



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

Mission Statement

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

OCTOBER 17, 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

Mihir Shankar and Johnson Lin, High School North
Eliana Du and Maya Patel, High School South

Liaison Appointments

New Jersey School Boards Association: Dana Krug
Plainsboro Township Committee: Rachel Juliana
Superintendent's Advisory Council: Dana Krug
West Windsor Board of Recreation Commissioners: Dana Krug
West Windsor Township Council: Louisa Ho
West Windsor-Plainsboro Regional School District PTA-PTSA: Loi Moliga & Elizabeth George-Cheniara

Administration

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

I. OPENING/CALL TO ORDER

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 10, 2023, and October 13, 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:	
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	
9. Matters involving quasi-judicial deliberations, and specifically:	

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

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

II. PRESENTATIONS/REPORTS

- A. Board President's Comments
- B. Superintendent's Comments
- C. District Testing Report
- D. Diversity in Hiring

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 10/17/23: 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 October 3, 2023, for the following case numbers: 251234-GMS-09192023; 250731-MHE-09082023 and 250844-GMS-09132023.
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 October 17, 2023, for the following case numbers: 252344-MRS-10052023; 252332-MHE-10052023; 252254-VS-10042023; 252113-MHE-10032023; 252004-MHE-10022023; 251894-MRS-09292023; 251644-TCE-09262023; 251520-VS-09222023; 251508-MHE-09222023; 251504-MHE-09222023; 251498-CMS-09222023; 251262-DNE-09202023; 251234-GMS-09192023; 251220-HSN-09192023; 251055-CMS-09182023; 250909-VS-09142023; 250731-MHE-09082023 and 250725-MRS-09082023.

Policies and Regulations

4. First reading of the following policies and regulations:
 - P 3212 Attendance
 - R 3212 Attendance
 - P 4212 Attendance
 - R 4212 Attendance
 - P 5111 Eligibility of Resident/Nonresident Students

- R 5111 Eligibility of Resident/Nonresident Students
- P 8500 Food Services

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

- P 4420 Benefits Covering Non-Affiliated Support Staff – Category B

6. Abolish the following policies and regulations:

- P 4432 Sick Leave
- R 4432 Sick Leave
- P 5460.02 Bridge Year Pilot Program
- R 5460.02 Bridge Year Pilot Program
- P 8540 School Nutrition Programs
- P 8550 Meal Charges/Outstanding Food Service Bill

NJ QSAC Statement of Assurance

7. Authorize the submission of the West Windsor-Plainsboro Regional School District Board of Education’s New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for the 2023-2024 school year to the New Jersey Department of Education upon the recommendation of the Superintendent of Schools, pursuant to *N.J.A.C. 6A:30-3.2(f)*.

NJ QSAC Comprehensive Maintenance Plan

8. Authorize the submission of the district’s Annual M-1 and Comprehensive Maintenance Plan for the West Windsor-Plainsboro Regional School District to the Executive County Superintendent in compliance with the New Jersey State Department of Education requirements, pursuant to *N.J.A.C. 6A:26-20.5*.

B. CURRICULUM AND INSTRUCTION

To be voted on 10/17/23: Recommend approval of the following resolutions:

Disposal of Instructional Materials

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

- 323 books – High School South Media Center
- 321 books – High School North Media Center
- 1472 books – Dutch Neck Elementary School Media Center
- 255 books – Maurice Hawk Elementary School Media Center
- 833 books – Millstone River School Media Center

All items meet one or more of the below criteria:

- i. Are so worn and/or damaged as to preclude effective use and economical repair or restoration, OR
- ii. Are so outdated as to no longer serve as worthy instructional tools

Professional Development Agreements

2. Entering into a District membership with Kean University Diversity Council for the 2023-2024 school year at a cost of \$300.

Tuition Agreements:

3. Authorization of the following tuition agreements:
 - a) Johns Hopkins University, Center for Talented Youth, one middle school student to attend Middle School Competitive Math 1 and Middle School Competitive Math II, virtually, during the 2023-2024 school year, at a cost not to exceed \$1,975.
 - b) Mercer County Technical School District for placement of students, as needed, in the alternative high school program at the Thomas J. Rubino Academy for the 2023-2024 school year, at a cost not to exceed \$1926 per month, per student.
 - c) Approve enrollment with Educere for one high school student to attend Physical Education and Health 11, virtually, from October 18, 2023, through June 30, 2024, at a cost not to exceed \$399.

Field Trips

4. Approval of the following overnight field trips:

High School North

- a) Model Congress to Washington, D.C., from November 16, 2023, through November 19, 2023. The cost of the trip is approximately \$575 per student.
- b) Science Olympiad to Massachusetts Institute of Technology, Cambridge, Massachusetts, from January 19, 2024, through January 21, 2024. The cost of the trip is approximately \$150 per student.
- c) Ivy League Model Congress to Philadelphia, Pennsylvania, from January 25, 2024, through January 28, 2024. The cost of the trip is approximately \$650 per student.
- d) Model United Nations to Washington, D. C., from February 15, 2024, through February 18, 2024. The cost of the trip is approximately \$700 per student.
- e) Washington Seminar to Washington, D.C., from February 27, 2024, through March 1, 2024. The cost of the trip is approximately \$800 per student.
- f) Future Business Leaders of America to Atlantic City, New Jersey, from March 11, 2024, through March 13, 2024. The cost of the trip is approximately \$300 per student.
- g) Science Olympiad to Michigan State University, Lansing, Michigan, from May 22, 2024, though May 26, 2024. The cost of the trip is approximately \$1200 per student.

High School South

- h) Model United Nations to East Brunswick, New Jersey, from November 16, 2023, through November 19, 2023. The cost of the trip is approximately \$500 per student.
- i) Science Olympiad to Cornell University, Ithaca, New York, from November 17, 2023, though November 18, 2023. The cost of the trip is approximately \$150 per student.
- j) Washington Seminar to Washington, D.C., from March 6, 2024, through March 8, 2024. The cost of the trip is approximately \$795 per student.

C. FINANCE

To be voted on 10/17/23: Recommend approval of the following resolutions:

Business Services

1. Payment of bills as follows:
 - a) Bills List General for October 17, 2023 (run on 10-10-23) in the amount of \$10,508,963.82
 - b) Bills List Capital for October 17, 2023 (run on 10-10-23) in the amount of \$18,554.57

2. Budget adjustments as follows:

- a) 2023-2024 school year as shown on the expense account adjustments for September 30, 2023 (run on 10-12-23) (Adjustment No. 126-186).

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 August 31, 2023, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of August 31, 2023.

Renewal of Group Medical, Prescription, and Dental Insurance Programs

4. **Be It Resolved** that, per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, the West Windsor-Plainsboro Regional Board of Education hereby resolves, effective January 1, 2024, as follows:
 - a) Utilize Aetna as its group medical, prescription, and dental benefits administrator, at the fees, rates, benefits, terms and conditions represented in the contract.
 - b) Utilize Zurich American Insurance Company as its stop-loss carrier for the medical and prescription plans at the proposed rates and factors illustrated in their proposal number 232839, dated 09/28/2023.
 - c) Designate Brown & Brown Benefit Advisors, Inc., as the Board's broker-of-record for the aforementioned group medical, prescription and dental benefits program. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs.

Community Education Enrichment Programs Request for Proposals

5. 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 2024-2025 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: Community Education Enrichment Programs.

Change Order – Referendum Project

6. Change Order No. 05 to the July 20, 2021 Bid #2021-02 single overall contract of J.H. Williams Enterprises, Moorestown, New Jersey, for West Windsor-Plainsboro Regional School District Addition and Renovations to J.V.B. Wicoff Elementary School, as recommended by Fraytak Veisz Hopkins Duthie, PC (Architects/Planners Project No. 5063O) for additional costs to furnish and install entry door threshold at Dutch Neck, provide temporary power during PSE&G shutdown, and additional site supervision, maintenance and mobilization due to project delays in the amount of \$74,063.42. This change order also includes credits to the owner for eliminated aluminum coping, unused allowance, and unused electrical allowance in the amount of \$2,741.47 for a total net change order of \$71,321.95. This change order increases the total contract amount from \$5,919,565.29 to \$5,990,887.24.

7. Change Order No. 03 to the single overall contract of Duall Building Restoration, Mt. Laurel, New Jersey, originally awarded May 25, 2021 for Addition to West Windsor-Plainsboro High School North, as recommended by Fraytak Veisz Hopkins Duthie, PC (Architect/ Planner Project No. FVHD #5063K1), for a credit to the owner for not relocating an existing water main and for the unused allowance in the total amount of \$57,317.00. This change order decreases the contract amount of \$1,770,243.50 to \$1,712,926.50.

Cooperative Purchase Over the Bid Limit - Capital Outlay

8. Authorize the following purchase utilizing New Jersey approved Cooperative Pricing System #26 EDCP, Educational Data Services Bid #10881 to Robert Griggs Plumbing and Heating, LLC, Hillsborough, NJ, as awarded through December 1, 2023, to furnish and install two new hot water heaters at High School North as per Proposal #7896, for a total amount not to exceed \$51,960.00.

Cooperative Purchase Over the Bid Limit

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

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
9400	6498545 - MFG. # G-WS-EDU-PLUS GOOGLE WORKSPACE EDU-PLUS (Google Teacher Licenses)	\$5.00	\$47,000.00
2350	6492086 - Mfg. Part#: 999GWE999-NFR	\$0.00	\$ 0.00
	Total		\$47,000.00

10. Authorize the following purchase utilizing NJ Cooperative Bid –Educational Data Services, Inc. Bid #: 10392 Time and Materials – Boiler Inspection, Cleaning and Repair (Annual) – Pkg #4 to Mack Industries, Inc. of Trenton, NJ for as awarded through December 1, 2023, for the following:

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	Aerco Boilers Air / Fuel Valve Replacements # 1 Boiler Ignition / Stepper Board Replacement at Wicoff Elementary		\$15,591.00
1	Aerco Boilers #2, #3, #4 Oxygen Sensor		

Replacements Aerco Boiler # 1 Combustion Chamber Inspection at High School North	\$4,968.00
Total	\$20,559.00

Equipment Disposal

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

Grover Middle School

Bookcase, Metal, 4 shelf
 Table, Rectangle

High School North

Wheelchair
 Heated Display Merchandiser -2

Technology

Chromebook, Dell -28
 Chromebook, HP
 Desktop, Dell -42
 Camera, Document, HoverCam - 21
 Camera, Document, iPevo - 8
 iMac, Apple - 42
 Laptop, Dell -9
 Mac Mini, Apple - 3
 Macbook, Apple - 8
 Monitor, Acer - 4
 Monitor, Dell - 4
 Monitor, Optquest - 8
 Office/Classroom phone -133
 Phone, AI - 4
 Printer, HP - 16
 Projector, Hitachi -9
 SmartBoard - 14
 Telecenter phone -6
 UTC Retail POS -7
 VHS Player - 6

Transportation

Harness - 4

Transportation

Cancelations

12. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number HS28A/DN18A, route HS28A/DN18A awarded to Irvin Raphael, Inc. on August 29, 2023. Final route cost is \$17,408.00.
13. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number TG52A/MH53A, route TG52A/MH53A awarded to Irvin Raphael, Inc. on August 29, 2023. Final route cost is \$19,380.00.

14. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number HS55AVE51A, route HS55A/VE51A awarded to R&M Transportation on August 29, 2023. Final route cost is \$15,232.00.
15. Cancel 2023 – 2024 Student Transportation Contract – Multi Contract Number CM27A/TC11A, route CM27A/TC11A awarded to A-1 Limousine, Inc. on August 29, 2023. Final route cost is \$15,466.94.
16. Cancel 2023 – 2024 Student Transportation Contract – Multi Contract Number HS29P, route HS29P awarded to St. Mary Transportation, LLC on August 29, 2023. Final route cost is \$4,862.00.
17. Cancel 2023 – 2024 Student Transportation Contract – Multi Contract Number HSNPGA, route HSNPGA awarded to St. Mary Transportation, LLC on August 29, 2023. Final route cost is \$6,222.00.
18. Cancel 2023 – 2024 Student Transportation Contract – Multi Contract Number HNSTELTON, route HNSTELTON awarded to A-1 Limousine on October 3, 2023. Final route cost is \$0.00.
19. Cancel 2023-2024 Student Transportation Contract- Multi Contract Number HS22/DN06, route HS22/DN06 awarded to Rick Bus Company on October 3, 2023. Final route cost is \$9,100.00.

Travel and Related Expenses Reimbursement

20. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
 - a) Four administrators to attend the AASA National Conference on Education in San Diego, California from February 15, 2024, through February 17, 2024, at a total cost not to exceed \$10,000, including travel, as approved by the Executive County Superintendent. [Partially paid through contractual funds]
 - b) One physical education teacher to attend Eggerts Aquatics Water Safety Instructor Class, as required for the position, in Hamilton, New Jersey, from October 15, 2023, through October 17, 2024, at a total cost not to exceed \$450, plus mileage.

D. PERSONNEL

To be voted on 10/17/23: 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

VI. APPROVAL OF BOARD OF EDUCATION MINUTES

To be voted on 10/17/23:

- A. September 19, 2023 Closed Executive Session
- B. October 03, 2023 Meeting
- C. October 03, 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. ADJOURNMENT



WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

AUTOMATED PERSONNEL AGENDA REPORT

Agenda Date: 10/17/2023

Deadline for next Agenda: 11/1/2023

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 to 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								
None								
B. Certificated Staff								
Change								
Olsson, Nancy	Change	Teacher Elementary-LR	6MA	\$69,350.00 (prorated)	MR	10/27/23	6/30/24	Change start date from TBD to 10/27/23.
Liriano-Crumbock, Jessica	Change	Teacher Special Education	8MA	\$73,350.00	HSN	9/1/23	6/30/24	Change salary to \$73,350.
Curtis, Stephanie	Change %	Teacher Language Arts-120%	15MA+30	\$106.88/day	HSN	9/1/23	TBD	Additional per diem payment for an extra section.
Gerstacker, Warren	Change %	Teacher Language Arts-120%	6MA	\$69.35/day	HSN	9/1/23	TBD	Additional per diem payment for an extra section.
Kumar, Sima	Change %	Teacher Language Arts-120%	6MA	\$69.35/day	HSS	9/1/23	TBD	Additional per diem payment for an extra section.
Novak, Michael	Change %	Teacher Language Arts-120%	15BA	\$99.45/day	HSS	9/1/23	TBD	Additional per diem payment for an extra section.
Colon, Marissa	Change %	Teacher Health & Physical Education-120%	4BA	\$65.00/day	GMS	10/24/23	3/18/24	Additional per diem payment for an extra section.
Ely, Justin	Change %	Teacher Health & Physical Education-120%	6BA	\$67.00/day	GMS	10/24/23	3/18/24	Additional per diem payment for an extra section.
McGurney, Brian	Change %	Teacher Health & Physical Education-120%	15MA+30	\$104.17/day	GMS	10/24/23	3/18/24	Additional per diem payment for an extra section.
O'Shea, Owen	Change %	Teacher Health & Physical Education-120%	15BA	\$101.35/day	GMS	10/24/23	3/18/24	Additional per diem payment for an extra section.
Torralba, Jeffrey	Change %	Teacher Health & Physical Education-120%	8MA	\$73.35/day	GMS	10/24/23	3/18/24	Additional per diem payment for an extra section.
Leave of Absence								
Lenart, Erin	Leave-FMLA/NJFLA/CC	School Nurse		N/A	DIST	1/15/24	4/12/24	FMLA/NJFLA/CC: 1/15/24-4/12/24 unpaid, with benefits. (RTW: 4/15/24)
McLelland-Crawley, Rebecca	Leave-FMLA/NJFLA	Teacher Resource Specialist		N/A	CMS	10/23/23	1/1/24	FMLA/NJFLA: 10/23/23-1/1/24 unpaid, with benefits. (RTW: 1/2/24)



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

C. Non Certificated Staff								
Appoint								
Deida, Yamilex	Appoint	Secretary 12 Months	1	\$47,554.00 (prorated)	TRAN	TBD	6/30/24	Appoint as a Secretary 12 Months, pending employment verification, replacing Rose Drago, who resigned. (Tenure date: TBD)
Change								
Hill, Michael	Change	Bus Driver		N/C	TRAN	10/9/23	6/30/24	Change from 7.95 hours to 7.55 hours per day, not to exceed 40 hours per week
D. Substitute / Other								
Appoint								
Holleran, Jacquelyn	Appoint	Substitute Nurse (county cert.)		\$210.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Nurse (County Cert), pending employment verification, as needed for temporary assignments.
Manzoori, Hooraa	Appoint	Substitute Teacher		\$115.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (NJ Cert), pending employment verification, as needed for temporary assignments.
Orvis, Angela	Appoint	Substitute Teacher		\$115.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (NJ Cert), pending employment verification, as needed for temporary assignments.
Arora, Deepti	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Bosset, Julie	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Fischer, Monica	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Ghare, Preeti	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Kirpal, Suchita	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Robinson, Deborah	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	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.

