics Honors
cccc)	Pre-Algebra H&A
dddd)	Precalculus Honors
eeee)	Preschool Curriculum
ffff)	Science Grade 6
gggg)	Science Grade 7
hhhh)	Science Grade 8
iiii)	Social Studies Kindergarten
jjjj)	Social Studies Grade 1
kkkk)	Social Studies Grade 2
llll)	Social Studies Grade 3
mmmm)	Social Studies Grade 4
nnnn)	Social Studies Grade 5
oooo)	Social Studies Grade 7
pppp)	Spanish 3
qqqq)	Spanish Academy A
rrrr)	Spanish Academy B
ssss)	Spanish Grade 4
tttt)	Spanish Grade 5
uuuu)	Spanish Language & Culture
vvvv)	Spanish Literacy & Culture Grade 5
wwww)	Theatre Arts II
xxxx)	World History

Grant

2. Accept a grant from the National Education Association Foundation, in the amount of \$3,400 to be used to fund a High School North “Diversity, Ethnicity and Inclusion Day” during the 2023-2024 school year. As part of the grant agreement, the District agrees to provide district funded support in the amount of \$350 for speaker fees and incidentals. The final report must be submitted by July 2024.

Professional Development

3. Entering into a contract with Flemington-Raritan Regional School District to provide 2023-2024 Reading Recovery professional development and technical support for ten (10) reading recovery teachers at a cost of \$9,500.

Professional Development Consultant

4. Northwest Evaluation Association to provide two half-day MAP workshops during the 2023-2024 school year, to district staff, at a cost not to exceed \$3,960 including travel.

Overnight Field Trips

5. Approval of the following overnight field trips:

High School North

- a) Senior Class to Walt Disney World in Orlando, Florida, from March 1, 2024, to March 5, 2024. The cost of the trip is approximately \$1,560 per student.

High School South

- b) Senior Class to Walt Disney World in Orlando, Florida, from March 9, 2024, to March 13, 2024. The cost of the trip is approximately \$1,560 per student.
- c) Swim Team to Coral Springs, Florida, from December 26, 2023 to December 31, 2023. The cost of the trip is approximately \$1,350 per student.

Thomas Grover Middle School

- d) Outdoor Education to Pine Forest Camp in Greeley, Pennsylvania, from June 3, 2024 through June 7, 2024. The cost of the trip is approximately \$325 per student.

Community Middle School

- e) Outdoor Education to Camp Canadensis in Canadensis, Pennsylvania, from June 7, 2024 through June 9, 2024. The cost of the trip is approximately \$250 per student.
- f) Science Olympiad to Michigan State University, East Lansing, Michigan, from May 22, 2024 through May 26, 2024. The cost of the trip is approximately \$1,200 per student.

C. FINANCE

To be voted on 08/29/23: Recommend approval of the following resolutions:

Business Services

- 1. Payment of bills as follows:
 - a) Bills List General for August 29, 2023 (run on 8-21-23) in the amount of \$16,205,724.38.
 - b) Bills List Capital for August 29, 2023 (run on 8-17-23) in the amount of \$245,814.75.
- 2. Budget adjustments as follows:
 - a) 2023-2024 school year as shown on the expense account adjustments for July 31, 2023 (run on 8-10-23) (Adjustment No. 0001-0076).
- 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 June 30, 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 June 30, 2023.

Professional Development Request for Proposal:

4. Authorize the School Business Administrator to use competitive contracting for specialized goods or services enumerated in section 45 of P.L. 1999, c. 440 (C.18A:18A-4.1) for the 2023-2024 school year. The use of this competitive contracting procedure requires Board of Education approval as per 18A:18A-4.3 in the following subject areas: Reading and Writing Workshop Professional Development Services.

Award a Negotiated Agreement After no Bids Received – Food Service Equipment

5. Award a negotiated agreement with Culinary Depot, Spring Valley, New York, for Bid #2023-03, for the Demolition, Installation and Setup of Cooler/Freezer Combos with Floor at Three Elementary Schools, as recommended by Food Services, for a lump sum amount of \$204,608.59, in accordance with *N.J.S.A. 18A:18A-5(23)c*, and *N.J.S.A. 40A:11-5 5(3)*, as no bids were received after two attempts, as reported at the June 13, 2023 Board of Education meeting.

Change Order – Referendum Projects

6. Approve Change Order No. 12 to the single overall contract of Dandrea Construction Co., West Berlin, NJ, originally awarded September 1, 2020, for Additions and Renovations to West Windsor-Plainsboro High School South, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/ Planners Project No. 5063L) for a credit to the owner for unused allowance in the amount of \$3,356.98. This change order decreases the contract amount of \$22,480,957.00 to \$22,477,600.02

Change Order – Capital Reserve

7. Approve Change Order #06 to the single overall contract of Levy Construction Company, Oaklyn, NJ, originally awarded on June 28, 2022, for Media Center Renovations at Various Buildings, as recommended by Fraytak Veisz Hopkins Duthie, PC (Architect/ Planner Project No. FVHD #5063B3/5063G5), for a credit to the owner for unused allowance in the amount of \$1,493.61. This change order decreased the contract amount from \$1,270,601.08 to \$1,269,107.47.

Change Order – Capital Reserve

8. Approve Change Order #02, utilizing New Jersey approved Cooperative Purchasing System – #65MCESCCPS, #ESC NJ 20/21-13 to Open Systems Integrators, Hamilton, NJ as awarded through June 29, 2024, to furnish and install a low voltage controller in the High School North Media Center (Architects/Planners No. 5063K2) at a not to exceed price of \$2,148.47.
9. Approve Change Order #1 to the single overall contract of Dandrea Construction Company, Berlin, NJ, originally awarded on November 1, 2022, for Additions and Alterations at JVB Wicoff Elementary School, Phase 2, as recommended by Fraytak Veisz Hopkins Duthie, PC (Architect/Planner Project No. FVHD #5339), for additional costs associated with the full depth milling and paving at the altered driveway out to Plainsboro Road for an amount

not to exceed \$31,900.00, This change order increases the contract amount from \$3,319,550 to \$3,351,450.

Procurement of Goods and Services

10. 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 as contracts expire or are extended.

An update of the NEW JERSEY STATE CONTRACTS portion of the **2023-2024** Procurement list, originally approved on May 23, 2023, is attached.

(See Attached)

Cooperative Purchases

11. Authorize the following purchase utilizing New Jersey approved Cooperative Purchasing System – #65MCESCCPS, #ESCNJ 20/21-13 to Open Systems Integrators, Hamilton, New Jersey, as awarded through June 29, 2024, for installation of a PA system at High School North for the 2023-2024 School Year at a not to exceed price of \$83,028.55.
12. Authorize a purchase utilizing New Jersey approved Cooperative Pricing System #65MCESCCPS, ESCNJ #20/21-13 to Open Systems Integrators, Hamilton, NJ as awarded through June 29, 2024 for the installation of a PA system at Wicoff Elementary School for the 2023-2024 School Year at a not to exceed price of \$61,635.69.

Capital Reserve

13. Authorize a purchase utilizing New Jersey approved Cooperative Purchasing System – #65MCESCCPS, #ESCNJ 22/23-08 to WB Manufacturing LLC, Thorp, WI as awarded through July 2, 2024 to furnish and install side panels and tops to library shelving at Maurice Hawk Elementary School at a not to exceed price of \$29,380.10 and at Village Elementary School at a not to exceed price of \$38,236.90, (Architects/Planners Project #s 5063F2/I4) utilizing capital reserve funds.

Referendum

14. Authorize a purchase utilizing New Jersey approved Cooperative Pricing System #65MCESCCPS, ESCNJ #20/21-06 to MRC, Spring Lake, NJ as awarded through June 30, 2024 to furnish and install Ultrasite 6-ft benches outside Community Middle School as part of the Addition & Renovations at Community Middle School (Architects/Planners Project No. 5063N) as recommended by Buildings & Grounds at a not to exceed price of \$8,688.40.

15. Authorize the following purchases utilizing New Jersey approved Educational Services Commission of New Jersey Cooperative Bid System #65MCESCCPS ESCNJ 22/23-08 Furniture and Accessories Prevailing Wage Contract for the Town Center Media Center Renovations (Architects/Planners Project FVHD #5063H3), utilizing referendum funds:
 - a) WB Manufacturing LLC, Thorp, WI as awarded through July 2, 2024 to furnish and install side panels and tops for library shelving at a not to exceed price of \$41,059.35.
 - b) Virco, Inc., Conway, AR, as awarded through July 2, 2024, to furnish and install tables and chairs at a not to exceed price of \$10,285.73.
 - c) Krueger International (KI), Green Bay, WI, as awarded through July 2, 2024, for lecterns at a not to exceed price of \$5,139.29.
 - d) HON Company, as awarded through July 2, 2024, for office chairs at a not to exceed price of \$949.50.
16. Authorize a purchase utilizing Educational Data Services, Inc., MSRP Furniture Bid 10430, to Hertz Furniture, as awarded through December 31, 2023, for active seating stools for the Town Center Media Center Renovations (Architects/Planners Project FVHD #5063H3), at a not to exceed price of \$901.68.

State Contract Purchases Over the Bid Limit

17. Authorize a purchase utilizing NJ State Contract #T2989-Communications Wiring Services, to Millennium Communications Group, Inc., as originally awarded through March 19, 2023, for additional labor costs to install Cat6 drops and mount customer supplied internal and external speakers at all ten district schools during 2nd shift for a total additional amount not to exceed \$14,762.07.

Capital Reserve

18. Authorize a purchase utilizing New Jersey State Contract #19-GNSV1-00630 for Spacesaver Storage Systems, Fort Atkinson, WI as awarded through December 31, 2023, to furnish and install library shelving at Maurice Hawk Elementary School at a not to exceed price of \$32,104.89 and Village Elementary School at a not to exceed price of \$54,415.22, (Architects/Planners Project #s 5063F2/I4) utilizing capital reserve funds.
19. Increase by \$3,204, the amount authorized on June 27, 2023 for a purchase utilizing New Jersey State Contract #A81621 - G2004 Furniture: Office, Lounge and Systems – Statewide, to High Point Furniture, Inc., as awarded through March 25, 2024, for soft seating for the Maurice Hawk and Village Elementary Schools Media Renovations project (FVHD Project #5063F2/5063I4) utilizing capital reserve funds to an amount not to exceed \$16,537.

Referendum

20. Authorize a purchase utilizing New Jersey State Contract #19-GNSV1-00630 for Spacesaver Storage Systems, Fort Atkinson, WI as awarded through December 31, 2023, to furnish and install library shelving at Town Center Elementary School Media Center (Architects/Planners Project #s 5063H3) at a cost not to exceed \$46,165.79 utilizing referendum funds.
21. Authorize a purchase utilizing New Jersey State Contract #A81621 - G2004 Furniture: Office, Lounge and Systems – Statewide, to High Point Furniture, Inc., as awarded through

March 25, 2024, for soft seating for the Town Center Elementary School Media Center (FVHD Project #5063H3) utilizing capital reserve funds at a cost not to exceed \$13,915.36.

Equipment Disposal

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

Grover

Aquarium, large – 1
White Board – 1

Millstone River

Chopper, Buffalo -1

Village

All Hear System - 1
Amplification System - 2
Audio Enhancement Bag of Sound - 9
Dynavox – 5
Dyanwrite – 1
Edmark Touch/Windows - 1
Enabling Devices, 1
Innocomp Say It All (AAC device) - 1
Listen to Me Device – 1
Microphone, Desktop - 1
Phonak Campus S – 1
Phonak Ear - 3
Phonak My Link – 1
Prentke Romich Aceent 700 (AAC device) -1
Prentke Romich Springboard Lite (AAC device) - 3
Prentke Romich Vantage Lite (AAC device) – 1
Pretorian Switch 2 Scan Box - 1
Printer, thermal - 1
Quantum Infrared Wireless System – 1
Quantum, Teach Logic Tower – 2
SaltilloChat PC – 1
Speaker, Amplification - 1
Speaker, Panasonic wireless – 1
Speaker, Radio Shack – 1
Voice Pal Max – 1

Transportation

Bid Rejection

23. Reject, in total, all bids for Student Transportation Bid PUB 24-4, and re-advertise the bid at a later date, as recommended by the Purchasing Specialist and as per N.J.A.C 6A:27-9.8, due to a vendor unintentionally not being included in the distribution of an addendum.

Correction

- 24. CPI correction to 2023 – 2024 Student Transportation Contract Renewal – Multi Contract Number FS-PUB22-4, route number PSA22A awarded to Four Seasons on May 23, 2023. Correct CPI is \$22.97. Total adjusted Route Cost \$71,374.84.
- 25. CPI correction to 2023 – 2024 Student Transportation Contract Renewal – Multi Contract Number FS-PUB22-4, route number SPND22A awarded to Four Seasons on May 23, 2023. Correct CPI is \$0.00. Total adjusted Route Cost \$63,412.00.

Jointures

- 26. Approve 2023-2024 Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Cranbury School District as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
SPND22A	St. Paul School & Notre Dame School	52	1	\$ 1,164.60

- 27. Approve 2023-2024 Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Robbinsville Public Schools as follows:

<u>Route</u>	<u>Destination</u>	<u>#Host Students</u>	<u>#Joiner Students</u>	<u>Revenue</u>
SPND22A	St. Paul School & Notre Dame School	52	3	\$ 3,493.80

- 28. Approve the following agreement payable by the West Windsor-Plainsboro Regional School District to DCF Office of Education for the 2023-2024 school year as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
1	DCF Regional School	2	\$33,750.00

- 29. Approve the following agreement payable by the West Windsor-Plainsboro Regional School District to East Windsor Regional School District for the 2023-2024 school year as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
912	CPC Highpoint	1	\$20,770.50

Quote – to and from school

- 30. Award the 2023-2024 Student Transportation Contract-Multi Contract Number HS29P to St. Mary Transportation, LLC as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HS29P	High School South	\$143.00	141	n/a	n/a

31. Award the 2023-2024 Student Transportation Contract-Multi Contract Number CM27A/TC11A to A-1 Limousine, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
CM27A/TC11A	Community Middle Town Center School	\$454.91	44	n/a	n/a

32. Award the 2023-2024 Student Transportation Contract-Multi Contract Number HS55A/VE51A to R&M Transportation 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>
HS55A/VE51A	High School South Village Elementary School	\$348.00	45	\$100.00	n/a

33. Award the 2023-2024 Student Transportation Contract-Multi Contract Number TG52A/MH53A to Irvin Raphael, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
TG52A/MH53A	Thomas Grover MS/ Maurice Hawk School	\$460.00	35	\$110.00	n/a

34. Award the 2023-2024 Student Transportation Contract-Multi Contract Number HS28A/DN18A to Irvin Raphael, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HS28A/DN18A	High School South Dutch Neck School	\$512.00	39	n/a	n/a

35. Award the 2023-2024 Student Transportation Contract-Multi Contract Number HSNPGA to St. Mary Transportation LLC as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HSNPGA	Post Grad Campus	\$ 183.00	110	n/a	n/a

36. Award the 2023-2024 Student Transportation Contract-Multi Contract Number DRIVER24 to Rick Bus Co. 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>
DRIVER24	Various	\$300.00	50	n/a	n/a

37. Award the 2023-2024 Student Transportation Contract-Multi Contract Number NKCLUB24 to St. Mary Transportation, LLC as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
NKCLUB24	High School South	\$130.00	137	\$30.00	\$.50

Travel and Related Expenses Reimbursement

38. 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 Reading Recovery teachers to attend 2023-2024 Reading Recovery professional development at Flemington-Raritan Regional School District at a cost of \$9,500, plus mileage.
- b) One AP Environmental Science teacher to attend APSI at PWISTA Purchase College, virtually, from August 14, 2023 through August 17, 2023, at a total cost of \$900.
- c) One District staff member to attend Principles of Public Purchasing 2 virtual classes through Rutgers University from Sept 11, 2023 through Oct 15, 2023, at a cost total of \$944, no travel. This class is required to achieve Registered Public Purchasing Specialist certification as required for position.
- d) One District staff member to attend the webinar "Bidding Process. Writing for bids and Competitive Contracts" on October 13, 2023, through Rutgers Center for Government Services, at a cost of \$113, no travel.
- e) Two District staff members to attend the Strauss Esmay Fall 2023 FMLA/FLA Program in Toms River, New Jersey on October 16, 2023, at a cost of \$145 per person, plus mileage.

Travel and Related Expenses – Board of Education

39. 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 imitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. To approve the following travel for Board of Education members:

- a) Nine Board of Education members to attend the annual New Jersey School Boards Association Workshop in Atlantic City, New Jersey, between October 23 and October 26, 2023. Registration costs are included in a group registration fee for all attendees. Board members may be reimbursed for individual costs for travel and related expenses authorized in connection with this workshop in accordance with *N.J.A.C. 6A:23A-7.11(f)*, and not to exceed \$500 per person.

D. PERSONNEL

To be voted on 08/29/23: Recommend approval of the following resolutions:

Personnel

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

Nurse Intern

2. Approve the following Nurse intern for Fall 2023:
 - a) Brianna DeLizzio (Rowan University)

Student Teacher

3. Approve the following Student Teacher for Fall 2023:
 - a) Sofia Del Gaizo (The College of New Jersey)

Job Descriptions

4. Approve the following new or revised job descriptions:
 - a) Director of Data, Assessment and Accountability
 - b) Supervisor of 6-12 Language Arts
 - c) Supervisor of 6-12 Mathematics
 - d) Supervisor of Curriculum and Instruction
 - e) Supervisor of Fine and Performing Arts
 - f) Supervisor of Instructional Technology
 - g) Supervisor of K-5 Language Arts
 - h) Supervisor of K-5 Mathematics
 - i) Supervisor of K-12 Science
 - j) Supervisor of K-12 Social Studies
 - k) Supervisor of Technology, Training and Media Resources
 - l) Supervisor of World Language and Dual Language Immersion K-12

VI. APPROVAL OF BOARD OF EDUCATION MINUTES

To be voted on 08/29/23:

- A. July 25, 2023 Meeting
- B. July 25, 2023 Closed Executive Session

VII. BOARD LIAISON REPORTS

VIII. NEW BUSINESS

IX. 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.

X. RECESS INTO CLOSED EXECUTIVE SESSION

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

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

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

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

BE IT FURTHER RESOLVED that the Board will not return to open session to conduct business at the conclusion of the executive session.

XI. ADJOURNMENT



WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

AUTOMATED PERSONNEL AGENDA REPORT

Agenda Date: 8/29/2023

Deadline for next Agenda: 9/6/2023

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								
Mercado-Walter, Minelly	Appoint	Assistant Principal		\$146,216.00 (prorated)	GMS	TBD	6/30/24	Appoint as Assistant Principal, pending employment verification, replacing Kimberly Keyack, who resigned. (Tenure Date: TBD)
Change								
Smedley, Jessica	Change	Director of Counseling		\$162,252.00 (prorated)	DIST	9/27/23	6/30/24	Change start date from TBD to 9/27/23. Change tenure date from TBD to 9/28/27.
Payment								
Keyack, Kimberly	Payment	Assistant Principal		\$979.61	GMS	8/30/23	8/30/23	Payment for unused vacation days, as per contract.
B. Certificated Staff								
Appoint								
Afonso, Adam	Appoint	Teacher Social Studies	1BA	\$62,000.00	HSS	9/1/23	6/30/24	Appoint as a Social Studies Teacher, replacing Sydney Miller, who transferred. (Tenure date: 9/2/27)
Burns, Jessica	Appoint	Teacher Elementary	0BA	\$61,000.00	MR	9/1/23	6/30/24	Appoint as an Elementary Teacher, replacing Tara Bange, who resigned. (Tenure date: 9/2/27)
Catuogno-Ash, Alyssa	Appoint	School Psychologist	7PhD	\$75,350.00	TC	9/1/23	6/30/24	Appoint as a School Psychologist, pending employment verification, replacing Lorell Levy, who retired. (Tenure date: 9/2/27)
Lopez, Maripaz	Appoint	Teacher Elementary	1BA	\$62,000.00	TC	TBD	6/30/24	Appoint as an Elementary Teacher, pending employment verification, replacing Alexis Drummond, who transferred. (Tenure date: TBD)
Manolacos, Bryan	Appoint	Teacher Mathematics 40%	2BA	\$25,200.00	HSS	9/1/23	6/30/24	Appoint as a Mathematics Teacher 40%, growth position. (Tenure date: 9/2/27)
Raju, Pratibha	Appoint	Teacher Art	0BA	\$61,000.00	GMS/CMS	TBD	6/30/24	Appoint as an Art Teacher, pending employment verification, replacing Christa Wisniewski, who transferred. (Tenure date: TBD)
Swahlon, Sarah	Appoint	Teacher Music 80% OMA		\$50,400.00	MH/TC	9/1/23	6/30/24	Appoint as a Music Teacher, pending employment verification, growth position. (Tenure date: 9/2/27)
Change								
Bongiovi, Denise	Change	Teacher Elementary	15BA	\$94,450.00	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.
DeSantis, Samantha	Change	Teacher Health & Physical Education	OMA	\$63,000.00	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.
Scuderi, Alexandria	Change	Teacher Language Arts	6MA	\$69,350.00	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.



