



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

Mission Statement

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

NOVEMBER 14, 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 November 10, 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 an unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	WWPEA Sidebar
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	Potential Litigation regarding CMS/HSN Contractor; Discussion of District Property
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	DCR Docket No. EL13WE-67852
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. Student Representative Reports
- D. Program of Studies Presentation
- E. School Start Time Exploration Presentation

III. **FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 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 11/14/23: 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 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.
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 November 14, 2023, for the following case numbers:
254764_VS_11072023; 254647_VS_11062023; 254330_TCE_11012023;
254304_GMS_11012023; 254287_GMS_10312023; 254264_VS_10312023;
254258_VS_10312023; 254082_HSS_10272023; 254034_GMS_10272023;
253904_GMS_10262023; 253867_GMS_10252023; 253848_GMS_10252023;
253843_HSS_10252023; 253705_HSS_10242023; 253568_GMS_10232023;
253549_HSN_10202023; 253504_MRS_10202023; 253374_GMS_10192023;
253341_GMS_10192023; 253261_CMS_10182023; 253238_DNE_10182023;
253162_HSS_10172023; 253133_MRS_10172023; 253075_VS_10162023;
252899_GMS_10132023; 252892_HSN_10132023; 252881_CMS_10132023;

252872_HSN_10132023; 252830_HSS_10122023; 252827_GMS_10122023;
252734_GMS_10112023; 252666_CMS_10112023; 252375_DNE_10052023;
252365_HSS_10052023; 252032_MRS_10022023; and 251947_HSN_09292023.

Policies and Regulations: First Reading

3. First reading of the following policy:

P 1642.01 Sick Leave
R 1642.01 Sick Leave

Policies and Regulations: Second Reading

4. Second reading and approval of the following policies:

P 8500 Food Services
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

Policies and Regulations: Abolish

5. Abolish the following policies and regulations:

P 3432 Sick Leave
R 3432 Sick Leave
P 4432 Sick Leave
R 4432 Sick Leave

School Security Drills

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

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
10/19/23	10/9/23	Dutch Neck Elementary School
10/27/23	10/09/23	Maurice Hawk Elementary School
10/25/23	10/23/23	Town Center Elementary School
10/24/23	10/18/23	J.V.B. Wicoff Elementary School
10/30/23	10/6/23	Millstone River School
10/11/23	10/9/23	Village School
10/9/23	10/30/23	Community Middle School
10/4/23	10/17/23	Thomas Grover Middle School
10/2/23	10/4/23	WW-P High School North
10/3/23	10/17/23	WW-P High School South

School Safety and Security Plan Review Statement of Assurance

7. Authorize the submission of the district's School Safety and Security Plan Annual Review Statement of Assurance form to the Executive County Superintendent.

Merit Goals - Payment Authorization

- 8. Certify the following:
 - a) The Executive County Superintendent has verified that Dr. Chris Russo, Assistant Superintendent for Finance, has achieved his 2022-2023 quantitative merit goal, which was submitted on September 21, 2023.
 - b) The West Windsor-Plainsboro Regional School District Board of Education authorizes payment to Assistant Superintendent for Finance for completion of merit goal 1.

B. CURRICULUM AND INSTRUCTION

To be voted on 11/14/23: Recommend approval of the following resolutions:

Professional Development Consultant

- 1. New Jersey Coalition for Inclusive Education to provide a 1 hour Adaptive PE professional development workshop, Inclusive Best Practices and Adapting Physical Education, for K-12 PE teachers on November 15, 2023, at a cost not to exceed \$500.

Tuition Agreement

- 2. Enter into an agreement with The College of New Jersey for placement of one student into Child Growth and Development dual enrollment during the 2023-2024 school year, at a cost not to exceed \$500.

ESEA Grant Amendment

- 3. Amend the entitlement grant for the “Elementary and Secondary Education Act” (ESEA) from the State of New Jersey, for the Fiscal Year 2024, originally approved for submission on July 25, 2023, to \$533,596 to include prior year carryover as follows:

Title I Part A	\$209,527
Title II Part A	\$110,696
Title III	\$ 92,526
Title III Immigrant	\$ 86,811
Title IV	\$ 34,036

Community Education Programs

- 4. Approve the listing of Community Education Winter 2023-2024 After-School Enrichment programs as follows:

Amusement Park Island
 Artificial Intelligence and Machine Learning with Scratch Programming
 Chess Wizards After School Chess
 Crochet Creations
 CSI: Crime Scene Investigation
 Elementary Drawing
 Learn to Code with Scratch
 LEGO® Littles: Building Beginnings
 Let's Dance - Bollywood
 Mindful Movement with Jackie

NASA
On The Court Basketball X-Perience
Responsive Robotics with Cubelets
Robotics Engineering for Kids
Scratch Game Design and Aerospace Engineering
Sockey
Spike Prime Game Bots
TGA Premier Tennis
That's Gross!
Transportation Timeline- LEGO Motorized Build

Overnight Field Trips

5. Approval of the following overnight field trips:

High School South

- a) Model Congress to Yale University, New Haven Connecticut, from November 30, 2023, through December 3, 2023. The cost of the trip is approximately \$550 per student.
- b) Model Congress to Harvard University, Cambridge, Massachusetts, from February 22, 2024, through February 25, 2024. The cost of the trip is approximately \$800 per student.

C. FINANCE

To be voted on 11/14/23: Recommend approval of the following resolutions:

Business Services

1. Payment of bills as follows:

- a) Bills List General for November 14, 2023 (run on 11-07-23) in the amount of \$16,783,680.89.
- b) Bills List Capital for November 14, 2023 (run on 11-07-23) in the amount of \$100,460.40.

2. Budget adjustments as follows:

- a) 2023-2024 school year as shown on the expense account adjustments for October 31, 2023 (run on 11-09-23) (Adjustment Nos. 187-212).

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 September 30, 2023, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of September 30, 2023.

Change Order – Leased Property

- Change Order No. 01 to the October 28, 2022 Bid #2022-08 site work improvements contract of V&K Construction, Edison, New Jersey, for West Windsor-Plainsboro Regional School District Site Work Improvements at 72 Grovers Mill Road, as recommended by Fraytak Veisz Hopkins Duthie, PC (Architects/Planners Project No. 5324A) for a credit to the owner for unused allowances in the amount of \$2,112.60. This change order decreases the total contract amount from \$163,000.00 to \$160,887.40.

Cooperative Purchase Over the Bid Limit

- 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, as per quote NPQF095 for a total not to exceed \$19,535.00:

<u>Quantity</u>	<u>Description</u>	
2	7421176- Mfg. Part# UN50CU7000FXZA Samsung UN50CU7000F Series - 50" Class (49.5" viewable) LED-backlit	
10	7376107 - Mfg. Part#:UN65CU7000FXZA Samsung UN65CU7000F U7000 Series – 65" Class (64.5" viewable) LED-backlit	
1	7409711 - Mfg. Part#: UN85CU8000FXZA Samsung UN85CU8000F CU8000 Series – 85" Class (84.5" viewable) LED-backlit	
5	4484405 - Mfg. Part#: DMCS3270XP Tripp Lite Mobile TV Floor Stand Cart Height-Adjustable LCD 32-70" Display	
20	Installations	
		Total Not to Exceed \$19,535.00

- Authorize the following purchase utilizing PEPPM Co-Op Purchasing Apple – Contract 535802-001, awarded by Central Susquehanna Intermediate Unit, IU #16, for Hardware, software, related services and other branded products to Apple, Inc of Cupertino, CA through December 31, 2025, as per Proposal #: 2111404028, for a total not to exceed \$15,104.00

<u>Quantity</u>	<u>Description</u>	
20	MM9C3LL/A 10.9-inch iPad Air Wi-Fi 64GB - Space Gray	
20	S7743LL/A 3-Year AppleCare+ for Schools - iPad/iPad Air/iPad min	
30	HPGT2ZM/A STM Dux Plus for 10.9-inch iPad Air (4 th & 5 th Generation)-Black	
5	MN873LL/A APPLE TV 4K Wi-Fi with 64GB STORAGE	
2	HPNF2ZM/B Logitech Combo Touch Keyboard Case with Trackpad for iPad Air (5 th generation)	
		Total Not to Exceed \$15,104.00

Regular Operating District (ROD) Grant - Concluded

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

<u>School Name</u>	<u>Project</u>	<u>Grant</u>	<u>DOE Number</u>
J.V.B. Wicoff E.S.	Master Clock	G5-5276	5715-050-14-1032 (G1UK)
J.V.B. Wicoff E.S.	HVAC	G5-5277	5715-050-14-1036 (G1UL)
Community M.S.	Rooftop HVAC 9&10	G5-5279	5715-140-14-1044 (G1UN)
Community M.S.	Rooftop HVAC 7&8	G5-5280	5715-140-14-1045 (G1UO)
Millstone River E.S.	Chiller Units	G5-5281	5715-150-14-1048 (G1UP)

Equipment Disposal

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

High School North

Drum, Bass, Yamaha -3

Millstone River

Microscope 4x-40x, Omano -5
 Microscope 4x-40x, Wolfe -11
 Microscopes 4x-40x, Ken-a-Vision - 25
 Microscopes 4x-40x, Fisher – 3
 Microscopes 4x-40x, SA – 3
 Microscopes 4x-40x, Swift – 19
 Microscope, Sciencetek - 11
 Microscopes 10x-100x, Parco – 1
 Microscopes 4x-40x, National - 1

Transportation

Bus Evacuation Drills - Fall

9. Acknowledge the following bus evacuation drills were performed in compliance with
N.J.A.C. 6A: 27-11.2:

Date	Time	School	Location	Routes	Overseer
10/25/2023	7:25	HS North	90 Grovers Mill Rd	HN1-34/NC50-58	J. Dauber
10/24/2023	8:40/ 12:40	Maurice Hawk	303 Clarksville Rd	MH1-18/MH50-52 MHK90-95	S. Bright
10/24/2023	8:40	Millstone River	75 Grovers Mill Rd	MR1-26 MR50-54	G. Dalton
10/25/2023	8:40/ 12:40	Wicoff	510 Plainsboro Rd	WE1-9/WE53/ WEK90-91	M. Wellborn
10/24/2023	8:40/ 12:40	Town Center	700 Wyndhurst Dr	TC1-10/TC53-56 TCK 90-92	E. Falk
10/25/2023	7:25	CMS	95 Grovers Mill Rd	CM1-CM26/ NC50-58	K. Schimpf
10/25/2023	7:25	TGMS	10 Southfield Rd	TG1-27/ TG51	L. Thomas
10/23/2023	8:40	Village	601 New Village Rd	VE1-20 VE/WC51	G. Tulp
10/25/2023	7:25	HSS	326 Clarksville Rd	HS1-28/ HS50-53, 54,55	J. Cincotta
10/25/2023	8:40/ 12:40	Dutch Neck	392 Village Rd E	DN1/DN03-DN18/ DN51/ DNK90-94	D. Argese

Cancellation - Quote

- 10. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number HNVE1, awarded to St. Mary Transportation LLC on September 19, 2023. Total route cost is \$13,240.00.
- 11. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number WCWWP, awarded to St. Mary Transportation LLC on October 3, 2023. Total route cost is \$13,629.00.
- 12. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number VI21, awarded to R&M Transportation on September 19, 2023. Total route cost is \$8,740.00.