Cantor, Jeffrey	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.
Change							
Budnik, Stefanie	Change	Substitute Secretary	\$21.00/hr.	DIST	9/20/23	6/30/24	Change rate from \$20.00 to \$21.00 for Substitute Secretary, as needed for temporary assignments.
E. Extracurricular / Extra Pay							
ESSER							
Aliseo, Brian	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Campbell, Shannon	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Colpini, Jana	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Figueroa, Jessica	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Frederick, Ellen	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Godowski, Chelsea	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Gore, Matthew	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Hannon, Christa	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Lagomarsino, Ryan	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Lukacher, Alyson	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Matrale, Ashley	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
McCarthy, Tara	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)



Personnel Agenda

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

Newbury, Christine	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Riley, Theresa	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Washington, Rosalyn	Extra Duty	ESSER Academic Support Tutoring & Mentoring	\$50.00/hr.	HSN	9/1/23	6/30/24	Northern Knight Academic tutoring, total program not to exceed 250 hours. (Paid through ESSER grant funds.)
Learning Assistant							
Bhasin, Nidhi	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	TBD	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Bhatt, Dhvani	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	10/18/23	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Patwardhan, Sheetal	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	TBD	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Rahman, Feroza	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	10/18/23	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Royster, Christopher	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	TBD	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Ruthramoorthi, Vidya	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	TBD	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Serafino, Marla	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	TBD	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Surti, Pooja	Extra Duty	Learning Assistant	\$19.00/hr.	HSN/HSS	10/18/23	6/30/23	Learning Assistant, as needed, for student support, paid by CEIS funds.
Title III							
Ali, Sukaina	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)
Burke, Anastasia	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)
Paul, Julia	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)
Singleton-Baldrey, Rebecca	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)



Personnel Agenda

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

Tran, Piao	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)
Zola, Anna	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)
Aconi, Fabio	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	ESL Adult Evening Classes (Parent Academy), total program not to exceed 3 hours per workshop up to 24 weeks. (Paid through Title III grant funds.)
Bader Roman, Amanda	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	ESL Adult Evening Classes (Parent Academy), total program not to exceed 3 hours per workshop up to 24 weeks. (Paid through Title III grant funds.)
Jackson Escogido, Jennifer	Extra Duty	Title III	\$50.00/hr.	DIST	9/1/23	6/30/24	ESL Adult Evening Classes (Parent Academy), total program not to exceed 3 hours per workshop up to 24 weeks. (Paid through Title III grant funds.)
Ali, Sukaina	Extra Duty	Title III- Academic Support	\$50.00/hr.	GMS	9/1/23	6/30/24	ESL Middle School Homework Club, total program not to exceed 4 hours per week, up to 25 weeks. (Paid through Title III grant funds.)
Barabas, Martha	Extra Duty	Title III- Academic Support	\$50.00/hr.	GMS	9/1/23	6/30/24	ESL Middle School Homework Club, total program not to exceed 4 hours per week, up to 25 weeks. (Paid through Title III grant funds.)
Bissinger, Shayne	Extra Duty	Title III- Academic Support	\$50.00/hr.	GMS	9/1/23	6/30/24	ESL Middle School Homework Club, total program not to exceed 4 hours per week, up to 25 weeks. (Paid through Title III grant funds.)
Zola, Anna	Extra Duty	Title III- Academic Support	\$50.00/hr.	GMS	9/1/23	6/30/24	ESL Middle School Homework Club, total program not to exceed 4 hours per week, up to 25 weeks. (Paid through Title III grant funds.)
E. Stipend Athletic							
Community Middle School							
Pacheco, Alexis	Stipend- Athletic	CMS Intramurals Advisor	\$3,109.00	CMS	Fall 2023	Fall 2023	CMS Intramurals Advisor, 0 yrs. exp., paid in FULL in Dec.
Basketball							
Kumor, Zachary	Stipend- Athletic	Basketball - Girls Head Coach	\$8,705.00	HSS	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Head Coach, 3 yrs. exp., paid in FULL in March.
Giordano, Julia	Stipend- Athletic	Basketball - Girls Assistant Coach	\$5,958.00	HSS	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Assistant Coach, 7 yrs. exp., paid in FULL in March.



Personnel Agenda

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

Mastroianni, Elisa	Stipend- Athletic	Basketball - Girls Assistant Coach	\$5,181.00	HSS	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Assistant Coach, 2 yrs. exp., paid in FULL in March.
Gero, Christopher	Stipend- Athletic	Basketball - Boys Head Coach	\$8,705.00	HSS	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Head Coach, 3 yrs. exp., paid in FULL in March.
Gambino, Joseph	Stipend- Athletic	Basketball - Boys Assistant Coach	\$5,699.00	HSS	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Assistant Coach, 5 yrs. exp., paid in FULL in March.
Kinloch, Robert	Stipend- Athletic	Basketball - Boys Assistant Coach	\$5,181.00	HSS	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Assistant Coach, 1 yr. exp., paid in FULL in March.
Wrestling							
Thompson, Sean	Stipend- Athletic	Wrestling - Head Coach	\$6,217.00	HSS	Winter 2023-2024	Winter 2023-2024	Wrestling - Head Coach, 1 yr. exp. , paid in FULL in March.
Swimming							
Bidwell, Jessica	Stipend- Athletic	Swimming - Head Coach	\$9,534.00	HSS	Winter 2023-2024	Winter 2023-2024	Swimming - Head Coach, 7 yrs. exp., paid in FULL in March.
Reilly, Kathleen	Stipend- Athletic	Swimming - Assistant Coach	\$5,958.00	HSS	Winter 2023-2024	Winter 2023-2024	Swimming - Assistant Coach, 7 yrs. exp., paid in FULL in March.
Pegues, Stephanie	Stipend- Athletic	Swimming - Assistant Coach	\$5,181.00	HSS	Winter 2023-2024	Winter 2023-2024	Swimming - Assistant Coach, 1 yr. exp., paid in FULL in March.
Sautter, Elisa	Stipend- Athletic	Diving - Head Coach	\$5,699.00	HSS	Winter 2023-2024	Winter 2023-2024	Diving - Head Coach, 0 yrs. exp. , paid in FULL in March.
Winter Track							
Coburn, Matthew	Stipend- Athletic	Winter Track - Head Coach	\$6,554.00	HSS	Winter 2023-2024	Winter 2023-2024	Winter Track - Head Coach, 5 yrs. exp., paid in FULL in March.
Murphy, Jessica	Stipend- Athletic	Winter Track - Assistant Coach	\$4,767.00	HSS	Winter 2023-2024	Winter 2023-2024	Winter Track - Assistant Coach, 8 yrs. exp., paid in FULL in March.
Muneer, Amirah	Stipend- Athletic	Winter Track - Assistant Coach	\$4,353.00	HSS	Winter 2023-2024	Winter 2023-2024	Winter Track - Assistant Coach, 4 yrs. exp., paid in FULL in March.
Murphy, Robert	Stipend- Athletic	Winter Track - Assistant Coach	\$4,145.00	HSS	Winter 2023-2024	Winter 2023-2024	Winter Track - Assistant Coach, 1 yr. exp., paid in FULL in March.
Hockey							
Borowsky, Andrew	Stipend- Athletic	Ice Hockey - Head Coach	\$6,256.00	HSS	Winter 2023-2024	Winter 2023-2024	Ice Hockey - Head Coach, 3 yrs. exp., paid in FULL in March.



Personnel Agenda

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

McGurney, Brian	Stipend- Athletic	Ice Hockey- Assistant Coach	\$5,181.00	HSS	Winter 2023-2024	Winter 2023-2024	Ice Hockey - Assistant Coach, 13 yrs. exp., paid in FULL in March.
Fencing							
Dula, Jonathan	Stipend- Athletic	Fencing - Head Coach	\$5,699.00	HSS	Winter 2023-2024	Winter 2023-2024	Fencing - Head Coach, 0 yrs. exp., paid in FULL in March.
Cheerleading							
Palmer, Morgan	Stipend- Athletic	Cheerleading - Head Coach	\$5,168.00	HSS	Winter 2023-2024	Winter 2023-2024	Cheerleading - Head Coach, 3 yrs. exp., paid in FULL in March.
Ferrante, Julia	Stipend- Athletic	Cheerleading- Assistant Coach	\$3,626.00	HSS	Winter 2023-2024	Winter 2023-2024	Cheerleading - Assistant Coach, 2 yr. exp., paid in FULL in March.
Supervision							
Garzio, Michael	Stipend- Athletic	Fitness Supervision - 50%	\$1,632.00	HSS	Winter 2023-2024	Winter 2023-2024	Fitness Supervisor - 50% , 3 yrs. exp., paid in FULL in March.
Brack, Daniel	Stipend- Athletic	Fitness Supervision - 50%	\$1,710.50	HSS	Winter 2023-2024	Winter 2023-2024	Fitness Supervisor - 50% , 6 yrs. exp., paid in FULL in March.
Athletic Coordinator							
Kemo, Kerry	Stipend- Athletic	Athletic Coordinator	\$5,441.00	HSS	Winter 2023-2024	Winter 2023-2024	Athletic Coordinator, 4 yrs. exp., paid in FULL in March.
Change							
Kelly, Daniel	Change	Volunteer Basketball	\$0.00	HSN	10/6/23	6/30/24	Change start date from TBD to 10/6/23 for Volunteer Girls' Basketball.
E. Stipend Non-Athletic							
High School North							
Fletcher, Christian	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.
Singh, Priyadarshini	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.
Huang, Lei	Stipend Non-Athletic	Chinese Club Advisor-Shared	\$650.00	HSN	9/1/23	6/30/24	Chinese Club Advisor, Shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Mahableshwarkar, Suparna	Stipend Non-Athletic	Volunteer	\$0.00	HSN	9/1/23	6/30/24	Volunteer, Girls Who Code Club.
Levine, Morton	Stipend Non-Athletic	Volunteer	\$0.00	HSN	9/1/23	6/30/24	Volunteer, Economics Club.



Personnel Agenda

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

Ciaranca, Cheryl	Stipend Non-Athletic	Volunteer	\$0.00	HSN	9/1/23	6/30/24	Volunteer, Hands Across the Water.
Learning Assistant Facilitators							
Castro-Verrault, Jessica	Stipend Non-Athletic	Learning Assistant Facilitator	\$2,080.00	HSN	9/1/23	6/30/24	Learning Assistant Facilitator, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June. (Paid with CEIS funds.)
Rooney, Molly	Stipend Non-Athletic	Learning Assistant Facilitator	\$2,080.00	HSS	9/1/23	6/30/24	Learning Assistant Facilitator, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. (Paid with CEIS funds.)
Change							
McCarthy, Tara	Change	Mentor	\$2,010.00 (prorated)	HSN	9/1/23	10/4/23	Change end date from 6/30/24 to 10/4/23 for mentor for Jessica Liriano-Crumbock, paid 1/2 in Dec. and 1/2 in June.
Johnson, Henry	Change	Standard Club Advisor	\$1,560.00 (prorated)	GMS	1/1/24	6/30/24	Change start date from 9/1/23 to 1/1/24 for Black Student Union Club, 1 yr. exp., paid 1/2 in Dec. and 1/2 in June. Change stipend to paid in FULL in June.
Leonard, Rose	Change	Student Activities Monitor-Shared	\$1,906.67 (prorated)	HSS	9/1/23	10/10/23	Change end date from 6/30/24 to 10/10/23 for Student Activities Monitor, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June. Change to pay in FULL in Dec.
Leonard, Rose	Change	Lunch Duty	\$1,988.00 (prorated)	HSS	9/1/23	11/1/23	Change end date from 6/30/24 to 11/1/23 for Lunch Duty, paid 1/2 in Dec. and 1/2 in June. Change to pay in FULL in Dec.
Hayden, Lisa	Change	Student Activities Monitor-Shared	\$3,466.66 (prorated)	HSS	10/10/23	1/1/24	Change salary from \$1,733.33 to \$3,466.66 for Student Activities Monitor, 2 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Rescind							
Jackson-Escogido, Jennifer	Rescind	Coordinator - ESL District	\$1,688.00	DIST	9/1/23	6/30/24	Rescind Coordinator - ELL District, paid 1/2 in Dec. and 1/2 in June. Paid through Title III grant funds.
F. Community Education							
Change							
Ruffo, Lillia	Change	EDP Site Supervisor	\$25.00/hr.	DN	9/19/23	TBD	Change end date from 10/25/23 to TBD.
Beauchamp, Marissa	Change	EDP Site Supervisor	\$27.72/hr.	DN	9/19/23	TBD	Change end date from 10/25/23 to TBD.
Rescind							
Hernandez, Laysha	Rescind	EDP Assistant Group Leader	N/A	MR	10/18/23	6/30/24	Rescind appointment.
Resignation							
Paliwal, Geeta	Resign	EDP Group Leader	N/A	DN	10/18/23	10/18/23	Resign from position.



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

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
B. Certificated Staff								
Resignation								
Tran, Piao	Resign	Teacher ESL		N/A	MR	12/31/23	12/31/23	Resign, after 30 years in the District, for the purpose of retirement.
C. Non Certificated Staff								
Appoint								
Saranin, Cherie	Appoint	Secretary To	1	\$49,951.00 (prorated)	CO	TBD	6/30/24	Appoint as Secretary To, pending employment verification, replacing Ashley Kiernan, who transferred. (Tenure date: TBD)
Fierro-Soler, Amparo	Appoint	Instructional Assistant- Dual Language Immersion	1	\$19.17/hr.	VIL	TBD	6/30/24	Appoint as Instructional Assistant - Dual Language Immersion, for 6.5 hrs/day, pending employment verification, replacing Eira Santiago, who resigned.
Vargas-Crespo, Minoshka	Appoint	Instructional Assistant	1	\$20.61/hr.	MR	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 3.5 hrs/day, replacing Pooja Bist who transferred.
Change								
Deida, Yamilex	Change	Secretary 12 Months	1	\$47,554.00 (prorated)	TRAN	10/23/23	6/30/24	Change start date from TBD to 10/23/23. Change tenure date from TBD to 10/24/26.
Resignation								
Moon, Alfred	Resign	Security Aide		N/A	HSN	11/14/23	11/14/23	Resign from position.
D. Substitute / Other								
Appoint								
Basler, Linda	Appoint	Substitute Teacher		\$115.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (NJ Cert), pending employment verification, as needed for temporary assignments.
Cheng, Shuang	Appoint	Substitute Teacher		\$115.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (NJ Cert), pending employment verification, as needed for temporary assignments.
Del Gaizo, Sofia	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Kerr, Kailyn	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Riccardo, Hailey	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.



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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wheeler, Zoey	Appoint	Substitute Teacher		\$105.00/day	DIST	10/18/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
E. Extracurricular / Extra Pay								
Title III								
McCormick, Gabrielle	Extra Duty	Title III		\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)
Kloutis, Kimberly	Extra Duty	Title III		\$50.00/hr.	DIST	9/1/23	6/30/24	Planning and Presenting ELL S.E.L.L.F., not to exceed 10 hours per workshop. (Paid through Title III grant funds.)
Change								
Kohl, Kathryn	Extra Duty	Change		\$50.00/hr.	DIST	7/1/23	8/31/23	Change from Expanding Math Toolkit Committee to Math Intervention: Intervention Review and Refining Processes, total program not to exceed 144 hours.
E. Stipend Non-Athletic								
Rescind								
Singh, Priyadarshini	Rescind	Lunch Duty		\$1,988.00	HSN	9/1/23	6/30/24	Rescind Lunch Duty, paid 1/2 in Dec. and 1/2 in June.
F. Community Education								
Change								
Nita, Daniela	Change	EDP Site Supervisor		\$44,181.00		9/1/23	6/30/24	Change salary to \$44,181.



FINANCE ADDENDUM

RECOMMENDATION

C. FINANCE

To be voted on 10/17/23: Recommend approving and amending Finance items #4 and #20 to include the following resolutions:

Renewal of Group Medical, Prescription, and Dental Insurance Programs

4. Be It Resolved that, per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, the West Windsor-Plainsboro Board of Education hereby resolves, effective January 1, 2024, as follows:
 - d) Utilize Hinge Health for voluntary Musculo-skeletal therapy and pain management services, per their proposal dated June 23, 2023.

Travel and Related Expenses Reimbursement

20. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
 - c) One administrator to attend the NJ School Nutrition Association's 60th Annual Conference in Atlantic City, New Jersey, from November 8, 2023, through November 10, 2023, at a cost not to exceed \$450, including travel. [Partially paid through contractual funds]
 - d) Two district administrators to attend NJASBO Food Service Update Training in Mt. Laurel, New Jersey, on November 16, 2023, or in Robbinsville, New Jersey, December 2, 2023, at a cost not to exceed \$215 per person, including mileage.

FINANCE ADDENDUM 2

RECOMMENDATION

C. FINANCE

To be voted on 10/17/23: Recommend approval of the following resolution:

Purchase of Property

1. BE IT RESOLVED that, subject to receipt of required approvals from the New Jersey Department of Education and any other applicable State agency, local government division, and/or other governmental entity, the West Windsor-Plainsboro Regional School District Board of Education approves the contracts of sale in connection with the Board's Land Acquisition for a Future School Building at Block 20.07, Lot 12 and Lot 12 QFarm, and Block 20.07, Lot 15, West Windsor, New Jersey.

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TEACHING STAFF MEMBERS

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Attendance

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3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the educational program. **Teaching staff** Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **teaching** staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for **by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board.** ~~In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**



POLICY GUIDE

TEACHING STAFF MEMBERS
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Attendance

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **teaching** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns** ~~data~~, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 ~~et seq.~~; **18A:30-2; 18A:30-4**

Adopted:



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TEACHING STAFF MEMBERS

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Attendance

~~Professional Staff Attendance Review~~

~~and Improvement Plan~~

Sep 23

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R 3212 ATTENDANCE PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; administrators; and other certificated staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. A cumulative attendance record shall be assembled for each school in the school district and also for the school district as required by the New Jersey Department of Education.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school in the district and also for the school district.

B. Attendance Reporting and Improvement Plan

1. Planning



REGULATION GUIDE

TEACHING STAFF MEMBERS

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Attendance

~~Professional Staff Attendance Review
and Improvement Plan~~

- a. Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.
- b. The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.
- d. The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with Principals and supervisors to discuss attendance records of teaching staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

2. Implementation



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Attendance

~~Professional Staff Attendance Review
and Improvement Plan~~

- a. The Superintendent or designee or the teaching staff member's Principal or supervisor designated by the Superintendent shall be responsible for implementing a plan for the improvement of teaching staff member attendance.
 - b. The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of teaching staff members in their workplace, school, or department. The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with teaching staff members who return from an absence of any duration.
 - c. The Superintendent shall direct Principals and supervisors designated by the Superintendent to incorporate a teaching staff member's attendance record in the teaching staff member's evaluation.
 - d. The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom the Principal or supervisor designated by the Superintendent suspects of misusing sick leave or falsifying the reasons for an absence.
3. Counseling
- a. The Superintendent, Principal, or supervisor designated by the Superintendent may schedule a conference with a teaching staff member where the number and/or pattern of the teaching staff member's absences or the reasons offered for the teaching staff member's absences may indicate a concern.



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- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent, Principal, or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The teaching staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.

C. Record of Attendance

1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.
4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.



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~~Professional Staff Attendance Review
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D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

E. In-Service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with teaching staff members at the beginning of each school year to:
 - a. Inform teaching staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences; and
 - c. Acquaint teaching staff members with the degree to which attendance will affect evaluation reports.

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First Reading: October 17, 2023

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4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Support s**Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **support** staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for **by statute; administrative code;** ~~in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract;~~ or the policies of the Board. ~~In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**



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The Superintendent, in consultation with administrative staff members, will review the rate of absence among **support** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns** ~~data~~, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 ~~et seq.~~; **18A:30-2; 18A:30-4**

Adopted:



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A. Review of Attendance Data

1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.
2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.
3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.

B. Attendance Reporting and Improvement Plan

1. Planning
 - a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.



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- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.
- d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

2. Implementation

- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.



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- b. The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.
- c. The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.
- d. The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.

3. Counseling

- a. The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.
- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.