Personnel Agenda

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

Foti II, Thomas	Change	Teacher Technology	0BA	\$61,000.00	GMS/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.
Huang, Lei	Change	Teacher Chinese	5MA+30	\$70,000.00	HSS/HSN	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Illingworth, Jessica	Change	Teacher Social Studies	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.
Kallens, Scott	Change	Teacher Social Studies	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.
Khanna, Geetika	Change	Teacher Computers	3BA	\$64,000.00	HSS	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Liriano-Crumbock, Jessica	Change	Teacher Special Education	7MA	\$71,350.00	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.
Lombardi, Alexa	Change	Teacher Elementary	0BA	\$61,000.00	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.
Meier, Madeline	Change	Teacher Music	1BA	\$62,000.00	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.
Pareja, Daniela	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.
Ridge, Steven	Change	Teacher Music	5MA	\$68,000.00	VIL	9/1/23	6/30/24	Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27.
Roseman, Ilyssa	Change	Teacher Technology	0BA	\$61,000.00	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.
Rosofsky, Chloe	Change	Teacher Elementary	0BA	\$61,000.00	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.
Sacatelli, Rachael	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.
Sheehan, Kelsey	Change	Teacher Dual Language Immersion- Language Arts	9MA	\$75,675.00	VIL	9/1/23	6/30/24	Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27.
Sheehan, Michael	Change	Teacher Dual Language Immersion- Language Arts	9BA	\$73,000.00	VIL	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.

Sky, Elle	Change	School Psychologist	0MA+30	\$65,000.00	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.
Stein, Amanda	Change	Teacher Special Education	4MA	\$67,000.00	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.
South, Rachel	Change	Teacher Elementary	1BA	\$62,000.00	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.
Thomas-Ridgway, Sally	Change	Teacher Special Education	3BA	\$64,000.00 (prorated)	HSS	9/26/23	6/30/24	Change start date from TBD to 9/26/23. Change tenure date from TBD to 9/27/27.
Torres, Gianna	Change	Teacher Special Education	1BA	\$62,000.00	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.
Brown, Cameron	Change	Teacher Science-LR	5MA	\$68,000.00 (prorated)	GMS	9/1/23	3/22/24	Change start date from TBD to 9/1/23.
Farrell, Maura	Change	Teacher Elementary-LR	3BA	\$64,000.00	TC	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Palmer, Anna	Change	Teacher Art-LR	0BA	\$61,000.00	MR	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Quattrock, Victoria	Change	Teacher Elementary-LR	0MA	\$63,000.00	TC	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
St. Victor, Samantha	Change	School Counselor-LR	1MA	\$64,000.00	VIL	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Gans, Samantha	Change	Teacher Music	14MA	\$98,000.00	MR	9/1/23	6/30/24	Change salary from BA to MA as per contract.
Haines, Kimberly	Change	Teacher Resource Specialist for Instruction and Intervention (Reading)	10MA+30	\$81,475.00	MH	9/1/23	6/30/24	Change salary from MA to MA+30 as per contract.
Tsao, Chingyun	Change	Teacher Dual Language Immersion Language Arts	1MA	\$64,000.00	MH	9/1/23	6/30/24	Change salary from BA to MA as per contract.
Osborne, Christine	Change	Teacher Science	15MA+30	\$99,975.00	HSN	9/1/23	6/30/24	Change salary to \$99,975.
Varma-Kumar, Yamini	Change	Teacher Science	11MA	\$83,000.00	HSS	9/1/23	6/30/24	Change salary to \$83,000.



Personnel Agenda

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

Kohl, Kathryn	Change	Teacher Math Support	N/C	DIST	9/1/23	6/30/24	Approval of salary as an Elementary teacher to be funded by IDEA federal grant.
Barton, Joseph	Change Location	Teacher Music	N/C	CMS/GMS	9/1/23	6/30/24	Change location from 100% CMS to 80% CMS, 20% GMS.
Beesley, Lucas	Change Location	Teacher Health & Physical Education	N/C	HSN/CMS	9/1/23	6/30/24	Change location from 60% HSN, 40% GMS to 60% HSN, 40% CMS.
Conover, Patricia	Change Location	Teacher Music	N/C	CMS	9/1/23	6/30/24	Change location from 80% CMS, 20% GMS to 100% CMS.
Drummond, Alexis	Change Location	Teacher Elementary	N/C	VIL	9/1/23	6/30/24	Change location from 100% DN to 100% VIL.
Engel, Emma	Change Location	Teacher Music	N/C	TC/VIL	9/1/23	6/30/24	Change location from 66% TC, 34% MH to 69% TC, 31% VIL.
Gans, Samantha	Change Location	Teacher Music	N/C	MR	9/1/23	6/30/24	Change location from 93% MR, 7% VIL to 100% MR.
Gifford, Jennifer	Change Location	School Psychologist	N/C	DN	9/1/23	6/30/24	Change location from 80% DN, 20% WIC to 100% DN.
Greene, Megan	Change Location	LDT-C	N/C	WIC/MR	9/1/23	6/30/24	Change location from 80% TC, 20% WIC to 80% MR, 20% WIC.
Pacella, Rebecca	Change Location	Teacher Music	N/C	WIC/DN	9/1/23	6/30/24	Change location from 79% WIC, 21% VIL to 90% WIC, 10% DN.
Samuels, Scott	Change Location	Teacher Art	N/C	HSN/MH/DN	9/1/23	6/30/24	Change location from 100% HSN to 60% HSN, 24% MH, 16% DN.
Sanchez, William	Change Location	Teacher Spanish	N/C	MH/DN	9/1/23	6/30/24	Change location from 100% MH to 86% MH, 14% DN.
Torralba, Jeffrey	Change Location	Teacher Health & Physical Education	N/C	GMS	9/1/23	6/30/24	Change location from 100% CMS to 100% GMS.
Wisniewski, Christa	Change Location	Teacher Art	N/C	GMS	9/1/23	6/30/24	Change location from 50% CMS 50% GMS to 100% GMS.
Czelusniak, Steven	Change %	Teacher Health & Physical Education- 15MA 120%	\$104.37/day	HSN	9/1/23	10/27/23	Additional per diem payment for an extra section.



Personnel Agenda

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

Kiernen-Stout, James	Change %	Teacher Health & Physical Education- 120%	15BA	\$99.55/day	HSN	9/1/23	10/27/23	Additional per diem payment for an extra section.
Mastropasqua, Taylor	Change %	Teacher Health & Physical Education- 120%	1BA	\$62.00/day	HSN	9/1/23	10/27/23	Additional per diem payment for an extra section.
Stubbs, Arthur	Change %	Teacher Health & Physical Education- 120%	15BA	\$101.35/day	HSN	9/1/23	10/27/23	Additional per diem payment for an extra section.
Warner, Trevor	Change %	Teacher Health & Physical Education- 120%	15BA	\$100.95/day	HSN	9/1/23	10/27/23	Additional per diem payment for an extra section.
Bebawi, Kimberly	Change %	Teacher Family & Consumer Science 110%	15MA+30	\$109,973.00	HSS	9/1/23	6/30/24	Change salary from 100% to 110%.
Bidwell, Jessica	Change %	Teacher Family & Consumer Science 110%	8MA+30	\$82,885.00	HSS	9/1/23	6/30/24	Change salary from 100% to 110%.
Fiocco, James	Change %	Teacher Technology 110%	4MA	\$73,700.00	CMS	9/1/23	6/30/24	Change salary from 100% to 110%.
Juarez-Stucker, Telma	Change %	Teacher Family & Consumer Science 120%	4BA	\$78,000.00	HSN	9/1/23	6/30/24	Change salary from 100% to 120%.
Kempler, Andrea	Change %	Teacher Family & Consumer Science 120%	14MA	\$112,800.00	HSS	9/1/23	6/30/24	Change salary from 100% to 120%.
Mastroianni, Elisa	Change %	Teacher Mathematics-120%	5BA	\$79,200.00	HSS	9/1/23	6/30/24	Change salary from 100% to 120%.
Leave of Absence								
Colon, Marissa	Leave- FMLA/NJFLA/CC	Health & Physical Education Teacher		N/A	GMS	2/27/24	5/27/24	FMLA/NJFLA/CC: 2/27/24-5/27/24 unpaid, with benefits. (RTW: 5/28/24)
Kosiras, Caitlyn	Leave- FMLA/NJFLA/CC	Teacher Elementary		N/A	TC	2/5/24	5/3/24	FMLA/NJFLA/CC: 2/5/24-5/3/24 unpaid, with benefits. CC: 5/6/24-6/30/24, unpaid, no benefits (RTW: 9/1/24)
Gambatese, Jaedi	Leave- CC Extend	Teacher Elementary		N/A	TC	9/1/23	6/30/24	Extend CC leave for the remainder of the 2023-2024 school year. (RTW: 9/1/24)
Rescind								
Toste, Catherine	Rescind	Speech Language Specialist		N/A	VIL	8/17/23	8/17/23	Rescind appointment as a Speech Language Specialist.
Payment								



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

Barbarasch, Eva	Payment	Speech Language Specialist		\$46,210.55	MH	8/30/23	8/30/23	Payment for unused sick days, as per contract.
Hamilton, Tina	Payment	Teacher Special Education		\$1,184.53	HSS	8/30/23	8/30/23	Payment for unused sick days, as per contract.
C. Non Certificated Staff								
Appoint								
Nodong, Pema	Appoint	Diversity, Equity, and Inclusivity Coordinator		\$115,000.00 (prorated)	DIST	TBD	6/30/24	Appoint as Diversity, Equity, and Inclusivity Coordinator, replacing Anthony Jones who resigned.
Gater, Deloris	Appoint	Secretary To	1	\$49,951.00 (prorated)	TRAN	TBD	6/30/24	Appoint as a Secretary To, pending employment verification, replacing Damary Del Toro who resigned. (Tenure date: TBD)
Lendor, Charrise	Appoint	Secretary To	1	\$49,951.00 (prorated)	CO	TBD	6/30/24	Appoint as a Secretary To, pending employment verification, replacing Jennifer Adamo who resigned. (Tenure date: TBD)
DeBonis, Kara	Appoint	Secretary 12 Months	1	\$47,554.00 (prorated)	CMS	TBD	6/30/24	Appoint as a Secretary 12 Months, pending employment verification, replacing Melissa McGrady who transferred. (Tenure date: TBD)
Chi, Martha	Appoint	Instructional Assistant	1	\$20.61/hr.	TC	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 7 hrs/day, replacing Sweetie Mehta, who resigned.
Cox, Jonathan	Appoint	Instructional Assistant	1	\$20.61/hr.	HSN	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 7.25 hrs/day, replacing Adam Dauer, who resigned.
Cole, Marci	Appoint	Instructional Assistant	1	\$21.71	CMS	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 4.5 hrs/day, replacing Bradley Todd, who resigned.
Mitra, Eshika	Appoint	Instructional Assistant	1	\$20.61/hr.	TC	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 7 hrs/day.
Patel, Bhavishaben	Appoint	Instructional Assistant	1	\$19.17/hr.	CMS	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 7.5 hrs/day, replacing Kiran Mehta, who resigned.
Prakash, Sandhya	Appoint	Instructional Assistant	1	\$19.17/hr.	DN	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 6.75 hrs/day, growth position.



Personnel Agenda

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

Santiago, Eira	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 Genesis Perez, who resigned.
Lopez-Barillas, Jennifer	Appoint	Cafeteria Aide	0	\$15.43/hr.	MH	TBD	6/30/24	Appoint as a Cafeteria Aide, pending employment verification, for 3.5 hrs/day, replacing Mary Antony who resigned.
Kriebel, Sylvia	Appoint	Security Officer "Eyes on the Door"		\$16.75/hr.	DIST	TBD	6/30/24	Appoint as security officer - "Eyes on the Door", pending employment verification, replacing Raymond Hoffinger, who transferred.
All WWPSA Staff	Appoint	All 10 month, 12 month, Secretary To Staff and Instructional Assistants		As per contract	DIST	7/1/23	6/30/24	Approve all WWPSA members for extra duty, as needed, as approved by the Supervisor.
Change								
Adams, Loretta	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7.5 hrs/day, not to exceed 40 hours per week.
Cassidy, Trinity	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7.75 hrs/day, not to exceed 40 hours per week.
Cheesman, Susanne	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7.5 hrs/day, not to exceed 40 hours per week.
Correa, Cheryl	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7 hrs/day, not to exceed 40 hours per week.
Dimanche, Jean	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 6.5 hrs/day, not to exceed 40 hours per week.
Hill, Michael	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7 hrs/day, not to exceed 40 hours per week.
Jones, Jeanette	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7.5 hrs/day, not to exceed 40 hours per week.
Livingston, Osborn	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7 hrs/day, not to exceed 40 hours per week.
Louis, Jean	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 6.5 hrs/day, not to exceed 40 hours per week.
Nixon, Brian	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7.5 hrs/day, not to exceed 40 hours per week.



Personnel Agenda

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

Nixon, Rashad	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7 hrs/day, not to exceed 40 hours per week.
Rice, Deborah	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7.75 hrs/day, not to exceed 40 hours per week.
Sanic, Norma	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7.5 hrs/day, not to exceed 40 hours per week.
Zimmermann, Laura	Change	Bus Driver		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 6.5 hrs/day, not to exceed 40 hours per week.
Carlisi, Tracy	Change	Bus Aide		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 6.5 hrs/day, not to exceed 40 hours per week.
Pender, Sheresa	Change	Bus Aide		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 5.25 hrs/day, not to exceed 40 hours per week.
Revolorio, Jason	Change	Bus Aide		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 6.5 hrs/day, not to exceed 40 hours per week.
Rundbaken, MaryAnn	Change	Bus Aide		N/C	TRAN	9/1/23	6/30/24	Change discussion to reappoint for 7 hrs/day, not to exceed 40 hours per week.
Holleran, Bridget	Change	Secretary 12 Months	1	\$47,554.00 (prorated)	HSN	8/23/23	6/30/24	Change start date from TBD to 8/23/23. Change tenure date from TBD to 8/24/26.
Daly, Tracy	Change	Instructional Assistant- Dual Language Immersion	1	\$20.61/hr.	DN	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Li, Yanhui	Change	Instructional Assistant- Dual Language Immersion	1	\$20.61/hr.	VIL	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Liou, Heng-Ling	Change	Instructional Assistant- Dual Language Immersion	1	\$20.61/hr.	MH	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Rodriguez, Cecilia	Change	Instructional Assistant- Dual Language Immersion	1	\$19.17/hr.	DN	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Agnello, Annmarie	Change	Instructional Assistant		N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Chasia, Sandhya	Change	Instructional Assistant		N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.



Personnel Agenda

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

Dey, Sara	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Ganesh, Padmavathy	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 3.75 hrs/day.
Ghosh, Sudipta	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Gorman, Elizabeth	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Gupta, Anita	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Josephson, Emily	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Kodali, Vasavi	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Kretzmann, Angela	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 3.5 hrs/day
Patten, Catherine	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS 7.25 hr/sday
Peters, Frances	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Sethu, Kalyani	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Shah, Netri Prakas	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Siano, Wendy	Change	Instructional Assistant	N/C	CMS	9/1/23	6/30/24	Change location from DIST to CMS for 7.25 hrs/day.
Bugge, Michele	Change	Instructional Assistant	N/C	DN	9/1/23	6/30/24	Change location from DIST to DN for 6.5 hrs/day.
Forst-Carlson, Linda	Change	Instructional Assistant	N/C	DN	9/1/23	6/30/24	Change location from DIST to DN for 3.25 hrs/day.



Personnel Agenda

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

O'Halloran, Josephine	Change	Instructional Assistant	N/C	DN	9/1/23	6/30/24	Change location from DIST to DN for 7 hrs/day
Tindall, Bonnie	Change	Instructional Assistant	N/C	DN	9/1/23	6/30/24	Change location from DIST to DN for 6.5 hrs/day.
Choudhury, Monalisa	Change	Instructional Assistant	N/C	GMS	9/1/23	6/30/24	Change location from DIST to GMS for 7.25 hrs./day
Cohen, Gaye	Change	Instructional Assistant	N/C	GMS	9/1/23	6/30/24	Change location from DIST to GMS for 7.25 hrs./day
Nordstrom, Jocelyn	Change	Instructional Assistant	N/C	GMS	9/1/23	6/30/24	Change location from DIST to GMS for 7.25 hrs./day
Stahura, Joanne	Change	Instructional Assistant	N/C	GMS	9/1/23	6/30/24	Change location from DIST to GMS for 7.25 hrs/day.
Tsui, Lelia-Allison	Change	Instructional Assistant	N/C	GMS	9/1/23	6/30/24	Change location from DIST to GMS for 7.25 hrs./day
Ashokkumar, Shanthi	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Franco, Monica	Change	Instructional Assistant/Bus Driver	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 8 hrs/day.
Knott, Dorothea	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Krishnan, Rajeswari	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Lackey, Roxanne	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.5 hrs/day.
LaFemina, Christine	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Lee, Kelly C.	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.5 hrs/day.
Mansfield, Maryann	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.75 hrs/day.



Personnel Agenda

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

McPhail, Tracy	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Mitchell, Tina	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Moore, Franklin	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Morelli, Daneen	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.5 hrs/day.
Pachas, Annette	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Shah, Dipika	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Singh, Priyadarshini	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Smith, Lisa Anne	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Stewart, Eric	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Tuan, Borying	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Vemulapalli, Bharathi	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Verdamanickam, Anitha	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Wonnell, Frances	Change	Instructional Assistant	N/C	HSN	9/1/23	6/30/24	Change location from DIST to HSN for 7.25 hrs/day.
Choudhury, Kishwar	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.25 hrs/day.
Cushman, Kimberly	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.25 hrs/day.



Personnel Agenda

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

Frazier, Angela	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.25 hrs/day.
Gamarnik, Aleksandr	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.5 hrs/day.
Garcia, Ramon	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.25 hrs/day.
Lapidus, Elsa	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.25 hrs/day.
Nikolaeva, Aneta	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.5 hrs/day.
Schuster, Linda	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.25 hrs/day.
Surendran, Menaka	Change	Instructional Assistant	N/C	HSS	9/1/23	6/30/24	Change location from DIST to HSS for 7.25 hrs/day.
Abbas, Munira	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 7 hrs/day.
Banerjee, Oormimala	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 7 hrs/day.
Burke, Thea	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.5 hrs/day.
Calotta, Cynthia	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.75 hrs/day.
Collins, Eileen	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.5 hrs/day.
Devine Horn, Patricia	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 7 hrs/day.
Lee, Tracey	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 7 hrs/day.
Lincoln, Diane	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH 3.5 hrs/day.



Personnel Agenda

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

Mani, Gayathri	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 7 hrs/day.
Nadkarni, Neeta	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.5 hrs/day.
Pherwani, Sunita	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.75 hrs/day.
Pitcherello, Lisa	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.5 hrs/day.
Prakash, Rekha	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.75 hrs/day.
Rosenthal, Wendy	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 7 hrs/day.
Sharma, Ashoo	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.75 hrs/day.
Shinde, Madhura	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 7 hrs/day.
Suri, Nirmala	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 6.75 hrs/day.
Waghulde, Bhagyashri	Change	Instructional Assistant	N/C	MH	9/1/23	6/30/24	Change location from DIST to MH for 3.5 hrs/day.
Aloi, Tina	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Bhatia, Samita	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 3.5 hrs/day.
Bist, Pooja	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 3.5 hrs/day.
Buck, Holly	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Jothi, Jayanthi	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.



Personnel Agenda

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

Lloyd, Regina	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Madasamy Ponniah, Vanitha	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Paradkar, Kirti	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Rosenbaum, Ellen	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Samal, Smita	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 3.5 hrs/day.
Sanyal, Malini	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Tejwani, Pooja	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Thompson, William	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Uppuluri, Madhavi	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Venkatachalam, Mangai	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Walsh, Gina	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Weinberger, Lovelyne	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Wilson, Nancy	Change	Instructional Assistant	N/C	MR	9/1/23	6/30/24	Change location from DIST to MR for 7 hrs/day.
Badrinarayanan, Revathi	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Bailin, Lori	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.



Personnel Agenda

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

Bhatia, Indu	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 3.5 hrs/day.
Boehm, Ashley	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Das, Rakhi	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
DeSilva, Dona	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Husain, Ayesha	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Hvisdock, Diana	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Jones, Maureen	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Kamath, Annapoorna	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Khemani, Bharti	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Konar, Jaba	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Lupo, Sandra	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Mishra, Nandita	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Mohapatra, Simantini	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Murray, Stacy	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Oertel, Linette	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.



Personnel Agenda

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

Osadchuk, Anna	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Perrine, Kimberley	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.5 hrs/day.
Ranganathan, Ramya	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Rossi, Mary	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Sen, Chandrani	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.75 hrs/day.
Shah, Hetal	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Sutradhar, Karuna	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 3.5 hrs/day.
Venkatraman, Durgalakshmi	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 7 hrs/day.
Warner, Jean	Change	Instructional Assistant	N/C	TC	9/1/23	6/30/24	Change location from DIST to TC for 6.5 hrs/day.
Graciani, Joel	Change	Instructional Assistant	N/C	VIL	9/1/23	6/30/24	Change location from DIST to VIL for 7 hrs/day.
Lora-Simon, Milagro	Change	Instructional Assistant	N/C	VIL	9/1/23	6/30/24	Change location from DIST to VIL for 4 hrs/day.
Ramesh, Shanmuga	Change	Instructional Assistant	N/C	VIL	9/1/23	6/30/24	Change location from DIST to VIL for 7 hrs/day.
Sorensen, Karen	Change	Instructional Assistant	N/C	VIL	9/1/23	6/30/24	Change location from DIST to VIL for 7 hrs/day.
Coudray, Eriko	Change	Cafeteria Aide	N/C	DN	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Jid, Dhara	Change	Cafeteria Aide	N/C	DN	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.