Bid Awards – Public Routes, Special Education

- 13. Award the November 1, 2023, Bid Number PUB24-7, 2023-2024 Student Transportation Contract as follows:

a) Multi Contract Number RB-PUB24-7 to Rick Bus Company:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
NC59A	High School North/ Community Middle School	\$279.00	132	\$79.00	\$4.00

b) Multi Contract Number RPM to RPM Transportation Enterprises, LLC:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
WOODS1	The Woods School	\$240.00	141	\$69.00	\$0.85

c) Multi Contract Number SM-PUB24-7 to St. Mary Transportation, LLC:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
VE21A	Village School	\$171.00	132	N/A	\$0.50

Quotes – To and From School

- 14. Award the 2023-2024 Student Transportation Contract – Multi Contract Number HMEW to A-1 Limousine, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
HMEW	High School South/ Millstone River School	\$279.00	5	N/A	N/A

- 15. Award the 2023-2024 Student Transportation Contract – Multi Contract Number RUBINO to R&M Transportation as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
RUBINO	Thomas J. Rubino Academy	\$180.00	124	N/A	\$0.80

16. Award the 2023-2024 Student Transportation Contract – Multi Contract Number PHNB to A-1 Limousine as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
PHNB	Princeton House	\$250.04	40	N/A	N/A

17. Award the 2023-2024 Student Transportation Contract – Multi Contract Number NC60A to Irvin Raphael, Inc. as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
NC60A	High School North	\$430.00	52	N/A	N/A

Quotes - School Related Activities

18. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27707 to Triple D Travel as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27707	Cornell University	\$3,950.00	1	N/A

19. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27767 to Sheppard Bus as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27767	Washington DC/ Crystal City, VA	\$5,230.00	2	N/A

20. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27745 to ABC Trans Corp. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27745	Freehold Township HS & Jersey Freeze	\$545.00	1	\$195.00

21. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27746 to ABC Trans Corp. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27746	Lenape High School	\$545.00	1	\$195.00

22. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27823 to Sheppard Bus as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27823	Washington DC/ Crystal, VA	\$6,460.00	2	N/A

Cancellation - Bid

23. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number RM-PUB24-6, route CMTCA awarded to R&M Transportation on October 3, 2023. Total route cost is \$0.00.

Agreements/Jointures

24. Enter into transportation agreement/jointure for the participation in coordinated Transportation for the 2023-2024 school year between the Board of Education of the West Windsor-Plainsboro Regional School District and the following:
 - a) Sussex County Regional Cooperative

Travel and Related Expenses Reimbursement

25. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
 - a) One central office administrator to attend Leading for Quality: Growing your out-of-school time workforce professional development in Westfield, NJ on November 14, 2023, at a cost not to exceed \$149 plus mileage.
 - b) Two central office administrators to attend the Regional Women's Educational Leadership Forum and Breakfast at Kean University in Union, New Jersey, on November 29, 2023, at a cost not to exceed \$55 per person plus mileage.
 - c) One district coach to attend the Garden State Baseball Coaches Clinic at the Hyatt Regency in New Brunswick, NJ on December 8, 2023. At a cost not to exceed \$200, including travel.
 - d) One administrator to attend School IPM Coordinators 2023-2024 Training on December 15, 2023, in Waretown, New Jersey, at no cost to the district, plus mileage.
 - e) One administrator to attend PEOSH/NJADP 2023-2024 Indoor Air Quality Training on January 05, 2024, in Sayreville, New Jersey, at no cost to the district, plus mileage.
 - f) One administrator to attend School IPM Coordinators 2023-2024 Training on January 12, 2024, in Bordentown, New Jersey, at no cost to the district, plus mileage.
 - g) One administrator to attend PEOSH/NJADP 2023-2024 Indoor Air Quality Training on January 26, 2024, in Bordentown, New Jersey, at no cost to the district, plus mileage.

D. PERSONNEL

To be voted on 11/14/23: 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

Hourly Rate Chart

2. Approve the 2023-2024 revised hourly rate chart.

Intern

3. Approve the following Nurse intern for spring 2024, pending background clearance:
 - a) Brianna DeLizzio: Community Middle School (Rowan University)

VI. APPROVAL OF BOARD OF EDUCATION MINUTES

To be voted on 11/14/23:

- A. October 17, 2023 Meeting
- B. October 17, 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: 11/14/2023

Deadline for next Agenda: 11/29/2023

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								
Kolker, Susan	Change	Teacher Elementary	7MA	\$71,350.00 (prorated)	DN	10/23/23	6/30/24	Change from leave replacement Elementary teacher to permanent Elementary teacher, replacing Nicole Larios who transferred. (Tenure date: 10/24/27)
Olsson, Nancy	Change	Teacher Elementary-LR	6MA	\$69,350.00 (prorated)	MR	10/26/23	6/30/24	Change start date from 10/27/23 to 10/26/23.
Monferrari, Kristy	Change	Teacher Elementary		N/A	MR	11/20/23	6/30/24	Change FMLA/NJFLA/CC from 11/27/23-2/23/24 to 11/20/23-2/16/24 unpaid, with benefits. Change CC from 2/24/24-6/30/24 to 2/19/24-6/30/24 unpaid, no benefits. (RTW: 9/1/24)
Krause, Alexander	Change Location	Teacher Mathematics		N/C	HSN	9/1/23	6/30/24	Change location from 50% HSN, 50% HSS to 100% HSN.
Regal, Karina	Change Location	Teacher Spanish-120%		N/C	HSN	9/1/23	6/30/24	Change location from 50% HSN, 50% HSS to 100% HSN.
Green, Hughbert	Change Location	Teacher Elementary		N/C	GMS	11/14/23	4/12/24	Change from Teacher Resource Specialist - Mathematics to Teacher Grade 6. Change location from 50% MR, 50% VIL to 100% GMS.
Sternotti, Taylor	Change Location	Teacher Mathematics Interventionist		N/C	CMS	11/14/23	4/12/24	Change location from 100% GMS to 100% CMS.
Smith, Kathleen	Change Location	Teacher Reading Interventionist		N/C	DN/TC	10/23/23	6/30/24	Change location from 50% TC, 50% VIL to 50% TC, 50% DN.
Leave of Absence								
Bartoli, Jenna	Leave-FMLA/NJFLA/CC	Teacher Health & Physical Education		N/A	DN	4/1/24	6/21/24	FMLA/NJFLA/CC: 4/1/24-6/21/24 unpaid, with benefits. (RTW: 9/1/24)
Harold, Rachel	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	MH	5/23/24	10/23/24	FMLA/NJFLA/CC: 5/23/24-10/23/24 unpaid, with benefits. (RTW: 10/24/24)
Kaufman, Alexis	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	TC	5/22/24	1/31/25	FMLA/NJFLA/CC: 5/22/24-10/22/24 unpaid, with benefits. 10/23/24-1/31/25, unpaid, no benefits. (RTW: 2/3/25)
McCarthy, Emily	Leave-FMLA/NJFLA	Teacher Social Studies		N/A	HSN	11/2/23	12/15/23	FMLA/NJFLA: 11/2/23-12/15/23 unpaid, with benefits. (RTW: 12/18/23)



Personnel Agenda

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

Rodgers, Michelle	Leave- CC Extend	Teacher Art		N/A	MR	9/1/24	6/30/25	Extend CC leave for 3rd year. (RTW: 9/1/25)
Resignation								
Kravis, Yuko	Resign	Teacher ESL		N/A	WIC	12/31/23	12/31/23	Resign, after 15 years in the District, for the purpose of retirement.
C. Non Certificated Staff								
Appoint								
Perumal, Jeyachithra	Appoint	Instructional Assistant	1	\$20.61/hr.	MR	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 7 hrs/day, growth position.
Prabhakar, Anuradha	Appoint	Instructional Assistant	1	\$19.17/hr.	CMS	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 4 hrs/day, replacing Bradley Todd, who resigned.
Eng, Jennifer	Appoint-Repl.	Secretary 12 Months-LR	1	\$47,554.00 (prorated)	DN	11/6/23	6/30/24	Appoint as a leave replacement Secretary 12 months, pending employment verification, replacing Amelia Jinks who is on leave.
Change								
Saranin, Cherie	Change	Secretary To	1	\$49,951.00 (prorated)	CO	11/13/23	6/30/24	Change start date from TBD to 11/13/23. Change tenure date from TBD to 11/14/26.
Gunasekarapandian, Jeyalakshmi	Change	Instructional Assistant	1	\$20.61/hr.	HSS	11/1/23	6/30/24	Change start date from TBD to 11/1/23.
Surendran, Menaka	Change Location	Instructional Assistant		N/C	HSN	10/24/23	6/30/24	Change location from 100% HSS to 100% HSN.
Leck, Thomas	Change Location	Operations Lead		N/C	GMS	8/22/23	6/30/24	Change location from 100% HSN to 100% GMS.
Saavedra, Hector	Change Location	Operations Lead		N/C	HSN	8/22/23	6/30/24	Change location from 100% GMS to 100% HSN.
Rescind								
Molina, Cynthia	Rescind	Security Officer "Eyes on the Door"		N/A	DIST	11/15/23	6/30/24	Rescind appointment as Security Officer "Eyes on the Door"
Payment								
Kaufman, Elizabeth	Payment	Secretary To		\$16,254.92	MH	11/15/23	11/15/23	Payment for unused sick and vacation days, as per contract.
D. Substitute / Other								
Appoint								



Personnel Agenda

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

Chandrasekar, Meena	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Devi, Anjana	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Gupta, Anita	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Humne, Jyoti	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Levy, Seth	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Mittal, Daisy	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Mylod, Megan	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Natarajan, Ameya	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Rivera, Melinda	Appoint	Substitute Teacher	\$105.00/day	DIST	11/15/23	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Catalina, Susanne	Appoint	Substitute Secretary	\$25.00/hr.	DIST	11/15/23	6/30/24	Appoint as a Substitute Secretary, pending employment verification, as needed for temporary assignments.
Eng, Jennifer	Appoint	Substitute Secretary	\$21.00/hr.	DIST	10/25/23	6/30/24	Appoint as a Substitute Secretary, pending employment verification, as needed for temporary assignments.
Elliott, Erika	Appoint	Substitute Cafeteria Aide	\$14.13/hr	DIST	11/15/23	12/31/23	Appoint as a Substitute Cafeteria Aide, as needed for temporary assignments.
Elliott, Erika	Appoint	Substitute Cafeteria Aide	\$15.13/hr	DIST	1/1/24	6/30/24	Appoint as a Substitute Cafeteria Aide, as needed for temporary assignments.
Resignation							
Vellore, Ramamalini	Resign	Substitute Teacher	N/A	DIST	10/24/23	10/24/23	Resign from position.
E. Extracurricular / Extra Pay							
Chaperone							



Personnel Agenda

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

Budnik, Stefanie	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Crome, Cesia	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Danch, Alia	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Fiocco, James	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Hasler, Mary	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Keeney, Megan	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
McGuinness, Catherine	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Musumeci, Caitlin	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Patel, Bhavishaben	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Pei, Suey-Lain	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Postlethwait, Brooke	Extra Duty	Chaperone	\$51.95/event	CMS	9/1/23	6/30/24	Chaperone, as scheduled.
Singh, Priyadarshini	Extra Duty	Chaperone	\$64.95/event	HSN	9/1/23	6/30/24	Chaperone, as scheduled.
Calabro, Lorraine	Extra Duty	Chaperone	\$64.95/event	HSN	9/1/23	6/30/24	Chaperone, as scheduled.
McGrady, Melissa	Extra Duty	Chaperone	\$64.95/event	HSN	9/1/23	6/30/24	Chaperone, as scheduled.
Dolina, Angel	Extra Duty	Chaperone	\$64.95/event	HSN	9/1/23	6/30/24	Chaperone, as scheduled.