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C. Record of Attendance

1. A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for support staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.



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4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.
- E. In-Service Training
1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:
 - a. Inform support staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;
 - c. Acquaint support staff members with the degree to which attendance will affect evaluation reports.

Issued:



POLICY GUIDE

First Reading: September 19, 2023
Second Reading: October 17, 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. Ten month employees shall be credited with ten 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.

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Revised: 22 June 2021

Revised: 29 August 2023



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First Reading: October 17, 2023

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5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

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

Eligibility to Attend School – **N.J.A.C. 6A:22-3.1, 3.2, and 3.3**

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 **and Regulation 5111 – Section B.**

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

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, ~~and where~~ the person is domiciled in the school district and is supporting the student without remuneration as if the student were ~~their his or her~~ own child in accordance with N.J.A.C. 6A:22-3.2 **and Regulation 5111 – Section C.** ~~A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement~~



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~~that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use **their** his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of **their** his or her child to a person in another district commits a disorderly persons offense.~~

~~A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.~~

~~A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4. and Regulation 5111 – Section B. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.~~

~~A student is eligible to attend this school district free of charge **in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C.:**~~

- ~~1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 Education of Homeless Children;~~



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

~~Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) and Regulation 5111 – Section C. If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.~~

~~If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.~~

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



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Except as set forth in N.J.A.C. 6A:22-3.3(b)1., immigration/visa status shall not affect eligibility to attend school. **Any student who is domiciled in and the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.** ~~shall not condition enrollment in the school district on immigration status.~~ A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 – **Section D.**

Proof of Eligibility – N.J.A.C. 6A:22-3.4

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4 **and Regulation 5111 – Section E.** ~~The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.~~

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

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



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Registration Forms and Procedures for Initial Assessment – **N.J.A.C. 6A:22-4.1**

Registration and **procedures** for initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 **and Regulation 5111 – Section F**. ~~The Board of Education shall use Commissioner provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.~~

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 **and Regulation 5111 – Section F**.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education **in accordance with N.J.A.C. 6A:22-4.1(c)2. and Regulation 5111 – Section F**. ~~Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty one day period established by N.J.S.A. 18A:38-1.~~

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws **in accordance with N.J.A.C. 6A:22-4.1(d) and Regulation 5111 – Section F**. ~~When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence,~~



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~~or the Department of Children and Families, a potential instance of “neglect” for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student’s name, the name(s) of the parent/guardian/resident, and the student’s address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.~~

~~Enrollment or attendance at the school shall not be conditioned **or denied pursuant to N.J.A.C. 6A:22-4.1(e) through (i) and Regulation 5111 – Section F.** on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student’s birth certificate or other proof of a student’s identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.~~

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

~~When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student’s prior educational record. However, the applicant shall be advised the student’s initial educational placement may be subject to revision upon the school district’s receipt of records or further assessment of the student.~~

Notices of Ineligibility – N.J.A.C. 6A:22-4.2

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student’s initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample



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~~form(s) and meets requirements of N.J.A.C. 6A:22-4.2 et seq and Regulation 5111 – Section G. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.~~

Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

Nothing in N.J.A.C. 6A:22-4, et seq, and this Policy, and Regulation 5111 shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H.

~~When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student’s removal in accordance with the provisions of N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an “affidavit student” (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an “affidavit student”, does not respond within the designated time frame to the Superintendent’s notice or appear for the hearing, the Board of Education shall make a prompt determination of the student’s eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.~~

Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

An applicant may appeal to the Commissioner of Education the school district’s determination that a student is ineligible to attend its schools in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I. Appeals shall be initiated



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~~by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of “affidavit student” eligibility determinations shall be filed by the resident keeping the student.~~

Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

If no appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** following notice of an ineligibility determination, the Board of Education may assess tuition; for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner **in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J**. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 ~~et seq~~ **and Regulation 5111 – Section J**. ~~If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.~~

If an appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a) **and Regulation 5111 – Section J**. Upon the Commissioner’s finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2(a) **1. and Regulation 5111 – Section J**.

Nonresident Students – N.J.S.A. 18A:38-3.a.

Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any



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nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. ~~The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.~~ The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, ~~and~~ **attendance, and payment of tuition.**

[Optional

Children Who Anticipate Moving to or from the District

A nonresident student ~~otherwise eligible for attendance~~ whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled _____ (with ~~or without~~) payment of a **tuition rate approved by the Executive County Superintendent** for a period of time not greater than _____ weeks prior to the anticipated date of residency. ~~If any such student does not become a resident of the school district within _____ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the _____ week and until such time as the student becomes a resident or withdraws from school.~~

Students whose parent or guardian have moved away from the school district on or after _____ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after _____ (date) will be permitted to finish the school year in this school district _____ (with ~~or without~~) payment of a **tuition rate as approved by the Executive County Superintendent.**]

[Optional

Children of District Employees

A child of a Board of Education employee who does not reside in this school district may be admitted to school in this district with or without the payment of tuition for the child if the child's educational program can be provided in a school in the district. If the Board requires the payment of tuition, the Board shall establish and approve a tuition rate for the child of a Board employee upon a request from the employee for their child to attend a



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school in the district. The tuition amount for the student is not required to follow the amount established in the uniform tuition amount charged pursuant to N.J.S.A. 18A:38-3, if applicable. This provision shall not supersede a provision included in any collective bargaining agreement.]

~~Children of Board of Education employees who do not reside in this school district shall may not be admitted to school in this district _____ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.~~

Optional

~~[Other Nonresident Students~~

~~Other nonresident students, otherwise eligible for attendance may be admitted to this school district _____ (with or without) payment of tuition and Board approval.]~~

F-1 Visa Students

[Option – Select One Option

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

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



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J-1 Visa Students

[Option – Select One Option

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

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

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;
18A:38-3.1; 18A:7B-12

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.
8 CFR 214.3

Adopted:



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First Reading: October 17, 2023

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R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

A. Definitions - **N.J.A.C. 6A:22-1.2**

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

B. ~~Eligibility to Attend School~~ — Students Domiciled in the District — **N.J.A.C. 6A:22-3.1**

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:



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- a. A student is domiciled in the school district when **the student** ~~he or she is~~ **the child of living with** a parent or guardian whose domicile is located within the school district.
- (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. **N.J.A.C. 6A:22-3.1(a)1. and B.1.a. above** ~~This provision~~ shall apply regardless of which parent has legal custody.
 - (2) When a student's physical custody is shared on an equal-time, alternating week/month, or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
 - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school



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district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.

- (b) When the domicile of a ~~the~~ student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22, **Policy 5111, and this Regulation.**
- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when **the student** ~~he or she~~ has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
- c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition)



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and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.

- d. A student is domiciled in the school district when **the student's** ~~his or her~~ parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's **or unit's** property tax is paid, ~~or to which the majority of the dwelling's or unit's property tax is paid.~~
- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs of **eligibility** as provided pursuant to N.J.A.C. 6A:22-3.4 **and E. below.**
 - b. **N.J.A.C. 6A:22-3.1(b) and B.2. above** ~~This provision~~ shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.



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- 3e. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b. or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
 43. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.
- C. ~~Eligibility to Attend School~~— Other Students Eligible to Attend School —
N.J.A.C. 6A:22-3.2
1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b. if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were **their** ~~his or her~~ own child.
 - a. A student is not eligible to attend this school district pursuant to **N.J.A.C. 6A:22-3.2(a) and C.1. above this provision** unless:



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- (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that **the parent or guardian** ~~he or she~~ is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that **the person** ~~he or she~~ is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of **their** ~~his or her~~ lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.



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- d. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
 - e. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use **their** ~~his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of **their** ~~his or her~~ child to a person in another school district commits a disorderly persons offense.
2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under **N.J.A.C. 6A:22-3.2(b) and C.2. above** ~~this provision~~ shall cease at the end of the school year during which the parent or guardian returns from active military duty.
 3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.



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- a. When required by the Board of ~~Education~~, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;
 - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)~~1.i~~. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of ~~Education~~, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f. if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2; - Education of Homeless Children.
 5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.



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6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b. if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b. shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h), ~~and~~ Policy **5111**, and **this** Regulation ~~5111~~, “family crisis” shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or



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- (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
 - (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
 - c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
 - d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in C.8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of **their** ~~his or her~~ right to appeal the decision within twenty-one calendar days of **the parent's or guardian's** ~~his or her~~ receipt of the notification, and shall state that if such appeal is denied, **the parent or guardian** ~~he or she~~ may be assessed the costs for



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transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
 - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria ~~set forth~~ at C.8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
 - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.



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- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria ~~set forth~~ at C.8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.



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(2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the **New Jersey Department's of Education's** Office of School Facilities and Finance for reimbursement payment(s) to the school district.

(3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).

~~h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.~~

hi. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, **their** ~~his or her~~ decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status – **N.J.A.C. 6A:22-3.3**

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or **their** ~~his or her~~ compliance with local housing ordinances or terms of lease.
2. Except as set forth in **D.2.a.** below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 **and C. above** shall be enrolled without regard to, or inquiry concerning, immigration status.



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- a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

[Option – Select One Option

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

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



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4. J-1 Visa Students

[Option – Select One Option

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

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

~~E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, and with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.~~

~~EF.~~ Proof of Eligibility – N.J.A.C. 6A:22-3.4

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:

- a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
- b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
- c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;



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- d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an “affidavit student,” adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The Board of ~~Education~~ may accept forms of documentation not listed in **N.J.A.C. 6A:22-3.4(a) and E.1.** above, and shall not exclude from consideration any documentation or information presented by an applicant.
 3. The Board of ~~Education~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.
 4. The Board of ~~Education~~ shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:



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- a. Income tax returns;
- b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b) **and D.2. above**;
- c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
- d. Social security numbers.

5. The Board of ~~Education~~ may consider, in a manner consistent with Federal law, documents or information referenced in **N.J.A.C. 6A:22-3.4(d) and E.4.** above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of ~~Education~~ may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

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

FG. Registration Forms and Procedures for Initial Assessment – **N.J.A.C. 6A:22-4.1**

1. The Board of Education shall use Commissioner-provided registration forms **pursuant to N.J.A.C. 6A:22-4.1(a)**, or locally developed forms that:



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- a. Are consistent with the ~~forms provided by the Commissioner-~~**provided forms**;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22-4 or any other provision of statute or rule;
 - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
 - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of ~~Education~~ shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
- a. If the school district uses separate forms for affidavit student applications rather than a single **application** form for all types of enrollment, affidavit student forms shall comply in all respects with **N.J.A.C. 6A:22-4.1(a)** and ~~the provisions of G.1. above~~. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom **they are** ~~he or she~~ is not the parent or guardian, even if not specifically requested.
 - (1) The Board of ~~Education~~ or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.



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- (2) The Board of ~~Education~~ or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
 - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
 - a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 **and G. below.**
 - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
- (1) An applicant whose student is enrolled pursuant to **N.J.A.C. 6A:22-4.1(c)2.i. and F.3.b. above** ~~this provision~~ shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



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4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of **the applicant's** ~~this~~ written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board of ~~Education~~ shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of **their** ~~his or her~~ identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.



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8. Enrollment in the school district shall not be denied based upon **the** absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

GH. Notices of Ineligibility – N.J.A.C. 6A:22-4.2

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22, **Policy 5111, and this Regulation** or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4.2 and **F. above and H. below et seq.**
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
 - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and



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- (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
- b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
 - e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
 - f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
 - g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, **J.2. and J.3. below**, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:



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- (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

III. Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

1. Nothing in N.J.A.C. 6A:22-4, **Policy 5111**, and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.



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- a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2 **and G. above**. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
 3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an “affidavit student,” has been informed of **their** ~~his or her~~ entitlement to a hearing before the Board of Education.
 4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an “affidavit student,” does not respond within the designated time frame to the Superintendent’s notice or appear for the hearing, the Board of Education shall make a prompt determination of the student’s eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 **and G. above**.
 5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.
- II. Appeal to the Commissioner – N.J.A.C. 6A:22-5.1**
1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.
 - a. Pursuant to N.J.S.A. 18A:38-1.b.(1), appeals of “affidavit student” ineligibility determinations shall be filed by the resident keeping the student.



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JK. Assessment and Calculation of Tuition – **N.J.A.C. 6A:22-6**

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board of ~~Education~~ may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of ~~Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.
 - a. Upon the Commissioner’s finding that an appeal has been abandoned, the Board of ~~Education~~ may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) **and J.1. above** plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the



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date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of **their** ~~his or her~~ decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of ~~Education~~ has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of ~~Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22, **Policy 5111, and this Regulation** shall preclude an equitable determination by the Board of ~~Education~~ or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of ~~Education~~ or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Adopted:



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First Reading: October 17, 2023

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The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

- A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.



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If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
 - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;



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- b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and
- c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.



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In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:
 - a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the



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application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A.18A:33-21; and

- b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
 - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
 3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
 - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
 - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;



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- c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
- d. Facilitate school aid determinations under the “School Funding Reform Act of 2008,” N.J.S.A. 18A:7F-43 et seq.

D. Free or Reduced Price Meals’ Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year’s eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.



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Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the “notification” page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days’ written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district shall notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.



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If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

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



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E. Meal Charge Program – N.J.S.A. 18A:33-21

Option – Select One Option Below

[Option 1

___ The Board of Education does not permit a student in the school district to charge for breakfast or lunch.]

[Option 2

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

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

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

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect,



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the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The school or school district shall not:

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



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4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.



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

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

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

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

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

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the



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district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.



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H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;
18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 C.F.R. 210.1 et seq.

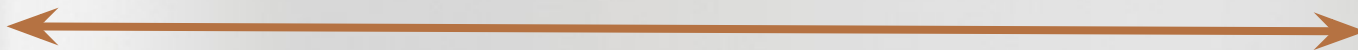
Adopted:





Whole Child, Every Child, Global Child

West Windsor–Plainsboro Regional School District



NJGPA, NJSLA, AP, ACT, SAT, DLM, & ACCESS
Testing Report 2022-2023

Barbara Gould Ed.D.



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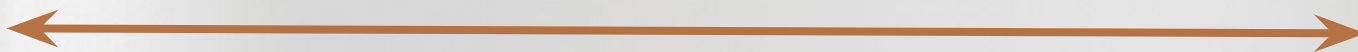
Today's Agenda

- **HS Graduation Pathways**
- **NJGPA Data, District Strengths, and Supports/Interventions**
- **NJSLA Data, District Strengths, and Supports/Interventions**
- **AP, ACT, SAT Data, District Strengths**
- **DLM, Access District Strengths, and Supports/Interventions**



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Graduation Pathways



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Class of 2024 Graduation Pathways Requirements

This section reflects the high school graduation assessment requirements for the class of 2024, which were updated May 2023.

In English Language Arts (ELA), students must demonstrate proficiency:

1. On New Jersey Graduation Proficiency Assessment ELA ≥ 725 ; or
2. By meeting the designated cut score on a substitute competency test such as other high school-level NJSLA assessments, the SAT, ACT, or ACCUPLACER as defined in Pathway 2; or
3. By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

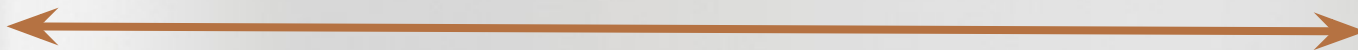
In Mathematics, students must demonstrate proficiency:

1. On New Jersey Graduation Proficiency Assessment MATH ≥ 725 ; or
2. By meeting the designated cut score on a substitute competency test such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in Pathway 2; or
3. By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.



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NJGPA



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NJGPA

Proficiency levels

**N
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Not Yet Graduation Ready	Graduation Ready
Level 1	Level 2
650-724	725-850



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Mathematics

	Number of Valid Scores	Average Scale Score	Mathematics Performance Levels			
			Not Yet Graduation Ready		Graduation Ready	
			#	%	#	%
State	99,012	734	44,513	45%	54,499	55%
District	767	780	58	8%	709	92%



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English Language Arts ELA

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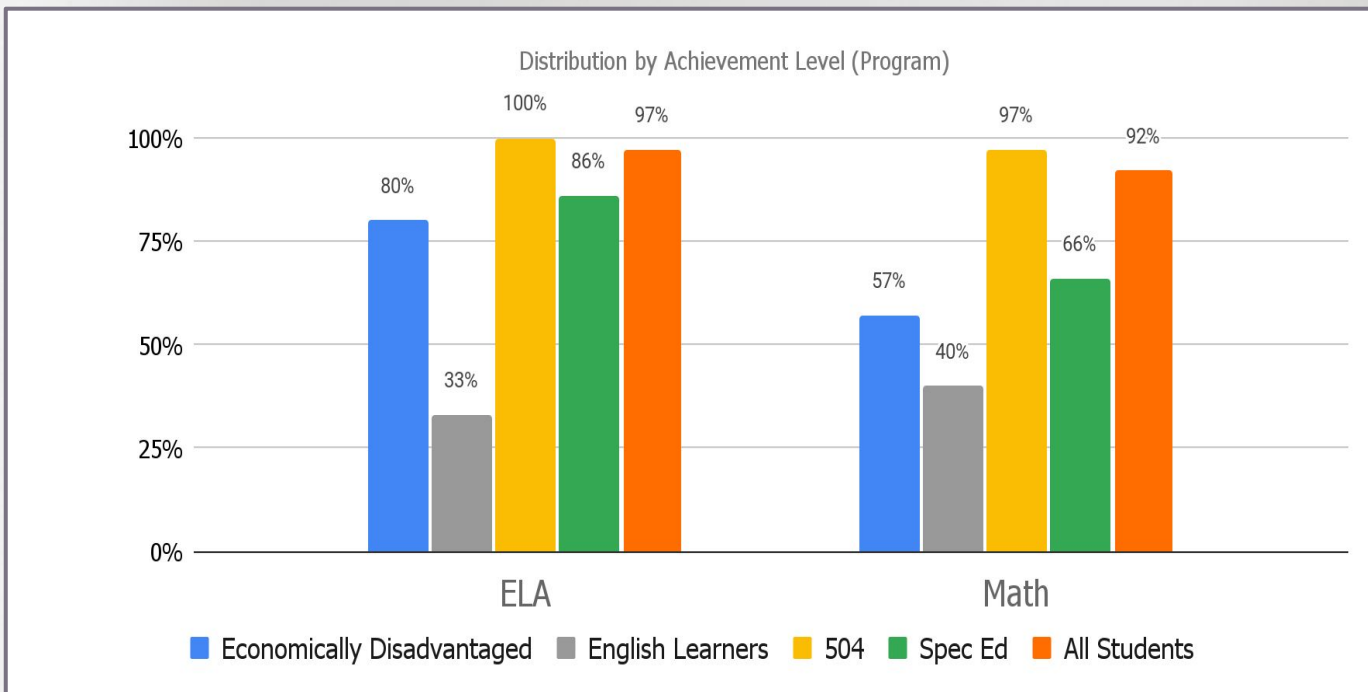
	Number of Valid Scores	Average Scale Score	ELA Performance Levels			
			Not Yet Graduation Ready		Graduation Ready	
			#	%	#	%
State	98,329	765	19,221	20%	79,108	81%
District	766	806	24	3%	742	97%