Personnel Agenda

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

Sachs, Andrea	Change	Cafeteria Aide	N/C	DN	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Shah, Parul	Change	Cafeteria Aide	N/C	DN	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Thool, Deepti	Change	Cafeteria Aide	N/C	DN	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Vannatta, Donna	Change	Cafeteria Aide	N/C	DN	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Walter, Julia	Change	Cafeteria Aide	N/C	DN	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Lee, Raymond	Change	Cafeteria Aide	N/C	MH	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Mui-Moy, Bonnie	Change	Cafeteria Aide	N/C	MH	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Nimkar, Veena	Change	Cafeteria Aide	N/C	MH	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Pender, Sheresa	Change	Cafeteria Aide	N/C	MH	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Rivera, Melinda	Change	Cafeteria Aide	N/C	MH	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Scafuto, Latia	Change	Cafeteria Aide	N/C	MH	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Arif, Zubia	Change	Cafeteria Aide	N/C	TC	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Falkowski, Patrice	Change	Cafeteria Aide	N/C	TC	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Hitchings, Maureen	Change	Cafeteria Aide	N/C	TC	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Jagnade, Aparna	Change	Cafeteria Aide	N/C	TC	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.



Personnel Agenda

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

Kurt, Nevriye	Change	Cafeteria Aide	N/C	TC	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Layne, Sharon	Change	Cafeteria Aide	N/C	TC	9/1/23	6/30/24	Change hours from 3.0 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Srinivasan, Sujatha	Change	Cafeteria Aide	N/C	TC	9/1/23	6/30/24	Change hours from 2.5 hrs/day to 3.5 hrs/day for reappointment for the 2023-2024 school year.
Moon, Marie	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.
Robinson, Pamela	Change	Security Officer "Eyes on the Door"	\$16.75/hr.	DIST	9/1/23	6/30/24	Change from Security Officer "Eyes on the Door" substitute to Security Officer "Eyes on the Door" replacing Willie Lester, who resigned.
Li, Yixiao	Change Location	Instructional Assistant- Dual Language Immersion	N/C	VIL	9/1/23	6/30/24	Change location from MH to VIL.
Tang, Wangyu	Change Location	Instructional Assistant- Dual Language Immersion	N/C	MH	9/1/23	6/30/24	Change location from VIL to MH.
Resignation							
Adamo, Jennifer	Resign	Secretary To	N/A	CO	8/25/23	8/25/23	Resign from position.
Uematsu, Maki	Resign	Instructional Assistant	N/A	HSS	6/30/23	6/30/23	Resign from position.
Gass, Stephen	Resign	Security Aide	N/A	HSS	6/30/23	6/30/23	Resign from position.
Lester, Willie	Resign	Security Officer "Eyes on the Door"	N/A	DIST	6/30/23	6/30/23	Resign from position.
Payment							
Jones, Anthony	Payment	Diversity, Equity, and Inclusivity Coordinator	\$5,457.86	DIST	8/30/23	8/30/23	Payment for unused vacation days, as per contract.
D. Substitute / Other							
Appoint							
Holden, Shohini	Appoint	Substitute Nurse (county cert.)	\$210.00/day	DIST	9/1/23	6/30/24	Appoint as a Substitute Nurse (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.

Ahmed, Sobia	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.
Paradkar, Kirti	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.
Richardson, Amani	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.
Agarwal, Ishita	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.
Anthony, Raheem	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.
Coleman, Mella	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.
Kosar, Anthony	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.
Marsch, 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.
Mookerjee, Srikant	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.
Prakash, Rekha	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.
Scialfa, Selena	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.
Sivakumar, Sunitha	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.
Reappoint							



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

McFarland, Chelsea	Reappoint	Substitute Teacher	\$115.00/day	DIST	7/1/23	6/30/24	Reappoint as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
Xie, Hui	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.
Domac, Ebru	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.
Parry, Christiana	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.
Rescind							
Bowditch, David	Rescind	Substitute Teacher	N/A	DIST	8/21/23	8/21/23	Rescind reappointment as a Substitute Teacher (NJ Cert.) as needed for temporary assignments.
E. Extracurricular / Extra Pay							
Community Middle School							
Buck, Alicia	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Carbonaro, Cynthia	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Conover, Patricia	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
DeCasperis, Erin	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Efstathios, Ariana	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Kline, Deborah	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Massih, Devin	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Saba, Rebecca	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Salvador, Edward	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.



Personnel Agenda

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

Staffieri, Monique	Extra Duty	AM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
McGuinness, Catherine	Extra Duty	PM Bus Duty	\$15.84/hr.	CMS	9/1/23	6/30/24	PM Bus Duty, not to exceed 3 hrs. per week.
Carbonaro, Cynthia	Extra Duty	PM Bus Duty	\$15.84/hr.	CMS	9/1/23	6/30/24	PM Bus Duty, not to exceed 3 hrs. per week.
Shah, Hetal	Extra Duty	PM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	Supervision, not to exceed 4 hrs. per week.
Curriculum							
Messih, Devin	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Adaptive Electives Curriculum creation; total program not to exceed 120 hours.
Scanlon, Erin	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Adaptive Electives Curriculum creation; total program not to exceed 120 hours.
Delre, Margaret	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Life Skills MD/Autism Curriculum Revisions; total program not to exceed 80 hours.
James, Hannah	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Life Skills MD/Autism Curriculum Revisions; total program not to exceed 80 hours.
Kaplan, Stephanie	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Life Skills MD/Autism Curriculum Revisions; total program not to exceed 80 hours.
Scanlon, Erin	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Life Skills MD/Autism Curriculum Revisions; total program not to exceed 80 hours.
Weiss, Brooke	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Life Skills MD/Autism Curriculum Revisions; total program not to exceed 80 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.
Baer, Debra	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Reading Recovery Summer Support; total program not to exceed 80 hours.
Savur, Rita	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 5, Curriculum Revisions; total program not to exceed 80 hours.
Schiff, Mali	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 5, Curriculum Revisions; 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.

Carpino, Heili	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 7 Team Extension Planning, Curriculum Revisions; total program not to exceed 120 hours.
Churinkas, Linda	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 7 Team Extension Planning, Curriculum Revisions; total program not to exceed 120 hours.
Hensperger, Genevieve	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 7 Team Extension Planning, Curriculum Revisions; total program not to exceed 120 hours.
Danch, Alia	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 8 Team Extension Planning, Curriculum Revisions; total program not to exceed 120 hours.
Frost, Amanda	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 8 Team Extension Planning, Curriculum Revisions; total program not to exceed 120 hours.
Selander, Maria	Extra Duty	Curriculum	\$50.00/hr.	DIST	7/1/23	8/31/23	Social Studies, Grade 8 Team Extension Planning, Curriculum Revisions; total program not to exceed 120 hours.
Dutch Neck							
Bresnahan, Marie	Extra Duty	Book Room Summer Hours	\$50.00/hr.	DN	8/1/23	8/31/23	Organizing book room; not to exceed 20 hours.
Cook, Jaime	Extra Duty	Book Room Summer Hours	\$50.00/hr.	DN	8/1/23	8/31/23	Organizing book room; not to exceed 20 hours.
ESSER							
Armstrong, Rachel	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Barbieri, Christopher	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Dolcimasciolo-Garrett, Justin	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Gilchrist, Dawn	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Haley, Kaitlyn	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Haggag, Radwa	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Harris, Cynthia	Extra Duty	ESSER	\$50.00/hr.	GMS	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.

Hipple, Tara	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Kapadia, Chandni	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Maggipinto, Gennifer	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Pacifico, Lisa	Extra Duty	ESSER	\$50.00/hr.	GMS	7/1/23	8/31/23	Open House Orientation, total program not to exceed 32 hours. (Paid through ESSER Funds)
Millstone River							
Dula, Jonathan	Extra Duty	Bus Duty	\$15.84 hr.	MR	9/1/23	6/30/24	Bus Duty, not to exceed 2.5 hrs. per week.
Pacheco, Alexis	Extra Duty	Bus Duty	\$15.84 hr.	MR	9/1/23	6/30/24	Bus Duty, not to exceed 2.5 hrs. per week.
Moving							
Barbieri, Christopher	Extra Duty	Moving	\$50.00/hr.	GMS	8/1/23	8/30/23	Moving, not to exceed 12 hours.
Belton, Stacy	Extra Duty	Moving	\$47.09/hr.	DIST	6/21/23	6/30/23	Moving; total not to exceed 12 hours
Belton, Stacy	Extra Duty	Moving	\$50.00/hr.	DIST	7/1/23	8/31/23	Moving; total not to exceed 12 hours
Brokaw, Jennifer	Extra Duty	Moving	\$50.00/hr.	GMS	8/1/23	8/30/23	Moving, not to exceed 12 hours.
Davis, Krista	Extra Duty	Moving	\$50.00/hr.	MR	7/1/23	8/31/23	Moving, not to exceed 5 hours.
Harris, Cynthia	Extra Duty	Moving	\$50.00/hr.	GMS	8/1/23	8/30/23	Moving, not to exceed 12 hours.
Henry, David	Extra Duty	Moving	\$50.00/hr.	GMS	8/1/23	8/30/23	Moving, not to exceed 12 hours.
Kloutis, Kimberly	Extra Duty	Moving	\$50.00/hr.	TC	8/1/23	8/31/23	Moving, not to exceed 12 hours.
McClendon, Teresa	Extra Duty	Moving	\$47.09/hr.	DIST	6/21/23	6/30/23	Moving; total 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.

McClendon, Teresa	Extra Duty	Moving	\$50.00/hr.	DIST	7/1/23	8/31/23	Moving; total not to exceed 12 hours
Skau, Marianne	Extra Duty	Moving	\$50.00/hr.	MH	7/1/23	8/31/23	Moving, not to exceed 12 hours.
Option II Testing							
Haley, Kaitlyn	Extra Duty	Social Studies Option II Test Creation, Administration, and Grading	\$50.00/hr.	HSS	7/1/23	8/31/23	Option II Summer Testing; total program not to exceed 80 hours.
Professional Development Planning							
Pintimalli, Dawn	Extra Duty	Professional Development Planning	\$50.00/hr.	DIST	7/1/23	8/31/23	Planning and Presenting Professional Development, "Secondary Math Book Club", total program not to exceed 36 hours.
Scanlan, Linda	Extra Duty	Professional Development Planning	\$50.00/hr.	DIST	7/1/23	8/31/23	Planning and Presenting Professional Development, "Secondary Math Book Club", total program not to exceed 36 hours.
Ketterer, Joseph	Extra Duty	Professional Development Planning	\$50.00/hr.	DIST	7/1/23	8/31/23	Planning and Presenting Professional Development, "Music Technology, total program not to exceed 12 hours.
Summer CST							
Guidotti, Cathy-Ann	Extra Duty	CST Summer Scheduling	\$47.09/hr.	CMS	6/21/23	6/30/23	CST Summer Scheduling; total GMS program not to exceed 24 hours.
Guidotti, Cathy-Ann	Extra Duty	CST Summer Scheduling	\$50.00/hr.	CMS	7/1/23	8/31/23	CST Summer Scheduling; total program not to exceed 24 hours.
Summer Literacy Camp							
Kraft, Janey	Extra Duty	Summer Literacy Camp	\$50.00/hr.	DIST	7/31/23	8/11/23	Summer Literacy Camp Nurse (Paid through ESSER funds), not to exceed 4 hrs./day.
Title I-FAST Program							
Baer, Debra	Extra Duty	Title I: FAST Program	\$50.00/hr	DIST	7/25/23	6/30/24	Title I: FAST Program Coordinator, not to exceed 40 hours.
Anas, Erica	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Baer, Debra	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Bruno, Vanessa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.



Personnel Agenda

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

Efstathios, Marisa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Gura, Elizabeth	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Incollingo, Ellen	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Keenan, Beth	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
MacPhie, Michelle	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Moore, Jessica	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Sheffield, April	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Stevenson, Shaundrika	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Valeriani, Lisa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Planning and Presenting at FAST Family Fun Day; total program not to exceed 120 hours.
Baer, Debra	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Bruno, Vanessa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Efstathios, Marisa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Gura, Elizabeth	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Incollingo, Ellen	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Keenan, Beth	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.



Personnel Agenda

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

MacPhie, Michelle	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Moore, Jessica	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Sheffield, April	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Valeriani, Lisa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	7/25/23	6/30/24	Title I: Workshop Presenter for FAST Grant Program; total program not to exceed 218 hours.
Anas, Erica	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Keenan, Beth	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Baer, Debra	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Moore, Jessica	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Efstathios, Marisa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Stevenson, Shaundrika	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Valeriani, Lisa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Gura, Elizabeth	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Incollingo, Ellen	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Sheffield, April	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.
Bruno, Vanessa	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title 1: FAST Program Planning; total program not to exceed 39 hours.



Personnel Agenda

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

MacPhie, Michelle	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/30/24	Title I: FAST Program Planning; total program not to exceed 39 hours.
Verhoog, Brianne	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/20/24	Title I: FAST Grant Parent Nights total program not to exceed 100 hours
Scanlon, Erin	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/20/24	Title I: FAST Grant Parent Nights total program not to exceed 100 hours
Coulter, Kristen	Extra Duty	Title I: FAST Program	\$50.00/hr.	DIST	9/1/23	6/20/24	Title I: FAST Grant Parent Nights total program not to exceed 100 hours
Change							
Gagnon, Amanda	Change	Special Education SOP Manual	\$50.00/hr.	DIST	7/1/23	8/31/23	Change Finalizing a Special Education Standard Operating Procedure Manual for Parents; from total program not to exceed 30 hours to 36 hours..
Yaros, Gabrielle	Change	Special Education SOP Manual	\$50.00/hr.	DIST	7/1/23	8/31/23	Change Finalizing a Special Education Standard Operating Procedure Manual for Parents; from total program not to exceed 30 hours to 36 hours..
Merkert, Ashley	Change	Special Education SOP Manual	\$50.00/hr.	DIST	7/1/23	8/31/23	Change Finalizing a Special Education Standard Operating Procedure Manual for Parents; from total program not to exceed 30 hours to 36 hours..
Fisher, Michelle	Change	Special Education SOP Manual	\$50.00/hr.	DIST	7/1/23	8/31/23	Change Finalizing a Special Education Standard Operating Procedure Manual for Parents; from total program not to exceed 30 hours to 36 hours..
Lehman, Kristen	Change	Special Education SOP Manual	\$50.00/hr.	DIST	7/1/23	8/31/23	Change Finalizing a Special Education Standard Operating Procedure Manual for Parents; from total program not to exceed 30 hours to 36 hours..
Kelly, Laura	Change	Special Education SOP Manual	\$50.00/hr.	DIST	7/1/23	8/31/23	Change Finalizing a Special Education Standard Operating Procedure Manual for Parents; from total program not to exceed 30 hours to 36 hours..
Lehman, Kristen	Change	Child Study Team - Summer Hours	Per Diem Rate	DIST	6/21/23	8/31/23	Change Summer CST (LDT-C) work, as approved by the supervisor, from not to exceed 20 days each to not to exceed 30 days each.
Green, Megan	Change	Child Study Team - Summer Hours	Per Diem Rate	DIST	6/21/23	8/31/23	Change Summer CST (LDT-C) work, as approved by the supervisor, from not to exceed 20 days each to not to exceed 30 days each.
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 40 days each to not to exceed 45 days each.
E. Stipend Athletic							



Personnel Agenda

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

Community Middle School							
Guest, Lawrence	Stipend- Athletic	Girls Soccer- MS Coach	\$3,109.00	CMS	Fall 2023	Fall 2023	Soccer-Girls MS Coach, 0 yrs. exp., paid in FULL in Dec.
DeSantis, Samantha	Stipend- Athletic	Field Hockey- MS Coach	\$3,109.00	CMS	Fall 2023	Fall 2023	Field Hockey MS Coach, 0 yrs. exp., paid in FULL in Dec.
Intramural Sports							
Ely, Justin	Stipend- Athletic	Intramurals Advisor	\$3,109.00	GMS	Fall 2023	Fall 2023	Intramurals Advisor, 1 yr. exp., Paid in full in December
Churinkas, Linda	Stipend- Athletic	Intramurals Advisor	\$3,109.00	GMS	Fall 2023	Fall 2023	Intramurals Advisor, 1 yr. exp., Paid in full in December
Tennis							
Kelly, Patrick	Stipend- Athletic	Tennis - Girls Head Coach	\$5,699.00	HSS	Fall 2023	Fall 2023	Tennis - Girls Head Coach, 0 yrs. exp., paid in FULL in Dec.
Volunteers							
Case, Jarrett	Stipend- Athletic	Volunteer Football	\$0.00	HSN/HSS	9/1/23	6/30/24	Volunteer Football.
Duan, Shiloh	Stipend- Athletic	Volunteer Volleyball	\$0.00	HSS	9/1/23	6/30/24	Volunteer Volleyball
Harris, Nimrod	Stipend- Athletic	Volunteer Football	\$0.00	HSN/HSS	9/1/23	6/30/24	Volunteer Football.
Maida, Daniel	Stipend- Athletic	Volunteer Cross Country	\$0.00	HSN	9/1/23	6/30/24	Volunteer Cross Country
Powers, Allyson	Stipend- Athletic	Volunteer Cheerleading	\$0.00	HSN/HSS	7/1/23	6/30/24	Volunteer Cheerleading.
Schattin, Jeffrey	Stipend- Athletic	Volunteer Athletics	\$0.00	HSS	9/1/23	6/30/24	Volunteer Athletics.
Straus, Samantha	Stipend- Athletic	Volunteer Ice Hockey	\$0.00	HSN	9/1/23	6/30/24	Volunteer Ice Hockey.
Van Dross, Curtis	Stipend- Athletic	Volunteer Cheerleading	\$0.00	HSN/HSS	9/1/23	6/30/24	Volunteer Cheerleading (Choreography).
Rescind							
Thompson, Jay	Rescind	Soccer - Boys MS Coach	N/A	GMS	Fall 2023	Fall 2023	Rescind Soccer -Boys MS Coach, 1 yr. exp., paid in FULL in Dec.



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

E. Stipend Non-Athletic							
Community Middle School							
Murphy, Madison	Stipend Non-Athletic	Choir	\$1,820.00	CMS	9/1/23	6/30/24	After School Choir, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Barton, Joseph	Stipend Non-Athletic	Choir	\$1,820.00	CMS	9/1/23	6/30/24	After School Choir, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Conover, Patricia	Stipend Non-Athletic	Drama Assistant Director	\$2,457.00	CMS	9/1/23	6/30/24	Drama Assistant Director, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Keeney, Megan	Stipend Non-Athletic	Drama Assistant Director	\$2,340.00	CMS	9/1/23	6/30/24	Drama Assistant Director, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Massih, Devin	Stipend Non-Athletic	Drama Director	\$3,276.00	CMS	9/1/23	6/30/24	Drama Director, 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Massih, Devin	Stipend Non-Athletic	End Of Year Video	\$3,822.00	CMS	9/1/23	6/30/24	End Of Year Video, 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Weinmann, Jeanne	Stipend Non-Athletic	First Lego Robotics League	\$5,304.00	CMS	9/1/23	6/30/24	First Lego Robotics League Advisor, 10 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Dratch, Marnie	Stipend Non-Athletic	Literary Magazine Co-Advisor	\$1,638.00	CMS	9/1/23	6/30/24	Panther Press Co-Advisor (1), 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Salvador, Edward	Stipend Non-Athletic	Literary Magazine Co-Advisor	\$1,638.00	CMS	9/1/23	6/30/24	Panther Press Co-Advisor (2), 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Bartolone, Anthony	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Barton, Joseph	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Benezs, Brittney	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Bhavsar, Priya	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Carbonaro, Cynthia	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
DeCasperis, Erin	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	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.

Edwards, Quinn	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Hornick, Stephanie	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Kline, Deborah	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Lynch, Kevin	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Maggio, Vincent	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
McGuinness, Catherine	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Nemeroff, Catherine	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Salvador, Edward	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Silvers, Lori	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Stein, Jacob	Stipend Non-Athletic	Lunch Duty	\$1,988.00	CMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Massih, Devin	Stipend Non-Athletic	Lunch Duty - Shared	\$994.00	CMS	9/1/23	6/30/24	Lunch Duty, shared 50%, paid 1/2 in Dec. and 1/2 in June.
DeCasperis, Erin	Stipend Non-Athletic	Math Counts Advisor	\$4,056.00	CMS	9/1/23	6/30/24	Math Counts Advisor, 9 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
DeCasperis, Erin	Stipend Non-Athletic	Math League Advisor	\$2,340.00	CMS	9/1/23	6/30/24	Math League Advisor, 1 yr. exp., paid 1/2 in Dec. & 1/2 in June.
Marsch, Jill	Stipend Non-Athletic	Memory Book Advisor	\$6,500.00	CMS	9/1/23	6/30/24	Memory Book Advisor, 14 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Pierce, Katherine	Stipend Non-Athletic	Memory Book Assistant	\$5,200.00	CMS	9/1/23	6/30/24	Memory Book Assistant Advisor, 11 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.