Personnel Agenda

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

Wilson, N'Talia	Extra Duty	Chaperone	\$64.95/event	HSN	9/1/23	6/30/24	Chaperone, as scheduled.
Dolina, Angel	Extra Duty	Chaperone	\$64.95/event	HSS	9/1/23	6/30/24	Chaperone, as scheduled.
Faivre, Sandra	Extra Duty	Chaperone	\$64.95/event	HSS	9/1/23	6/30/24	Chaperone, as scheduled.
Gamarnik, Aleksandr	Extra Duty	Chaperone	\$64.95/event	HSS	9/1/23	6/30/24	Chaperone, as scheduled.
Miller, Karen	Extra Duty	Chaperone	\$64.95/event	HSS	9/1/23	6/30/24	Chaperone, as scheduled.
Miller, Sydney	Extra Duty	Chaperone	\$64.95/event	HSS	9/1/23	6/30/24	Chaperone, as scheduled.
Silva, Samantha	Extra Duty	Chaperone	\$64.95/event	HSS	9/1/23	6/30/24	Chaperone, as scheduled.
Stoddard, Marilyn	Extra Duty	Chaperone	\$64.95/event	HSS	9/1/23	6/30/24	Chaperone, as scheduled.
ESL Testing							
Larios, Nicole	Extra Duty	Curriculum	\$50.00/hr.	DIST	10/23/23	6/30/24	K-12 ESL Testing, total program not to exceed 600 hours.
ESSER							
Bond Jr., Christopher	Extra Duty	Academic Support Tutor Program-ESSER	\$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.)
Sreenivasan, Samhitha	Extra Duty	Academic Support Tutor Program-ESSER	\$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.)
Weber, Nicole	Extra Duty	Academic Support Tutor Program-ESSER	\$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.)
Radice, Debra	Extra Duty	Academic Support Tutor Program-ESSER	\$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.)
Lifeguard							
Achanta, Anuhya	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Achanta, Anuhya	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.



Personnel Agenda

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

Agogliati, John	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Agogliati, John	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Bashore, William	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Bashore, William	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Bharatiya, Kabir	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Bharatiya, Kabir	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Bansal, Mahima	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Bansal, Mahima	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Castro, Mia	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Castro, Mia	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Chittamuru, Sriven	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Chittamuru, Sriven	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Ferrer, Luke	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Ferrer, Luke	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Jahangir, Rehan	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.



Personnel Agenda

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

Jahangir, Rehan	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Jain, Divyanshi	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Jain, Divyanshi	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Jain, Neev	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Jain, Neev	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Jain, Sienna	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Jain, Sienna	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Karpakula Umesh, Samhith	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Karpakula Umesh, Samhith	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Kibler, Nia	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Kibler, Nia	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Malik, Vani	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Malik, Vani	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Morgan, Julian	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Morgan, Julian	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.



Personnel Agenda

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

Sharma, Anusha	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Sharma, Anusha	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Srikanth, Srinarayan	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Srikanth, Srinarayan	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Yuan, Lilian	Extra Duty	Lifeguard	\$14.13/hr.	HSN	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Yuan, Lilian	Extra Duty	Lifeguard	\$15.13/hr.	HSN	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Arvind, Ritvik	Extra Duty	Lifeguard	\$14.13/hr.	HSS	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Arvind, Ritvik	Extra Duty	Lifeguard	\$15.13/hr.	HSS	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Ashworth-Nalbone, Samantha	Extra Duty	Lifeguard	\$14.13/hr.	HSS	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Ashworth-Nalbone, Samantha	Extra Duty	Lifeguard	\$15.13/hr.	HSS	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Langford, Nickola	Extra Duty	Lifeguard	\$14.13/hr.	HSS	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Langford, Nickola	Extra Duty	Lifeguard	\$15.13/hr.	HSS	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Maheshwari, Deepakshi	Extra Duty	Lifeguard	\$14.13/hr.	HSS	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Maheshwari, Deepakshi	Extra Duty	Lifeguard	\$15.13/hr.	HSS	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Nadkarni, Aarav	Extra Duty	Lifeguard	\$14.13/hr.	HSS	11/15/23	12/31/23	Student Lifeguard, as scheduled.



Personnel Agenda

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

Nadkarni, Aarav	Extra Duty	Lifeguard	\$15.13/hr.	HSS	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Yadav, Samaira	Extra Duty	Lifeguard	\$14.13/hr.	HSS	11/15/23	12/31/23	Student Lifeguard, as scheduled.
Yadav, Samaira	Extra Duty	Lifeguard	\$15.13/hr.	HSS	1/1/24	6/30/24	Student Lifeguard, as scheduled.
Professional Development							
Searles, Jordan	Extra Duty	Professional Development	\$50.00/hr.	DIST	11/1/23	11/30/23	Planning and Presenting Professional Development, Strength and Conditioning for Health and PE", total program not to exceed 2 hours.
Hayden, Lisa	Extra Duty	Professional Development	\$50.00/hr.	DIST	11/1/23	11/30/23	Planning and Presenting Professional Development, Teen Mental Health First Aid", total program not to exceed 2 hours.
Supervision							
Elghazaly, Veronica	Extra Duty	PM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	PM Supervision, as scheduled, not to exceed 3 hrs. per week.
Fiocco, James	Extra Duty	PM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	PM Supervision, as scheduled, not to exceed 3 hrs. per week.
Silvers, Lori	Extra Duty	PM Supervision	\$19.48/hr.	CMS	9/1/23	6/30/24	PM Supervision, as scheduled, not to exceed 3 hrs. per week.
Change							
Royster, Christopher	Change	Learning Assistant	\$19.00/hr.	HSN/HSS	10/30/23	6/30/24	Charge start date from TBD to 10/30/23.
Tran, Piao	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	12/31/23	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Aconi, Fabio	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Ali, Sukana	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Bader Roman, Amanda	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Bissinger, Shayne	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.



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

Burke, Anastasia	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Jackson Escogido, Jennifer	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Kloutis, Kimberly	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Kravis, Yuko	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
McCormick, Gabrielle	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Nodong, Pema	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
O'Hara, Margaret	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Paul, Julia	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.
Zola, Anna	Change	Curriculum	\$50.00/hr.	DIST	7/1/23	6/30/24	Change K-12 ESL Testing, total program not to exceed 400 hours to not to exceed 600 hours.

E. Stipend Athletic

Community Middle School

Figel, Griffin	Stipend- Athletic	Girls Basketball - MS Coach	\$3,109.00	CMS	Winter 2023-2024	Winter 2023-2024	Girls Basketball Coach CMS, 0 yrs. exp., paid in FULL in March
Bellotti, Robert	Stipend- Athletic	Girls Basketball - MS Coach	\$3,109.00	CMS	Winter 2023-2024	Winter 2023-2024	Girls Basketball Coach CMS, 0 yrs. exp., paid in FULL in March
Fiocco, James	Stipend- Athletic	Boys Basketball - MS Coach	\$3,109.00	CMS	Winter 2023-2024	Winter 2023-2024	Boys Basketball Coach CMS, 2 yrs. exp., paid in FULL in March
Dunn, Tristan	Stipend- Athletic	Boys Basketball - MS Coach	\$3,109.00	CMS	Winter 2023-2024	Winter 2023-2024	Boys Basketball Coach CMS, 0 yrs. exp., paid in FULL in March
Marotta, Lauren	Stipend- Athletic	Cheerleading - MS Coach	\$3,109.00	CMS	Winter 2023-2024	Winter 2023-2024	Cheerleading Coach CMS, 2 yrs. exp., paid in FULL in March
Pacheco, Alexis	Stipend- Athletic	Wrestling - MS Coach	\$3,109.00	CMS	Winter 2023-2024	Winter 2023-2024	Wrestling Coach CMS, 0 yrs. exp., paid in FULL in March



Personnel Agenda

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

Goode, Douglas	Stipend- Athletic	Wrestling - MS Coach	\$3,109.00	CMS	Winter 2023-2024	Winter 2023-2024	Wrestling Coach CMS, 1 yrs. exp., paid in FULL in March
Maggio, Vincent	Stipend- Athletic	Coordinator - MS Winter	\$4,973.00	CMS	Winter 2023-2024	Winter 2023-2024	Coordinator - MS Winter, 10 yrs. exp., paid in FULL in March
Grover Middle School							
O'Shea, Owen	Stipend- Athletic	Athletic Coordinator	\$4,767.00	GMS	Winter 2023-2024	Winter 2023-2024	Athletic Coordinator, 7 yrs. exp., paid in FULL in March.
Kallens, Scott	Stipend- Athletic	Basketball - Girls Coach	\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Coach, 0 yrs. exp., paid in FULL in March.
Harrington, Ivy	Stipend- Athletic	Basketball - Girls Coach	\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Coach, 1 yr. exp., paid in FULL in March.
Thompson, Jay	Stipend- Athletic	Basketball - Boys Coach	\$3,886.00	GMS	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Coach, 27 yrs. exp., paid in FULL in March.
Johnson, Henry	Stipend- Athletic	Basketball - Boys Coach	\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Coach, 1 yr. exp., paid in FULL in March.
Hoeflinger, Kim	Stipend- Athletic	Cheerleading Coach	\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Cheerleading - Coach, 0 yrs. exp., paid in FULL in March.
O'Grady, Lauren	Stipend- Athletic	Cheerleading Coach	\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Cheerleading - Coach, 0 yrs. exp., paid in FULL in March.
Warn, John	Stipend- Athletic	Wrestling - Coach	\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Wrestling - Coach, 0 yrs. exp., paid in FULL in March.
High School North							
Lagomarsino, Ryan	Stipend- Athletic	Basketball - Boys Assistant Coach	\$5,699.00	HSN	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Assistant Coach, 5 yrs. exp., paid in FULL in March.
Warner, Jared	Stipend- Athletic	Basketball - Boys Assistant Coach	\$5,181.00	HSN	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Assistant Coach, 0 yrs. exp., paid in FULL in March.
Beesley, Lucas	Stipend- Athletic	Basketball-Head Boys Coach	\$8,291.00	HSN	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Head Coach, 2 yrs. exp., paid in FULL in March.
Cabarle, Christine	Stipend- Athletic	Basketball - Girls Assistant Coach	\$5,181.00	HSN	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Assistant Coach, 1 yrs. exp., paid in FULL in March.
Moore, Franklin	Stipend- Athletic	Basketball - Head Girls Coach	\$10,364.00	HSN	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Head Coach, 11 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.

Robinson, Todd	Stipend- Athletic	Swimming - Head Coach	\$10,364.00	HSN	Winter 2023-2024	Winter 2023-2024	Swimming - Head Coach, 14 yrs. exp., paid in FULL in March.
Kelly, Patrick	Stipend- Athletic	Swimming - Asst. Coach	\$5,181.00	HSN	Winter 2023-2024	Winter 2023-2024	Swimming - Asst. Coach, 0 yrs. exp., paid in FULL in March.
Farreny, Erin	Stipend- Athletic	Swimming - Asst. Coach	\$5,181.00	HSN	Winter 2023-2024	Winter 2023-2024	Swimming - Asst. Coach, 0 yrs. exp., paid in FULL in March.
Furlong, William	Stipend- Athletic	Wrestling - Head Coach	\$6,217.00	HSN	Winter 2023-2024	Winter 2023-2024	Wrestling - Head Coach, 2 yrs. exp., paid in FULL in March.
Stein, Jacob	Stipend- Athletic	Wrestling - Assistant Coach	\$4,145.00	HSN	Winter 2023-2024	Winter 2023-2024	Wrestling - Assistant Coach, 2 yrs. exp., paid in FULL in March.
Chang, Richard	Stipend- Athletic	Fencing - Head Coach	\$6,554.00	HSN	Winter 2023-2024	Winter 2023-2024	Fencing - Head Coach, 8 yrs. exp., paid in FULL in March.
Gould, Brian	Stipend- Athletic	Indoor Track - Head Coach	\$7,771.00	HSN	Winter 2023-2024	Winter 2023-2024	Indoor Track - Head Coach, 17 yrs. exp., paid in FULL in March.
Romero, Carl	Stipend- Athletic	Indoor Track - Assistant Coach	\$4,145.00	HSN	Winter 2023-2024	Winter 2023-2024	Indoor Track - Asst. Coach, 2 yrs. exp., paid in FULL in March.
Maida, Daniel	Stipend- Athletic	Indoor Track - Assistant Coach	\$4,145.00	HSN	Winter 2023-2024	Winter 2023-2024	Indoor Track - Asst. Coach, 0 yrs. exp., paid in FULL in March.
Altwater, Deanna	Stipend- Athletic	Indoor Track - Assistant Coach	\$4,145.00	HSN	Winter 2023-2024	Winter 2023-2024	Indoor Track - Asst. Coach, 2 yrs. exp., paid in FULL in March.
Matrale, Ashley	Stipend- Athletic	Cheerleading - Head Coach	\$4,922.00	HSN	Winter 2023-2024	Winter 2023-2024	Cheerleading - Head Coach, 2 yrs. exp., paid in FULL in March.
Kitson, Mary Beth	Stipend- Athletic	Cheerleading- Assistant Coach	\$4,163.00	HSN	Winter 2023-2024	Winter 2023-2024	Cheerleading - Assistant Coach, 13 yrs. exp., paid in FULL in March.
Juarez-Stucker, Telma	Stipend- Athletic	Athletic Coordinator - HS Winter	\$5,181.00	HSN	Winter 2023-2024	Winter 2023-2024	Athletic Coordinator - HS Winter, 0 yrs. exp., paid in FULL in March
High School South							
Crome, Joshua	Stipend- Athletic	Fencing - Assistant Coach	\$3,626.00	HSS	Winter 2023-2024	Winter 2023-2024	Fencing - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Murray, Jack	Stipend- Athletic	Wrestling - Assistant Coach	\$2,072.50	HSS	TBD	Winter 2023-2024	Wrestling - Assistant Coach, 0 yrs. exp., paid in FULL in March.