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District Demographic Data



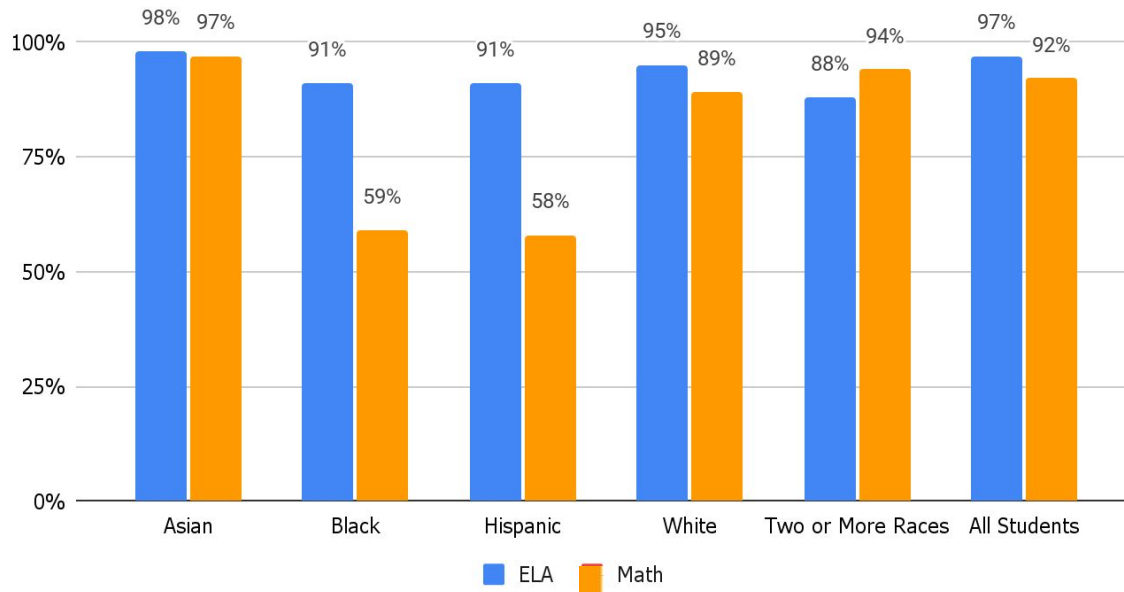


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District Demographic Data

NJGPA Distribution by Achievement Level (Race)





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District Strengths

- In Mathematics, our students have achieved a proficiency rate of 92%. Once again, we have exceeded the state average, which stands at 55%.
- In English Language Arts (ELA), our students have demonstrated exceptional skills, achieving a proficiency rate of 97%, far surpassing the state average of 81%.
- In both Mathematics and English Language Arts (ELA), our students receive high-quality instruction with research based curricula that is tied to the NJ Learning Standards. As a district, we have committed to continuously revising and updating our curricula as well as our instructional resources based on students' needs.



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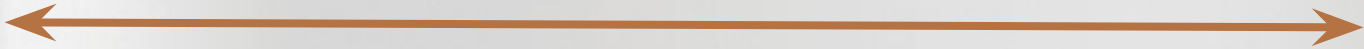
Supports & Interventions

- **Increased curricular support for teachers:**
 - Curricula rewrite for elementary, middle and high school mathematics courses.
 - Ongoing professional development to support differentiation, math instruction, literacy instruction.
- **Continuous review and analysis of SAT, ACT, and NJGPA scores to identify students at risk for not graduating.**
- **Opportunities for seniors who were identified to retake NJGPA and PSATs in WWP.**
- **Portfolio process for students in order to meet the NJDOE graduation requirements.**



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NJSLA



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NJSLA: English Language Arts

The NJSLA- ELA was designed to achieve the following goals:

- Measure student proficiency on the New Jersey Student Learning Standards for English Language Arts (NJSLS-ELA).
- Deliver results that can be used in tandem with local assessments and data to stimulate conversation to improve English Language Arts instruction and student learning.
- Fulfill the federal requirement to administer state ELA assessments to students in grades 3-9.
- Emphasize the importance of close reading, synthesizing ideas within and across texts, determining the meaning of words and phrases in context, and writing effectively when using and/or analyzing sources.





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ELA and Math

Proficiency levels

Level 1: Did Not Yet Meet Expectations	Level 2: Partially Met Expectations	Level 3: Approached Expectations	Level 4: Met Expectations	Level 5: Exceeded Expectations
				Passing 



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ELA

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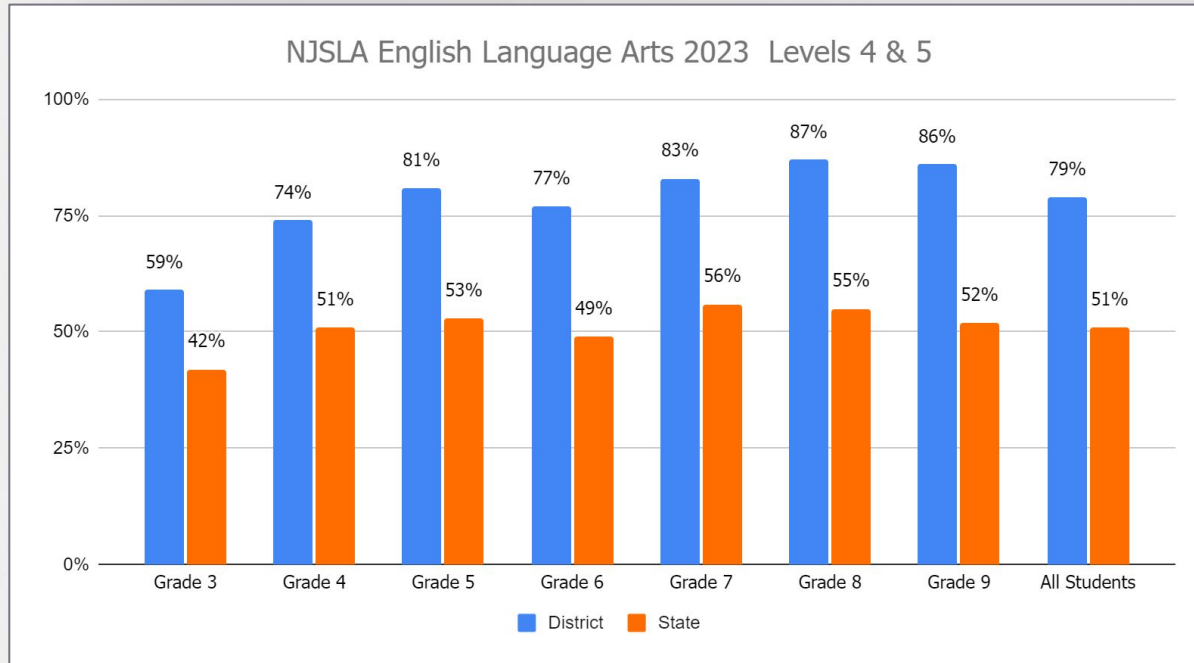
Grade	Did not meet expectations		Partially met expectations		Approached expectations		Met expectations		Exceeded expectations	
	Level 1, District	Level 1, State	Level 2, District	Level 2, State	Level 3, District	Level 3, State	Level 4, District	Level 4, State	Level 5, District	Level 5, State
3	8%	21%	10%	15%	23%	23%	52%	37%	7%	5%
4	5%	13%	6%	15%	16%	21%	44%	37%	30%	15%
5	4%	12%	5%	14%	10%	20%	56%	43%	25%	10%
6	3%	12%	6%	14%	14%	25%	52%	38%	25%	11%
7	4%	12%	4%	13%	10%	20%	40%	33%	43%	23%
8	3%	13%	3%	12%	8%	20%	42%	36%	45%	20%
9*	3%	15%	4%	15%	8%	18%	42%	37%	44%	15%



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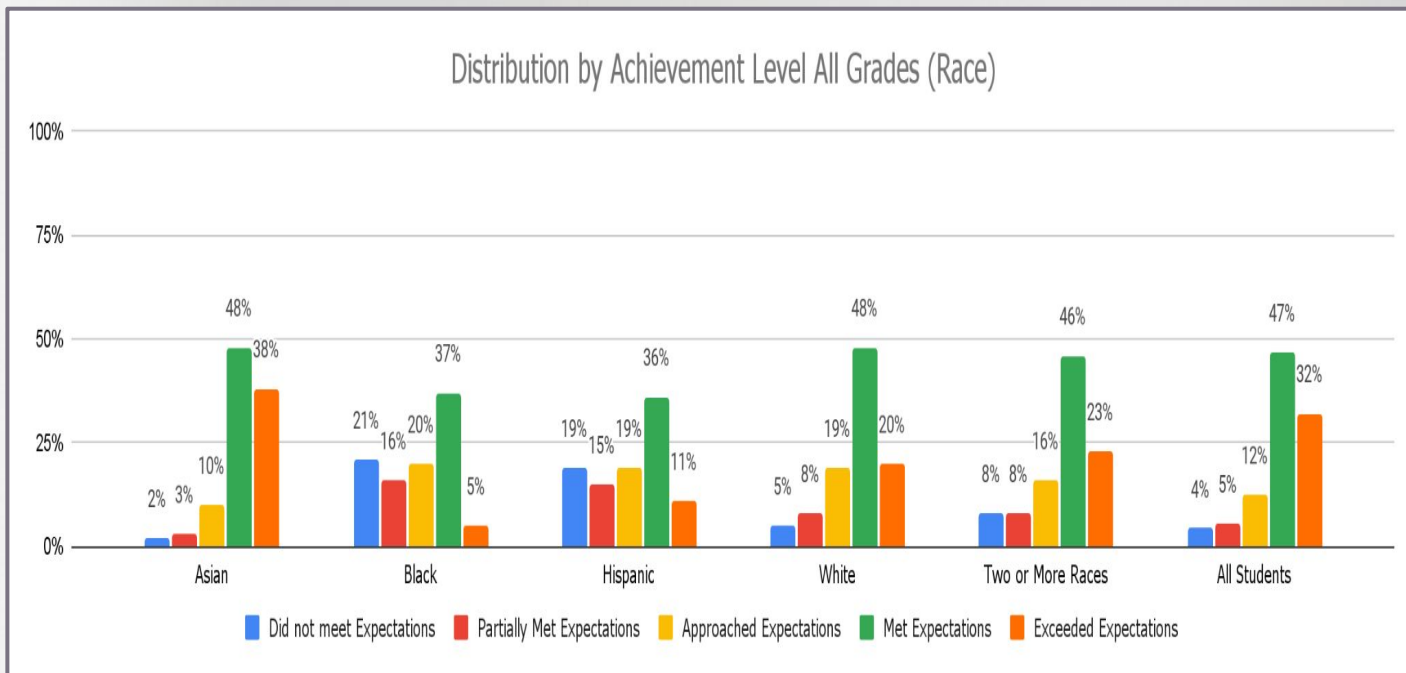
ELA



*Percentages may not add up to 100% due to rounding

District Demographic Data

Distribution by Achievement Level All Grades (Race)



*Percentages may not add up to 100% due to rounding

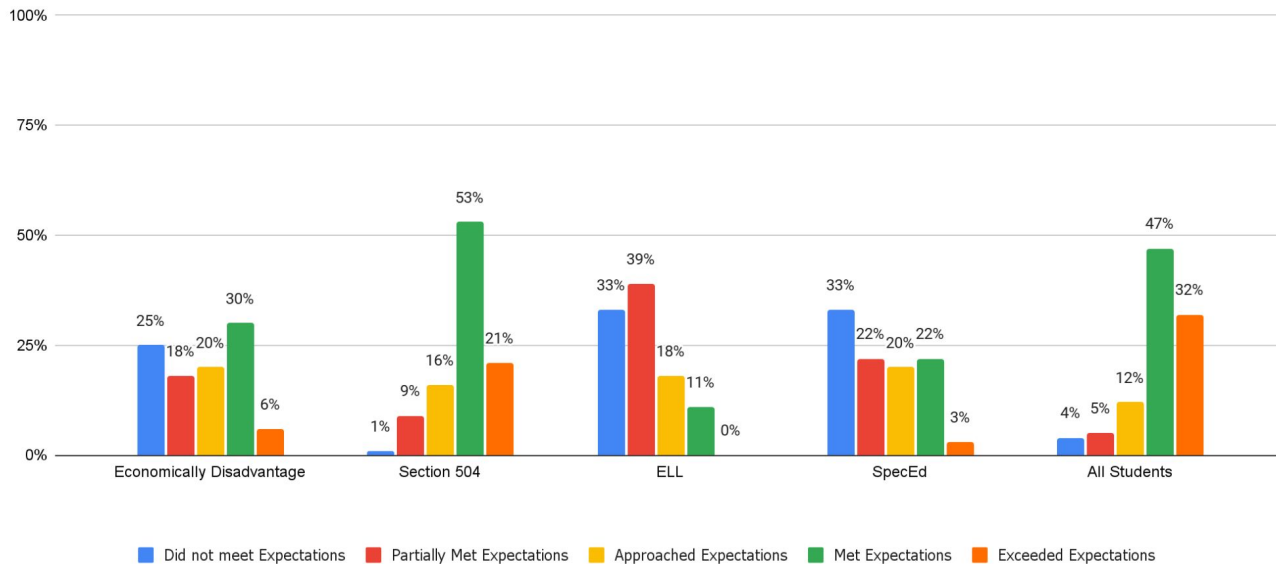


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District Demographic Data

ELA Distribution by Achievement Level



*Percentages may not add up to 100% due to rounding



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NJSLA: Mathematics

The NJSLA-Mathematics was designed to achieve the following goals:

- Measure student proficiency on the New Jersey Student Learning Standards for Mathematics (NJSLS-M).
- Deliver results that can be used in tandem with local assessments and data to stimulate conversation to improve mathematics instruction and student learning.
- Fulfill the federal requirement to administer state math assessment to students in grades 3-8, Algebra I, Algebra II, and Geometry.
- Assess students' abilities in relation to counting and cardinality, operations and algebraic thinking, number and operations in base ten, measurement and data, number and operation-fractions, and geometry.





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Mathematics

Proficiency levels

Level 1: Did Not Yet Meet Expectations	Level 2: Partially Met Expectations	Level 3: Approached Expectations	Level 4: Met Expectations	Level 5: Exceeded Expectations
				Passing 



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Mathematics

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Grade	Did not meet expectations		Partially met expectations		Approached expectations		Met expectations		Exceeded expectations	
	Level 1, District	Level 1, State	Level 2, District	Level 2, State	Level 3, District	Level 3, State	Level 4, District	Level 4, State	Level 5, District	Level 5, State
3	7%	13%	8%	17%	20%	25%	45%	34%	20%	12%
4	5%	13%	7%	18%	18%	25%	53%	38%	17%	7%
5	6%	13%	6%	21%	15%	26%	46%	31%	28%	9%
6	3%	14%	9%	23%	19%	28%	46%	28%	23%	7%
7	6%	13%	7%	23%	24%	30%	57%	29%	6%	5%
8	45%	34%	30%	27%	18%	21%	8%	17%	0%	1%
Alg 1	4%	16%	12%	26%	16%	23%	52%	30%	16%	5%
Alg 2	4%	16%	11%	14%	20%	16%	57%	44%	9%	10%
Geo	0%	6%	1%	14%	1%	30%	50%	41%	50%	10%

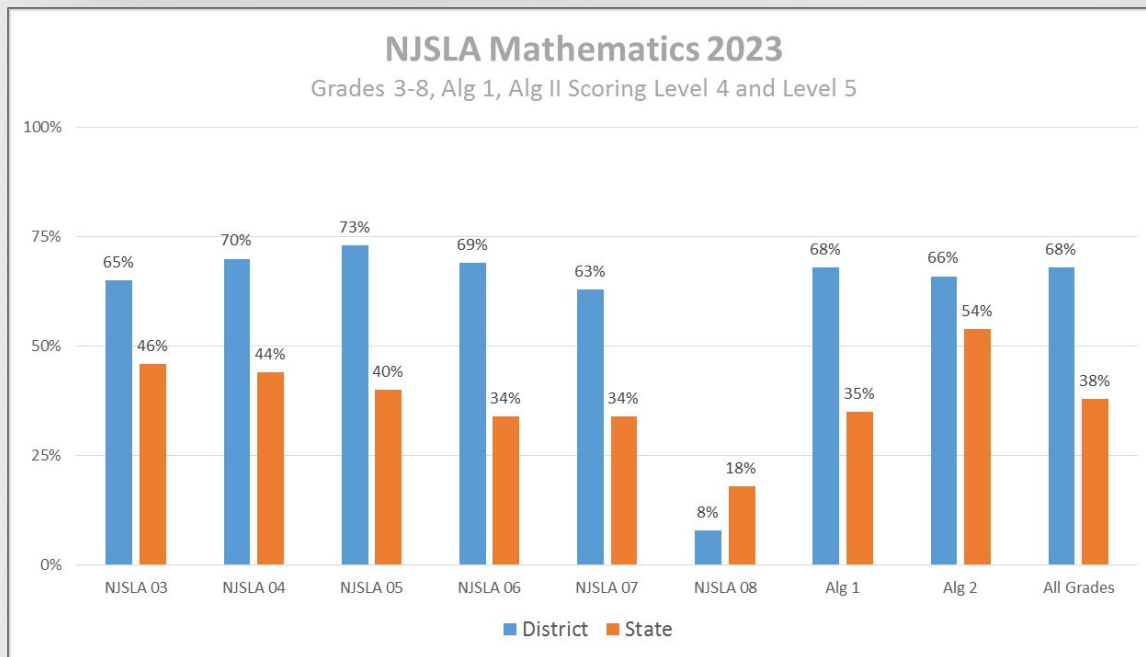
*About 85% of 8th graders are in Algebra I & take NJSLA