Crome, Cesia	Stipend Non-Athletic	Memory Book Assistant	\$4,160.00	CMS	9/1/23	6/30/24	Memory Book Assistant Advisor, 1 Yr. exp., paid 1/2 in Dec. & 1/2 in June.
Jones, Christopher	Stipend Non-Athletic	Orchestra	\$2,392.00	CMS	9/1/23	6/30/24	Chamber Orchestra Advisor, 7 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Zhang, Hanfang	Stipend Non-Athletic	Orchestra	\$2,288.00	CMS	9/1/23	6/30/24	Chamber Orchestra Advisor, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Lepore, Patrick	Stipend Non-Athletic	Outdoor Education Coordinator - Shared	\$1,894.33	CMS	9/1/23	6/30/24	Outdoor Education Coordinator, shared 33%, paid 1/2 in Dec. and 1/2 in June.
Postlethwait, Brooke	Stipend Non-Athletic	Outdoor Education Coordinator - Shared	\$1,894.33	CMS	9/1/23	6/30/24	Outdoor Education Coordinator, shared 33%, paid 1/2 in Dec. and 1/2 in June.
Saba, Rebecca	Stipend Non-Athletic	Outdoor Education Coordinator - Shared	\$1,894.33	CMS	9/1/23	6/30/24	Outdoor Education Coordinator, shared 33%, paid 1/2 in Dec. and 1/2 in June.
Hornick, Stephanie	Stipend Non-Athletic	Science Olympiad Advisor	\$4,420.00	CMS	9/1/23	6/30/24	Science Olympiad Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Stein, Jacob	Stipend Non-Athletic	Science Olympiad Assistant Advisor	\$2,860.00	CMS	9/1/23	6/30/24	Science Olympiad Assistant Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Verblaauw, Jason	Stipend Non-Athletic	Stage Band	\$2,080.00	CMS	9/1/23	6/30/24	After School Band Advisor, Lab Band, 0 yrs. exp. paid 1/2 in Dec. and 1/2 in June.
Woodward, Brian	Stipend Non-Athletic	Stage Band	\$2,600.00	CMS	9/1/23	6/30/24	After School Band Advisor, Jazz Band, 22 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Efstathios, Ariana	Stipend Non-Athletic	Stage Craft Advisor	\$2,340.00	CMS	9/1/23	6/30/24	Stage Craft Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Barton, Joseph	Stipend Non-Athletic	Stage Crew Advisor	\$2,080.00	CMS	9/1/23	6/30/24	Stage Crew Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Salvador, Edward	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Gamers United Club Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Peña, Jennifer	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Gamers United Club Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Peña, Jennifer	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	The Doodlers Club Advisor, 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.

Lepore, Patrick	Stipend Non-Athletic	Standard Club Advisor	\$1,950.00	CMS	9/1/23	6/30/24	Amigos Advisor, 16 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Scibienski, Faith	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Amigos Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Coppola, Melissa	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Art Mural Club Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Bhavsar, Priya	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	CMS	9/1/23	6/30/24	Bookworms Advisor, 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
DeCasperis, Erin	Stipend Non-Athletic	Standard Club Advisor	\$1,872.00	CMS	9/1/23	6/30/24	Community Cares Advisor, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Staffieri, Monique	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Community Cares Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Wilson, N'Talia	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Dance Club Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Silvers, Lori	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Debate Club Advisor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Benezs, Brittney	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Environmental Club Advisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
DeVincentz, Jenna	Stipend Non-Athletic	Standard Club Advisor	\$1,716.00	CMS	9/1/23	6/30/24	Gourmet Club Advisor (Tues.) 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
DeVincentz, Jenna	Stipend Non-Athletic	Standard Club Advisor	\$1,716.00	CMS	9/1/23	6/30/24	Gourmet Club Advisor (Thurs.) 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Bhavsar, Priya	Stipend Non-Athletic	Standard Club Advisor-Shared	\$780.00	CMS	9/1/23	6/30/24	Equity & Social Justice Club Advisor, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Benezs, Brittney	Stipend Non-Athletic	Standard Club Advisor-Shared	\$780.00	CMS	9/1/23	6/30/24	Equity & Social Justice Club Advisor, shared 50%, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Salvador, Edward	Stipend Non-Athletic	Standard Club Advisor-Shared	\$780.00	CMS	9/1/23	6/30/24	GSA Club Advisor, shared 50%, 0 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Benezs, Brittney	Stipend Non-Athletic	Standard Club Advisor-Shared	\$780.00	CMS	9/1/23	6/30/24	GSA Club Advisor, shared 50%, 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.

Andersen, Brittany	Stipend Non-Athletic	Student Council Advisor	\$3,718.00	CMS	9/1/23	6/30/24	Student Council Advisor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Efstathios, Ariana	Stipend Non-Athletic	Student Council Advisor	\$3,549.00	CMS	9/1/23	6/30/24	Student Council Advisor, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Garcia, Madeline	Stipend Non-Athletic	Student Council Assistant Advisor	\$2,600.00	CMS	9/1/23	6/30/24	Student Council Assistant Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Keeney, Megan	Stipend Non-Athletic	TV Production PN-Shared	\$780.00	CMS	9/1/23	6/30/24	TV Production Club, PN, shared 33%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Efstathios, Ariana	Stipend Non-Athletic	TV Production PN-Shared	\$780.00	CMS	9/1/23	6/30/24	TV Production Club, PN, shared 33%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Massih, Devin	Stipend Non-Athletic	TV Production PN-Shared	\$780.00	CMS	9/1/23	6/30/24	TV Production Club, PN, shared 33%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Lepore, Patrick	Stipend Non-Athletic	TV Production WUC	\$2,925.00	CMS	9/1/23	6/30/24	TV Production Club WUC Advisor, 15 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Grover Middle School							
Johnston, Jodi	Stipend Non-Athletic	Choir	\$2,275.00	GMS	9/1/23	6/30/24	Choir, 24 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Meier, Madeline	Stipend Non-Athletic	Choir	\$1,820.00	GMS	9/1/23	6/30/24	Choir, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Fitzpatrick, Beth	Stipend Non-Athletic	Eighth Grade Connection	\$2,275.00	GMS	9/1/23	6/30/24	Project Pride/ Eighth Grade Connection, 13 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Coppola, Richard	Stipend Non-Athletic	End of the Year Video	\$4,550.00	GMS	9/1/23	6/30/24	End of the Year video, 11 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Harrington, Honour	Stipend Non-Athletic	Future City Advisor	\$4,862.00	GMS	9/1/23	6/30/24	Future City Advisor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Zola, Anna	Stipend Non-Athletic	Future City Assistant	\$3,146.00	GMS	9/1/23	6/30/24	Future City Assistant, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Licato, April	Stipend Non-Athletic	Math Counts Advisor	\$3,380.00	GMS	9/1/23	6/30/24	Math Counts, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Pacifico, Lisa	Stipend Non-Athletic	Math League	\$2,925.00	GMS	9/1/23	6/30/24	Math League, 17 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.

Frost, Amanda	Stipend Non-Athletic	Memory Book Assistant	\$4,160.00	GMS	9/1/23	6/30/24	Memory Book Assistant, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Nelson, Nicole	Stipend Non-Athletic	Memory Book Assistant	\$4,160.00	GMS	9/1/23	6/30/24	Memory Book Assistant, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Lipman, Johanna	Stipend Non-Athletic	Memory Book Advisor	\$6,500.00	GMS	9/1/23	6/30/24	Memory Book Advisor, 21 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Caravaglio, Natalie	Stipend Non-Athletic	Orchestra	\$2,184.00	GMS	9/1/23	6/30/24	Chamber Orchestra, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Dietler-Basta, Erica	Stipend Non-Athletic	Orchestra	\$2,080.00	GMS	9/1/23	6/30/24	Chamber Orchestra, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Haggag, Radwa	Stipend Non-Athletic	School Store-Shared	\$1,716.00	GMS	9/1/23	6/30/24	School Store, shared 50 %, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Hoeflinger, Kimberly	Stipend Non-Athletic	School Store-Shared	\$1,794.00	GMS	9/1/23	6/30/24	School Store, shared 50 %, 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Per, Steven	Stipend Non-Athletic	Science Olympiad Advisor	\$4,862.00	GMS	9/1/23	6/30/24	Science Olympiad Advisor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Stevenson, Alysha	Stipend Non-Athletic	Science Olympiad Assistant	\$2,860.00	GMS	9/1/23	6/30/24	Science Olympiad Assistant, 2 yrs. exp., paid 1/2 in Dec and 1/2 in June
Ferrara, Shannon	Stipend Non-Athletic	Stage Band	\$2,496.00	GMS	9/1/23	6/30/24	Jazz Band, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Ali, Sukaina	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Henna Club, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Barbieri, Christopher	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00 (prorated)	GMS	9/1/23	12/31/23	Cricket Club, Fall 2023, 0 yrs. exp., paid in FULL in Dec.
Chiocca, Diane	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	GMS	9/1/23	6/30/24	Hands Across the Water Club, 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Frost, Amanda	Stipend Non-Athletic	Standard Club Advisor	\$1,794.00	GMS	9/1/23	6/30/24	Yoga Club, 8 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Gandy, Heather	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	GMS	9/1/23	6/30/24	Scroll Saw Advisor, 3 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.

Haggag, Radwa	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Muslim Student Alliance, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Harrington, Honour	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	STEM Club, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Hipple, Tara	Stipend Non-Athletic	Standard Club Advisor	\$1,794.00	GMS	9/1/23	6/30/24	Peer Leaders, 7 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Hoeflinger, Kimberly	Stipend Non-Athletic	Standard Club Advisor	\$1,950.00	GMS	9/1/23	6/30/24	Peer Leaders, 14 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Johnson, Henry	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Black Student Union Club, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Kumor, Zachory	Stipend Non-Athletic	Standard Club Advisor	\$1,716.00	GMS	9/1/23	6/30/24	Project Pride, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Massih, Devin	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Spectrum, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
McGrath, Alexis	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Disney Club, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Mueller, Devin	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	GMS	9/1/23	6/30/24	Book Club Advisor, 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
O'Grady, Lauren	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Debate Club, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Pacifico, Lisa	Stipend Non-Athletic	Standard Club Advisor	\$1,716.00	GMS	9/1/23	6/30/24	Stock Market Club, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Per, Steven	Stipend Non-Athletic	Standard Club Advisor	\$1,794.00	GMS	9/1/23	6/30/24	Solar Car Advisor, 7 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Piotrowski, Jamie	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	GMS	9/1/23	6/30/24	Project Pride, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Ricciardi, Jason	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	GMS	9/1/23	6/30/24	Film/Movie Club, 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Santangelo, Regina	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Minds Matter, 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.

Shaugnessy, Peter	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Board Games Club, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Shaugnessy, Peter	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Student News Club, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Siano, Valerie	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	GMS	9/1/23	6/30/24	Sign Language, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Tummillo, Nancy	Stipend Non-Athletic	Standard Club Advisor	\$1,716.00	GMS	9/1/23	6/30/24	Chess Club, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Wachtin, Heidi	Stipend Non-Athletic	Standard Club Advisor	\$1,638.00	GMS	9/1/23	6/30/24	Shakespeare Club, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Wilson, N'Talia	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Dance Club, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Wisniewski, Christa	Stipend Non-Athletic	Standard Club Advisor	\$1,560.00	GMS	9/1/23	6/30/24	Mural Art Club, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Kinney, Bethann	Stipend Non-Athletic	Standard Club Advisor-Shared	\$780.00	GMS	9/1/23	6/30/24	Environmental Club, shared 50%, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Tummillo, Nancy	Stipend Non-Athletic	Standard Club Advisor-Shared	\$819.00	GMS	9/1/23	6/30/24	Environmental Club, shared 50%, 3 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Haley, Kaitlyn	Stipend Non-Athletic	Student Council Advisor	\$3,380.00	GMS	9/1/23	6/30/24	Student Council Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Ali, Sukaina	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Barbieri, Christopher	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Ditzel, Marina	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Frame, Craig	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Gandy, Heather	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	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.

Harrington, Honour	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Hipple, Tara	Stipend Non-Athletic	Lunch Duty-Shared	\$994.00	GMS	9/1/23	6/30/24	Lunch Duty, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Maggipinto, Gennifer	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Massih, Devin	Stipend Non-Athletic	Lunch Duty-Shared	\$994.00	GMS	9/1/23	6/30/24	Lunch Duty, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Mueller, Devin	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Robinson, Todd	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Wachtin, Heidi	Stipend Non-Athletic	Lunch Duty	\$1,988.00	GMS	9/1/23	6/30/24	Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
High School North							
Grygiel, Donna	Stipend Non-Athletic	Future Problem Solvers	\$3,900.00	HSN	9/1/23	6/30/24	Future Problem Solvers Advisor, 0 yrs. exp., paid 1/2 in Dec. & 1/2 in June.
Kocher, Susan	Stipend Non-Athletic	HOSA Advisor	\$2,600.00	HSN	9/1/23	6/30/24	HOSA Advisor, 2 yrs. exp., paid 1/2 in Dec and 1/2 in June.
Beesley, Lucas	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
Carroll, Kathryn	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
Radice, Debra	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
Julius, Chelsea	Stipend Non-Athletic	Model Congress	\$2,574.00	HSN	9/1/23	6/30/24	Model Congress Advisor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Eggert, David	Stipend Non-Athletic	Pool Supervisor	\$995.00	HSN	9/1/23	6/30/24	Pool Supervisor, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June.
Carter, Kenneth	Stipend Non-Athletic	Spring Musical, Asst. Director	\$4,875.00	HSN	9/1/23	6/30/24	Spring Musical, Assistant Director, 11 yrs. exp., paid in FULL in June.



Personnel Agenda

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

Jackson, Michael	Stipend Non-Athletic	Ultimate Frisbee Club Advisor	\$2,600.00	HSN	9/1/23	6/30/24	Ultimate Frisbee Advisor, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Mentor							
Collins, Melissa	Stipend Non-Athletic	Mentor	\$2,010.00	WIC	9/1/23	6/30/24	Mentor for Laura Jensen, paid in 1/2 in Dec. and 1/2 in June.
Episcopo, Kelsey	Stipend Non-Athletic	Mentor	\$2,010.00	DN	9/1/23	6/30/24	Mentor for Georgia Young, paid in 1/2 in Dec. and 1/2 in June.
Fiocco, James	Stipend Non-Athletic	Mentor	\$2,010.00	CMS	9/1/23	6/30/24	Mentor for Ilyssa Roseman, paid 1/2 in Dec. and 1/2 in June.
Jinks, Melissa	Stipend Non-Athletic	Mentor	\$2,010.00	TC	9/1/23	6/30/24	Mentor for Victoria Quattroco, paid 1/2 in Dec. and 1/2 in June
McMullen, Alison	Stipend Non-Athletic	Mentor	\$2,010.00	MH	9/1/23	6/30/24	Mentor for Rachel South, paid 1/2 in Dec. and 1/2 in June.
McCarthy, Tara	Stipend Non-Athletic	Mentor	\$2,010.00	HSN	9/1/23	6/30/24	Mentor for Jessica Liriano-Crumbock, paid 1/2 in Dec. and 1/2 in June.
Ralston, Christine	Stipend Non-Athletic	Mentor	\$2,010.00	MH	9/1/23	6/30/24	Mentor for Christine Shigeta, paid 1/2 in Dec. and 1/2 in June.
Shwom, Heather	Stipend Non-Athletic	Mentor	\$2,010.00 (prorated)	WIC	9/1/23	12/31/23	Mentor for Briana Fernandes, paid in FULL in Dec.
Singleton- Baldrey, Rebecca	Stipend Non-Athletic	Mentor	\$2,010.00	DN	9/1/23	6/30/24	Mentor for Danielle Spalding, paid in 1/2 in Dec. and 1/2 in June.
Spender, Maria Jose	Stipend Non-Athletic	Mentor	\$2,010.00	DN	9/1/23	6/30/24	Mentor for Maria Bouchard, paid in 1/2 in Dec. and 1/2 in June.
Stevens, Julie	Stipend Non-Athletic	Mentor	\$2,010.00	TC	9/1/23	6/30/24	Mentor for Alizah Washington, paid in 1/2 in Dec. and 1/2 in June.
Robotics							
Kamen, Libby	Stipend Non-Athletic	Robotics Club	\$4,862.00	HSN	9/1/23	6/30/24	Robotics Advisor, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Bunca, Jeffrey	Stipend Non-Athletic	Robotics Club, Assistant	\$3,900.00	HSN	9/1/23	6/30/24	Robotics Assistant, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Foti II, Thomas	Stipend Non-Athletic	Robotics Club, Assistant	\$3,900.00	HSN	9/1/23	6/30/24	Robotics Assistant, 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.

Mulvey, Sam	Stipend Non-Athletic	Robotics Club, Assistant	\$3,900.00	HSN	TBD	6/30/24	Robotics Assistant, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Kamen, Libby	Stipend Non-Athletic	Robotics Club	\$4,862.00	HSS	9/1/23	6/30/24	Robotics Advisor, 6 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Bunca, Jeffrey	Stipend Non-Athletic	Robotics Club, Assistant	\$3,900.00	HSS	9/1/23	6/30/24	Robotics Assistant, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Mulvey, Sam	Stipend Non-Athletic	Robotics Club, Assistant	\$3,900.00	HSS	TBD	6/30/24	Robotics Assistant, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Foti II, Thomas	Stipend Non-Athletic	Robotics Club, Assistant	\$3,900.00	HSS	9/1/23	6/30/24	Robotics Assistant, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Special Services							
Bard, Jennifer	Stipend Non-Athletic	Head Teacher	\$1,420.00	HSN	9/1/23	6/30/24	Head Teacher, paid 1/2 in Dec. and 1/2 in June.
Kemo, Kerry	Stipend Non-Athletic	Head Teacher	\$1,420.00	HSS	9/1/23	6/30/24	Head Teacher, paid 1/2 in Dec. and 1/2 in June.
Keller, Elizabeth	Stipend Non-Athletic	Head Teacher-Shared	\$710.00	CMS	9/1/23	6/30/24	Head Teacher, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Verhoog, Brianne	Stipend Non-Athletic	Head Teacher-Shared	\$710.00	CMS	9/1/23	6/30/24	Head Teacher, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Hoeflinger, Kimberly	Stipend Non-Athletic	Head Teacher	\$1,420.00	GMS	9/1/23	6/30/24	Head Teacher, paid 1/2 in Dec. and 1/2 in June.
Reil, Lizbeth	Stipend Non-Athletic	Grade Level Leader - 4th & 5th grade	\$2,239.00	VIL	9/1/23	6/30/24	Grade Level Leader, paid 1/2 in Dec. and 1/2 in June.
Scanlon, Erin	Stipend Non-Athletic	Grade Level Leader - 3rd, 4th & 5th grade	\$2,585.00	MR	9/1/23	6/30/24	Grade Level Leader, paid 1/2 in Dec. and 1/2 in June.
Jarvis, Alexa	Stipend Non-Athletic	Grade Level Leader-Shared	\$1,292.50	TC	9/1/23	6/30/24	Grade Level Leader, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Barletta, Melissa	Stipend Non-Athletic	Grade Level Leader-Shared	\$1,292.50	TC	9/1/23	6/30/24	Grade Level Leader, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Sullivan, Kristen	Stipend Non-Athletic	Grade Level Leader-Shared	\$1,292.50	MH	9/1/23	6/30/24	Grade Level Leader, shared 50%, paid 1/2 in Dec. and 1/2 in June.



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

Weston, Kristen	Stipend Non-Athletic	Grade Level Leader-Shared	\$1,292.50	MH	9/1/23	6/30/24	Grade Level Leader, shared 50%, paid 1/2 in Dec. and 1/2 in June.
MacPhie, Michelle	Stipend Non-Athletic	Grade Level Leader-Shared	\$948.50	DN	9/1/23	6/30/24	Grade Level Leader, shared 50%, paid 1/2 in Dec. and 1/2 in June.
McGowan, Elizabeth	Stipend Non-Athletic	Grade Level Leader-Shared	\$948.50	DN	9/1/23	6/30/24	Grade Level Leader, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Change							
Kocher, Susan	Change	Student Activities Monitor #1	\$3,120.00	HSN	9/1/23	6/30/24	Change salary from \$2,990.00 to \$3,120.00 for Student Activities Monitor, 9 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Lackey, Roxanne	Change	Larkability	\$1,638.00	HSN	9/1/23	6/30/24	Change from Larkability Advisor, 4 yrs exp., shared 50% to Larkability Advisor 100%, paid 1/2 in Dec. and 1/2 in June.
Lee, Kelly C.	Change	Larkability	\$1,716.00	HSN	9/1/23	6/30/24	Change from Larkability Advisor, 5 yrs exp., shared 50% to Larkability Advisor 100%, paid 1/2 in Dec. and 1/2 in June.
McCarthy, Tara	Change	Interact Club Advisor	\$2,457.00	HSN	9/1/23	6/30/24	Change salary from \$2,340.00 to \$2,457.00 for Interact Club Advisor, 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Rescind							
Drummond, Alexis	Rescind	Grade Level Leader - 1st Grade - Shared	N/A	DN	9/1/23	6/30/24	Rescind Grade Level Leader, 1st Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June.
F. Community Education							
Appoint							
Jackson, Jada	Appoint	Assistant Group Leader	\$15.25/hr.	DN	9/1/23	6/30/24	Appoint as an EDP Assistant Group Leader (part-time).
Oza, Komal	Appoint	EDP Group Leader	\$15.75/hr.	DN	9/1/23	6/30/24	Appoint as an EDP Group Leader (part-time).
Santiago, Eira	Appoint	EDP Group Leader	\$15.75/hr.	DN	9/1/23	6/30/24	Appoint as an EDP Group Leader (part-time).
Sen-Gupta, Ishani	Appoint	EDP Site Supervisor	\$30,682.00	DN	9/1/23	6/30/24	Appoint as an EDP Site Supervisor (full-time).
Surendran, Menaka	Appoint	EDP Assistant Group Leader	\$15.25/hr.	MH	9/1/23	6/30/24	Appoint as an EDP Assistant Group Leader (part-time).