Personnel Agenda

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

Apicella, Dakota	Stipend - Athletic	Diving - Asst Coach	\$3,626.00	HSS	Winter 2023-2024	Winter 2023-2024	Diving - Assistant Coach, 0 yrs. exp., paid in FULL in March.
E. Stipend Non-Athletic							
ESL Coordinator							
Jackson-Escogido, Jennifer	Stipend Non-Athletic	Coordinator - ESL District- Shared 50%	\$844.00	DIST	9/1/23	6/30/24	Coordinator - ELL District, shared 50%, paid 1/2 in Dec. 1/2 in June. Paid through Title III grant funds.
Kloutis, Kimberly	Stipend Non-Athletic	Coordinator - ESL District- Shared 50%	\$844.00	DIST	9/1/23	6/30/24	Coordinator - ELL District, shared 50%, paid 1/2 in Dec. 1/2 in June. Paid through Title III grant funds.
Community Middle School							
Lee, Kelly M.	Stipend Non-Athletic	Hands Across The Water Advisor- Shared	\$858.00	CMS	9/1/23	6/30/24	Hands Across The Water Advisor, shared 50%, 5 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Lynch, Kevin	Stipend Non-Athletic	Hands Across The Water Advisor- Shared	\$780.00	CMS	9/1/23	6/30/24	Hands Across The Water Advisor, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Negron, Brianna	Stipend Non-Athletic	Literary Magazine Co-Advisor	\$1,560.00	CMS	9/1/23	6/30/24	Panther Press Co-Advisor (1), 4 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
SEMI Billing Stipend							
Amato, Lori	Stipend Non-Athletic	Speech Language Specialist	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Bruno, Alexis	Stipend Non-Athletic	Speech Language Specialist	\$500.00	CMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Cooke, Jennifer	Stipend Non-Athletic	Speech Language Specialist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Crawford, Nancy	Stipend Non-Athletic	Speech Language Specialist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Gagnon, Amanda	Stipend Non-Athletic	Speech Language Specialist	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Gold, Jamie	Stipend Non-Athletic	Speech Language Specialist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Kelly, Danielle	Stipend Non-Athletic	Speech Language Specialist	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Siano, Valerie	Stipend Non-Athletic	Speech Language Specialist	\$500.00	GMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Grumet, Amanda	Stipend Non-Athletic	Speech Language Specialist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Hickey, Katherine	Stipend Non-Athletic	Speech Language Specialist	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Hyman, Joanne	Stipend Non-Athletic	Speech Language Specialist	\$500.00	WIC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Kaplan, Stephanie	Stipend Non-Athletic	Speech Language Specialist	\$500.00	MR	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Kassel, Renee	Stipend Non-Athletic	Speech Language Specialist	\$500.00	HSS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Laurence, Marjorie	Stipend Non-Athletic	Speech Language Specialist	\$500.00	MR	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Moore, Rowena	Stipend Non-Athletic	Speech Language Specialist	\$500.00	MR	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Nowak, Beth Ann	Stipend Non-Athletic	Speech Language Specialist	\$500.00	HSN	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Poole, Abbey	Stipend Non-Athletic	Speech Language Specialist	\$500.00	CMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Smith, Mariah	Stipend Non-Athletic	Speech Language Specialist	\$500.00	DN/MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Snedden, Jenna	Stipend Non-Athletic	Speech Language Specialist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Nolan, Austin	Stipend Non-Athletic	Social Worker	\$500.00	GMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Edmonds, Melanie	Stipend Non-Athletic	Social Worker	\$500.00	DN/MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Flynn, Alba	Stipend Non-Athletic	Social Worker	\$500.00	HSN	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Frankel, Jane	Stipend Non-Athletic	Social Worker	\$500.00	MH/TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Heiser, Diane	Stipend Non-Athletic	Social Worker	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Levine, Randi	Stipend Non-Athletic	Social Worker	\$500.00	HSS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Marett, Erica	Stipend Non-Athletic	Social Worker	\$500.00	CMS/WIC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Motley, Patricia	Stipend Non-Athletic	Social Worker	\$500.00	HSN	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Williams, Desiree	Stipend Non-Athletic	Social Worker	\$500.00	VIL/MR	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Eagles, Melissa	Stipend Non-Athletic	Psychologist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Gifford, Jennifer	Stipend Non-Athletic	Psychologist	\$500.00	DN	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Medina, Jennifer	Stipend Non-Athletic	Psychologist	\$500.00	HSS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Karbhari, Sanaea	Stipend Non-Athletic	Psychologist	\$500.00	HSN	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Hughes, Elissa	Stipend Non-Athletic	Psychologist	\$500.00	MR	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Gialanella, Alicia	Stipend Non-Athletic	Psychologist	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Sky, Elle	Stipend Non-Athletic	Psychologist	\$500.00	GMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Catuogno-Ash, Alyssa	Stipend Non-Athletic	Psychologist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Rego, Elizabeth	Stipend Non-Athletic	Psychologist	\$500.00	MR	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Kelly, Laura	Stipend Non-Athletic	Psychologist	\$500.00	VIL/WIC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Guidotti, Cathy-Ann	Stipend Non-Athletic	Psychologist	\$500.00	CMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Merkert, Ashley	Stipend Non-Athletic	Psychologist	\$500.00	CMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Nash, Laura	Stipend Non-Athletic	Psychologist	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Nicosia, Victoria	Stipend Non-Athletic	Psychologist	\$500.00	HSN	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Wood, Drew	Stipend Non-Athletic	Psychologist	\$500.00	HSN	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Yaros, Gabrielle	Stipend Non-Athletic	Psychologist	\$500.00	CMS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Randolph-Pryce, Dana	Stipend Non-Athletic	Psychologist	\$500.00	HSS	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Anand, Shagoon	Stipend Non-Athletic	Occupational Therapist	\$500.00	DIST	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Kidney, Elizabeth	Stipend Non-Athletic	Occupational Therapist	\$500.00	MH	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Bucy, Randi	Stipend Non-Athletic	Occupational Therapist	\$500.00	TC	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Patrone, Michelle	Stipend Non-Athletic	Occupational Therapist	\$500.00	DIST	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Van Dusen, Regina	Stipend Non-Athletic	Occupational Therapist	\$500.00	DIST	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Koncsol, Kim	Stipend Non-Athletic	Occupational Therapist	\$500.00	TC/MR	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Chunko, Eileen	Stipend Non-Athletic	Physical Therapist	\$500.00	DIST	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Lee, Susan	Stipend Non-Athletic	Physical Therapist	\$500.00	DIST	9/1/23	6/30/24	SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
Specialized Support Stipend							



Personnel Agenda

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

Dey, Sara	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Gorman, Elizabeth	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Josephson, Emily	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Kodali, Vasavi	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Kretzmann, Angela	Stipend Non-Athletic	Instructional Assistant	\$500.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Peters, Frances	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Siano, Wendy	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Sethu, Kalyani	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Patel, Bhavishaben	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Chasia, Sandhya	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Ghosh, Sudipta	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	CMS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Ashokkumar, Shanthi	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Franco, Monica	Stipend Non-Athletic	Instructional Assistant/Bus Driver	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Krishnan, Rajeswari	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Lackey, Roxanne	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Mansfield, Maryann	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Shah, Dipika	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Tuan, Borying	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Shah, Meghna	Stipend Non-Athletic	Instructional Assistant	\$1,000.00 (prorated)	HSN	11/13/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Lee, Kelly C.	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Morelli, Daneen	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Pachas, Annette	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Singh, Priyadarshini	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Stewart, Eric	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSN	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Surendran, Menaka	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Gamarnik, Aleksandr	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	HSS	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Mani, Gayathri	Stipend Non-Athletic	Instructional Assistant	\$500.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Nadkarni, Neeta	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Sharma, Ashoo	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Banerjee, Oormimala	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Shinde, Madhura	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Lee, Tracey	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Prakash, Rekha	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Lincoln, Diane	Stipend Non-Athletic	Instructional Assistant	\$500.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Pitcherello, Lisa	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Suri, Nirmala	Stipend Non-Athletic	Instructional Assistant	\$500.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Devine Horn, Patricia	Stipend Non-Athletic	Instructional Assistant	\$500.00	MH	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Buck, Holly	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Paradkar, Kirti	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Venkatachalam, Mangai	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Uppuluri, Madhavi	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Madasamy Ponniah, Vanitha	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Weinberger, Lovelyne	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Lloyd, Regina	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Samal, Smita	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Thompson, William	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Tejwani, Pooja	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Bist, Pooja	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Walsh, Gina	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Sanyal, Malini	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	MR	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
DeSilva, Dona	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Boehm, Ashley	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Ranganathan, Ramya	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Hvisdock, Diana	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Jones, Maureen	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Shah, Hetal	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Kamath, Annapoorna	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Murray, Stacy	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Oertel, Linette	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Osadchuk, Anna	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Perrine, Kimberley	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Rossi, Mary	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Venkatraman, Durgalakshmi	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Mohapatra, Simantini	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Khemani, Bharti	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Sen, Chandrani	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Mitra, Eshika	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Powar, Ulka	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Badrinarayanan, Revathi	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Konar, Jaba	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Das, Rakhi	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Mishra, Nandita	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
Husain, Ayesha	Stipend Non-Athletic	Instructional Assistant	\$1,000.00	TC	9/1/23	6/30/24	Specialized Support Stipend, paid 1/2 in Dec. and 1/2 in June.
High School South							
Moncada, Brandy	Stipend-Non Athletic	SAASA-Shared	\$780.00	HSS	9/1/23	6/30/24	SAASA Advisor, shared 50%, 0 yrs. Exp., paid in FULL in June.
Popowski, Kendall	Stipend-Non Athletic	SAASA-Shared	\$780.00	HSS	9/1/23	6/30/24	SAASA Advisor, shared 50%, 0 yrs. Exp., paid in FULL in June.
Town Center							



Personnel Agenda

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

Knoblock, Richard	Stipend Non-Athletic	Grade Level Leader - 1st Grade - Shared	\$1,119.50	TC	9/1/23	6/30/24	Grade Level Leader, 1st Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Travel							
Borowsky, Andrew	Stipend Non-Athletic	Travel	\$450.00	CMS/DN	9/1/23	6/30/24	Travel stipend, prorated, paid 1/2 in Dec. and 1/2 in June.
Cautin, Carolann	Stipend Non-Athletic	Travel	\$480.00	TC/WIC	9/1/23	6/30/24	Travel stipend, 2 days per cycle, paid 1/2 in Dec. and 1/2 in June.
Crome, Joshua	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Engel, Emma	Stipend Non-Athletic	Travel	\$240.00	TC/VIL	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Grau, Christopher	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Huang, Lei	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Kelly, Patrick	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Kempler, Andrea	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Pacella, Rebecca	Stipend Non-Athletic	Travel	\$240.00	WIC/TC	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Sanchez, William	Stipend Non-Athletic	Travel	\$240.00	MH/DN	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Stoddard, Marilyn	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Swahlon, Sarah	Stipend Non-Athletic	Travel	\$240.00	MH/DN	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Totaro, William	Stipend Non-Athletic	Travel	\$600.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 2 days per cycle, paid 1/2 in Dec. and 1/2 in June.
Warren, Matthew	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.