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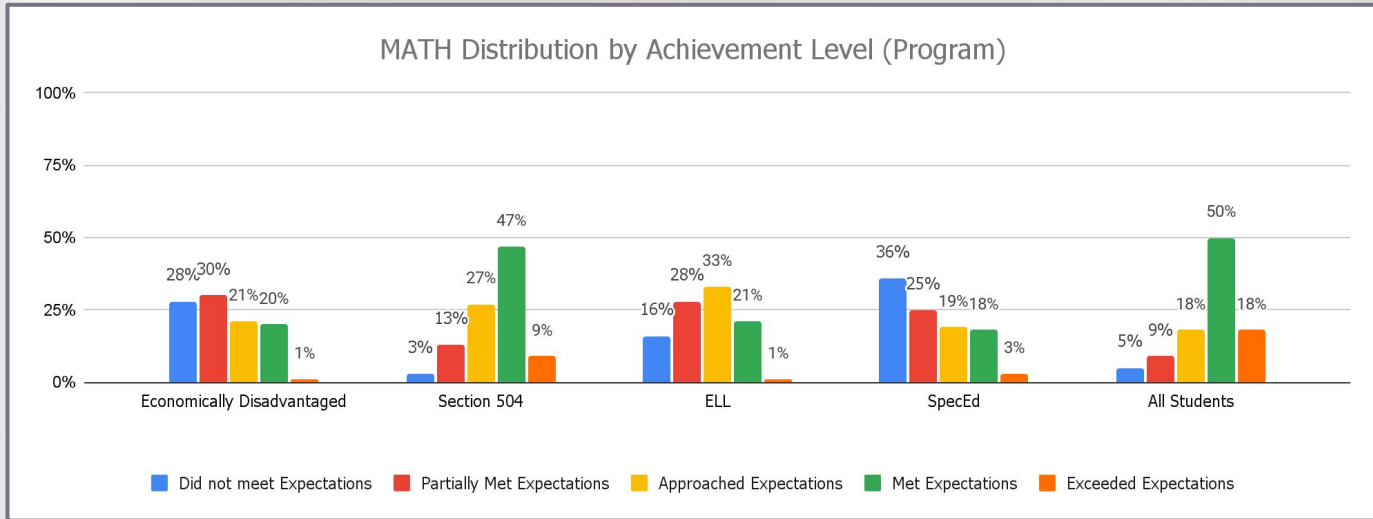
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Mathematics



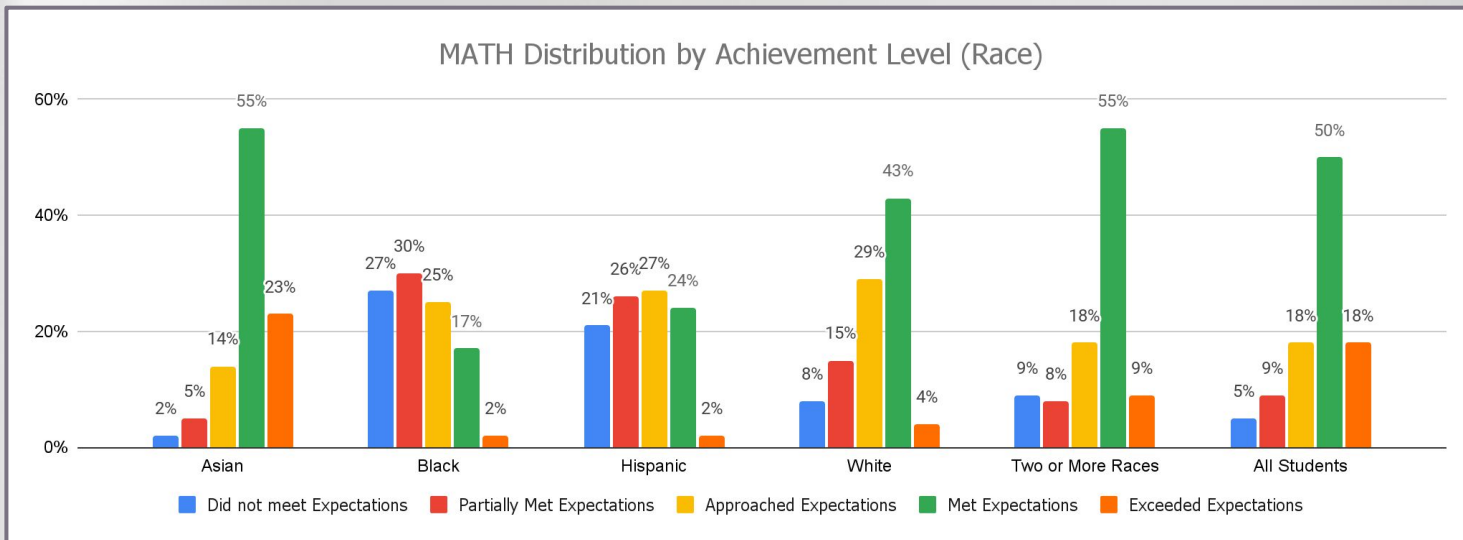
*Percentages may not add up to 100% due to rounding

District Demographic Data Math



*Percentages may not add up to 100% due to rounding

District Demographic Data



*Percentages may not add up to 100% due to rounding

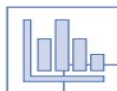
NJSLA: Science

Groupings of the Science and Engineering Practices



Investigating

- Asking questions and defining problems
- Planning and carrying out investigations
- Using mathematical and computational thinking



Sensemaking

- Developing and using models
- Analyzing and interpreting data
- Constructing explanations and defining solutions



Critiquing

- Engaging in argument from evidence
- Obtaining, evaluating, and communicating information




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NJSLA - Science

Proficiency levels

Level 1 Below Proficient	Level 2 Near Proficiency	Level 3 Proficient	Level 4 Advanced Proficient
		 Passing 	



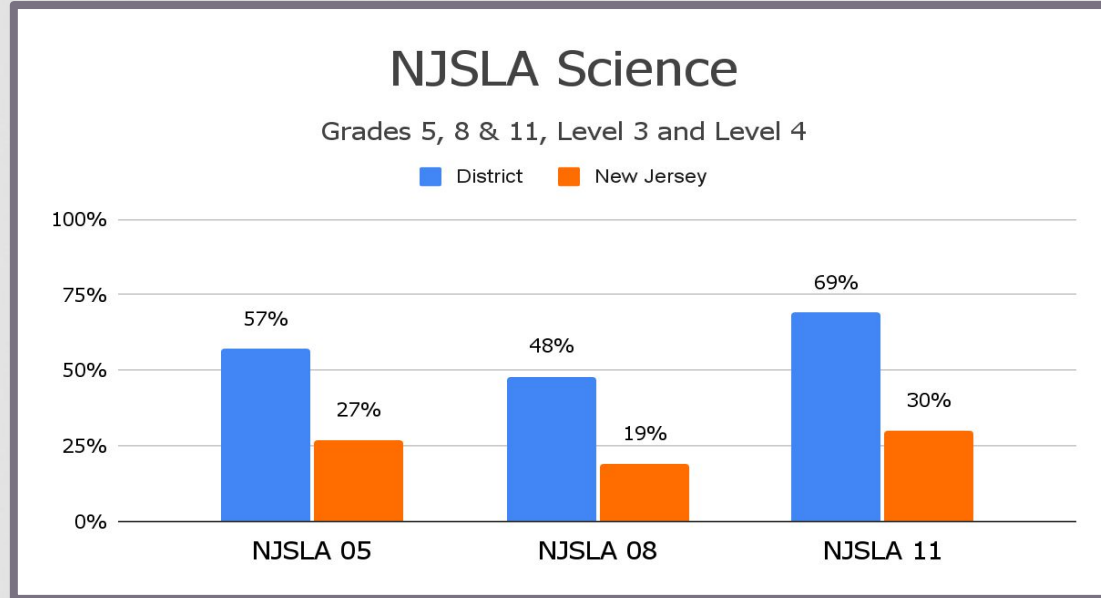
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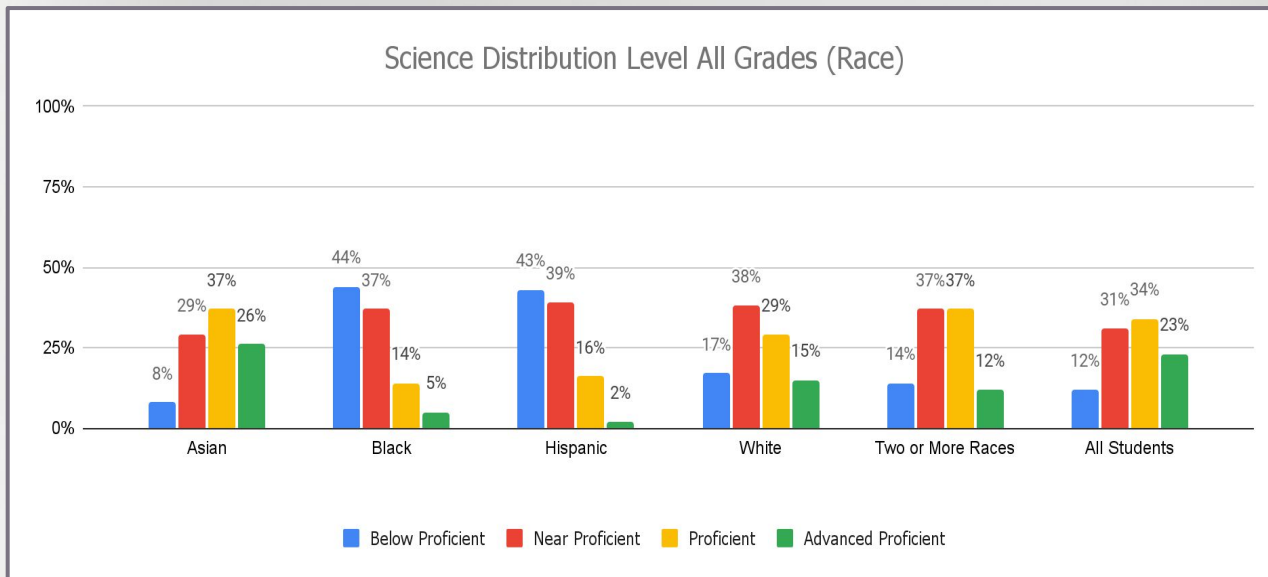
Science

	Below Proficient		Near Proficient		Proficient		Advanced Proficient	
	Level 1, District	Level 1, State	Level 2, District	Level 2, State	Level 3, District	Level 3, State	Level 4, District	Level 4, State
5	13%	38%	30%	35	39%	21%	18%	6%
8	12%	40%	40%	42%	30%	14%	18%	4%
11	13%	44%	18%	26%	33%	22%	36%	8%

Science

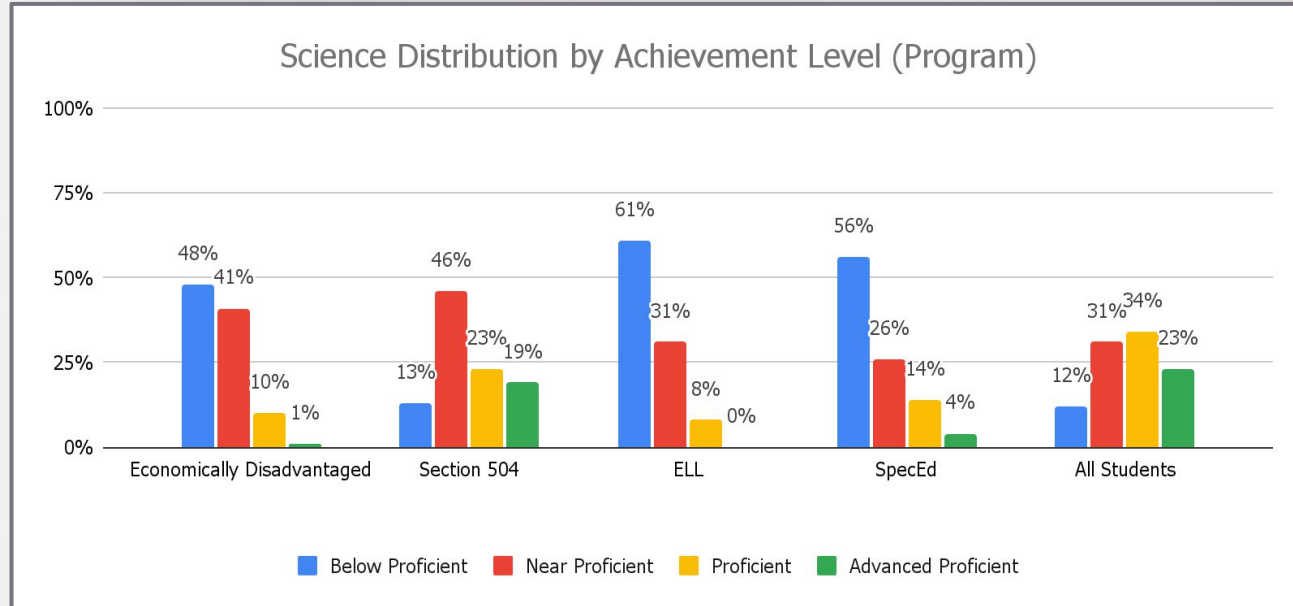


District Demographic Data Science



*Percentages may not add up to 100% due to rounding

District Demographic Data Science



*Percentages may not add up to 100% due to rounding



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District Strengths

- Overall, WWP students achieved proficiency rates exceeding the state average across all grade levels and content areas.
- Strong curricula, aligned to NJSLA Standards, with research-based instructional strategies, and appropriate resources support high levels of proficiency.
- Ongoing professional development opportunities throughout the year available to staff through external consultants, Teacher Resource Specialists for Curriculum and Instruction, teachers leaders, Supervisors, and Administration increases staff collective efficacy.



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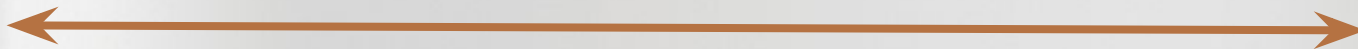
Supports & Interventions

- Pilot Program for Multi-Tiered Systems of Support Model (Hawk, Wicoff, South, CMS, MRS) with full implementation 2024-2025.
- Teacher Resource Specialists, Instructional coaches K-8, to support teachers and students in instruction and intervention.
- Consistent implementation of Universal Screeners to assess student growth towards reading and mathematics standards through the use NWEA Growth and Fluency Screener. These Universal Screeners will enable the district to continuously monitor student progress, create action plans based on data, and identify students who may benefit from additional support.
- Orton-Gillingham training for TRS with focus on reading intervention in order to increase repertoire of strategies and resources available to students needing reading support.
- Implementation of Bridges mathematics curricular resource K-5 which includes differentiated materials for a variety of learners.
- Hiring and retaining highly qualified teachers.
- Equity Strategic Goal Work.



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AP



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AP Offerings

AP English Language

AP English Literature

AP Art History

AP Studio Art

AP Calculus BC

AP Statistics

AP Computer Science A

AP Calculus AB

AP Computer Science Principles

AP Biology

AP Chemistry

AP Environmental Science

AP U.S. History

AP American Government

AP Comparative Government &

Global Studies

AP Psychology

AP European History

AP Microeconomics

AP French

AP German

AP Chinese

AP Spanish Literature

AP Spanish Language

Advanced Placement

- AP exams are standardized exams designed to measure how well a student has mastered the content and skill of specific AP courses.
- An AP score is a weighted combination of scores on the multiple-choice and free response sections.
- The final score is reported on a 5 point scale.





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AP Results by School

High School North and High School South 2022-2023

AP Exam Score	Recommendation
5	Extremely well qualified
4	Very well qualified
3	Qualified
2	Possibly qualified
1	No recommendation



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AP Score Summary Spring 2023

HS North

Scores	1	2	3	4	5	Total Exams
Number of Exams	57	143	295	506	690	1,691
Percentage of Total Exams	3%	8%	17%	30%	41%	100%
Number of AP Students	46	108	223	342	354	

HS South


Scores	1	2	3	4	5	Total Exams
Number of Exams	73	132	354	549	629	1,737
Percentage of Total Exams	4%	8%	20%	32%	36%	100%
Number of AP Students	62	106	268	379	345	

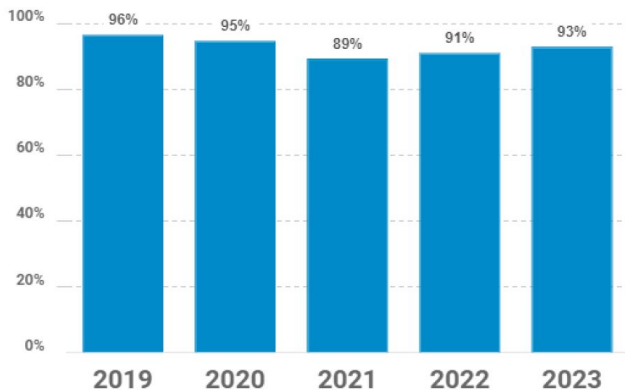


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HS North

5 Year AP Score Summary

 % OF TOTAL AP STUDENTS WITH SCORES 3+



 SCHOOL SUMMARY


	2019	2020	2021	2022	2023
Total AP Students	540	616	633	662	658
Number of Exams	1,341	1,500	1,539	1,644	1,691
AP Students with Scores 3+	521	583	565	602	611
% of Total AP Students with Scores 3+	96.48	94.64	89.26	90.94	92.86

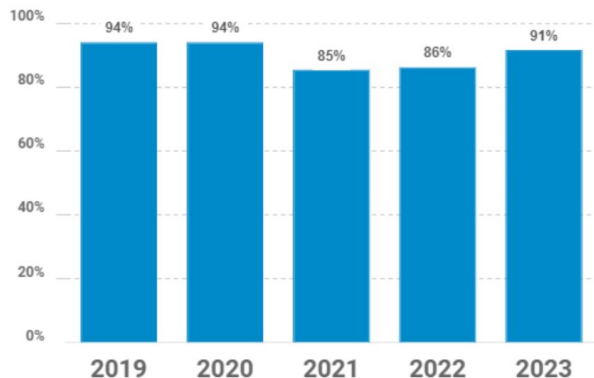


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HS South

5 Year AP Score Summary

 % OF TOTAL AP STUDENTS WITH SCORES 3+



 SCHOOL SUMMARY

	2019	2020	2021	2022	2023
Total AP Students	606	637	660	690	717
Number of Exams	1,454	1,588	1,594	1,607	1,737
AP Students with Scores 3+	569	598	563	594	656
% of Total AP Students with Scores 3+	93.89	93.88	85.30	86.09	91.49



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Strengths & Interventions

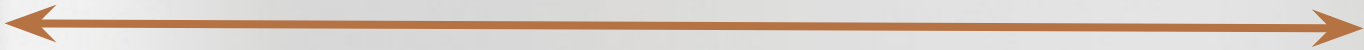
- 82% of 11th and 12th grade students took at least one AP course in the 2022-2023 school year.
- 92% of 11th and 12th grade students who took an AP test, scored 3 or above on at least one AP test in the 2022-2023 school year.
- Enhancing accessibility to AP courses.
- Conducting data analysis by course to improve programs.