Personnel Agenda

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

Tayki, Camille	Appoint	EDP High School Assistant	\$14.13/hr.	MH	9/1/23	6/30/24	Appoint as an EDP Assistant Group Leader (part-time).
Williams, Juanita	Appoint	EDP Group Leader	\$15.75/hr.	VIL	9/1/23	6/30/24	Appoint as an EDP Group Leader (part-time).
Change							
Baskin, Zackary	Change	EDP Assistant Group Leader	n/c	TC	9/1/23	6/30/24	Change location from CE to TC.
Desai, Suma	Change	EDP Assistant Group Leader	n/c	WIC	9/1/23	6/30/24	Change location from CE to WIC.
Iyer, Usha	Change	EDP Group Leader	n/c	VIL	9/1/23	6/30/24	Change location from CE to VIL.
Nabet, Arshid	Change	EDP Group Leader	n/c	CMS	9/1/23	6/30/24	Change location from CE to CMS.
Shah, Parul	Change	EDP Group Leader	n/c	VIL/CMS	9/1/23	6/30/24	Change location from CE to CMS and VIL.
Sison, Susan	Change	EDP Assistant Group Leader	n/c	WIC	9/1/23	6/30/24	Change location from CE to TC.
Sutradhar, Karuna	Change	EDP Group Leader	n/c	MR/TC	9/1/23	6/30/24	Change location from CE to MR and TC.
Vuppala, Sree	Change	EDP Group Leader	n/c	TC	9/1/23	6/30/24	Change location from CE to TC.
Resignation							
Marino, Phyllis	Resign	EDP Assistant Group Leader	n/c	MH	8/10/23	8/10/23	Resign from position.
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								
Mercado-Walter, Minelly	Change	Assistant Principal		\$150,932.00 (prorated)	GMS	9/1/23	6/30/24	Change salary to \$150,932, as per contract. Change start date from TBD to 9/1/23. Change tenure date from TBD to 9/2/27.
Cooper, Carl	Change	Supervisor of Curriculum and Instruction		N/C	DIST	9/1/23	6/30/24	Change from Supervisor of World Languages, DLI, and ELI, K-5 to Supervisor of Curriculum and Instruction, district reorganization.
Warren, Ashley	Change	Supervisor of World Languages and Dual Language Immersion		N/C	DIST	9/1/23	6/30/24	Change from Supervisor of World Languages, DLI, and ELL, 6-12 to Supervisor of World Languages and Dual Language Immersion, district reorganization.
B. Certificated Staff								
Appoint								
Schumann, Veronica	Appoint	School Counselor	0MA	\$63,000.00 (prorated)	GMS	TBD	6/30/24	Appoint as a School Counselor, grant funded position, pending employment verification, growth position. (Tenure date: TBD)
Change								
Figel, Griffin	Change	Teacher Health & Physical Education	1MA	\$64,000.00	MH/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.
Gorski, Danielle	Change	Speech Language Specialist	0MA	\$63,000.00	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.
Hubbard, Lisa	Change	Learning Disabilities Teacher Consultant	15MA+30	\$99,975.00 (prorated)	MH	9/26/23	6/30/24	Change start date from TBD to 9/26/23. Change tenure date from TBD to 9/27/27.
Li, Zhengqing	Change	Teacher Dual Language Immersion-Chinese	7MA+30	\$73,350.00	VIL	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Lopez, Maripaz	Change	Teacher Elementary	1BA	\$62,000.00	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.
Mann, Mary	Change	Teacher Special Education	13MA	\$90,000.00	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.
Raju, Pratibha	Change	Teacher Art	0BA	\$61,000.00	GMS/CMS	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Tucker, Emma	Change	Teacher Dual Language Immersion-Spanish	3BA	\$64,000.00	VIL	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
Woodhead, Sara	Change	Teacher Elementary	13BA	\$87,000.00 (prorated)	MH	9/26/23	6/30/24	Change start date from TBD to 9/26/23. Change tenure date from TBD to 9/27/27.
Basak, Trisha	Change	Teacher Language Arts	2MA	\$65,000.00	HSS	9/1/23	6/30/24	Change from leave replacement Language Arts teacher to permanent Language Arts teacher, replacing Denise Fazio who resigned. (Tenure date: 9/2/27)
Dratch, Marnie	Change	Teacher Resource Specialist for Instruction & Intervention		N/C	CMS/GMS	TBD	6/30/24	Change from Teacher Language Arts to Teacher Resource Specialist for Instruction & Intervention, replacing Kathryn Cubano, who resigned.
Burns, Jessica	Change	Teacher Elementary	0MA	\$63,000.00	MR	9/1/23	6/30/24	Change salary from BA to MA as per contract.
Chaussepied, Paula	Change	Teacher Language Arts	15MA	\$103,770.00	HSS	9/1/23	6/30/24	Change salary from BA to MA as per contract.
Kaufman, Alexis	Change	Teacher Special Education	5MA	\$68,000.00	TC	9/1/23	6/30/24	Change salary from BA to MA as per contract.
McCarthy, Emily	Change	Teacher Social Studies	5MA	\$68,000.00	HSN	9/1/23	6/30/24	Change salary from BA to MA as per contract.
Monferrari, Kristy	Change	Teacher Elementary	5MA	\$68,000.00	MR	9/1/23	6/30/24	Change salary from BA to MA as per contract.
Pisano, Christopher	Change	Teacher Spanish	8MA	\$73,350.00	CMS	9/1/23	6/30/24	Change salary from BA to MA as per contract.
Fazio, Denise	Change	Teacher Language Arts		N/A	HSS	6/30/23	6/30/23	Change end date from 9/15/23 to 6/30/23.
Costelloe, Jessica	Change-LOA	Teacher German		N/A	CMS	9/19/23	12/12/23	Change FMLA/NJFLA/CC from 9/14/23-12/6/23 unpaid, with benefits to 9/19/23-12/12/23, unpaid, with benefits. (RTW: 12/13/23)
Leave of Absence								
Sternotti, Taylor	Leave-FMLA/NJFLA/CC	Teacher Mathematics Interventionist		N/A	CMS	1/10/24	4/9/24	FMLA/NJFLA/CC: 1/10/24-4/9/24 unpaid, with benefits. (RTW: 4/10/24)
Armstrong, Rachel	Leave-FMLA/NJFLA/CC	School Counselor		N/A	GMS	1/8/24	4/5/24	FMLA/NJFLA/CC: 1/8/24-4/5/24 unpaid, with benefits. (RTW: 4/8/24)
Resignation								



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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Levanduski, Cathy	Resign	Teacher Special Education		N/A	HSN	12/31/23	12/31/23	Resign, after 29 years in the District, for the purpose of retirement.
C. Non Certificated Staff								
Appoint								
Vogler, Mackenzie	Appoint	Accountant		\$62,000.00 (prorated)	CO	TBD	6/30/24	Appoint as Accountant, pending employment verification, replacing Louis Brotzman, who retired.
Change								
Gater, Deloris	Change	Secretary To	1	\$49,951.00 (prorated)	TRAN	9/5/23	6/30/24	Change start date from TBD to 9/5/23. Change tenure date from TBD to 9/6/26.
Chi, Martha	Change	Instructional Assistant	1	\$20.61/hr.	TC	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Mitra, Eshika	Change	Instructional Assistant	1	\$20.61/hr.	TC	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Patel, Bhavishaben	Change	Instructional Assistant	1	\$19.17/hr.	CMS	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Santiago, Eira	Change	Instructional Assistant- Dual Language Immersion	1	\$19.17/hr.	VIL	9/1/23	6/30/24	Change start date from TBD to 9/1/23.
Bridgewater, Caryn	Change	Security Aide		\$30,000.00 (prorated)	HSN	TBD	6/30/24	Change from Security Officer "Eyes on the Door" to Security Aide, replacing Stephen Gass, who resigned.
Rescind								
Cole, Marci	Rescind	Instructional Assistant		N/A	CMS	8/28/23	8/28/23	Rescind appointment as Instructional Assistant.
DeBonis, Kara	Rescind	Secretary 12 Months		N/A	CMS	8/29/23	8/29/23	Rescind appointment as Secretary 12 Months.
D. Substitute / Other								
Appoint								
Young, Jordyn	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.
E. Extracurricular / Extra Pay								
Option II Testing								
Pross, Kerry	Extra Duty	Summer Testing- Science		\$50.00/hr.	HSN	7/1/23	8/31/23	Summer Testing - Option II, not to exceed 20 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
Summer Nurse								
Giambagno, MaryAnn	Extra Duty	Summer Nurse		\$50.00/hr.	HSS	8/28/23	9/1/23	Summer Nurse at HSS, <u>total program</u> not to exceed 10 hours.
E. Stipend Non-Athletic								
Dutch Neck								
Burnett, Stefanie	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.
Grover Middle School								
Maggipinto, Gennifer	Stipend Non-Athletic	Standard Club Advisor		\$1,560.00 (prorated)	GMS	9/1/23	12/31/23	Cricket Club, Fall 2023, 0 yrs. exp., paid in FULL in Dec.
Rescind								
Stewart, Eric	Rescind	Lunch Duty		N/A	HSN	8/29/23	8/29/23	Rescind Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
Barbieri, Christopher	Rescind	Standard Club Advisor		N/A	GMS	8/29/23	8/29/23	Rescind Cricket Club, Fall 2023, 0 yrs. exp., paid in FULL in Dec.



New Jersey State Contracts

Updated 8/18/2023

<u>Category/Vendor</u>	<u>Contract Number</u>	<u>Expiration Date</u>
Appliances-Walk-in Building Supplies M8001		
Lowes Home Centers LLC	23-FLEET-22885	7/31/2027
Home Depot Pro	18-FLEET-00234	12/31/2026
Auctioneering Services - T2581		
Municibid	19-GNSV1-00696	4/30/2024
Auditing Services - T2458		
PKF O'Connor Davies LLP	23-PROS1-50129	8/1/2026
Mercadien, P.C., Certified Public Accountants	23-PROS1-50128	8/1/2026
Cabling Products and Services: Data Center Management Solutions - T1778		
Graybar Electric Co., Inc.	85151	10/9/2023
Johnston G P Inc.	85152	10/9/2023
Communications Wiring Services - T2989		
AT&T	88735	3/19/2024
GM Data Communications Inc.	88736	3/19/2024
Extel Communications Inc.	88737	3/19/2024
New Jersey Business Systems Inc.	88738	3/19/2024
Network Cabling Inc., dba NetQ Multimedia Co.	88739	3/19/2024
Millennium Communications Group Inc.	88740	3/19/2024
Johnston G P Inc.	88766	3/19/2024
Copiers and Managed Print Services - M2075		
Canon USA	24-FOOD-52426	7/31/2024
HP Inc	24-FOOD-52427	7/31/2024
Ricoh USA Inc	24-FOOD-52428	7/31/2024
Data Communications Equipment - M7000		
CISCO Systems	21-TELE-01506	9/30/2024
Cradlepoint	21-TELE-01443	9/30/2024
Extreme Networks	21-TELE-01518	9/30/2024
Hewlett Packard Enterprise Company	21-TELE-01517	9/30/2024
Palo Alto Networks	20-TELE-01195	9/30/2024
Electrical Equipment and Supplies - T0167		
Jewel Electric, LLC	21-FOOD-01749	9/30/2024
Keer Electrical Supply Co., Inc.	21-FOOD-01748	9/30/2024
Pemberton Electrical Supply Company LLC	21-FOOD-01747	9/30/2024

<u>Category/Vendor</u>	<u>Contract Number</u>	<u>Expiration Date</u>
Furniture - Office/Lounge & Systems - G2004		
9to5 Seating LLC	21-FOOD-01366	10/30/2023
Allseating Corporation	81607	10/30/2023
Allsteel Inc	81608	10/30/2023
BioFit Engineered Products	81611	10/30/2023
Bush Industries Inc.	81707	10/30/2023
Daco Limited Partnership dba Dauphin	81616	10/30/2023
DARRAN Furniture	81708	10/30/2023
ERG International	81618	10/30/2023
Exemplis Corporation	81711	10/30/2023
GROUPE LACASSE LLC	81722	10/30/2023
GROUPE LACASSE LLC	81714	10/30/2023
Haskell Office	81716	10/30/2023
HA WORTH INC	81619	10/30/2023
HERMAN MILLER INC	81620	10/30/2023
High Point Furniture Industries HPFI	81621	10/30/2023
INDIANA FURNITURE INDUSTRIES	81622	10/30/2023
Jasper Seating Company Inc.	81718	10/30/2023
Kimball International Brands, Inc.	81628	10/30/2023
Knoll Inc.	81629	10/30/2023
Krueger International Inc.	81720	10/30/2023
Metalworks Inc. dba Great Openings	81631	10/30/2023
National Office Furniture Inc	81721	10/30/2023
Nevers Industries Inc.	81634	10/30/2023
Office Master Inc.	81726	10/30/2023
OFS BRANDS INC	81635	10/30/2023
Safco Products Co.	81729	10/30/2023
Seating Inc.	81637	10/30/2023
Steelcase Inc.	81639	10/30/2023
Teknion LLC	81640	10/30/2023
The HON Company LLC	19-FOOD-00927	10/30/2023
Trendway Corporation	81642	10/30/2023
Trinity Furniture	81910	10/30/2023
Versteel	81731	10/30/2023
Via Inc	81732	10/30/2023
Industrial Supplies - M0002		
Fastenal https://www.fastenal.com/fast/njstatecontract	19-FLEET-00565	6/30/2024
Grainger https://www.grainger.com/content/state-of-new-jersey	19-FLEET-00566	6/30/2024
Grainger	19-FLEET-00677	6/30/2024
MSC Industrial Supply .https://www.mscdirect.com/nj-home	23-FLEET-27129	6/30/2024

<u>Category/Vendor</u>	<u>Contract Number</u>	<u>Expiration Date</u>
Library and School Supplies - T0114		
Beckers School Supplies	17-FOOD-00249	8/30/2023
Blick Art Materials LLC	17-FOOD-00254	8/30/2023
Bluum USA, Inc. dba Troxell Communications Inc.	17-FOOD-00244	8/30/2023
Cascade School Supplies	17-FOOD-00243	8/30/2023
Demco Inc.	17-FOOD-00246	8/30/2023
EAI Education Eric Armin Inc.	17-FOOD-00258	8/30/2023
Keyboard Consultants Inc.	17-FOOD-00266	8/30/2023
Kurtz Bros.	17-FOOD-00247	8/30/2023
Lakeshore Learning Materials	17-FOOD-00250	8/30/2023
Lightspeed Technologies of Oregon Inc.	17-FOOD-00261	8/30/2023
S&S Worldwide	17-FOOD-00253	8/30/2023
School Specialty	22-FOOD-06175	8/30/2023
The Library Store Inc.	17-FOOD-00264	8/30/2023
United Supply Corp.	17-FOOD-00262	8/30/2023
Mailroom Equipment and Maintenance - T0200		
Quadient, Inc.	41267	4/14/2024
TimeTrak Systems Inc	41264	4/14/2024
Francotyp Postalia Inc	41263	4/14/2024
Garden State Office Systems & Equipment Inc.	41261	4/14/2024
Widmer Time Recorder	41260	4/14/2024
Prior & Nami Business Systems	41259	4/14/2024
Pitney Bowes Inc	41258	4/14/2024
DMT Solutions Global Corporation	23-GNSV2-33689	4/14/2024
Bell and Howell LLC	19-GNSV2-00881	4/14/2024
Jersey Mail Systems LLC	19-GNSV2-00680	4/14/2024
Radio Communication Equipment and Accessories - T0109		
Kenwood USA Corp	83927	4/30/2024
Motorola Solutions/M&W Corp/Mid-State Mobile	83909	4/30/2024
Software Reseller Services		
CDW Government LLC	20-TELE-01511	5/24/2026
Dell Marketing LP	20-TELE-01510	5/24/2026
Insight Public Sector Inc.	20-TELE-01512	5/24/2026
York Telecom Corporation	20-TELE-01509	5/24/2026
Telecommunications Equip. & Services - T1316		
AT&T	80811	1/31/2024
Avaya Inc	80802	1/31/2024
DiRAD Technologies Inc	80812	1/31/2024
EXTEL Communications Inc.	80807	1/31/2024
MCI Communications Services, LLC	80813	1/31/2024

<u>Category/Vendor</u>	<u>Contract Number</u>	<u>Expiration Date</u>
Telecommunications Equip. & Services - T1316 (cont'd)		
NEC Corporation Of America	80801	1/31/2024
Unify Inc	80803	1/31/2024
Wireless Voice, Data and Accessories – M4006		
AT&T Mobility	22-TELE-05861	8/11/2024
Verizon Wireless	22-TELE-05441	8/11/2024
T-Mobile	22-TELE-04580	8/11/2024

Automotive, Buildings, Grounds, Transportation State Contracts
Updated 8/18/2023

<u>Category/Vendor</u>	<u>Contract Number</u>	<u>Expiration Date</u>
Automotive Lubricants: Engine/Gear Oils, Greases, ATF, Tractor Fluid, HYD Oils - T0097		
Taylor Oil Company	20-FLEET-01342	11/19/2023
David Weber Oil Co	20-FLEET-01343	11/19/2023
IEH Auto Parts LLC dba Auto Plus Auto Parts	20-FLEET-01344	11/19/2023
Romeo Enterprises	20-FLEET-01345	11/19/2023
Automotive Parts and Accesories - OEM - Light Duty Vehicles Class 4 or Lower - T2760		
Ciocca FMFL Inc. / Ciocca Parts Warehouse	23-FLEET-41906	8/4/2024
Nielsen of Morristown Inc.	23-FLEET-34932	8/4/2024
Nielsen Ford of Morristown Inc.	23-FLEET-34925	8/4/2024
Chapman Ford Sales Inc.	19-FLEET-00923	8/4/2024
Gentilini Ford	19-FLEET-00920	8/4/2024
Fred Beans Parts Inc.	19-FLEET-00919	8/4/2024
Freehold Ford Inc.	19-FLEET-00918	8/4/2024
McGuire Chevrolet Cadillac	19-FLEET-00917	8/4/2024
Malouf Ford Lincoln Inc	19-FLEET-00915	8/4/2024
Carpet & Padding, Vinyl Tile/Sheet Flooring, Mats/Matting, Supplies and Install - G2005		
Interface Americas Inc.	22-FOOD-47763	7/1/2025
Shaw Industries Inc. - *See Additional Dealer Info for Flooring Foundation & Hannon Flooring Corp	22-FOOD-47764	7/1/2025
<small>*Additional Dealer and Distributors Contact Information Hannon Flooring Corp & Flooring Foundation</small>		
Diesel Ultra Low Sulfur (ULSD)&Biodiesel T-1845		
Majestic Oil Co Inc. (ULSD) – 1-2,499 gal tank	19-FOOD-01098	3/31/2025
Majestic Oil Co Inc (Biodiesel B2 Blend) 1-2,499 gal tnk	19-FOOD-01098	3/31/2025
Riggins, Inc. (Biodiesel B5 Blend) – 1-2,499 gal tank	19-FOOD-01096	3/31/2025

<u>Category/Vendor</u>	<u>Contract Number</u>	<u>Expiration Date</u>
Electrical Equipment and Supplies - T0167		
Jewel Electric, LLC	21-FOOD-01749	9/30/2024
Keer Electrical Supply Co., Inc.	21-FOOD-01748	9/30/2024
Pemberton Electrical Supply Company LLC	21-FOOD-01747	9/30/2024
Elevator Maintenance Repair, Testing & Inspection Services - T2946		
Champion Elevator	22-GNSV2-01885	2/29/2024
Schindler Elevator Corporation	20-GNSV2-01121	2/29/2024
Tec Elevator Inc	20-GNSV2-01120	2/29/2024
Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies - M0002		
Fastenal https://www.fastenal.com/fast/njstatecontract	19-FLEET-00565	6/30/2024
Grainger https://www.grainger.com/content/state-of-new-jersey	19-FLEET-00566	6/30/2024
Grainger	19-FLEET-00677	6/30/2024
MSC Industrial Supply .https://www.mscdirect.com/nj-home	23-FLEET-27129	6/30/2024
Fence - Chain Link, Rock Fall, Wooden, Vinyl and Ornamental (Install/Replace) - T0640		
Consolidated Steel & Aluminum Fence Co., Inc.	88680	6/30/2024
EB Fence LLC (Pricing has been adjusted w/several price incr.)	88697	6/30/2024
Fuel Credit Services M2022		
Impac Fleet	24-GNSV1-52509	7/31/2024
Fuel Oil #2 Heating - T0077		
Riggins Inc.	19-FOOD-00392	6/30/2024
Majestic Oil Co Inc	19-FOOD-00398	6/30/2024
Rachles/Micheles Oil Co	19-FOOD-00399	6/30/2024
National Fuel Oil Inc.	19-FOOD-00400	6/30/2024
J Swanton Fuel Oil Inc.	19-FOOD-00402	6/30/2024
Petroleum Traders Corp	19-FOOD-00403	6/30/2024
Griffith-Allied Trucking LLC	19-FOOD-00612	6/30/2024
Gas - Propane - T0108		
Suburban Propane Gas Corp.	20-FOOD-01157	5/31/2025
Gasoline - Unleaded Automotive - T0083		
Impac Fleet	24-GNSV1-52509	7/31/2024
Majestic Oil Company, Inc.(87 Octane)	19-FLEET-00972	10/31/2024
Majestic Oil Company, Inc.(89 Octane up to 9,999 gal tank)	19-FLEET-00972	10/31/2024
Riggins, Inc. (89 Octane 10,000 gal & above)	19-FLEET-00969	10/31/2024