Personnel Agenda

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

Yu, Teping	Stipend Non-Athletic	Travel	\$300.00	HSN/HSS	9/1/23	6/30/24	Travel stipend, 1 day per cycle, paid 1/2 in Dec. and 1/2 in June.
Change							
Boyce, Patricia	Change	Grade Level Leader - 1st Grade - Shared	\$1,119.50	TC	9/1/23	6/30/24	Change from Grade Level Leader, 1st Grade, to Grade Level Leader, 1st Grade, shared 50%, paid 1/2 in Dec. and 1/2 in June.
Mehno, Christopher	Change	Volunteer Mock Trial	\$0.00	HSS	10/27/23	6/30/24	Change start date from TBD to 10/27/23.
Resignation							
Pachas, Annette	Resign	Lunch Duty	\$1,988.00 (prorated)	HSN	10/27/23	10/27/23	Resign from position.
F. Community Education							
Appoint							
Tripathi, Garima	Appoint	EDP Site Supervisor	\$30,681.25 (prorated)	DN	TBD	6/30/24	Appoint as an EDP Site Supervisor (full-time).
Rivera, Brian	Appoint	EDP Group Leader	\$23,705.00 (prorated)	DN	11/21/23	6/30/24	Appoint as an EDP Group Leader (full-time).
Delre, Elizabeth	Appoint	EDP Group Leader	\$15.75/hr.	DN	TBD	6/30/24	Appoint as an EDP Group Leader.
Trivedi, Pooja	Appoint	EDP Group Leader	\$15.75/hr.	MH	TBD	6/30/24	Appoint as an EDP Group Leader.
Majumdar, Ruchika	Appoint	EDP High School Assistant	\$15.13/hr.	DN	1/2/24	6/30/24	Appoint as a High School Assistant.
Gamarnik, Aleksandr	Appoint	EDP 1-to-1 Instructional Assistant	As per contract.	MH	10/30/23	6/30/24	Appoint as an EDP 1-to-1 Instructional Assistant.
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								
Appoint								
Rand, Catherine	Appoint	Teacher Language Arts	6PhD	\$73,350.00	CMS	TBD	6/30/24	Appoint as Teacher Language Arts, pending employment verification, replacing Marnie Dratch, who transferred. (Tenure date: TBD)
Change								
Biancosino, Gabriele	Change %	Teacher Special Education 120%	14MA	\$94.00/day	HSN	11/14/23	TBD	Additional per diem payment for an extra section.
Giordano, Aleksandra	Change %	Teacher Social Studies 120%	6MA	\$69.35/day	HSN	11/13/23	TBD	Additional per diem payment for an extra section.
Hannon, Christa	Change %	Teacher Social Studies 120%	8MA	\$73.35/day	HSN	11/13/23	TBD	Additional per diem payment for an extra section.
Lagomarsino, Ryan	Change %	Teacher Special Education 120%	7MA+30	\$73.35/day	HSN	11/15/23	TBD	Additional per diem payment for an extra section.
Pacifico, Lisa	Change Location	Teacher Mathematics Interventionist		N/C	CMS	11/14/23	4/12/24	Change location from 100% GMS to 100% CMS.
Leave of Absence								
Belmonte, Colleen	Leave-FMLA/NJFLA/CC	Teacher Resource Specialist		N/A	WIC	4/5/24	6/21/24	FMLA/NJFLA/CC: 4/5/24-6/21/24 unpaid, with benefits. (RTW: 9/1/24)
O'Donnell, Anne	Leave-FMLA/NJFLA/CC	Teacher Elementary		N/A	VIL	5/2/24	12/13/24	FMLA/NJFLA/CC: 5/2/24-10/3/24 unpaid, with benefits. CC: 10/4/24-12/13/24 unpaid, no benefits. (RTW: 12/16/24)
Resignation								
Kassel, Renee	Resign	Speech Language Specialist-60%		N/A	HSS	1/12/24	1/12/24	Resign from position.
C. Non Certificated Staff								
Appoint								
Linebarger, Lindsay	Appoint	Mental Health Clinician		\$84,000 (prorated)	DIST	TBD	6/30/24	Appoint as Mental Health Clinician, pending employment verification, growth position.
Thakkar, Rinkoo	Appoint	Instructional Assistant	1	\$19.17/hr.	MR	TBD	6/30/24	Appoint as Instructional Assistant, for 7 hrs/day, replacing Ellen Rosenbaum, who is out on leave.
Sherer, Darrin	Appoint	Security Aide		\$30,000 (prorated)	HSN	TBD	6/30/24	Appoint as Security Aide, pending employment verification, replacing Alfred Moon who resigned.



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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Gass Stephen	Appoint	Security Officer "Eyes on the Door"		\$16.75/hr.	DIST	TBD	6/30/24	Appoint as a security officer - "Eyes on the Door," replacing Caryn Bridgewater, who transferred.
Velcime, Joseph	Appoint	Security Officer "Eyes on the Door"		\$16.75/hr.	DIST	TBD	6/30/24	Appoint as a security officer - "Eyes on the Door."
Ives, Abdu	Appoint	Security Officer "Eyes on the Door"- Substitute		\$16.00/hr.	DIST	11/15/23	6/30/24	Appoint as a substitute security officer - "Eyes on the Door," as needed.
Lalumia, Joseph	Appoint	Security Officer "Eyes on the Door"- Substitute		\$16.00/hr.	DIST	11/15/23	6/30/24	Appoint as a substitute security officer - "Eyes on the Door," as needed.
Change								
Fierro-Soler, Amparo	Change	Instructional Assistant- Dual Language Immersion	1	\$19.17/hr.	VIL	11/13/23	6/30/24	Change start date from TBD to 11/13/23.
Vargas-Crespo, Minoshka	Change	Instructional Assistant	1	\$20.61/hr.	CMS	11/16/23	6/30/24	Change start date from TBD to 11/16/23.
Leave of Absence								
Vemulapalli, Bharathi	Leave-FMLA/NJFLA	Instructional Assistant		N/A	HSN	12/25/23	3/22/24	FMLA/NJFLA: 12/25/23-3/22/24, with benefits. (RTW: 4/2/24)
Resignation								
Rivera, Melinda	Resign	Cafeteria Aide		N/A	MH	11/3/23	11/3/23	Resign from position.
E. Extracurricular / Extra Pay								
AVID								
Allen, Arvid	Extra Duty	AVID		\$50.00/hr.	HSN	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Barnes, Tyler	Extra Duty	AVID		\$50.00/hr.	HSS	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Bugge, Danielle	Extra Duty	AVID		\$50.00/hr.	HSS	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Facchini, Antonella	Extra Duty	AVID		\$50.00/hr.	HSS	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Fevola, Carol	Extra Duty	AVID		\$50.00/hr.	HSS	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.



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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Godowski, Chelsea	Extra Duty	AVID		\$50.00/hr.	HSN	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Massari, Francesca	Extra Duty	AVID		\$50.00/hr.	HSN	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Parrott, Brooke	Extra Duty	AVID		\$50.00/hr.	HSS	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Pyle, Maria	Extra Duty	AVID		\$50.00/hr.	HSN	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Riley, Eber	Extra Duty	AVID		\$50.00/hr.	HSN	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Riley, Theresa	Extra Duty	AVID		\$50.00/hr.	HSN	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Rooney, Molly	Extra Duty	AVID		\$50.00/hr.	HSS	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Sreenivasan, Samhitha	Extra Duty	AVID		\$50.00/hr.	HSN	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
Walsh, Michelle	Extra Duty	AVID		\$50.00/hr.	HSS	9/1/23	6/30/24	AVID exploration and planning meetings for the 2023-2024 school year, not to exceed 10 hours.
ESSER								
Guadagno, Skylar	Extra Duty	Academic Support Tutor Program-ESSER		\$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.)
Grading Support								
Fevola, Carol	Extra Duty	Grading Support		\$50.00/hr.	DIST	11/1/23	1/2/24	High School Language Arts grading support, not to exceed 3 hours per week.
Lyczkowski, Janice	Extra Duty	Grading Support		\$50.00/hr.	DIST	11/1/23	1/2/24	High School Language Arts grading support, not to exceed 2 hours per week.
Home Programming								
Stein, Amanda	Extra Duty	Home Programming		\$70.00/hr.	TC	10/23/23	12/22/23	Home programming for Reading, Writing, Math, Science and Social Studies, not to exceed 64 total hours of instruction.
Moving								
Cooke, Jennifer	Extra Duty	Moving		\$50.00/hr	TC	11/1/23	6/30/24	Moving, not to exceed 12 hours.



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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Crawford, Nancy	Extra Duty	Moving		\$50.00/hr	TC	11/1/23	6/30/24	Moving, not to exceed 12 hours.
Grumet, Amanda	Extra Duty	Moving		\$50.00/hr	TC	11/1/23	6/30/24	Moving, not to exceed 12 hours.
Snedden, Jenna	Extra Duty	Moving		\$50.00/hr	TC	11/1/23	6/30/24	Moving, not to exceed 12 hours.
E. Stipend Athletic								
Basketball								
McCarthy, Emily	Stipend-Athletic	Basketball - Girls Assistant Coach		\$5,699.00	HSN	Winter 2023-2024	Winter 2023-2024	Basketball - Girls Assistant Coach, 5 yrs. exp., paid in FULL in March.
Feddema, Sean	Stipend-Athletic	Basketball - Boys Coach		\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Basketball - Boys Coach, 0 yrs. exp., paid in FULL in March.
DiCindio, Christina	Stipend-Athletic	Volunteer Basketball		\$0.00	HSN	Winter 2023-2024	Winter 2023-2024	Volunteer Basketball.
Wendel, Wayne	Stipend-Athletic	Volunteer Basketball		\$0.00	HSN	Winter 2023-2024	Winter 2023-2024	Volunteer Basketball.
Cheerleading								
Guadagno, Skylar	Stipend-Athletic	Volunteer Cheerleading		\$0.00	HSN/HSS	11/15/23	6/30/24	Volunteer Cheerleading.
Fencing								
Kwok, William	Stipend-Athletic	Fencing - Asst. Coach		\$3,626.00	HSN	Winter 2023-2024	Winter 2023-2024	Fencing - Asst. Coach, 1 yrs. exp., paid in FULL in March.
Wrestling								
McGrady, Melissa	Stipend-Athletic	Wrestling Coach		\$3,109.00	GMS	Winter 2023-2024	Winter 2023-2024	Wrestling, 0 yrs. exp., paid in FULL in March.
Change								
Hoeflinger, Kim	Stipend-Athletic	Change		\$3,421.00	GMS	Winter 2023-2024	Winter 2023-2024	Change salary for Cheerleading - Coach, 0 yrs. exp., paid in FULL in March. Change years of experience from 0 years to 6 years.
Rescind								
Thompson, Jay	Rescind	Basketball - Boys Coach		\$3,886.00	GMS	Winter 2023-2024	Winter 2023-2024	Rescind Basketball - Boys Coach, 27 yrs. exp., paid in FULL in March.
Watson, Jasmin	Rescind	Volunteer Basketball		\$0.00	HSN	11/1/23	6/30/24	Rescind appointment for Volunteer Basketball.