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ACT Results



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The ACT Test- American College Test

- The ACT is a standardized test for college admissions.
- The ACT is a 2 hour and 55 minute multiple choice test.
- Students are tested on their critical thinking, interpretation, and analysis in the subjects of English, Math and Science.
- Writing is scored on a scale of 2 to 12.
- Reading and Math is scored on a scale of 1 to 36.



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ACT Achievement 4 Year Comparison

Year	Composite		Math	Science	STEM	English	Reading	Writing	ELA
	Valid Number	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score
2022-2023	279	28.7	28.8	27.7	28.5	29.2	28.7	8.4	26.3
2021-2022	230	29.0	29.4	27.5	28.7	29.5	28.9	8.7	28.2
2020-2021	297	29.7	30.0	28.7	29.6	30.1	29.7	8.7	29.1
2019-2020	263	29.4	29.7	28.3	29.3	29.8	29.4	8.5	28.4

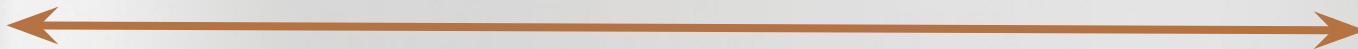
Math, Science, Stem, English, Reading scale: 1-36

Writing Scale: 2-12



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SAT Results



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The SAT Test- Scholastic Aptitude Test

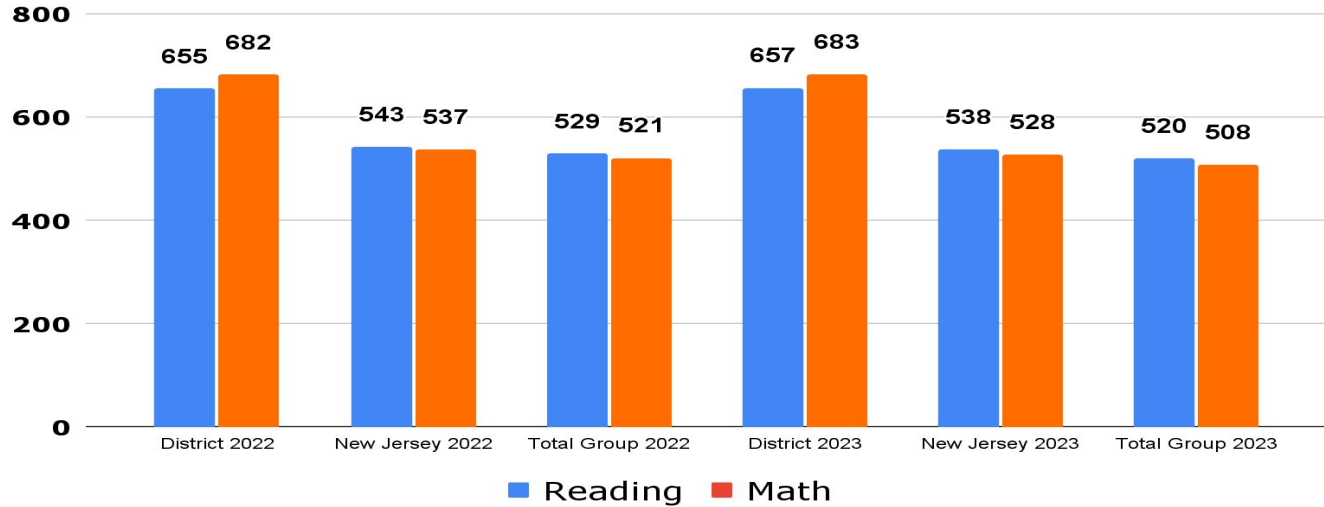
- The SAT is a standardized test for college admissions.
- The SAT is a three-hour multiple-choice test.
- Students are tested on their critical thinking, interpretation, and analysis in the subjects of English and Math.



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SAT Results 2022-23

WWP SAT Scores Class of 2022 and 2023





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SAT Achievement Comparison

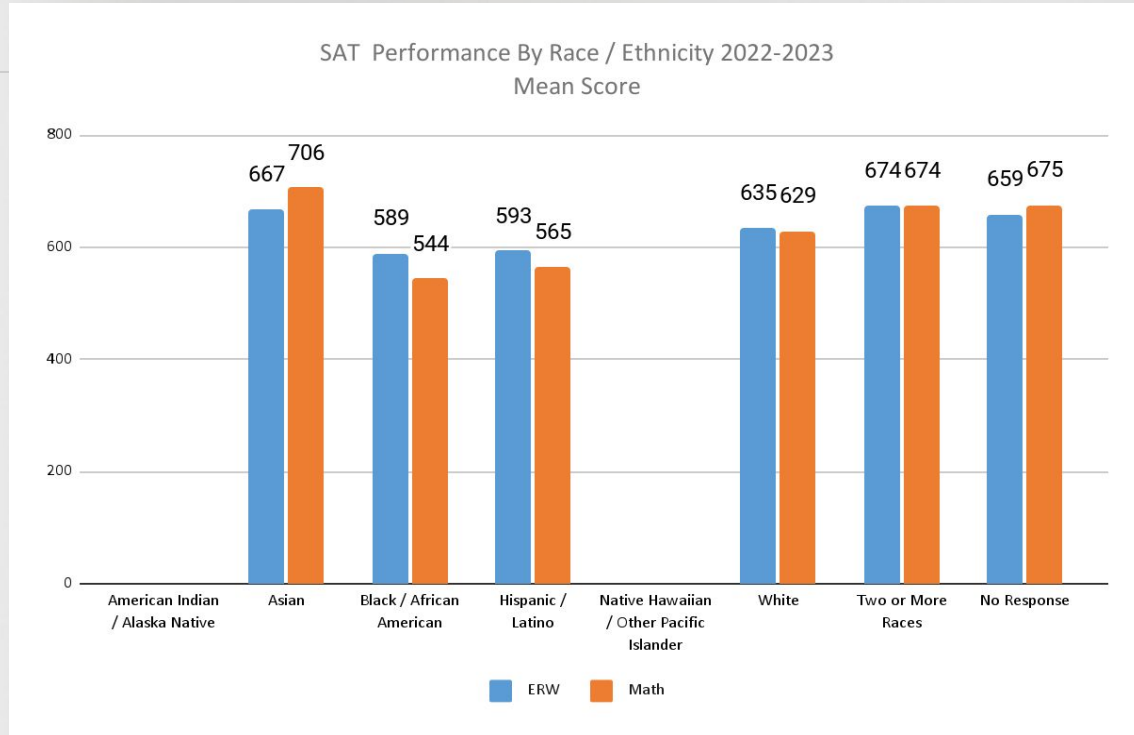
Subject	2019	2020	2021	2022	2023
ERW	652	651	653	655	657
Math	687	687	679	682	683





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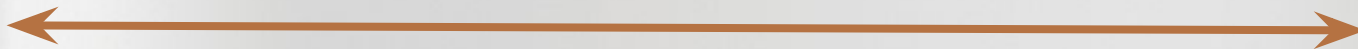
SAT Performance by Race/Ethnicity 2022-2023





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DLM



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Dynamic Learning Maps

- DLM is an alternate assessment to NJSLA for students with special needs. The assessment is adaptive and questions are presented based on the students' previous responses.
- DLM in English Language Arts and Mathematics are taken in grades 3-11. Science is taken in grades 5, 8, and 11.
- In 2022-2023 school year, approximately 9 students with disabilities participated in the assessments

Subject Area Tested	Number of Testlets	Approximate length of time, depending on grade level and student's individual needs
English Language Arts	9 testlets	90-135 minutes
Mathematics	6-8 testlets	60-120 minutes
Science	9 testlets	45-125 minutes



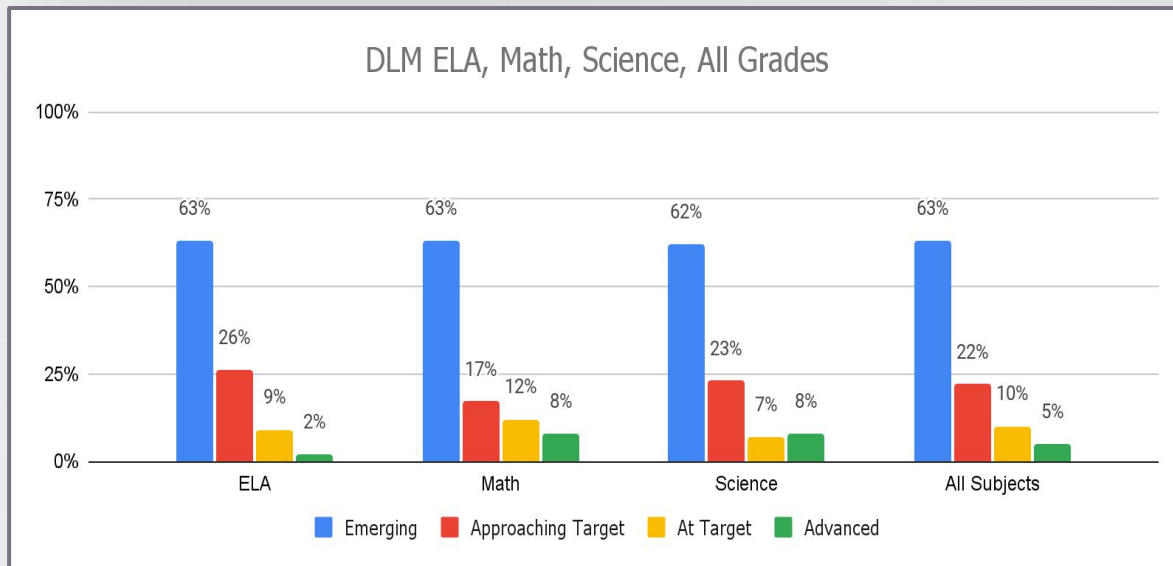
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Dynamic Learning Maps

Proficiency levels



Dynamic Learning Maps

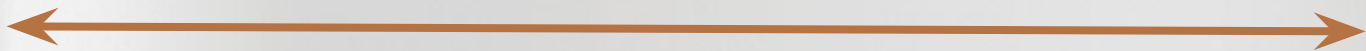


*Percentages may not add up to 100% due to rounding



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*ACCESS for ELLs
Assessing Comprehension and Communication in English State-to-State for
English Language Learners*



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What is the ACCESS assessment?

- State required assessment in the four skills (reading, writing, speaking and listening) for students receiving ELL services.
- Mostly administered online.
- All English Language Learners, even those who have declined services must sit for ACCESS.
- Teachers use multiple measures including a state mandated cut off score (4.5 of 6) to determine if students exit from or remain in the program.



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ACCESS Proficiency Levels

ACCESS uses six proficiency levels to delineate the English language acquisition students are able to demonstrate.

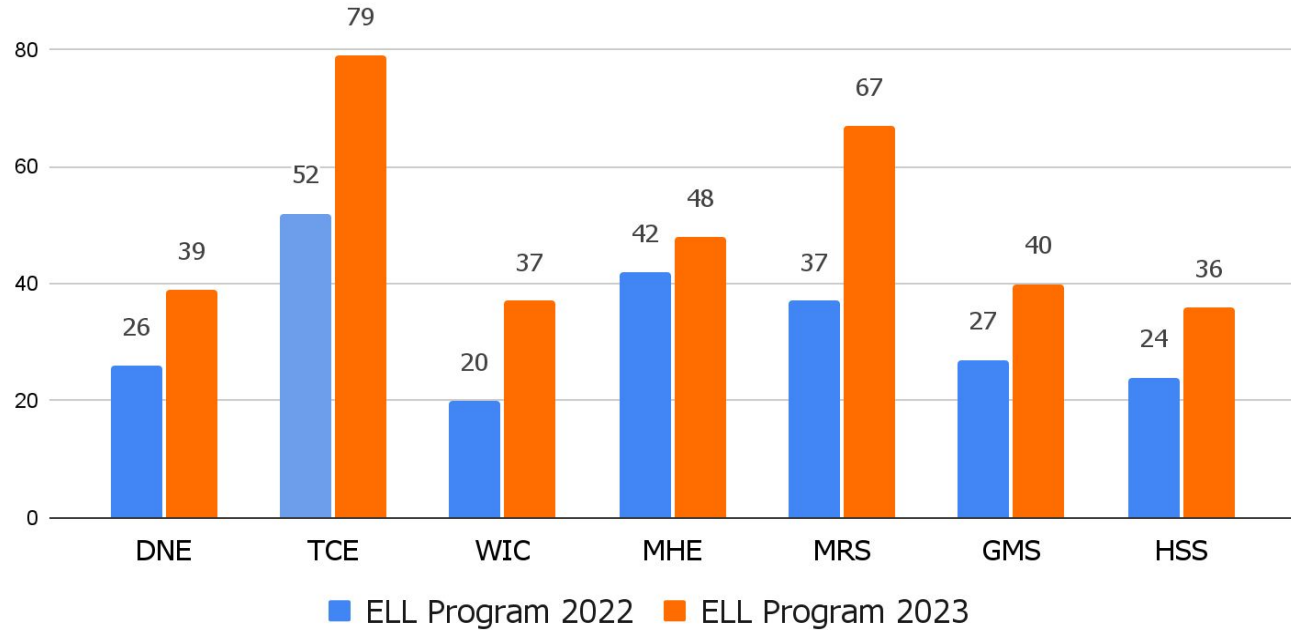
<u>Level 1:</u> Entering	<u>Level 2:</u> Emerging	<u>Level 3:</u> Developing	<u>Level 4:</u> Expanding	<u>Level 5:</u> Bridging	<u>Level 6:</u> Reaching
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English Language Learner Program

WWP ELL Program Enrollment





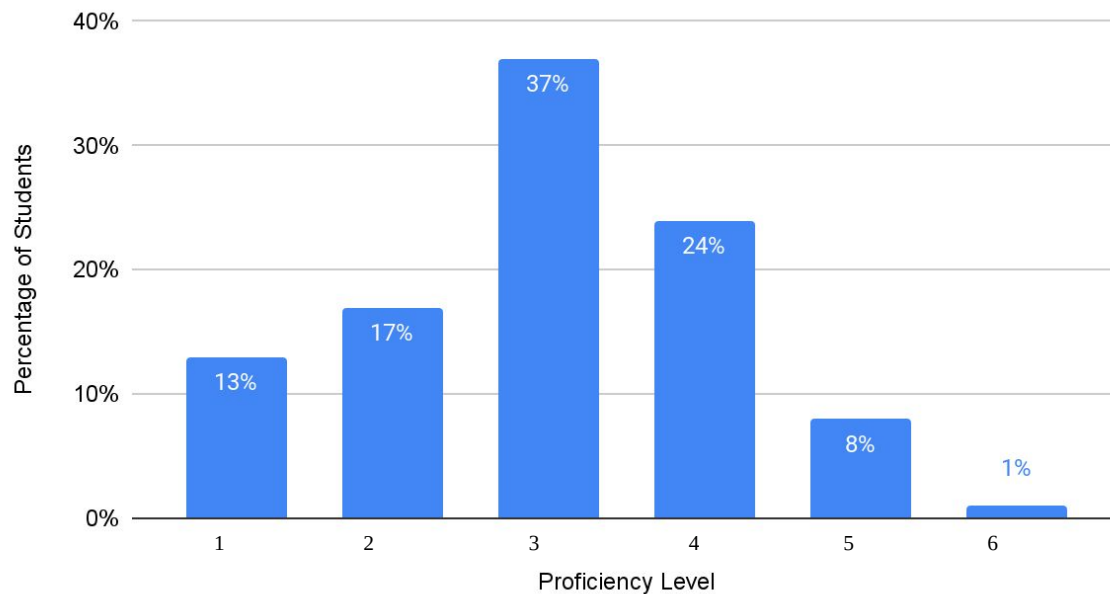
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Proficiency Level Key

- 1 ENTERING
- 2 EMERGING
- 3 DEVELOPING
- 4 EXPANDING
- 5 BRIDGING
- 6 REACHING

English Language Learner Program

Distribution of Overall Proficiency Levels K-12





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District Strengths

- Increased Sheltered Instruction Observation Protocol (SIOP) training for educators serving ELL students. Intentional plan to expand these training opportunities across all schools throughout the district.
- Piloting different models of sheltered instruction at the elementary levels (Push-in & proficiency based groupings).
- Increased funding has enabled the district to provide summer camp opportunities for students at no cost in order to support continued support and language acquisition.
- Title III Immigrant Funds will allow us to expand services to community members through our Adult English Acquisition courses at no cost to families.



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Supports & Interventions

- Engage teachers self-reflection of current practices and curricula implementation based on trends in data.
- Identify and plan for growth toward meeting grade level/course expectations as well as enrichment for students exceeding expectations.
- Personalize learning for individual students, as they collaborate with teachers to set goals based on collective assessment/performance data.
- Engage in data protocols to exam current groupings, ELL services, and students' needs to make program and staffing recommendations.



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District Supports & Interventions

- Title I funding enables us to provide additional opportunities for students demonstrating need (e.i. Title I Tutoring)
- Title III and Title III Immigrant funding enables us to invite our ELL students to supplemental services & summer programming
- Title IV funding enables us to support dual enrollment opportunities for students who are economically disadvantaged
- District Strategic Goal for Equity which addresses culturally responsive teaching and implicit bias.
- District pilot of Multi-Tiered Systems of Support -Proactive & preventative system of support; identifies students for tiered supports through universal screeners; interventions are based on students' individual needs; frequent progress monitoring and data-analysis to make informed decisions
- Multi-level classes in middle school math & 9th grade
- Full-day Kindergarten
- K-8 Teacher Resource Specialists for Instruction & Intervention
- Orton Gillingham training for TRS for Instruction & Intervention who focus on reading
- Additional foundational curricula resources K-5 in both math and literacy



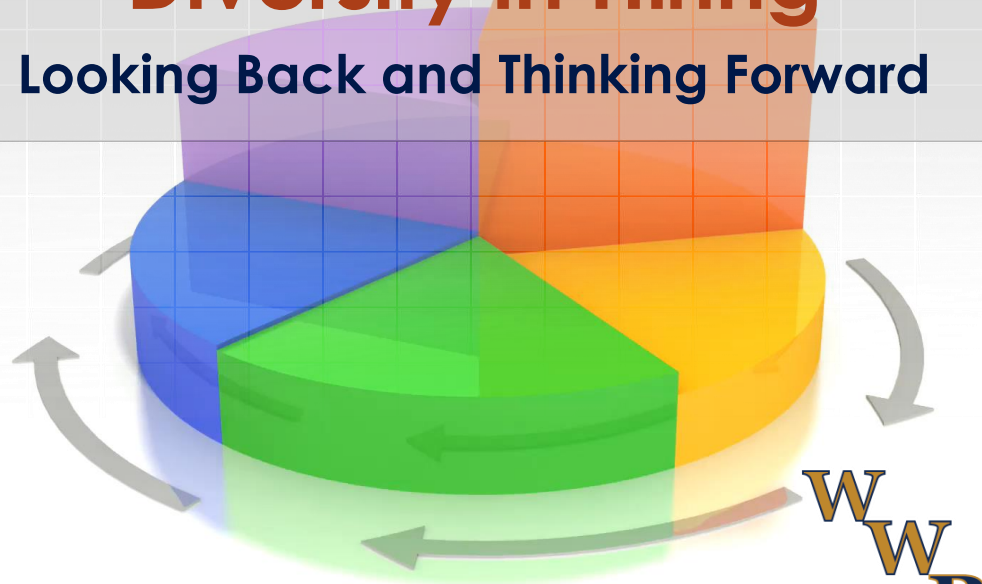
Whole Child, Every Child, Global Child

THANK YOU!