Category/Vendor	Contract Number	Expiration Date
Gasoline - Unleaded Automotive - T0083 (cont'd)		
Majestic Oil Company, Inc. (93 Octane up to 9,999 gal tank)	19-FLEET-00972	10/31/2024
Riggins, Inc. (93 Octane 10,000 gal & above)	19-FLEET-00969	10/31/2024
HVAC, Refrigeraton and Boiler Services - T1372		
Core Mechanical, Inc.	88697	10/31/2023
General Asphalt	88694	10/31/2023
George S. Hall	88696	10/31/2023
Limbach Co., Inc.	88689	10/31/2023
Marlee Contractors, LLC	88692	10/31/2023
MultiTemp Mechanical, Inc.	88695	10/31/2023
Lawn and Grounds Equipment - Parts and Repairs - T2187		
AC Equipment	43033	2/16/2024
Central Jersey Equipment	43037	2/16/2024
Charles A Michel LLC	43026	2/16/2024
Chem-Tek Industries Inc.	43025	2/16/2024
Cherry Valley Tractor Sales	43022	2/16/2024
Keehn Power Products	43030	2/16/2024
Laurel Lawn Mower	43029	2/16/2024
Lawson Products Inc.	43023	2/16/2024
Montage Enterprises	43041	2/16/2024
Ocean County Equipment Inc.	43027	2/16/2024
Power Place Inc	43039	2/16/2024
WDDS Enterprises Inc	43024	2/16/2024
Moving Services for DPMC and Cooperative Purchasing Participants - T0877		
Anchor Moving & Storage	22-GNSV2-25458	10/31/2025
Broadway Moving & Storage Inc.	22-GNSV2-25457	10/31/2025
Business Relocation Services	22-GNSV2 25455	10/31/2025
Elate Moving LLC	22-GNSV2 25461	10/31/2025
Flatbush Moving Van Co	22-GNSV2 25460	10/31/2025
Simonik Transp & Warehousing Grp, LLC	22-GNSV2 25456	10/31/2025
Steedle Moving & Storage Inc	22- GNSV2-25459	10/31/2025
Pest Control Service - Non-Residential (Statewide) - T0295		
Tri County Termite & Pest Control Inc.	18-GNSV1-00359	4/30/2024

Category/Vendor	Contract Number	Expiration Date
Plumbing & Heating Supplies/Equipment (Statewide) - T3027		
Lenkris Trading dba Crosstown Plumbing Supply	21-FOOD-01459	9/30/2023
Atlantic Plumbing Supply	89798	9/30/2023
Harry's Supply LLC	89800	9/30/2023
Raritan Group Inc. **This Blanket P.O. will be extended but set to "Pay Only" status in NJSTART pending receipt of the signed extension letter.	89801	9/30/2023
Portable Sanitation Units - Fabricated and Prefabricated - T0208		
Johnny On the Spot	20-GNSV1-01315	9/30/2023
Tires, Tubes and Services - M8000		
Bridgestone Americas, Inc.	19-FLEET-00708	3/31/2024
American Tire & Auto Care of Mercerville LLC		
Custom Bandag Inc.		
Firestone Complete Auto Care		
RW Tire		
The Goodyear Tire & Rubber Company	20-FLEET-00948	3/31/2024
American Tire & Auto Care of Mercerville LLC		
B&S Goodyear Auto Service Center		
Custom Bandag Inc.		
TireHub LLC		
Tree Trimming, Pruning and Removal Services - T0465		
Becker's Tree Service, Inc.	18-DPP-00646	12/31/2023
Independence Constructors Corp., Inc.	18-DPP-00650	12/31/2023
Peters-Todd's, Inc.	18-DPP-00647	12/31/2023
Rich Tree Service, Inc.	18-DPP-00645	12/31/2023
Midhurst Tree Care LLC	18-DPP-00649	12/31/2023

End of New Jersey State Contracts

POLICY GUIDE

First Reading: July 25, 2023
Second Reading: August 29, 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:

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, 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, 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) 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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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 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 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.
 - 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.



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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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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 per year. 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.

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



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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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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

. 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 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, 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) 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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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 per year. The per credit reimbursement is capped at the established Rutgers' Graduate School of Education rate.

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.

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.

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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
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, 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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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
Second Reading: August 29, 2023

ADMINISTRATION
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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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- 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

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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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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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, 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, 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:

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, 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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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:

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, 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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Benefits Covering Non-Affiliated Employees- Category G

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, 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) 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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Benefits Covering Non-Affiliated Employees- Category G

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) 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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Benefits Covering Non-Affiliated Employees- Category G

- 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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Benefits Covering Non-Affiliated Employees- Category G

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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Benefits Covering Non-Affiliated Employees- Category G

- 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 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 by these regulations.



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Benefits Covering Non-Affiliated Employees- Category G

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:

- 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.

3. BCBA's 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 BCBA's 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.



POLICY GUIDE

First Reading: August 29, 2023

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School Threat Assessment Teams
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2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., ~~and~~ this Policy, **and Regulation 2419** must be multidisciplinary in membership and, to the extent possible, ~~shall~~ **must** include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A ~~school~~ Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.~~b.(5)~~.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

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Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. **18A:17-43.3** ~~18A:14-43.4~~ (August 1, 2022).

This Policy **and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) guidelines** developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6. ~~and shall include, but need not be limited to:~~

- ~~1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;~~
- ~~2. The designation of members of the school community to whom threatening behavior shall be reported;~~
- ~~3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;~~
- ~~4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and~~
- ~~5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.~~

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The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team **must attend** ~~shall participate in~~ training **in accordance with** ~~provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.43,~~ **this and Policy, and Regulation 7440** that is consistent with the **Guidance** ~~guidelines~~ developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. **Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP).** The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

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~~The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.~~

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted:



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First Reading: August 29, 2023

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Aug 23
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R 2419 SCHOOL THREAT ASSESSMENT TEAMS

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
 5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
 6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.
- B. Multidisciplinary Threat Assessment Team
1. Threat Assessment Team Members
 - a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:
 - (1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
 - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
- b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
- c. The district may choose to name the threat assessment team in a manner that suits the school community needs.

2. Threat Assessment Team Structure

- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
- (1) **School-Based Teams:** The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
 - a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
 - b. Identify other behaviors for screening or intervention.
 - c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
 - a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
 - b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
 - c. Ensure availability to respond.
 - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention
 - a. Most reports can be handled by the School-Based Team.



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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
5. Step 5: Establish Threat Assessment Procedures
 - a. Decide how to document cases.
 - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
 - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
6. Step 6: Develop Risk Management Options
 - a. Identify all available resources for creating individualized management plans.
 - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
 - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
 - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.



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- b. Establish points of contact for all resources.
7. Step 7: Create and Promote Safe School Climates
- a. Assess current school climate.
 - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district “...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues...” and to “review and strengthen school climate and the policies of the school.
 - b. Enhance current school climate.
 - c. Strengthen students’ connectedness.
 - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
 - d. Break down “codes of silence” and help students feel empowered to come forward and share concerns and problems with a trusted adult.
 - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
8. Step 8: Conduct Training for all Stakeholders
- a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.



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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
 - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

- 1. Step 1: Receive a Report of Concern
 - a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.



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2. Step 2: Screen the Case

a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.

(1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).

b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.

c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.

d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.

3. Step 3: Gather Information from Multiple Sources

a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.



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4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.
5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: Re-Assess (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.



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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

8. Step 8: Document and Close the Case

- a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

- 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
- 2. Threat assessment team membership:
 - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.



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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
 - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
 - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.

3. Awareness Training for Other School Community Stakeholders

- a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

1. Individualized Education Program (IEP) or 504 Plans

- a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special



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education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
 - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
 - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.



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3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records



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- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
 - (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
 - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted:



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First Reading: July 25, 2023
Second Reading: August 29, 2023

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Benefits Covering Non-Affiliated Support Staff-
Category B

4420 BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF – CATEGORY B

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

Titles:

Confidential Secretary
Extended Day Program Coordinator
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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Benefits Covering Non-Affiliated Support Staff- Category B

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

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, 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, 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 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.



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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

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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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

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Revised: 22 June 2021



POLICY

WEST WINDSOR-PLAINSBORO REGIONAL BOARD OF EDUCATION

First Reading: July 25, 2023
Second Reading: August 29, 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.



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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
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Revised: 20 September 2022



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First Reading: July 25, 2023
Second Reading: August 29, 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;



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- 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.



REGULATION

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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REGULATION

<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>



REGULATION

<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



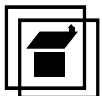
REGULATION

<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
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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



REGULATION

WEST WINDSOR-PLAINSBORO
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BOARD OF EDUCATION

STUDENTS

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STUDENT DISCIPLINE/CODE OF CONDUCT (M)

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>



REGULATION

			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



REGULATION

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>



REGULATION

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.



REGULATION

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.



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Infractions

Legend to Disciplinary Guidelines

Administrative Detention	AD
Saturday Detention	SD
Out-of-School Suspension	OSS
Superintendent Hearing	SUP/H
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, behavior contract, LP, SUP/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, LP, Behavior Contract	10 days OSS, LP, Behavior Contract	OSS pending EXP/P, LP, behavior contract



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4. Inappropriate use of physical force	1 – 3 days OSS, LP, behavior contract	3 days OSS, LP, behavior contract	4 – 10 days OSS, LP, behavior contract
5. Under the influence of alcohol, drugs or a controlled dangerous substance	2-4 days OSS, Police notification, 30 calendar day suspension of school activities, counseling and behavior contract	5-10 days OSS, SUP/H, Police notification, 1 semester suspension of school activities, counseling and 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) Mandatory SAC referral	3 days OSS, Court fine (local ordinance) Mandatory SAC referral	4 days OSS Mandatory SAC referral
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/Cyberbullying/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, LP, restitution & possibility of SUP/H or EXP/P		
11. Inappropriate physical contact/touching	4 days OSS, Possible Police notification	5-10 days OSS, Possible Police Notification	5-10 days OSS, Possible Police notification EXP/H
12. Use of racial and/or ethnic remarks or language	1 day OSS, SAC referral	2 days OSS, SAC referral	4 days OSS, SAC referral
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



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14. Threatening a student member (statement, gesture, or action)	1 – 4 days OSS, EXP/P	5 - 10 days OSS, EXP/P	OSS pending EXP/H
15. Use of profanity directed toward a staff member	1 day OSS	2 days OSS	4 days OSS
16. Use of vulgar language or obscene gestures	Administrative or Saturday Detention	1 day OSS	2 days OSS
17. Gang Behavior	Saturday Detention, Parent conference, Police notification	1 day OSS, Parent conference, Police notification	3 – 5 days OSS, Parent conference, Police notification
18. Gang like actions	4 days OSS, Police notification	5 – 10 days OSS, Police notification	5 – 10 days OSS, Police notification

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/P	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, SUP/H	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	1-4 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, Deletion, SD 1 day OSS, Police notification	Confiscation, 2 day OSS, Police notification	Confiscation, 4 days OSS, Police



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			notification
28. Cheating/Plagiarism/Academic Dishonesty	F, SD, Parent Notification	F, SD, parent notification	F, 1 day OSS, Parent notification
29. Falsify any school document (official school documents such as report cards, transcripts, college recommendations)	10 days OSS, EXP/P	OSS pending EXP/H	OSS pending EXP/H
30. Forgery/Altering Documents/ Providing False ID	1-4 day OSS	5-10 day OSS	5-10 days OSS, EXP/P
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	TBD by administrator
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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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 by teacher	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



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

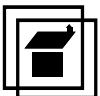
Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

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



Curriculum & Instruction

Annual Report

2023-2024

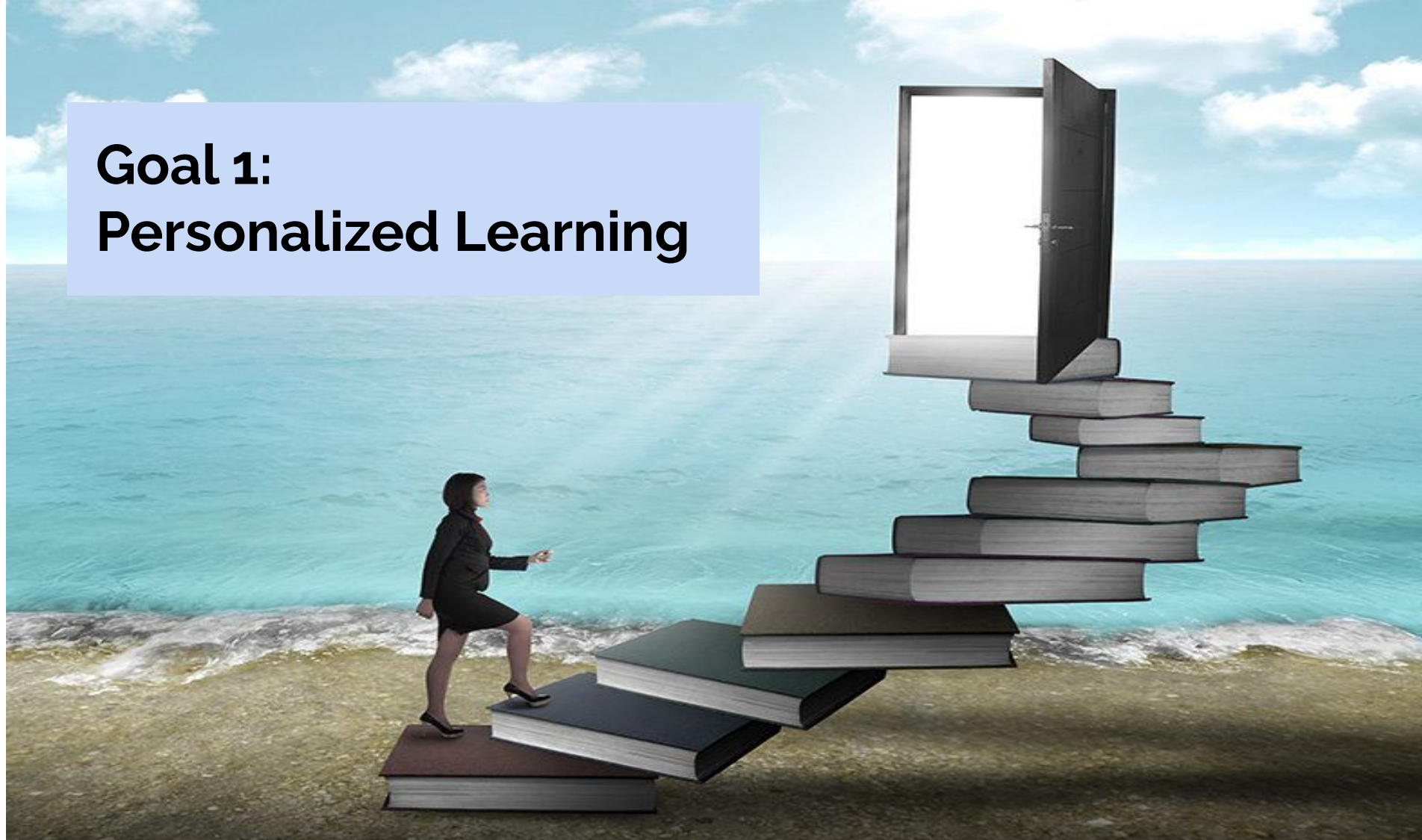
Dr. Barbara Gould
Chief Academic Officer



District 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.

**Goal 1:
Personalized Learning**



**Goal 2:
Global Citizenship**



**Goal 3:
Social & Emotional**



**Goal 4:
Equity**



Summer 2023 Learning

Professional Development

Professional Development

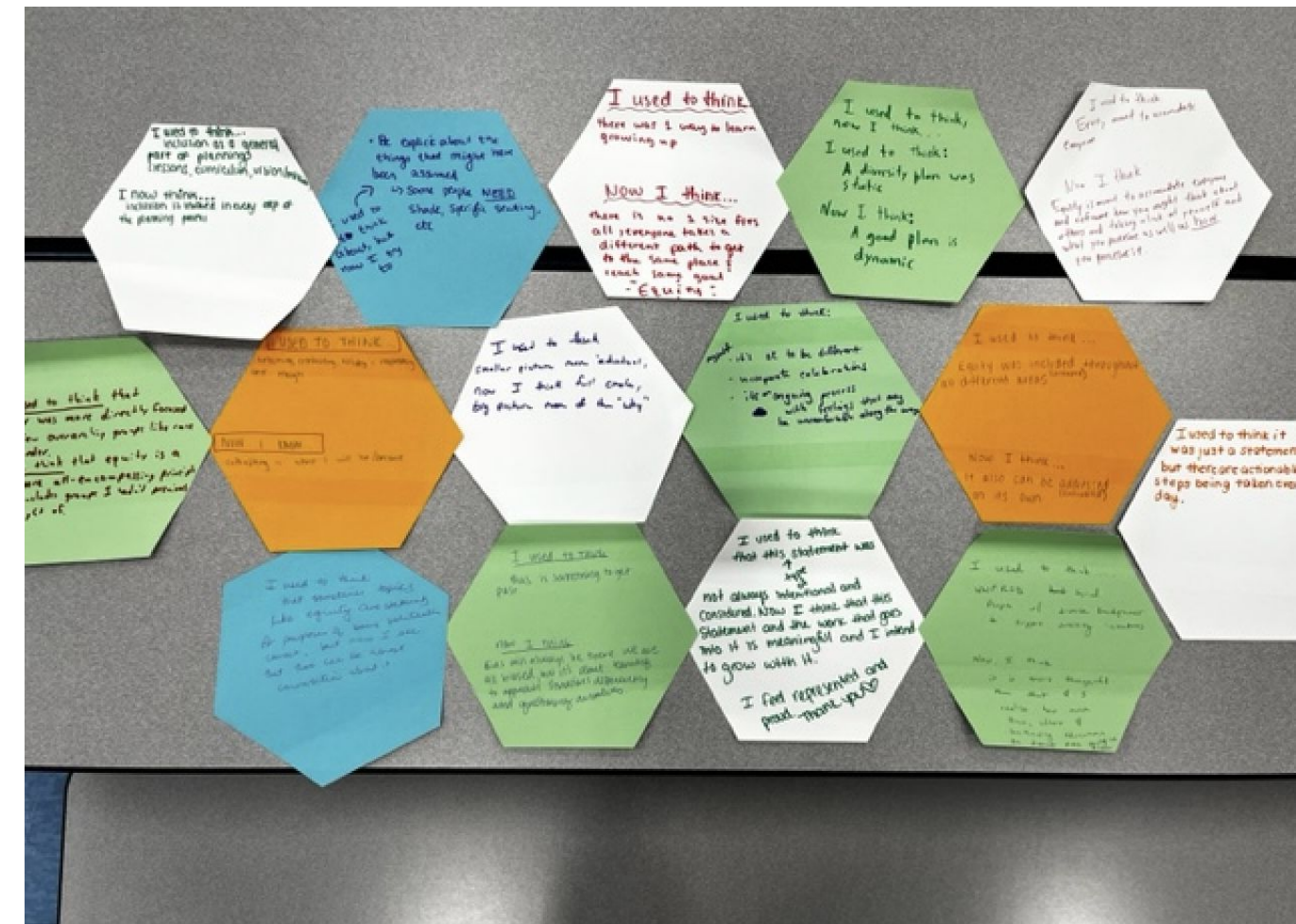
- Administrative Retreat
- New Teacher Orientation (4 Day)
- Small Group Instruction
- Avid Summer Workshop (2 Day Workshop)
- Multi-Level Institute
- DLI Team Expansion Day 1
- DLI Team Expansion Day 2
- Creating Spaces for Learning through Structured and Unstructured Play
- Instructional Practices to Support English Language Learners K-4
- Phonics Assessments
- F&P 2.0
- F&P Refresher
- Instructional Practices to Support English Language Learners Grades 6-12
- Number Sense Routine Committee PD: Community, SEL & Math
- Secondary Math Bookclub
- Math by the Book: Infusing Literacy in Mathematics, Grades 3-5
- Math by the Book: Infusing Literacy in Mathematics, Grades K-2
- Bringing It All Together: Math Workshop & Our Resources
- Secondary Math Bookclub
- Maximizing your Impact: Equity in Mathematics K-5
- Middle School Music Technology