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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
F. Community Education								
Appoint								
Samal, Smita	Appoint	EDP 1-to-1 Instructional Assistant		As per contract.	MH	11/15/23	6/30/24	Appoint as an EDP 1-to-1 Instructional Assistant.
Cox, Jonathan	Appoint	EDP Group Leader		\$15.75/hr.	MH	11/15/23	6/30/24	Appoint as an EDP Group Leader.
Toney, Destiny	Appoint	EDP Group Leader		\$15.75/hr.	VIL	TBD	6/30/24	Appoint as an EDP Group Leader.
Huang, Arianna	Appoint	EDP High School Assistant		\$14.13/hr.	DN	TBD	6/30/24	Appoint as an EDP High School Assistant.
Change								
Delre, Elizabeth	Change	EDP Group Leader		n/c	DN	11/20/23	6/30/24	Change start date from TBD to 11/20/23.
Tripathi, Garima	Change	EDP Site Supervisor		n/c	DN	11/8/23	6/30/24	Change start date from TBD to 11/8/23.



PERSONNEL ADDENDUM #2

RECOMMENDATION

D. PERSONNEL

To be voted on 11/14/23: Recommend approval of the following resolutions:

WWPEA – Sidebar Agreement

1. Approve a sidebar agreement with the West Windsor-Plainsboro Education Association (WWPEA) whereby a stipend is created for on-site tournaments with non-WWPRSD teams that an athletic trainer must work.
2. Modify Appendix F of the parties' collective negotiations agreement to add this stipend.

PERSONNEL ADDENDUM #3

RECOMMENDATION

D. PERSONNEL

To be voted on 11/14/23: Recommend approval of the following resolution:

Contract Termination

1. Be it resolved, pursuant to the terms of the assignment letter between the Board and the employee with Position Control Number 5011 and upon the recommendation of the Superintendent, the Board hereby terminates the employment of the employee with Position Control Number 5011 effective November 13, 2023.

PERSONNEL ADDENDUM #4

RECOMMENDATION

D. PERSONNEL

To be voted on 11/14/23: Recommend approval of the following resolution:

WWPEA – Sidebar Agreement

1. Approve a sidebar agreement with the West Windsor-Plainsboro Education Association (WWPEA) regarding compensation for a certificated secondary math teacher to provide math enrichment for an elementary student beyond the teacher's contractual student contact time.

ADMINISTRATION ADDENDUM

RECOMMENDATION

A. ADMINISTRATION

To be voted on 11/14/23: Recommend approval of the following resolutions:

Harassment, Intimidation, and Bullying

1. 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 November 14, 2023, for the following case numbers:
252786_DNE_10122023; 252497_GMS_10062023; 252287_GMS_10052023;
252003_GMS_10022023; 251663_GMS_09272023 and 251349_GMS_09212023.

FINANCE ADDENDUM

RECOMMENDATION

C. FINANCE

To be voted on 11/14/23: Recommend approval of the following resolution:

Cooperative Purchase over the Bid Limit – Leased Property

1. A purchase utilizing New Jersey approved Cooperative Purchasing System – #65MCESCCPS #ESCNJ 20/21-13 to Open Systems Integrators, Hamilton, NJ as awarded through June 29, 2024, to furnish and install paging and clock solutions for 72 Grovers Mill Road and integrate with the Telecenter U upgrade at High School North for a total cost not to exceed \$34,687.31.

Cooperative Purchase

2. A purchase utilizing New Jersey approved Cooperative Purchasing System – #65MCESCCPS #ESCNJ 20/21-13 to Open Systems Integrators, Hamilton, NJ as awarded June 29, 2024 to furnish and install ceiling speakers in the Security Office, Speech Room B126, and Technology MDF room at Village Elementary School, for a total cost not to exceed \$3,380.04.

Capital Outlay Purchase

3. A purchase utilizing The Gillespie Group, Hammonton, NJ to furnish and install Harlequin Cascade dance floors at High School North, room #A101, and High School South, room #A115, as per quote dated November 10, 2023, for a total amount not to exceed \$43,430.00.

FINANCE SUBSTITUTION

AGENDA ITEM REPLACEMENTS

C. FINANCE

To be voted on 11/14/23: Recommend approval of the following substitute resolutions:

Bus Evacuation Drills - Fall

9. Acknowledge the following bus evacuation drills were performed in compliance with *N.J.A.C. 6A:27-11.2*:

Date	Time	School	Location	Routes	Overseer
10/25/2023	7:25	HS North	90 Grovers Mill Rd	HN1-34/NC50-58	L. Thomas
10/24/2023	8:40/ 12:40	Maurice Hawk	303 Clarksville Rd	MH1-18/MH50-52 MHK90-95	S. Bright
10/24/2023	8:40	Millstone River	75 Grovers Mill Rd	MR1-26 MR50-54	G. Dalton
10/25/2023	8:40/ 12:40	Wicoff	510 Plainsboro Rd	WE1-9/WE53/ WEK90-91	M. Cook
10/24/2023	8:40/ 12:40	Town Center	700 Wyndhurst Dr	TC1-10/TC53-56 TCK 90-92	E. Falk
10/25/2023	7:25	CMS	95 Grovers Mill Rd	CM1-CM26/ NC50-58	K. Schimpf
10/25/2023	7:25	TGMS	10 Southfield Rd	TG1-27/ TG51	J. Dauber
10/23/2023	8:40	Village	601 New Village Rd	VE1-20 VE/WC51	G. Tulp
10/25/2023	7:25	HSS	326 Clarksville Rd	HS1-28/ HS50-53, 54,55	J. Cincotta
10/25/2023	8:40/ 12:40	Dutch Neck	392 Village Rd E	DN1/DN03-DN18/ DN51/ DNK90-94	D. Argese

Bid Awards – Public Routes, Special Education

13. Award the November 1, 2023, Bid Number PUB24-7, 2023-2024 Student Transportation Contract as follows:

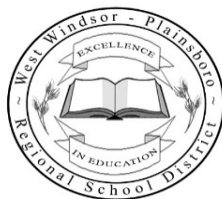
- b) Multi Contract Number RPM-PUB24-7 to RPM Transportation Enterprises, LLC:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
WOODS1	The Woods School	\$240.00	141	\$69.00	\$0.85

Quotes - School Related Activities

18. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27707 to Sheppard Bus Services as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27707	Cornell University	\$4,140.00	1	N/A



WEST WINDSOR- PLAINSBORO HOURLY AND PER DIEM RATES FOR 2023-2024

*Effective January 1, 2024

a) WW-P Substitute Hourly Rates

POSITION	EXPERIENCE	RANGE OF PAY
Teacher	County Certified	\$115.00/day
	NJ Teacher Certified	\$125.00/day
	Certified in the content area <u>and</u> beyond 20th consecutive day in the same assignment.	\$305.00/day
Administrator (Certified)	n/a	\$500/day
Media Center Coverage (9 hour day)	n/a	\$130.00/day
On-Call Athletic Trainer	n/a	\$65.00/unit
Instructional Assistant	n/a	\$15.13/hour
Nurse (NJ Certified and County Certified)	School Day	\$210.00/day
	School Trip (Overnight)	\$100.00/night
Computer Support Specialist	0-10 Years	\$21.00/hr. - \$23.00/hr.
	11+ years	\$24.00/hr. - \$25.00/hr.
Secretary (hired as of 9/28/16) (Higher rate for school district experience)	High School Student	\$20.00/hr. - \$21.00/hr.
	0-10 Years	\$21.00/hr. - \$23.00/hr.
	11+ years	\$24.00/hr. - \$25.00/hr.
Security Aide	n/a	\$15.13/hr.
Bus/Cafeteria Aide	n/a	\$14.13/hr. \$15.13/hr. (Effective 1/1/2024)
Bus/Cafeteria Aide (hired prior to 2010)	n/a	Frozen at current hourly rate for those exceeding \$15.13/hr effective January 2024.)
On-Call Bus Driver	n/a	\$19.00/hr.
Learning Assistant	n/a	\$19.00/hr.
<u>SUMMER WORK</u>	EXPERIENCE	RANGE OF PAY
Painter	High School Student	\$14.13/hr. \$15.13/hr. (Effective: 1/1/2024)
	Post High School	\$15.13/hr. - \$16.75/hr.
Mover	High School Student	\$14.13/hr. \$15.13/hr. (Effective: 1/1/2024)
	Post High School	\$15.13/hr. - \$16.00/hr.
Computer Assistant	High School Student	\$14.13/hr. \$15.13/hr. (Effective: 1/1/2024)
	Post High School	\$15.13/hr. - \$16.75/hr.
<u>EXTRACURRICULAR (NON-AFFILIATED)</u>	EXPERIENCE	RANGE OF PAY
<u>LIGHTING</u>		
Lighting Assistant	n/a	\$50.00/hr.
<u>VIDEO</u>		

Videographer	n/a	\$75.00/hr.
BUILDING USE		
Coordinator	n/a	\$14.13/hr. - \$17.50/hr. \$15.13/hr. - \$17.50/hr. (Effective: 1/1/2024)
POOL		
CPO	n/a	\$15.13/hr. - \$22.00/hr.
Lifeguard	0 - 4 years	\$14.13/hr. \$15.13/hr. (Effective: 1/1/2024)
	5+ years	\$14.13/hr. - \$15.00/hr. (Effective: 7/1/2023) \$15.13/hr. - \$16.00/hr. (Effective: 1/1/2024)
Swim Instructor	n/a	\$14.13/hr. - \$15.00/hr. (Effective: 7/1/2023) \$15.13/hr. - \$16.00/hr. (Effective: 1/1/2024)
Title 1 Funded Program Support	n/a	\$19.00/hr.
b) WW-P Community Education and Summer Work Hourly Rates		
POSITION	EXPERIENCE	RANGE OF PAY
EDP		
High School Student	0 - 1 years	\$14.13/hr. \$15.13/hr. (Effective: 1/1/2024)
	2 years	\$15.13/hr. \$16.00/hr. (Effective: 1/1/2024)
Assistant Group Leader	0 - 1 years	\$15.25/ hr.
	5+ years	\$15.25/hr. - \$15.50/hr.
Group Leader	0 -1 years	\$15.75/hr. - \$16.00/hr.
	5+ years	\$15.75/hr. - \$19.00/hr.
Site Supervisor	0 years	\$18.00/hr. - \$20.00/hr.
	1+ years	\$20.00/hr. - \$23.00/hr.
	5+ years	\$23.00/hr. - \$28.00/hr.
Substitute EDP & Summer	n/a	\$14.13/hr. \$15.13hr. (Effective: 1/1/2024)
AFTERSCHOOL SUMMER AND ENRICHMENT		
Instructor	0 years	\$20.00/hr.
	1+ years	\$20.00/hr. - \$24.00/hr.
	5+ years	\$22.63/hr. - \$27.00/hr.
	10+ years	\$28.00/hr.
ESL Instructor	n/a	\$25.00/hr. - \$35.00/hr.
Assistant	0 - 1 years	\$15.50/hr. - \$16.50
	5+ years	\$16.50/hr. - \$17.50/hr.
Coordinator Summer & After-School	n/a	\$20.00/hr. - \$25.00/hr.
Supervision by Certified Staff	n/a	\$19.48/hr.
Special Needs Coordinator (Certified)	n/a	\$50.00/hr.
Special Needs Assistant (One-On-One)	0 years	\$14.13/hr. \$15.13/hr. (Effective: 1/1/2024)
	1+ years	\$15.13/hr. *\$15.13 start effective 1/1/2024
	5+ years	\$15.13/hr. - \$15.50/hr. *\$15.13 start effective 1/1/2024

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Sick Leave

1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;



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Sick Leave

- c. Psychological or other counseling;
 - d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
 6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
 8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.



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Sick Leave

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted:



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Sick Leave

R 1642.01 SICK LEAVE

A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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Sick Leave

7. “Supervisor” means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.
- B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1
1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee’s mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



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Sick Leave

- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
 - e. The death of a family member for up to seven days;
 - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
 - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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Sick Leave

Option – Must Select One Option Below

2. _____ [Option 1 - If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]

OR

2. _____ [Option 2 - If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]

OR

2. _____ [Option 3 - If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice of _____ calendar days, (not to exceed seven calendar days) prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.]