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 work with confidence, strength, of character and love of learning.

Diversity in Hiring

Looking Back and Thinking Forward



Charity Comella, Assistant Superintendent for Personnel



Our District's Strategic Goals

Goal 1

Understanding that all students have diverse needs, backgrounds, and approaches to learning, we will integrate tools and structures to appropriately challenge and enable students to realize their full potential.

Goal 2

Embracing a rapidly changing world, we will empower learners to assume active roles in their communities, to face and engage global challenges and to contribute proactively toward a more peaceful, just, inclusive, and secure world.

Goal 3

Recognizing that children need to balance physical, social, emotional and academic needs, we will maintain a supportive culture and build structures for the health, safety, and well-being of the Whole Child.

Goal 4

West Windsor-Plainsboro Regional School District will cultivate a diverse and inclusive community where members of every race, sexual orientation, gender, gender identity, ability, religion, socio-economic class, ethnicity, and national origin are welcomed, valued, respected and celebrated.

We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support our students' growth, empowering them to value their individual learning journeys.

The Importance of Diversity



See or
Be Seen –
Mirrors and
Reflections

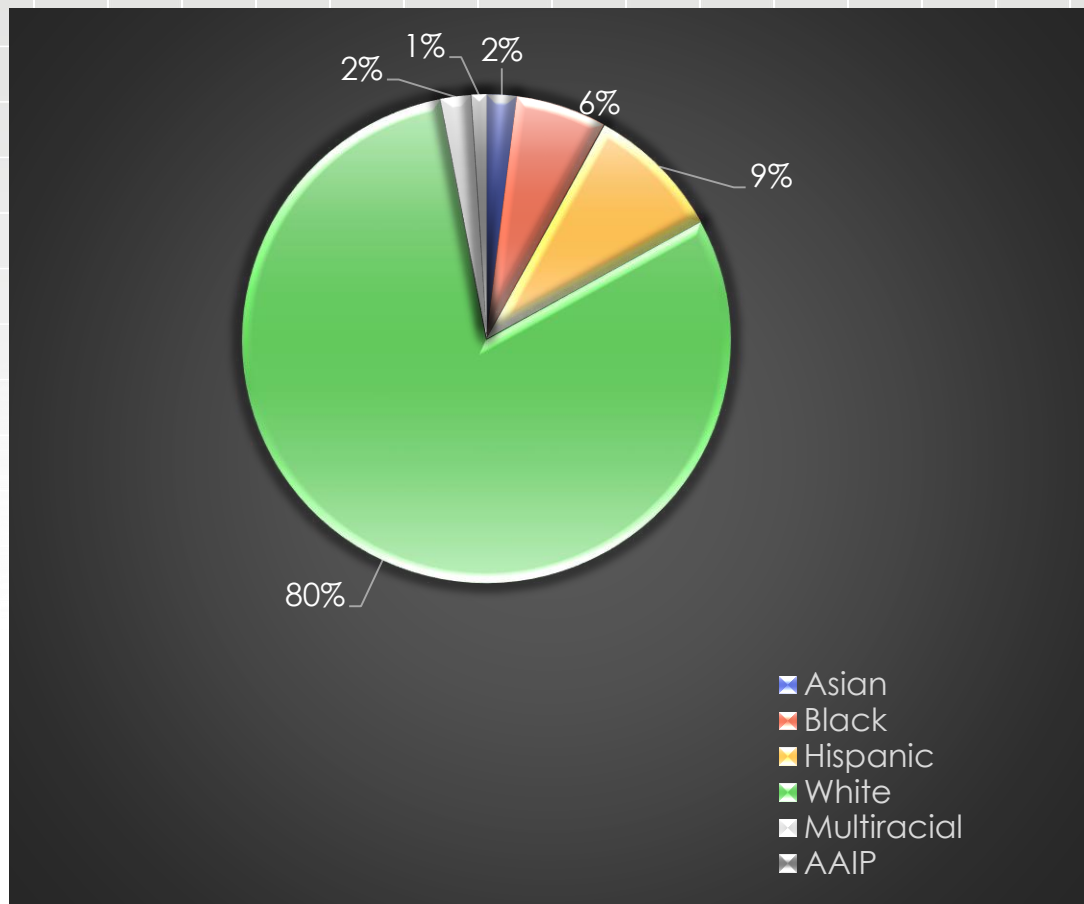
Aspiration

Inspiration


Teacher Demographics (Nationwide)

According to the National Center for Education Statistics, in 2020–21, of all public school teachers,

- 80 percent were White;
- 9 percent were Hispanic;
- 6 percent were Black;
- 2 percent were Asian;
- 2 percent were of Two or more races;
- Less than 1 percent were American Indian/Alaska Native; and
- Less than one-half of 1 percent were Pacific Islander.



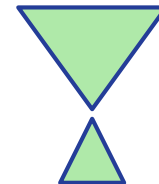
Changes and Proportionality (Nationwide)

 From 2011–12 to 2020–21, the share of public school teachers in each of the racial/ethnic groups changed by 2 percentage points or less. Specifically, lower percentages of public school teachers in 2020–21 than in 2011–12 were White (80 vs. 82 percent) or Black (6 vs. 7 percent). In contrast, higher percentages of public school teachers in 2020–21 than in 2011–12 were Hispanic (9 vs. 8 percent), Asian (2.4 vs. 1.8 percent), or of Two or more races (2 vs. 1 percent).

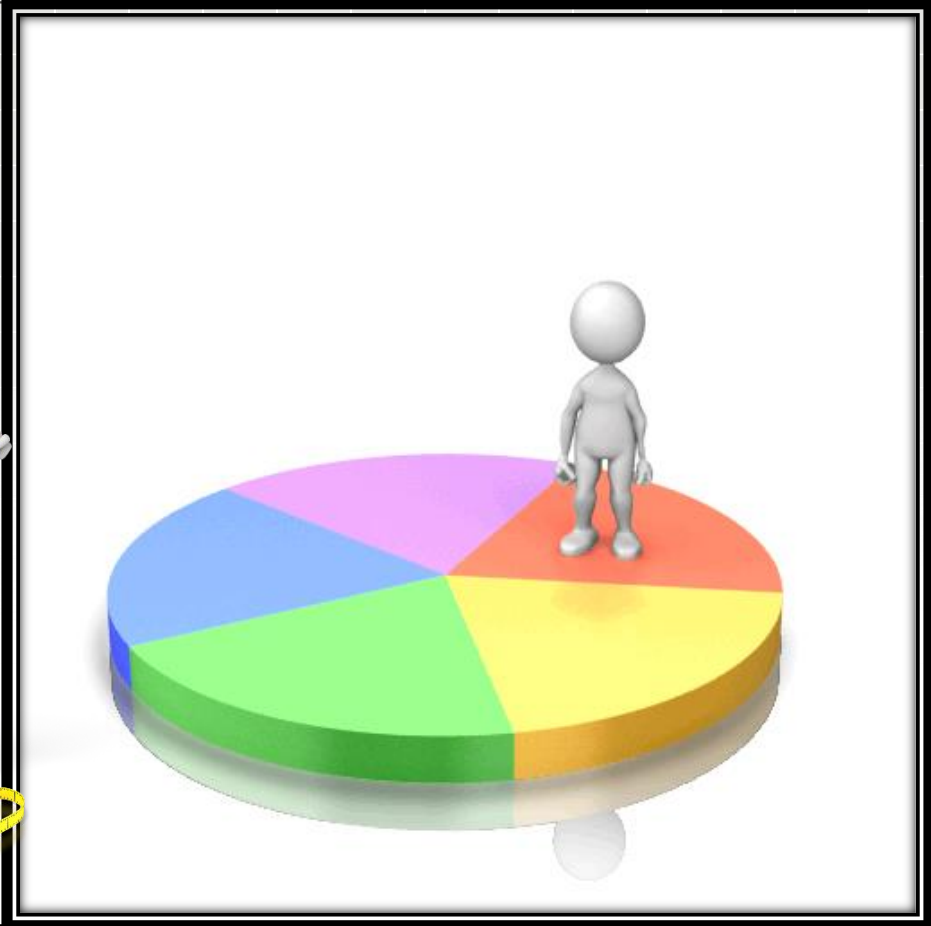
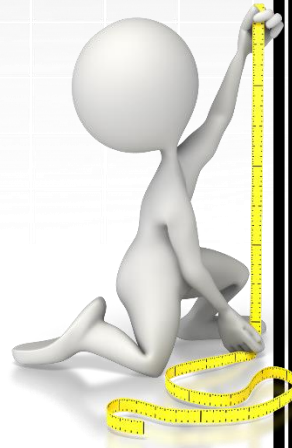


In 2020–21, the proportion of K–12 public school teachers who were White (80 percent) was higher than the proportion of K–12 public school students who were White (46 percent), whereas the proportion of teachers of other racial/ethnic groups was lower than the proportion of students in those groups. For instance, 9 percent of public school teachers were Hispanic, compared with 28 percent of public school students.

Source: [IES/NCES](#)



What are Some Ways We Measure Staff Diversity?



Employment Application



Job Listings **FAQ**

Welcome

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.

Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title

Posting Date

Type

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment for not providing this information. If you choose not to provide this information, please select "Decline". Instructions: answer the ethnicity question first followed by the question on race. Mark one or more to indicate what you consider yourself to be.

Gender

Ethnicity

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Language Proficiency

Please complete the following questions to help us understand your proficiency in multiple languages. Fields marked with an asterisk (*) are required.

Are you proficient in any other language(s) besides English? *

Language(s) besides English you are proficient in: (Please select)

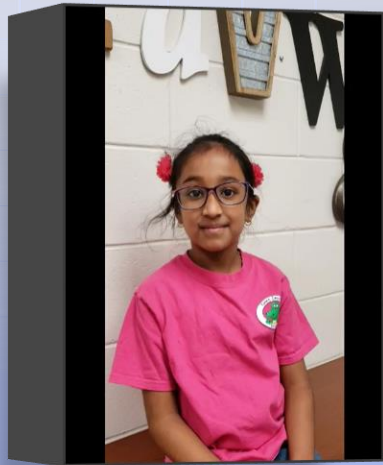
Other:

321 Village Road East
West Windsor, NJ 08550
609-716-5000
609-716-5038

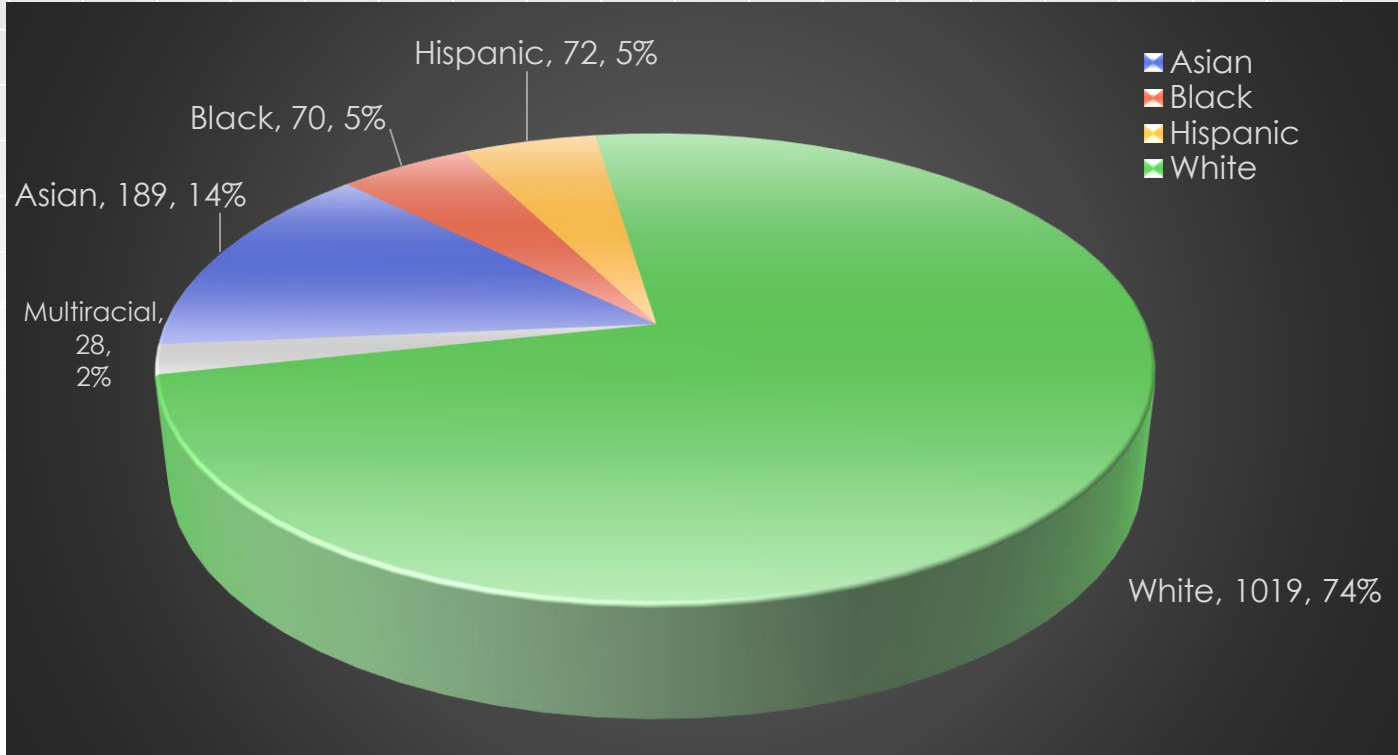
Previous Cancel Save and Continue



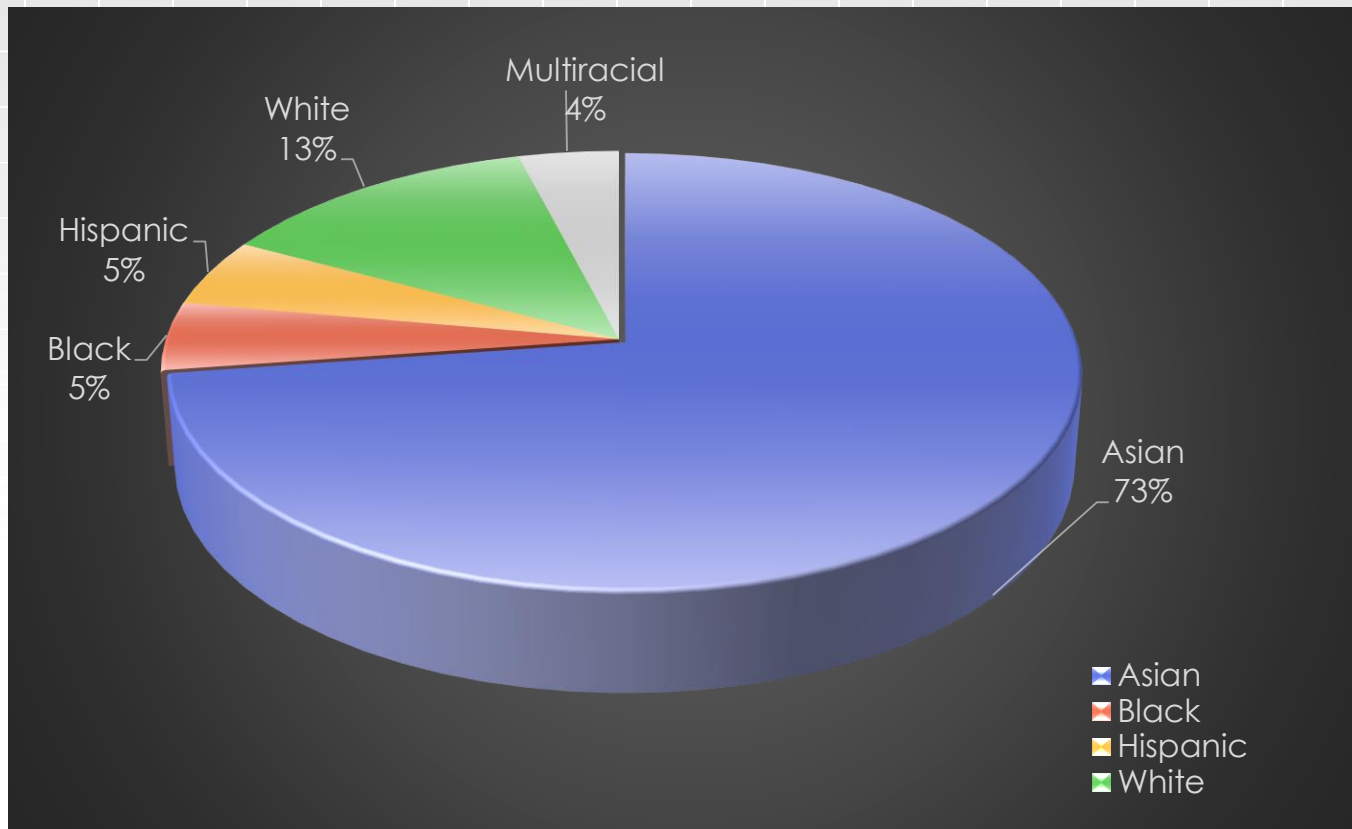
One-Way Video Interviews



WW-P Staff (EEO-5 2022)