Professional Development

- Biology, Multi-level, Instruction and Assessment
- Physical Science Concepts for Elementary Teachers
- Life Science Concepts for Elementary Teachers
- Earth Science Concepts for Elementary Teachers
- Inquiry and Equity: Social Studies Practices Grade 4
- Inquiry and Equity: Social Studies Practices Grades K-2
- Inquiry and Equity: Social Studies Practices Grades 3 & 5
- Inquiry and Equity: Social Studies Practices Grades 6 & 7
- Inquiry and Equity: Social Studies Practices Grades 9-12
- Inquiry and Equity: Social Studies Practices APUSH & Make-up
- Special Services Standard Operating Procedure Manual
- Handle with Care - Initial Training
- Handle with Care-Refresher Training
- CBVI and O&M training (2 Day)
- Creating a Goal-focused Classroom through Culturally Responsive Teaching and Differentiation (2 Day Class)
- Responsive Classroom: Elementary Core Course - 4 days

Professional Development

- Creating a Community of Learners: Strategies and Techniques for Evidence Based Social-Emotional Learning Programs (2 Day Class)
- Teaching with ChatGPT and AI
- Beginner/Intermediate Canva





Administrative Retreat



SEL Goal: Responsive Classroom PD

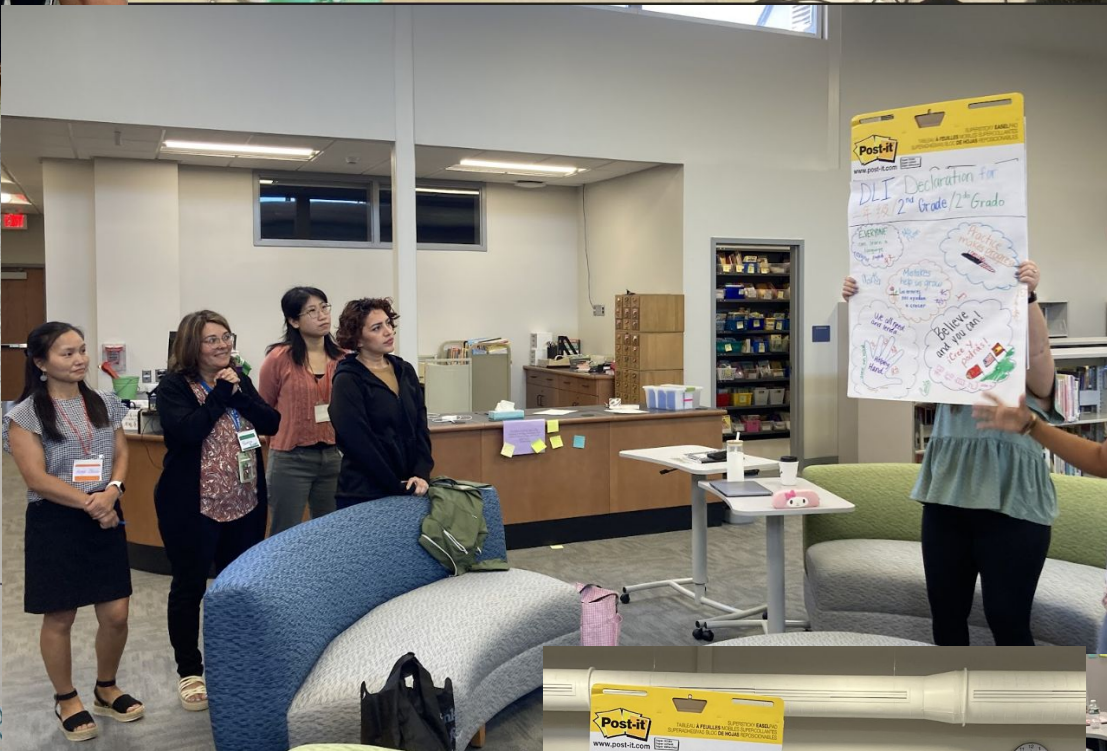
Apology of Action

<u>Ways we "break" relationships</u>	→	<u>Ways we mend relationships</u>
1. Excluded you at recess	→	Choose a recess period where we do something together
2. I put you down for making a mistake	→	I'll give you a list of things you're good at
3. I said something unkind about you/myself	→	<u>I might...</u> <ul style="list-style-type: none">• Write you a letter• Tell you something positive about yourself/myself• Include you as a partner or more group activities in and out of the classroom

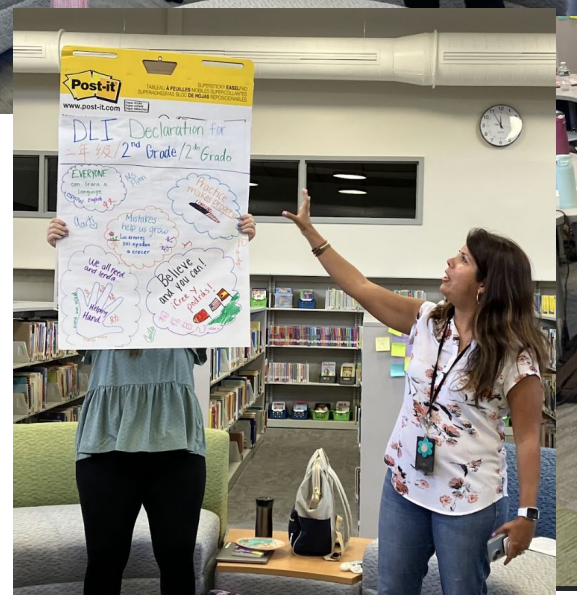
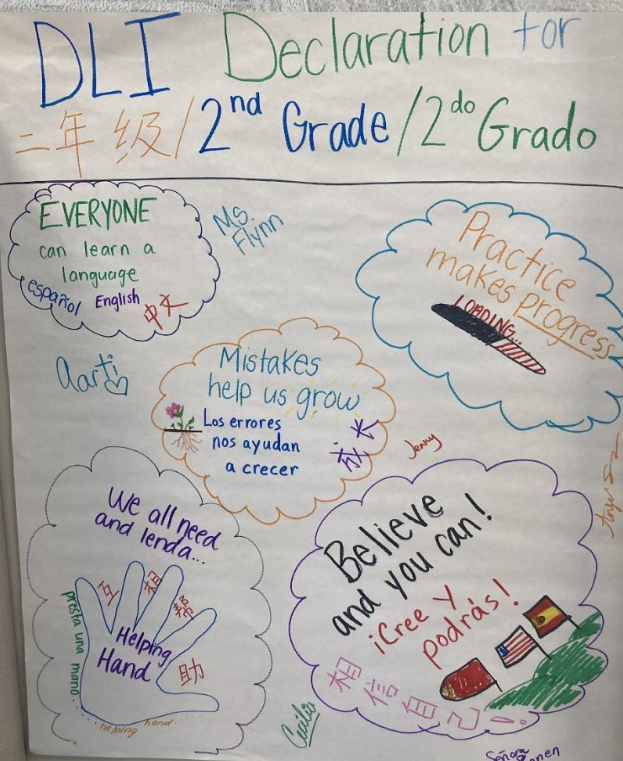




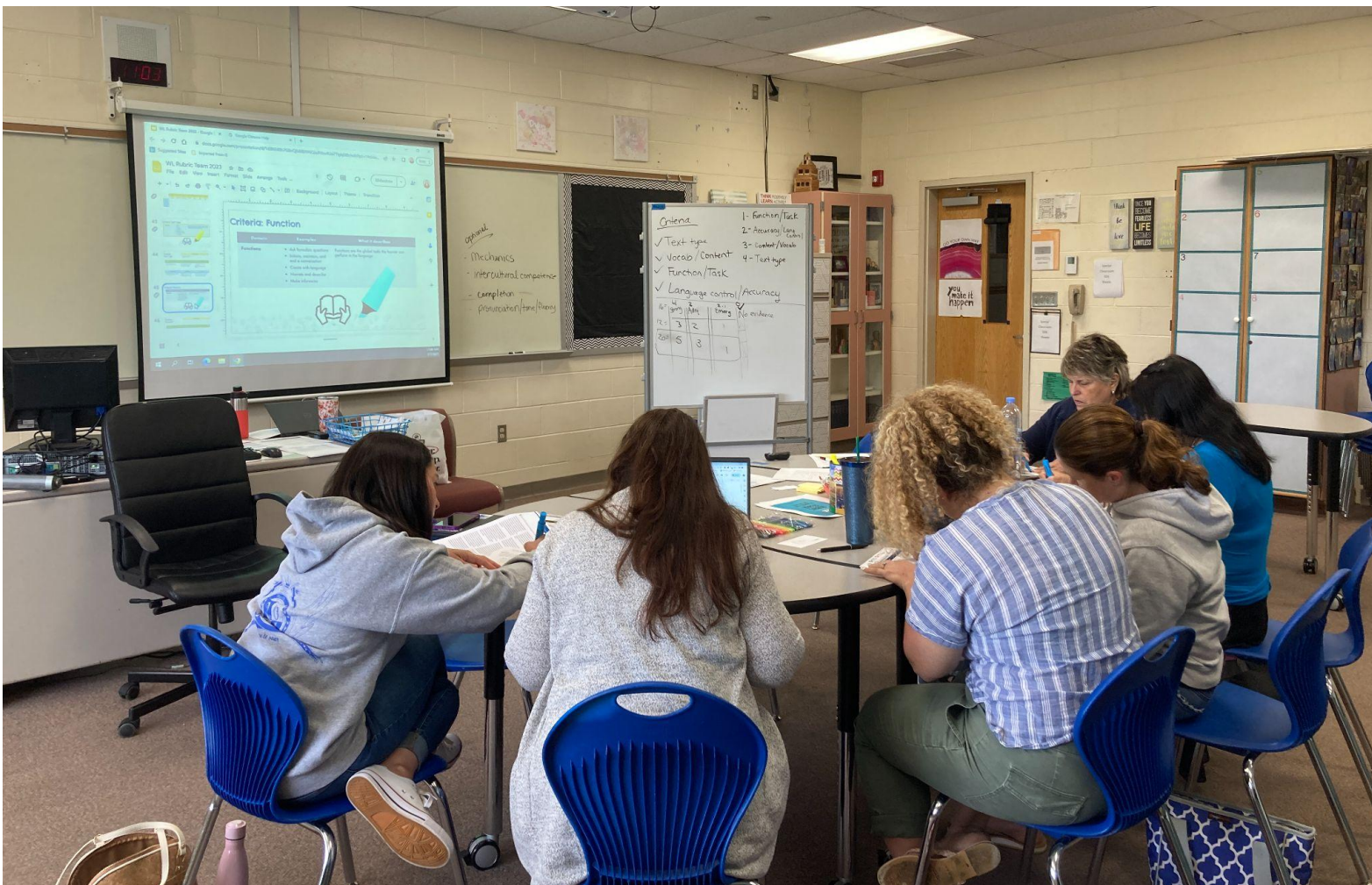
DEI Goal: Creating a Goal Focused Classroom through Culturally Responsive Teaching PD



Over 500 WWP students are currently enrolled in DLI (grades K-5)



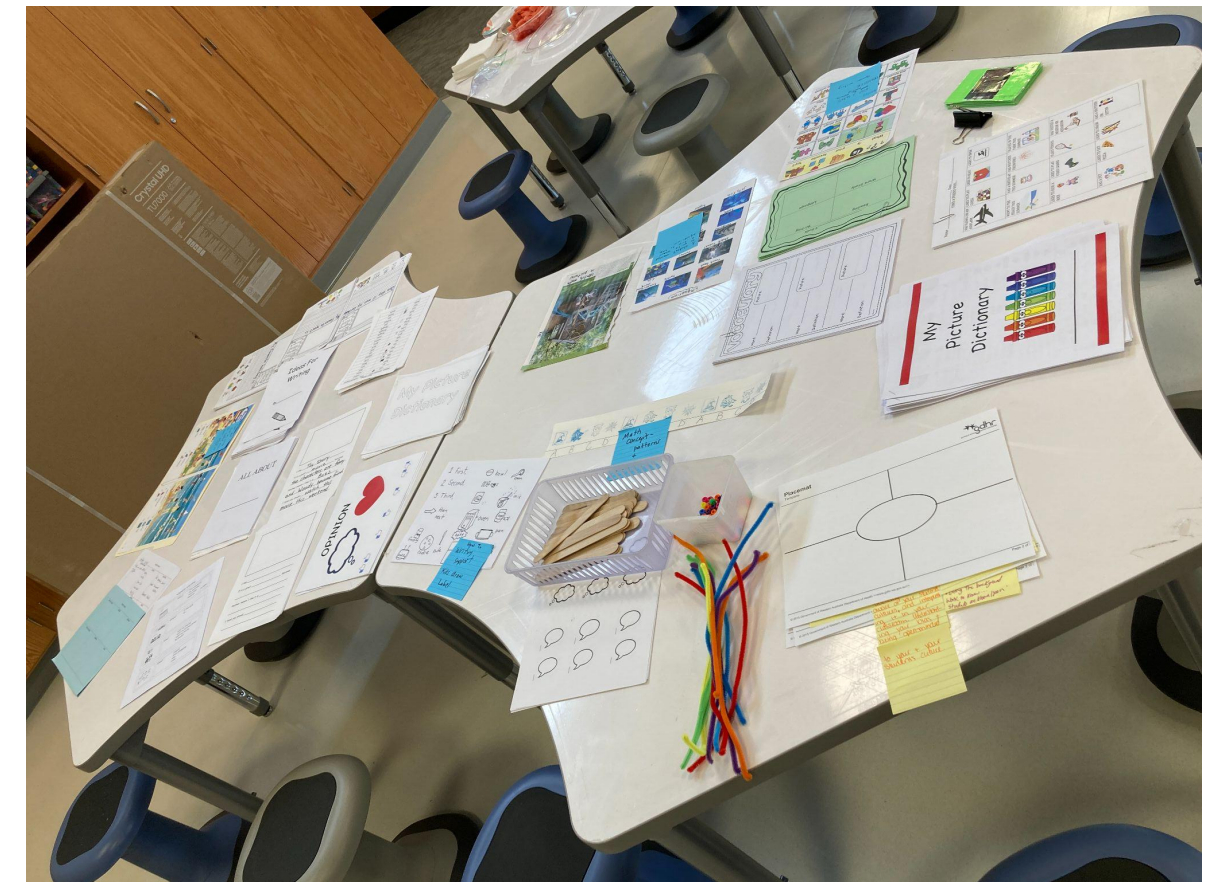
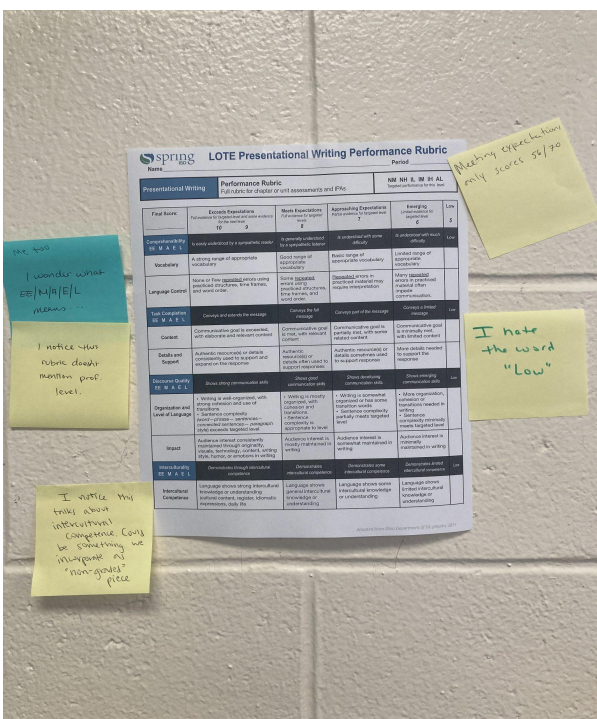
C&I: DLI PD



World Language Proficiency Rubric PD



ELL Teachers hosted Sheltered English Instruction (SEI) training for K-5 staff and 6-12 staff