Option – Must Select One Option Below

3. _____ [Option 1 - If the reason for the leave is not foreseeable, the Board of Education may require an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.]

OR



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3. _____ [**Option 2** - If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.]
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;
 - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or



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f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.

8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

1. An employee who is absent for _____ percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.



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- a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.

F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.



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- a. The Superintendent or designee will maintain the employee's record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Issued:



POLICY GUIDE

First Reading: October 17, 2023
Second Reading: November 14, 2023

TEACHING STAFF MEMBERS
3212/page 1 of 1
Attendance
Sep 23
M

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 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, 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. 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; collective bargaining agreement; an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification 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. The Superintendent, in consultation with administrative staff members, will review the rate of absence among teaching staff members. The review will include the collection and analysis of attendance patterns, 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; 18A:30-2; 18A:30-4



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First Reading: October 17, 2023
Second Reading: November 14, 2023

TEACHING STAFF MEMBERS
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Attendance

R 3212 ATTENDANCE

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
 - 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



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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

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



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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.

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



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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.

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.



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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 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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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 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, 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. 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; in an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification 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.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support staff members. The review will include the collection and analysis of attendance patterns, 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; 18A:30-2; 18A:30-4



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R 4212 ATTENDANCE

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.
 - 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



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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.

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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.

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 the person is domiciled in the school district and is supporting the student without remuneration as if the student were their own child in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use their residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of their 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.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.

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.

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.



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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. 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.

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.

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.

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.



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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.

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.

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 form(s) and meets requirements of N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section G.

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

Nothing in N.J.A.C. 6A:22-4, 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 for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H.

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.



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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 and Regulation 5111 – Section J.

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 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 nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3. attendance, and payment of tuition.

Children Who Anticipate Moving to or from the District

A nonresident student 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 payment of a tuition rate approved by the



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Executive County Superintendent for a period of time not greater than _____ weeks prior to the anticipated date of residency.

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) payment of a tuition rate as approved by the Executive County Superintendent.

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 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.

F-1 Visa Students

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

J-1 Visa Students

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

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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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 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. 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 is the child of 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 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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Eligibility of Resident/Nonresident Students

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 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 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 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.
 - 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 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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3. 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.
 4. 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. 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 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 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 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 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 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 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 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 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 residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of their 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 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 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, 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), Policy 5111, and this Regulation, “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 right to appeal the decision within twenty-one calendar days of the parent's or guardian's receipt of the notification, and shall state that if such appeal is denied, the parent or guardian 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 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 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 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 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 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

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

4. J-1 Visa Students

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

E. 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 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 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 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 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 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.
- F. 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 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 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 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 not the parent or guardian, even if not specifically requested.
 - (1) The Board 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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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 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 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 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.
- G. 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.
 - 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.
- H. 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 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 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 entitlement to a hearing before the Board.
 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 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 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 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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J. 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 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 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 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 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 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 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 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
Second Reading: November 14, 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

— 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:



Program of Studies Changes

Barbara Gould, Ed.D

2024-2025

Agenda

- Program of Studies Timeline
- Additions to the Program of Studies
- Program of Studies Changes

Program of Studies Timeline

POS Information Sessions

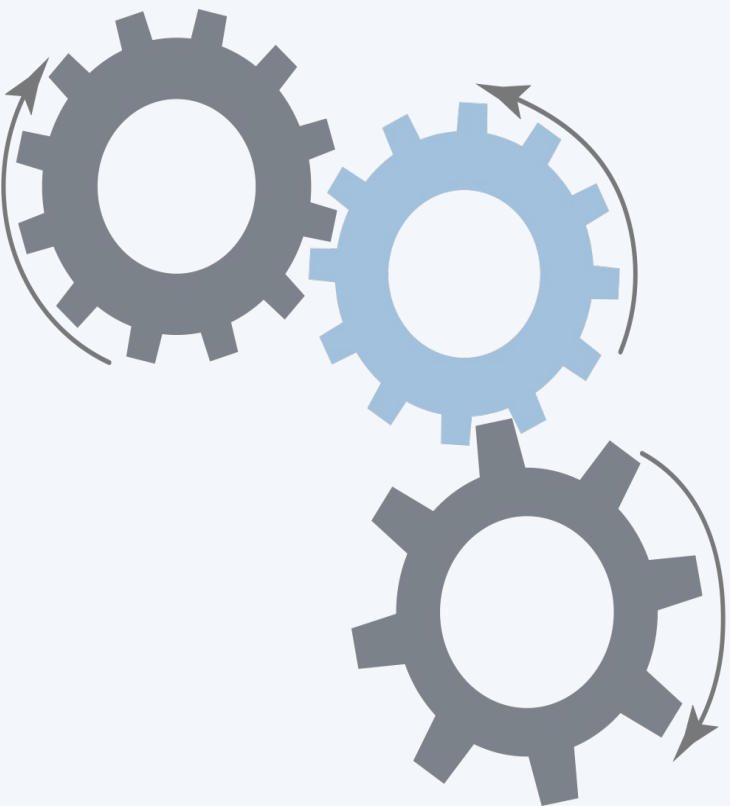
- Incoming 9th Grade POS Webinar (South: Jan. 31st, North Feb. 1st)
- 10-12th Grade POS Webinar

Schedule Requests

- Guardian/Student requests in Genesis
- School counselors meet with students 1:1 to finalize requests
(February-end of March)

Change Requests

- All students (Course & Level Changes): August 1-August 15th
- 9th Grade Level Change: September 15th-October 15th




New Course



Elective: AP African American Studies: Grades 10-12: AP African American Studies is an interdisciplinary course that examines the diversity of African American experiences through direct encounters with authentic and varied sources. Students explore key topics that extend from early African kingdoms to the ongoing challenges and achievements of the contemporary moment. Given the interdisciplinary character of African American studies, students in the course will develop skills across multiple fields, with an emphasis on developing historical, literary, visual, and data analysis skills. This course foregrounds a study of the diversity of Black communities in the United States within the context of Africa and African diaspora.

Prerequisite: Successful completion of at least one full-year required course of high school Social Studies



New Course

Unified Physical Education: Grades 11-12: Unified Physical Education is comprised of students with differing needs and abilities. The course is designed to promote inclusion with the intent of carrying over into the greater school community while engaging in physical activity. The Unified Physical Education course will meet the physical education requirement for graduation. This class is offered as a one semester class. The unified peer's responsibilities include participating in various sports activities, assisting peers as needed through lessons, and modeling learning readiness behaviors. The class is designed to provide students with opportunities to learn in different settings, strengthen communication and collaboration, support social interactions, celebrate differences, and develop leadership skills. Students interested in serving as a unified peer will apply and be selected to participate in this course.

Prerequisite: PE 9 & 10

New Course



Elective: Dance III CP/Honors: Dance III consists of intense physical performance studies that will challenge dancers' integration of movement technique and creative composition. Learners will prepare for professional dance repertoire and will learn how to utilize technology to further develop choreographic practices, and stage design for performances.

Prerequisite: Dance II



New Course



Elective: Music Technology III CP/Honors: Music Technology III is designed to build on the skills learned in Music Technology I and II. Students will explore the intersection of science and music, focusing on concepts based in advanced audio engineering and acoustics. Students will engage in live and studio audio engineering activities for both music and spoken work audio, take part in digital instrument design, apply technical mixing expertise to new and pre-existing compositions, and survey collegiate and vocational opportunities in the audio industry. The goal of this course will be for students to develop their technical skills to create professional quality sonic works, present their materials to the general public, and explore opportunities in the music and audio industry upon graduation.

Prerequisite: Music Technology II



New Course



Elective: Sculpture & Ceramics II CP/Honors: Students with a serious interest in sculpture and/or ceramics should select this course. This course is designed to further develop student's capacity to produce professional level work, as well as develop their creative voice. Students will learn advanced techniques and processes with emphasis placed on form, structural issues, spatial awareness, surface treatment, and developing a personal perspective. Students will explore mold making, glazing techniques, advanced wheel-throwing, and installations, as well as other traditional sculptural concerns. This course is recommended for students who wish to present a 3D design portfolio in AP Studio Art.

Prerequisite: Sculpture & Ceramics I or Portfolio Review



Program of Studies Changes

Honors Option for Level II Courses

- Youth Teaching Youth CP or Honors
- Photography II CP or Honors
- Sculpture & Ceramics II CP or Honors
- Music Technology II CP or Honors
- Dance II CP or Honors
- Theatre Arts II CP or Honors
- Computer Art & Design II CP or Honors
- Engineering Design & Fabrication CP or Honors
- Advanced Creative Design CP or Honors
- International Foods CP or Honors
- Creative Cooking & Catering CP or Honors
- Advanced Broadcast Writing I & II CP or Honors

Program of Studies Changes

Updates

- Course level 8th grade eligibility
- Mercer County Technical Schools
- Removed Printmaking Course
- Physics of Astronomy can be considered third lab science for graduation
- Removed prerequisite for Emerging Financial Markets (Intro to Comp Prog)
- Change Youth to Youth from Pass/Fail to letter grades.

Program of Studies Changes

Updates

Advanced Placement Testing Process: If an Advanced Placement course is offered in WWP, a student must be enrolled in the course in order to take the AP exam in WWP.

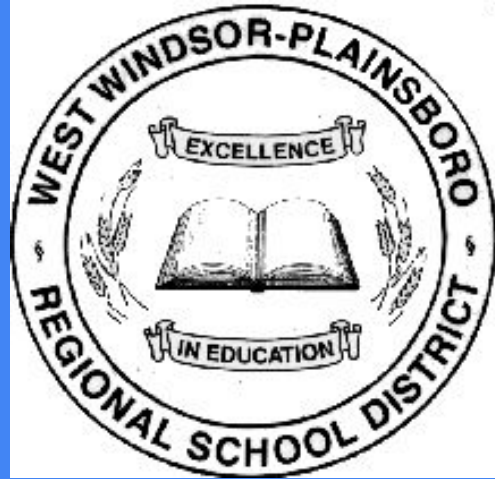
AP courses offered: English Language, English Literature, Studio Art, Art History, Calculus AB, Calculus BC, Statistics, Computer Science A, Computer Science Principles, Biology, Chemistry, Environmental Science, U.S. History, American Government, Comparative Government & Global Studies, African American Studies, Psychology, European History, Microeconomics, French Language, German Language, Chinese Language, Spanish Language, and Spanish Literature

Why? Instructional impact, facilities impact, promote deep learning for our students by taking part in the course, individual student impact

What other opportunities are available to students? Dual Enrollment- TCNJ, exploring other community colleges (State Transfer Agreement)

[State transfer agreement](#)

Thank you!



School Start Time Exploration Committee

Thank You

Board of Education:	Elizabeth George-Cheniara, West Windsor; Robin Zovich, Plainsboro
Student Council:	Sneha Dev, High School North; Devon Jiang, High School South
Parents/Guardians:	Laura Feng (Hawk, GMS, HSS Parent); Dr. Naresh Nagella (CMS Parent); Shreya Dasgupta (Wicoff Parent); Shruti Rajan (Village, Dutch Neck Parent)
Community Member:	Rick Cave, Retired WWP Director of Technology
WWPEA:	Shaundrika Stevenson, President, Gerry Pinner Wicoff School Representative
Health Services:	Michele Crilly, Nurse Coordinator
School Administration:	Dave Argese, Dutch Neck School Principal; Dr. Jon Dauber, High School North Principal; Kate Dobinson, Athletic Director; Mary Pierson, Director of Transportation; Lamont Thomas, Grover Middle School Principal, Shannon Martin, Director of Community Education
District Administration:	Dr. Barbara Gould, Chief Academic Officer (formerly Director of Counseling, Health, & Wellness) Dr. Lee McDonald, (Chair), Deputy Superintendent

Goals

The **WWPRSD School Start Time Exploration Committee** will research, analyze, and evaluate potential shifts in school start times with the goal of better understanding the impact on family schedules, grade levels, childcare, extra-curricular activities, transportation, and the budget among other outcomes. Recommendations to the Board of Education will be presented in November 2023.