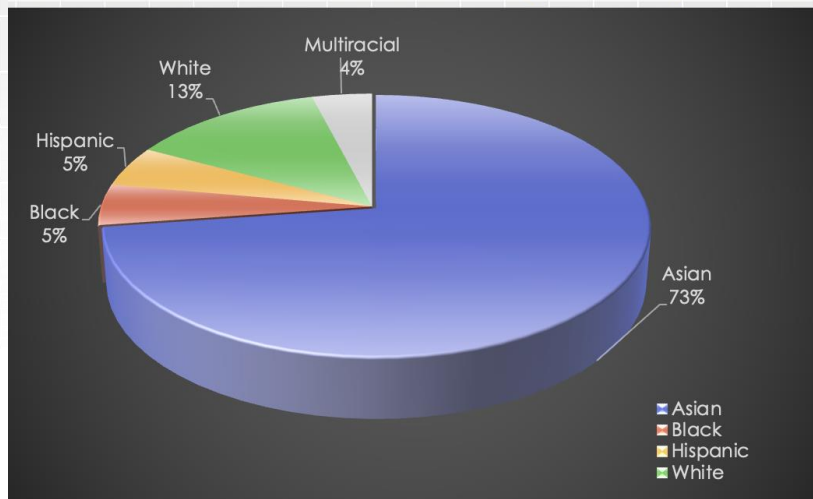


WW-P Students (Oct 2023)

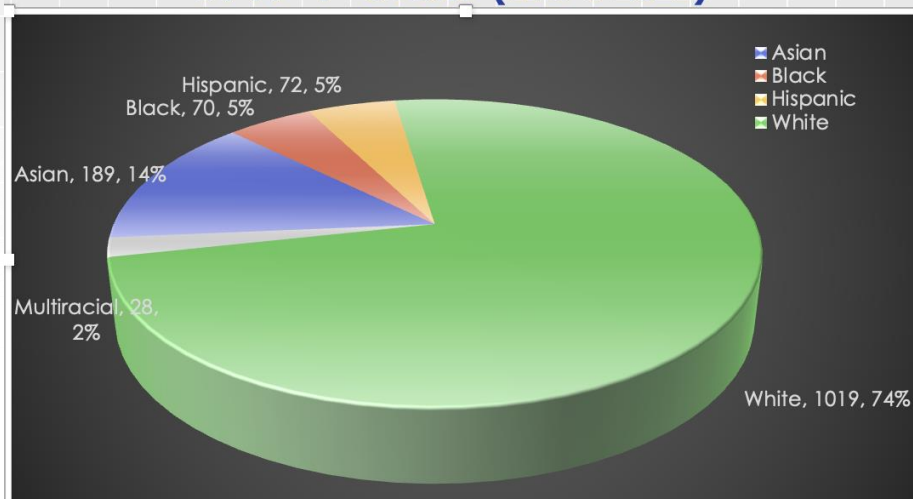


Comparison of WW-P Students and Staff

WW-P Students (Oct 2023)



WW-P Staff (EEO-5 2022)



The Importance of Diverse Staff in Schools

“We don't just teach subject matter; we teach the students in front of us. And if we share the same skin color and cultural and socioeconomic background as they do, we can serve as immediate models for success. From an administrative standpoint, having more teachers of color in a school means there may be more teachers whom students can turn to and feel comfortable having conversations with about certain situations.” [Jose Luis Vilson](#)



Advocates

Role
Models



New Hires



Snapshot of New Hires - 2021

/106

Asian	24%
Black	6%
Hispanic	6%
White	58%

Additionally, we had an increase of 5%
staff reporting two or more races

Breakdown of New Hires - 2021

	Asian 24%	Black 6%	Hispanic 6%	Mixed Race 5%	White 58%
Administrators	1	1	1		2
Teachers/CST/Media	6	2	4	3	42
Nurses				1	1
Counselors	1				1
Secretaries					5
IAs	3	1	1	1	2
Cafeteria Aides	8		1		
Security		2			4
EDP Staff					4

Snapshot of New Hires - 2022

/70

Asian	21%
Black	4%
Hispanic	10%
White	63%

Additionally, we had an increase of 5%
staff reporting two or more races

Breakdown of New Hires - 2022

	Asian 21%	Black 4%	Hispanic 10%	Mixed Race 1%	White 63%
Administrators			1		2
Managers		1			
Teachers/CST/B CBA/TRS/CST	3	2	1	1	30
Secretaries			2		
IAs	1		1		2
Cafeteria Aides	1		1		1
Buildings and Grounds			1		2

Snapshot of New Hires - 2023

/83

Asian	5%
Black	4%
Hispanic	4%
White	65%

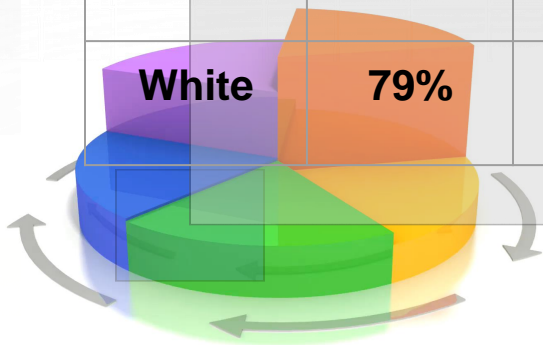
Additionally, we had an increase of 7%
staff reporting two or more races

Breakdown of New Hires - 2023

	Asian 5%	Black 4%	Hispanic 4%	Multiracial	White 65%
Administrators			1		1
Teachers/CS T/BCBA/TRS/ CST	4	2	3	3	22
Secretaries	1	1		1	3
IAs	2		2	1	3
Cafeteria Aides			1		1
BOE Employees					2

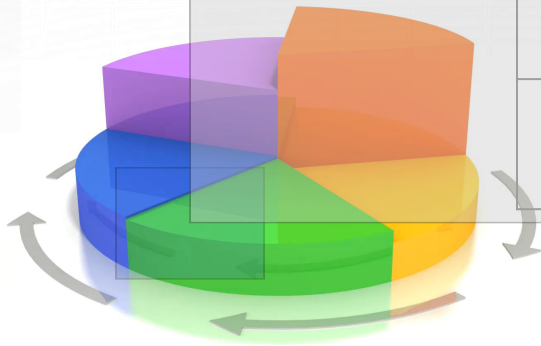
Year to Year Comparison (All New Hires)

	2017 (81)	2018 (154)	2019 (109)	2020 (65)	2021 (106)	2022 (70)	2023 (83)	Average
Asian	10%	10%	11%	18%	24%	21%	13%	15%
Black	2%	15%	14%	9%	6%	4%	6%	8%
Hispanic	7%	5%	7%	20%	5%	10%	8%	9%
White	79%	69%	68%	51%	58%	63%	65%	65%

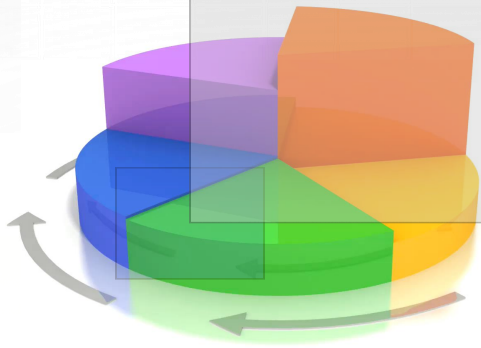


Comparison (WW-P to U.S.)

	WW-P New Hires Average	National Teacher Average
Asian	15%	2%
Black	8%	6%
Hispanic	9%	9%
White	65%	80%



Comparison (WW-P to Neighbor Districts)



	National Teacher Average	Hamilton Township	Robbinsville	East Windsor	WW-P
Asian	2%	2%	4%	4%	14%
Black	6%	6%	2%	7%	5%
Hispanic	9%	4%	2%	13%	5%
White	80%	87%	92%	75%	74%
Multiracial	2%	1%	0%	<1%	2%

How Can We Continue to Recruit and Retain a More Diverse Staff?



100.00%



0.00%

Pathways to Teaching Programs

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

Pathways to Teaching Program

Take your career in education to the next level with a degree or certificate from Rider University.

Rider University is proud to offer customizable pathways to teacher certification for employees represented by the West Windsor-Plainsboro Service Association (WWPSA). Eligible WWPSA employees, including instructional assistants, cafeteria aides, custodians, bus drivers, secretaries and other support staff, can receive tuition assistance with completion of a bachelor's degree in their chosen field and/or earning a teaching certificate.

Program benefits:

- » Choose from flexible continuing education and/or teaching certification programs designed for adult learners
- » Earn your degree and/or certification while continuing to work in your current position
- » Receive tuition reimbursement*

*Tuition reimbursement is subject to prior approval from the superintendent, designee and available funds.



Through Rider's partnership with The State of New Jersey, WW-P Regional School District employees, as well as their immediate family members under the age of 24, may be eligible for a 20% tuition reduction.

For more information, visit

RIDER.EDU/WWPSA



THE COLLEGE OF NEW JERSEY
OFF-SITE GRADUATE PROGRAMS



LAUNCH YOUR TEACHING CAREER
PATHWAYS TO TEACHING PROGRAM

INTERESTED IN
TEACHER
CERTIFICATION?

PROGRAM DETAILS

- Dual certification in Early Childhood and Elementary Education (27 credits)
- Option to add on master's degree (9 credits)
- Partnership between WW-P and TCNJ brings coursework into the district for a high quality and convenient program
- Open to all staff who hold a bachelor's degree
- Test prep/resources provided
- Reduced, off-site tuition





Central **to** Jersey Program for the Recruitment of Diverse Educators



Consortium Committees



Marketing and Outreach



Recruitment



Professional Development



Legislative



Scholarships



New Membership





CENTRAL to JERSEY PROGRAM for the RECRUITMENT of DIVERSE EDUCATORS

2023 Virtual Job Fair

Eagerly seeking diverse candidates across all grade levels and content areas
No candidates for administrator openings will be interviewed at this event

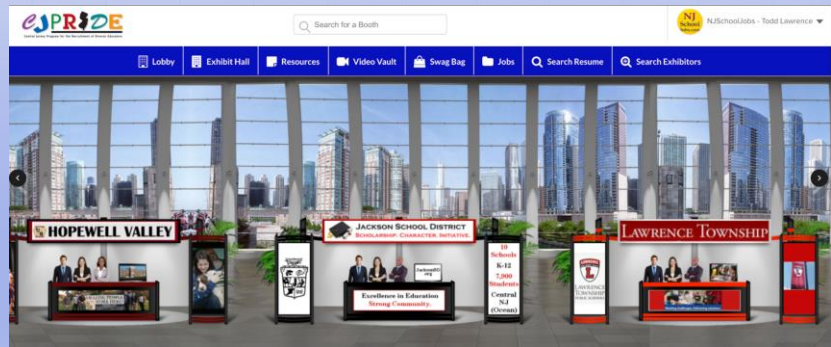
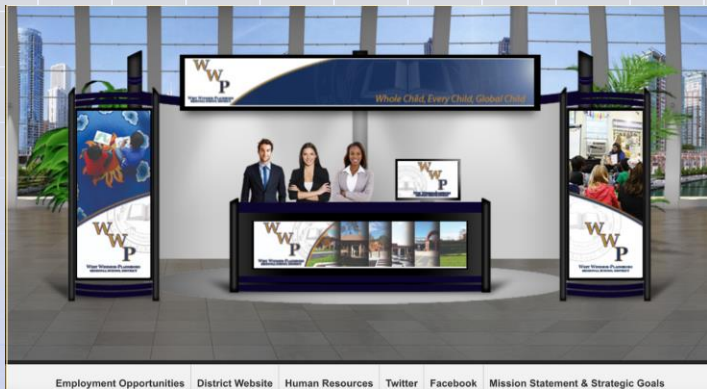
Sponsored by these 80 New Jersey school districts:

Not all member districts may be present at this event.

Bayonne School District
Berkeley Heights Public Schools
Bordentown Regional School District
Brick Township Public Schools
Bridgewater-Raritan Regional School District
Camden City School District
Cranford Public Schools
Delran Township School District
Denville Township School District
Dover Public Schools
East Windsor Regional School District
Eatontown Public Schools
Ewing Public Schools
Flemington-Raritan Regional School District
Florence Township School District
Franklin Township Public Schools
Freehold Borough School District
Freehold Regional High School District
Glen Ridge Public Schools
Glen Rock Public Schools
Gloucester County Special Services School District
Hamilton Township School District
Hawthorne Public Schools
Hillsborough Township Public Schools
Hoboken Public Schools
Hopewell Valley Regional School District
Howell Township Public Schools

Hunterdon Central Regional High School
Jackson School District
Lawrence Township Public Schools
Livingston Public Schools
Manalapan-Englishtown Regional School District
Manchester Regional High School
Matawan-Aberdeen Regional School District
Metuchen School District
Millburn Township Public Schools
Milltown Public Schools
Monmouth Ocean Educational Services Commission
Montclair Public Schools
Montgomery Township School District
Moorestown Township Public Schools
Morris-Union Jointure Commission
Mount Laurel Schools
Neptune Township School District
New Brunswick Public Schools
North Brunswick Township Schools
North Hunterdon-Voorhees Regional High School District
North Plainfield School District
Northern Burlington County Regional School District
Northern Valley Regional High School District
Old Bridge Township Public Schools
Passaic Public Schools
Phillipsburg School District
Pittsgrove Township School District

Plainfield Public Schools
Princeton Public Schools
Rancocas Valley Regional High School
Readington Township Public Schools
Robbinsville Public Schools
School District of the Chathams
Somerset Hills School District
Somerville Public Schools
South Brunswick School District
South Hunterdon Regional School District
The School District of South Orange & Maplewood
South Plainfield School District
Springfield Public Schools
Summit Public Schools
Toms River Regional Schools
Trenton Public Schools
Union County Educational Services Commission
Warren Township Schools
Watchung Borough School District
Watchung Hills Regional High School
Wayne Township Public Schools
Westfield Public Schools
West Orange Public Schools
West Windsor-Plainsboro Regional School District
Wyckoff School District





Central Jersey Program for the Recruitment of Diverse Educators

SCHOLARSHIP

CJPRIDE will present three scholarships of \$1,000 each to three high school seniors from underrepresented groups, who plan to enroll in and attend a college or university in NJ and pursue education as a career!

Application Deadline: March 31, 2021

*Winners will be notified by April 30, 2021.
For more info/application, visit cjpride.com!*





Central Jersey Program for the Recruitment of Diverse Educators

Noor Abdelhamid of West Windsor-Plainsboro High School North will be attending The College of New Jersey. She is enrolled as a Technology and Engineering Education major.

Congratulations, Noor!



Noor Abdelhamid
CJPRIDE Scholarship Recipient



Central Jersey Program for the Recruitment of Diverse Educators

Sy'Maya Summiel of Ewing High School will be attending The College of the New Jersey. Her intended major is Music Education.

Congratulations, Sy'Maya!



Sy'Maya Summiel
CJPRIDE Scholarship Recipient



Central Jersey Program for the Recruitment of Diverse Educators

Sherlyn Hitary Obispo of Hightstown High School has committed to attend The College of New Jersey (TCNJ). Her intended major is Secondary Education.

Congratulations, Sherlyn!



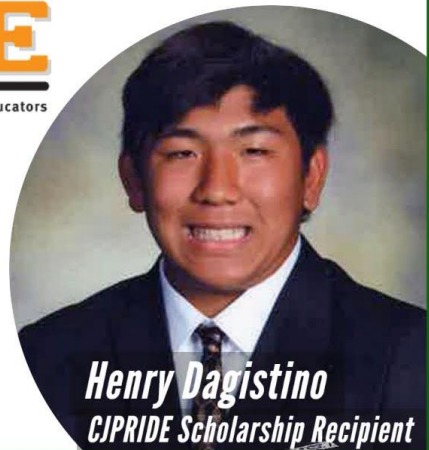
Sherlyn Hitary Obispo
CJPRIDE Scholarship Recipient



Central Jersey Program for the Recruitment of Diverse Educators

Henry Dagistino of Livingston High School will be attending Montclair State University and is majoring in Education, with a concentration in Social Studies.

Congratulations, Henry!



Henry Dagistino
CJPRIDE Scholarship Recipient



If you are having trouble watching this video, click here



Justin Dolcimascolo-Garrett, Teacher Resource Specialist for Gifted and Talent, Grover Middle School



Sonia Singh, Assistant Principal,



Mariah Scott, Teacher Grade 5, Village School



Stephanie Thomas, Teacher, Language Arts, Grover Middle School



Charity Comella, Assistant Superintendent



Jarrett Case, Teacher, Grade 5, Millstone River School



Venkat Ramaprasad, Teacher, Language Arts, High School North



Sue Totaro, Chief Equity Officer



Mark Wise, Supervisor of Curriculum and Instruction, Grades 6-8

“This is Our Why” Recruitment Video

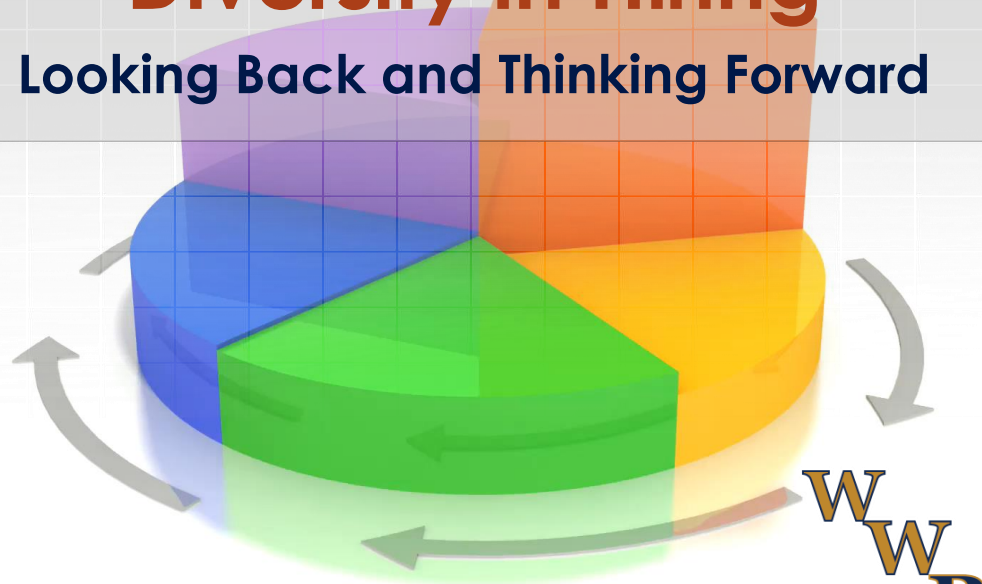


Mission Statement

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