C&I: World Language & ELL PD



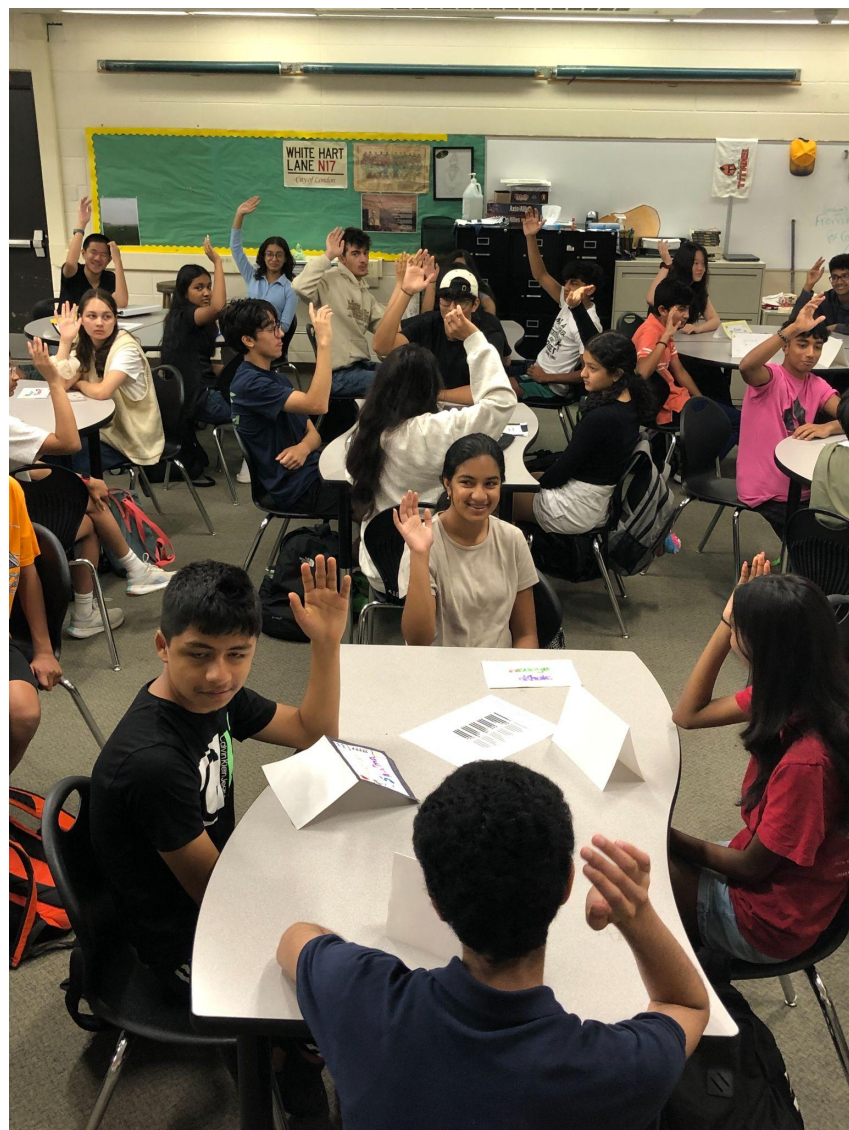
C&I: Full Day K



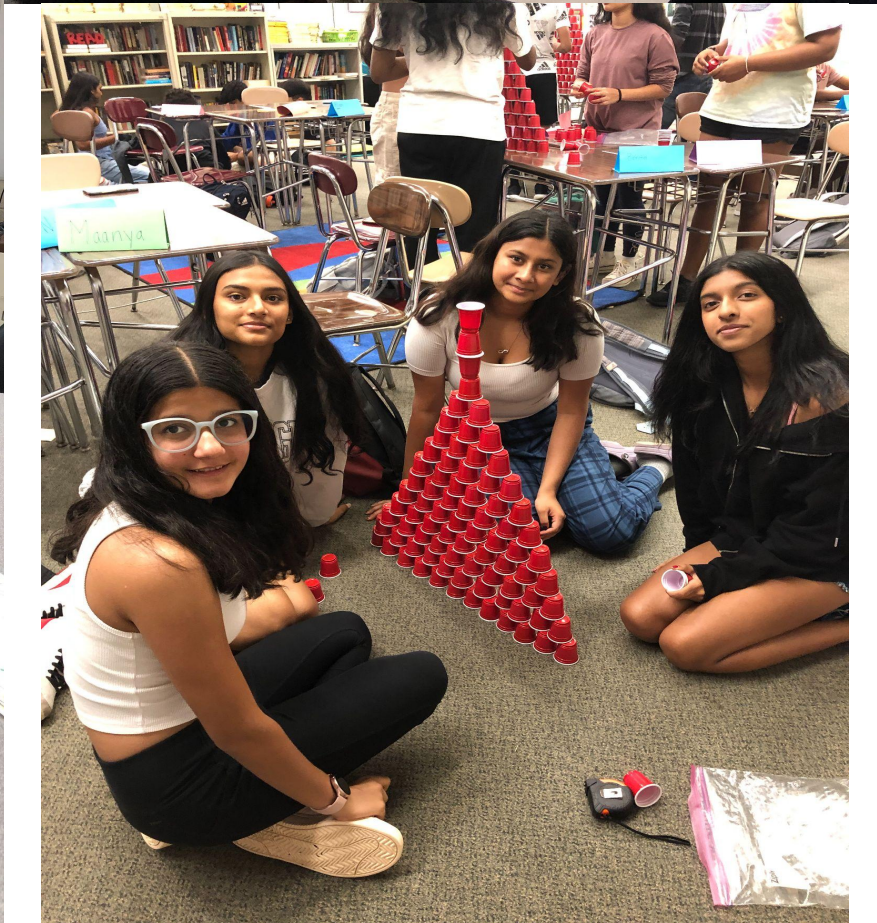
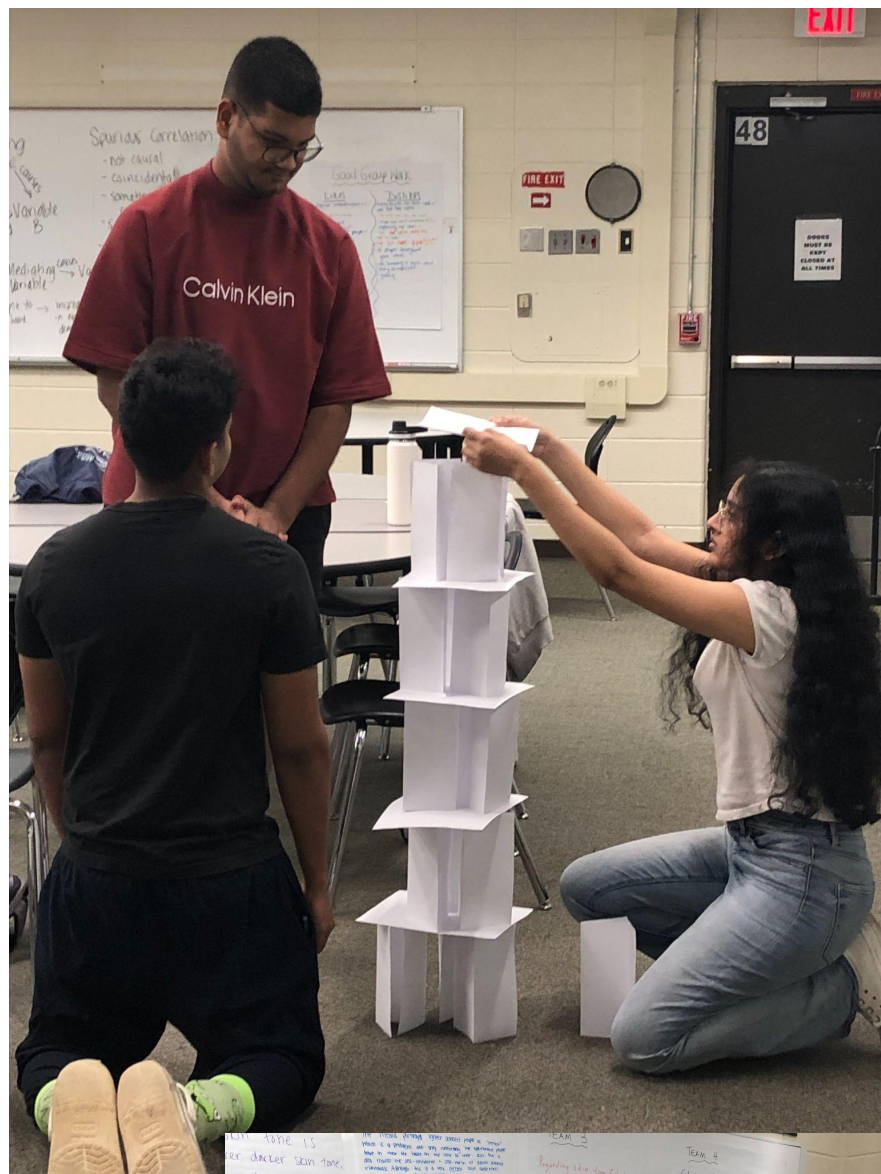
C&I: New Teacher Orientation



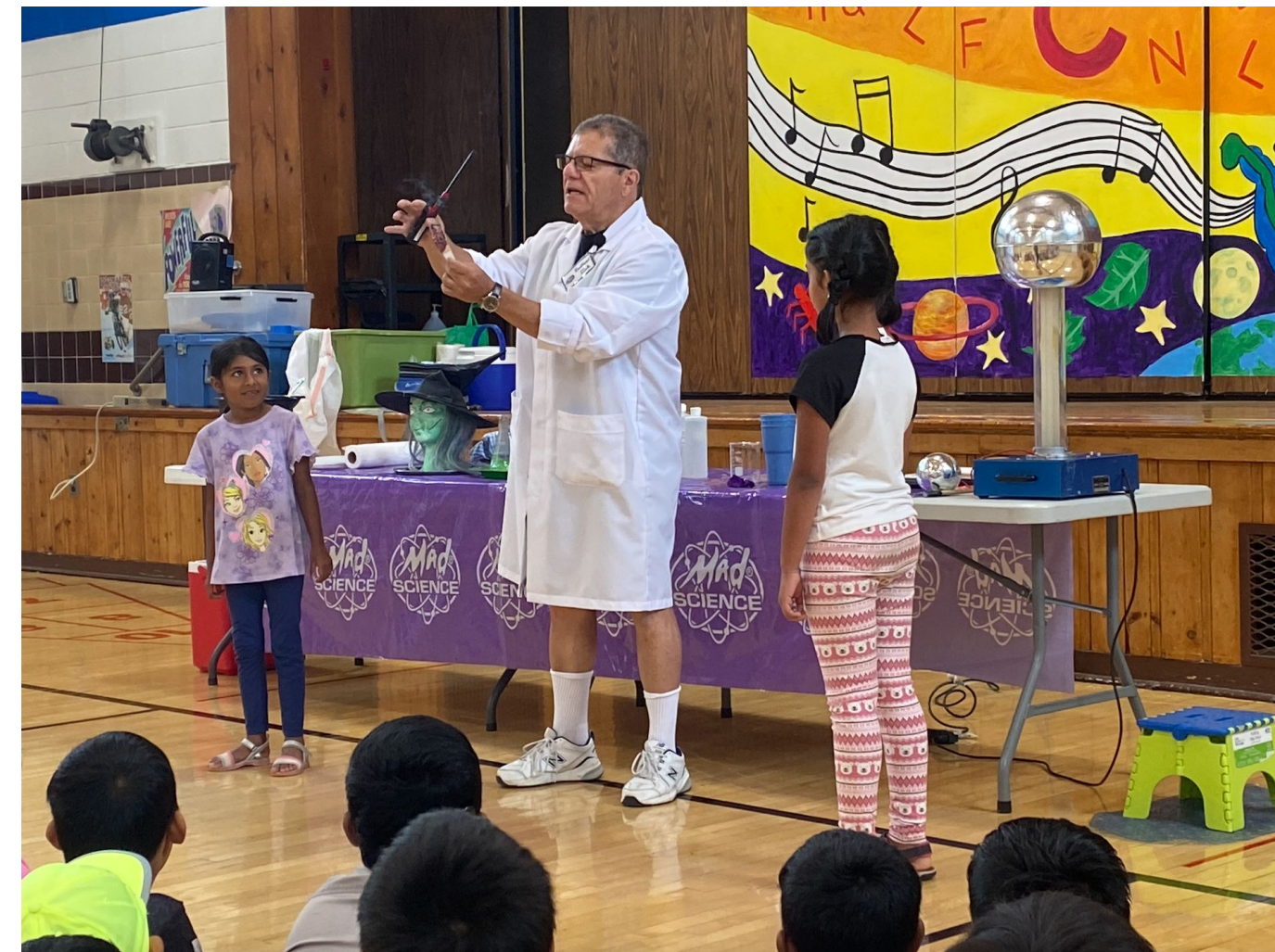
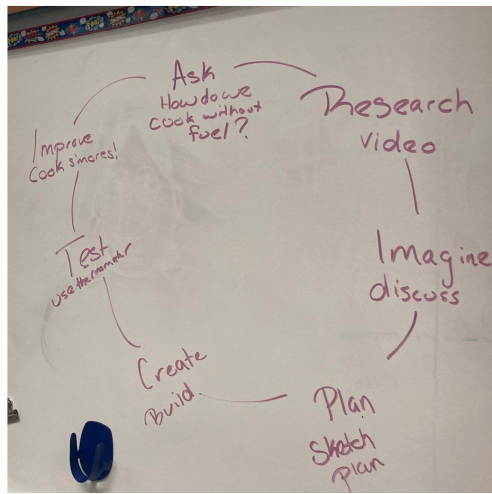
Data Science



Discrete Math



C&I: Math Summer Courses



C&I: ELL Camp

Curricula Projects

New Curricula

- **Math 6**
 - Pre-Algebra H&A
 - Algebra & Trigonometry
 - **Music**
 - **Technology II**
 - Dance II
 - Art Kindergarten
 - Theatre Arts II
 - 11th and 12th grade Elective PE
- **DLI Grade 5 Spanish Literacy & Culture**
 - **DLI Grade 5 Chinese Literacy & Culture**
 - **Language Arts 9th Grade**



Components of Curricular Documents

Consistent Parts of Each Document

- Summary & Rationale
- Recommended Pacing
- NJ Student Learning Standards
- NJ Companion/ Interdisciplinary Standards
- Unit Enduring Understandings
- Objectives
- Evidence of Learning (Assessments)
- Resources
- Designed in Units

Curricular Storyboards

Equity Statement & Core beliefs

Math Equity Statement

ALL learners should have access to rigorous, high-level mathematical content in an environment where risk-taking, deep conceptual understanding, and growth mindset are the norm.

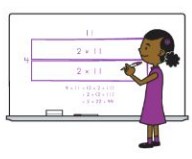
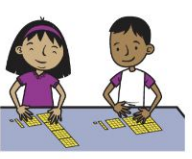

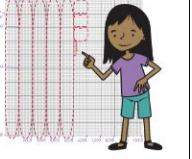



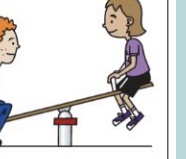
Core Beliefs:






Our district's strategic goals prioritize teaching and learning from a productive standpoint. Building upon the principles of *Catalyzing Change in High School Mathematics*, we aim to cultivate equitable mathematics practices and shift from deficit-based to productive beliefs. According to the National Council of Teachers of Mathematics (NCTM, 2020), "Mathematics education must be equitable, ensuring that each and every student has access to high-quality mathematics teaching and learning opportunities." Our objective is for every student to perceive themselves as capable, knowledgeable, and meaning-makers in mathematics.

Drawing from *Catalyzing Change* and *Mathematical Mindsets* by Jo Boaler (2016), we embrace the following beliefs:

- All students are capable of learning mathematics at high levels.
- All students will progress on their mathematical journey.
- Developing a growth mindset is essential for learning.
- Visual and deep thinking enhance mathematical understanding.
- Mathematics learning is fostered through discourse and collaboration.
- Mistakes are integral to the learning process.

Other Components to Support

Trimester 1			Trimester 2			Trimester 3	
Unit 1: Multiplicative Thinking	Unit 2: Multi-Digit Multiplication & Early Division	Unit 3: Fractions & Decimals	Unit 4: Addition, Subtraction & Measurement	Unit 5: Geometry & Measurement	Unit 6: Multiplication & Division, Data & Fractions	Unit 7: Reviewing & Extending Fractions, Decimals & Multi-Digit Multiplication	Unit 8: Playground Design
							
The Story of the Unit This first unit explores the question: "How can we understand & apply multiplication and division concepts effectively?" Students use tools like open number lines, arrays, and ratio tables. They will have opportunities to discuss their ideas with others. They use a method called the area model to explore factors, multiples, and different types of numbers. Students also work with equations that involve multiplication and division. The unit ends with the concept of multiplicative comparison as it applies to the world of measurement.	The Story of the Unit In this unit students continue to develop their understanding of multiplication and division by exploring patterns in numbers and solving multiplication problems with one or two digits. They transition from concrete models to pictorial models. They also work with ratio tables to understand the effects of multiplying by 10, 100, and 1,000. Finally, students take on division problems that involve dealing with remainders in different situations.	The Story of the Unit In this unit, students will use a variety of tools to understand and work with fractions and decimals. They learn to model, read, write, compare, order, compose, and break down fractions and decimals. Additionally, they apply their knowledge to practical, everyday situations. The unit provides a hands-on and real-world approach to learning about fractions and decimals.	The Story of the Unit The fourth unit revisits addition, subtraction, and measurement concepts as students delve into the standard algorithms for addition and subtraction and compare them with alternative methods to determine their effectiveness. Students will then move into exploring various measurement aspects as they also investigate the connections between different units of measurement. The unit ends with students working with problems that involve converting units within the same measurement system.	The Story of the Unit In this unit, students are introduced to several new geometric concepts, including angles and their measurement, parallel and perpendicular lines, and reflective symmetry. They use vocabulary terms and geometric concepts to sort and classify various polygons. Students will delve into measuring the area and perimeter of rectangles, leading to generalizations that introduce the formulas for both. The unit ends with a return to angle measurement, emphasizing that angles involve rotations around a fixed point and can be combined or added together.	The Story of the Unit The instruction in this unit aims to foster a deeper understanding of the connections between multiplication and division. Each module offers diverse opportunities for students to model, solve problems, share strategies, play games, and apply skills in various situations.	The Story of the Unit Unit 7 focuses on reinforcing and building upon students' fractional understanding. Students will explore equivalence and comparing fractions with different denominators. In the later part of the unit, students revisit and refine the strategies they have learned for multiplication involving larger numbers as well as the standard multiplication method.	The Story of the Unit In the final unit, students engage in a hands-on project where they design and construct scaled model playgrounds featuring simple machines. To determine which playground items are most essential, they conduct a survey within the school community and present the data using graphs. Students use what they know about measurement to create a scaled map of their designs and build 3-D scaled models.
Learning Targets We will: <ul style="list-style-type: none"> Fluently multiply and divide within 100 Apply properties of operations as strategies to multiply and divide Use multiplication and division within 100 to solve 	Learning Targets We will: <ul style="list-style-type: none"> Multiply by 10, 100, and 1,000 Multiply 2-digit numbers Represent multiplication with arrays and ratio tables Divide with and without remainders 	Learning Targets We will: <ul style="list-style-type: none"> Compare fractions with like and unlike denominators Locate fractions on a number line Add and subtract fractions with like and unlike denominators 	Learning Targets We will: <ul style="list-style-type: none"> Compare multi-digit numbers and identify the value of the digits in such numbers Use the standard algorithms for addition and subtraction Measure length, distance, liquid volume, time, mass, 	Learning Targets We will: <ul style="list-style-type: none"> Measure angles and determine angle measurements based upon given information Sort and classify shapes based upon the number and kinds of sides and angles they have 	Learning Targets We will: <ul style="list-style-type: none"> Multiply multi-digit numbers Divide a multi-digit number by a 1-digit number Solve problems about the area and perimeter of rectangles Review equivalent fractions, 	Learning Targets We will: <ul style="list-style-type: none"> Compare fractions Recognize and generate equivalent fractions Represent and compare decimal numbers Multiply two-digit numbers with the standard algorithm 	Learning Targets We will: <ul style="list-style-type: none"> Learn about simple machines such as pendulums, levers, inclined planes, and wheels Research and evaluate considerations for playground features and safety through reading, online research, and

Physics Curriculum					Essential Question(s):	How can interactions between objects and systems of objects be explained? What are some of the mechanisms used to describe the interactions of submicroscopic particles and how they explain how technology works?
Unit 0: Motion: Defining what we observe around us in the world.	Unit 1: Forces: How interactions affect the motion of objects.	Unit 2: Energy and Momentum: Looking at interactions through a different lens.	Unit 3: Electricity and Magnetism: Interactions at a submicroscopic level.	Unit 4: Waves: Application of interactions at a technological level.		
						
Focus of the story	Focus of the story	Focus of the story	Focus of the story	Focus of the story		
Motion is observed everyday in life, but how can we come to an agreement on how it can be defined? Students will learn how to describe and measure the motion of objects within a defined frame of reference. They will investigate the many different ways in which objects can move while practicing important science skills. For example: modeling, question formation, experimental design, and analysis of data.	What causes motion in the first place? Now that motion has been defined, students will investigate the interactions that are the cause of an object's motion. Students will experiment and analyze data to determine the relationship between forces and motion. They will then study the mechanisms behind specific forces such as friction and gravity.	Are external forces the only way to describe motion? What happens inside a system of objects? Students will explore how interactions affect energy and momentum of objects within a system. They will apply key conservation concepts to real world phenomena like rollercoasters and collisions in order to model transformations and transfers of energy and momentum.	Are the interactions we see the only ones that can be explained? How is interactions occur at the smallest scales? Students will investigate the electric and magnetic behavior of materials. They will apply concepts previously learned to explore how charges interact with electric and magnetic fields. The concepts will be applied to relevant technology such as wireless charging devices.	How does technology use complex interactions to function? How is information shared at great distances? Students investigate waves and their use in modern technology. Students will study how different types of waves interact and transmit energy as well as information. The ideas students explore in this unit are fundamental to understanding how communication technology works and develops in our modern day.		
Learning Targets	Learning Targets	Learning Targets	Learning Targets	Learning Targets		
I can design and conduct experiments to observe and describe real world motion.	I can model the cause-effect relationship between forces and motion using diagrams and equations.	I can model the conservation of energy or momentum in a system using diagrams and equations.	I can use models to describe and predict the effects of electrostatic forces between distant objects.	I can describe the different types of waves, their properties and how they transmit energy and information.		
I can analyze and interpret data from an experiment and make a conclusive statement regarding what the data represents.	I can use vector algebra to model multiple forces acting on an object or system of objects.	I can define a system of interacting objects that is advantageous for solving a problem.	I can model how the field created by charged particles affect the space around them.	I can recognize when to use the wave model or particle model to describe electromagnetic radiation.		
I can model real world motion using measurements, equations, diagrams and graphs.	I can model the interactions between objects in contact as well as objects at a distance using diagrams and equations.	I can distinguish between a system in which quantities are conserved and a system in which quantities aren't.	I can explain how electricity and magnetism are related and give specific examples for how moving charges and magnets interact.	I can identify the advantages and disadvantages of different transmission and storage technologies.		



Revised Curricula Projects



- Advanced Creative Design
- American Studies I
- American Studies I Honors
- AP Calculus BC Curriculum
- AP United States History
- Art 1
- Art 2
- Art 3
- Art 4
- Art 5

- Biology
- Chemistry CP
- Chemistry Honors
- Child Growth and Development
- Chinese Grade 7
- Culinary Creations
- Culture and Cuisine
- ELL 1 C&D
- ELL 2 A&B

- ELL 3 A&B
- ELL 4 A&B
- ELL1 A&B
- ELL4 C&D
- Emerging Financial Markets
- Family and Consumer Science Grade 6
- Family and Consumer Science Grade 7
- Financial Literacy RC
- Geometry CP

Revised Curricula Projects



- German Grade 6
- Health Grade Kindergarten
- Health Grade 1
- Health Grade 2
- Health Grade 3
- Health Grade 6
- Health Grade 7
- Health Grade 8
- Health Grade 9
- Health Grade 10
- Health Grade 11
- Health Grade 12

- Life Skills Grades 4 & 5
- Mathematics Kindergarten
- Mathematics Grade 1
- Mathematics Grade 2
- Mathematics Grade 3
- Mathematics Grade 4
- Mathematics Grade 5
- Media Center/Library Adaptive Grades K-3
- Media Center/Library Grade 1
- Media Center/Library Grade 2
- Media Center/Library Grade 3
- Media Center/Library Kindergarten
- Media Center/Library Pre-K
- Music 1

- Music 2
- Music 3
- Music 4
- Music 5
- Music Cycle 6
- Music Cycle 7
- Music Cycle 8
- Music Kindergarten
- Physical Education Grade 6
- Physical Education Grade 7
- Physical Education Grade 8
- Physical Education Grade 9
- Physical Education Grade 10
- Physical Education Grade 11
- Physical Education Grade 12

Revised Curricula Projects

- Physics
- Physics Honors
- Precalculus Honors
- Preschool Curriculum
- Science Grade 6
- Science Grade 7
- Science Grade 8
- Social Studies Grade 1
- Social Studies Grade 2
- Social Studies Grade 3
- Social Studies Grade 4
- Social Studies Grade 5
- Social Studies Grade 7
- Social Studies Grade Kindergarten
- Spanish 3
- Spanish Academy A
- Spanish Academy B
- Spanish Grade 4
- Spanish Grade 5
- Spanish Language & Culture
- World History



All Things ELA & Math

Updates and Important Information to Start the School Year

With bonus content from DLI, Science, Social Studies, & World Language!

Welcome Note

WELCOME BACK! We hope you have enjoyed your summer! As we prepare for the start of the school year, we wanted to share summer updates for ELA, mathematics, and more! Below you will find brief descriptions of the work done over the summer and updated resources available on the [K-5 Learning site](#).

Arigatou
ARIGATO
Do je
Asante
Maile ilomoi
Shukriyya
Xie xie
Spasibo
Achua
THANKS
Salamat
Kamsa hannida
Dikayi
GRACIAS
Hvaha
Wnaha
Dialoh
ARIGATO
Efcharisto
MAHALO
OBRIGATO
GRAZIE
Asante

CHOKRANE
Kiuto
Dankie
KIA ORA
Grafie
ASANTE
Toda
MAAKE
Ca'm owh
Khop Khun Krab
Jijit

MERCI
DANKE
MERCIE

THANK YOU