Topics

- Analyze Current and Applicable Research on Start Times
- Analyze Impact on Family Schedules, Childcare, Grade Level Impacts
- Discussion and Review of Potential Scheduling Configurations
- Analyze Impact on Transportation, Extra Curricular Activities/Athletics
- Analyze the Impact on the District Budget



Recommendation #1 - Stakeholder Survey

- Student, Caregiver, and Staff Preferences
- Health and Wellness
- Bussing & Transportation
- Extra-Curricular Activities
- Work Schedules
- Before / After School Programming & Childcare



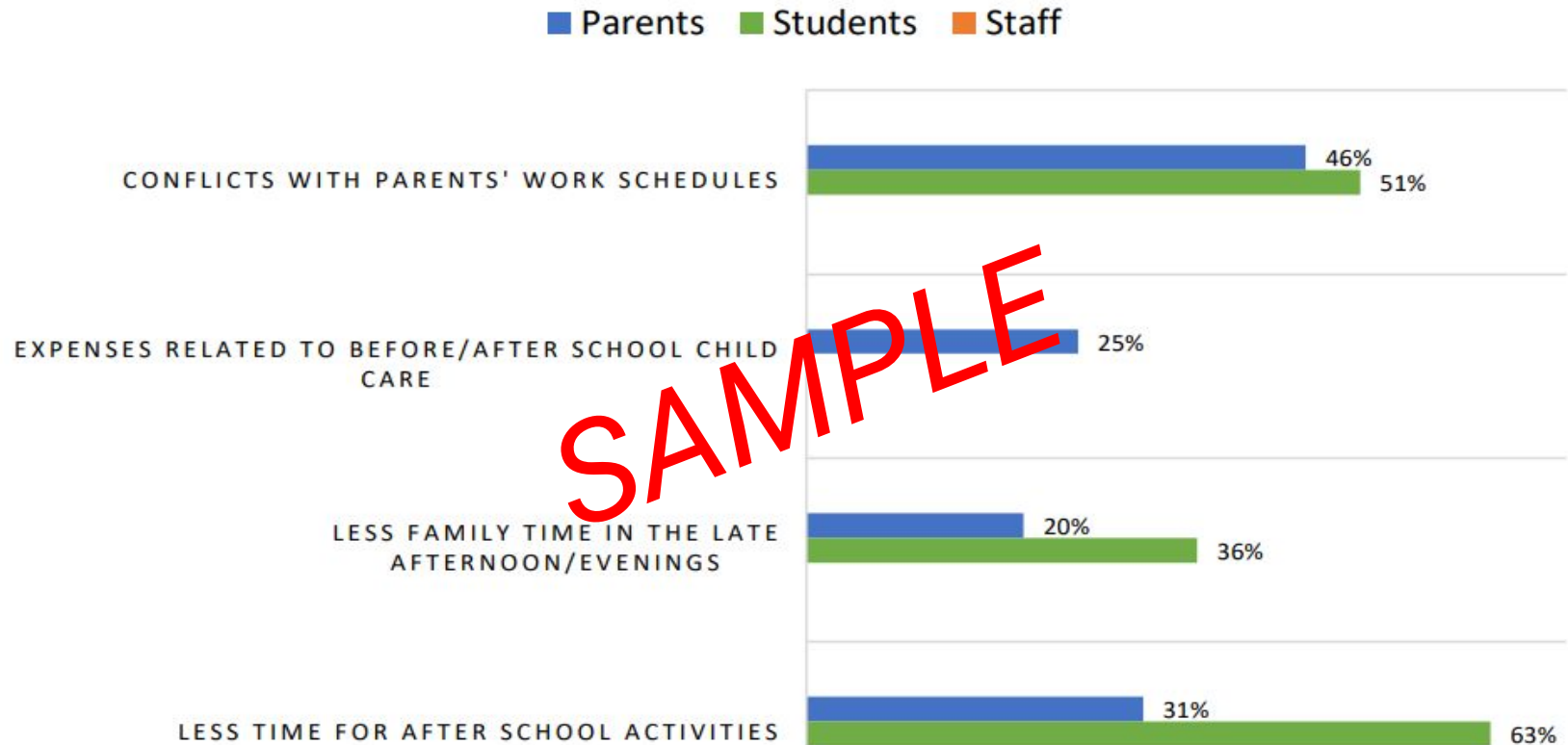
Athletic / Extracurricular Activities

High School North and High School South offer 18 sports while Community Middle School and Grover Middle School offer 11 sports. More than 1000 students participate at each high school with more than 800 participating at each middle school. Additionally, more than 75 extra-curricular activities and clubs are offered at each high school with approximately 20 options at each middle school. More than 1000 students participate in extracurricular activities at each high school with more than 600 participating at each middle school.

I BELIEVE THE 2019-2020 OPTION FOR LATER SCHOOL START TIMES MAY HAVE THE

FOLLOWING POTENTIAL CHALLENGES:

(Not all potential challenges were included on every group's survey)



What is the impact of a later school start time?

- On coaches and advisors availability?
- On child care access and capacity?
- On athletic & extra curricular participation?
- On athletic competition and instruction?
- On student part time jobs?



Recommendation #1 - Stakeholder Survey

Recommendation #2 - Bell Schedule Committee

- Identify Alternative Bell Schedules
- Clarify Values for Teaching & Learning
- Analyze Effect on Instructional Programs & Course Offerings
- Assess Impact on Students, Parents, and Staff
- Understand Staff Contract Parameters
- Determine Influence on District Operations, Budget, & Transportation



Alternative Start Times



Flipped WWP School Schedule

Grade	Start	Pick-Up	Drop	Pick-Up	Drop	Late Bus
K-5 (6 HR 35 MIN)	7:40am	7am	7:25am	2:50pm	3:15pm	
6-12 (7 HR 10 MIN)	8:40am	8am	8:35am	3:50pm	4:15pm	5:15pm 6:30pm

Sun Rise & Set / High & Low Temperatures - West Windsor, NJ

	Sep 1	Nov 1	Jan 1	March 1	May 1
Sun Rise	6:26am	7:28am	7:21am	6:32am	5:58am
Avg. Low	57	37	25	33	52
Sun Set	7:30pm	5:55pm	4:42pm	5:49pm	7:53pm
Avg. High	76	55	39	51	73

What is the impact of a later school start time?

On the instructional program?

On staffing?

On contracts?

On the budget?

On transportation?



Recommendation #2 - Bell Schedule Committee

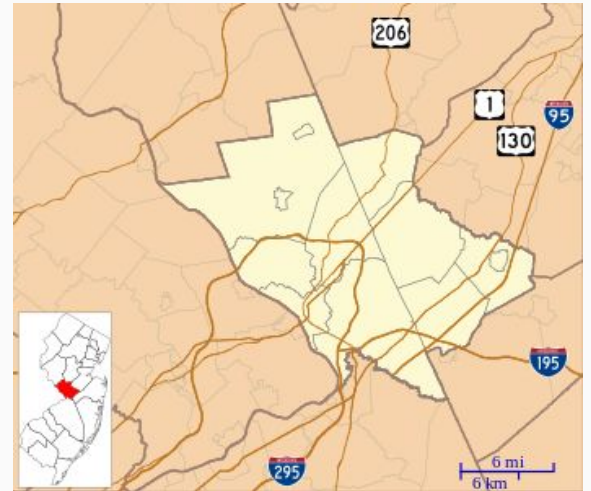
Recommendation #3 - Transportation Study

- Analysis of Current Multi-Tiered System
- Feasibility for School Start Time Shifts
- Bus Route Efficiencies and Capacities
- Safety Measures
- Estimated Costs for Changes



Transportation Facts

- 9254 Total Students
- Busing for 8942 students (96.6%)
- 312 walkers (3.3%)
- 39 square miles (per Google Maps)
- 10 schools, BOE, Maintenance, Transportation
- 14 WWP Bus Drivers
- 5 WWP Bus Aides
- 5 Transportation Staff



Transportation Budget

2019-2020 Expenses	2020-2021 Expenses	2021-2022 Expenses	2022-2023 Expenses	2023-2024 Budget
\$10,133,673	\$12,004,730	\$13,378,332	\$15,972,251	\$17,294,925
—	+18%	+11%	+19%	+8%

Cost Drivers: Contracted Service Providers, Fuel, Salaries/Benefits (e.g. WWP Drivers, Bus Aides, Support Staff), Insurance, Maintenance, Supplies, Joint Transportation Agreements, Other.

What is the impact of a later school start time?

On student pick up and drop off times?

On teenage drivers?

On bus driver and contractor availability?

On the transportation budget?

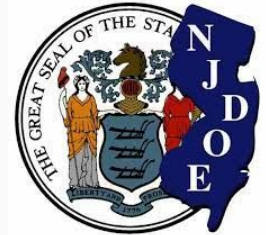
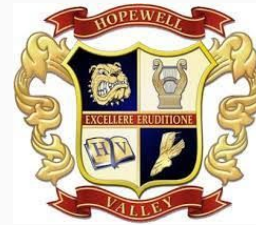
On residential sending paths?



Recommendation #3 - Transportation Study

Recommendation #4 - District Collaboration

- Collaborate with local school districts, particularly those similar in geographic size, student enrollment, and the number of schools that have or are considering changing school start times
- Discuss district school start time alignment, resources, and guidance



New Jersey Schools


- Average NJ High School Start Time 7:51 am
- WWP High School Start Time 7:40 am
- Average NJ School Day 6 hours 44 minutes
- WWP School Day 7 hours 10 minutes (6-12) / 6 Hours 35 Minutes (K-5)
- Pending Bill A3816 Requires certain public schools that receive State aid to begin regular instruction for high school students no earlier than 8:30 A.M.



Bridgewater-Raritan Explores Later School Start Times, Busing Changes

A transportation consultant presented a report at the most recent Bridgewater-Raritan Regional School District's Board of Education meeting.



Alexis Tarrazi, Patch Staff 

Posted Tue, May 16, 2023 at 4:00 pm ET | Updated Tue, May 16, 2023 at 4:01 pm ET

What is the impact of a later school start time?

State pilot program?

Pending legislation?

Timing of a transportation survey?

Changes in enrollment?

Pending residential growth?



Recommendation #4 - District Collaboration

Recommendation #5 - Health & Wellness Education

Additional community education on the importance of sleep, nutrition, and exercise for adolescents with the understanding that health is the state of complete physical, mental, and social well-being and wellness is an active process through which people become aware of, and make choices toward, a more successful existence.



American Academy of Pediatrics

- The American Academy of Pediatrics recognizes insufficient sleep in adolescents as an important public health issue that significantly affects the health and safety, as well as the academic success, of our nation's middle and high school students
- Although a number of factors, including biological changes in sleep associated with puberty, *lifestyle choices*, and *academic demands*, negatively affect middle and high school students' ability to obtain sufficient sleep, the evidence strongly implicates earlier school start times (ie, before 8:30 AM) as a key modifiable contributor to insufficient sleep, as well as circadian rhythm disruption, in this population

- *American Pediatrics Policy Statement, 2014*

American Academy of Sleep Medicine

- Sleeping the number of recommended hours on a regular basis is associated with better health outcomes including: improved attention, behavior, learning, memory, emotional regulation, quality of life, and mental and physical health
- Regularly sleeping fewer than the number of recommended hours is associated with attention, behavior, and learning problems. Insufficient sleep also increases the risk of accidents, injuries, hypertension, obesity, diabetes, and depression

- A Consensus Statement of the American Academy of Sleep Medicine, 2014

What is the impact of a later school start time?

On health and wellness?

On adolescent sleep patterns?

On teenage mental health?

On pupil attendance?

On academic performance?



Recommendation #5 - Health and Wellness Education

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.

