

Perth Amboy Board of Education
REGULAR MEETING
August 27, 2020 – 5:30 p.m.
via Remote Conference

MINUTES

1. Call to Order – President Vazquez

2. Pledge of Allegiance

3. Notice of Meeting

“The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Perth Amboy Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the bulletin board in the Administrative Headquarters Building, mailing notices to The Home News Tribune, The Amboy Guardian, El Diario/La Prensa, City Clerk Kupsch, as well as all other persons requiring notification pursuant to the New Jersey Open Public Meetings Law.”

4. Roll Call – Derek J. Jess, School Business Administrator/Board Secretary

Dr. Brown	<u>P</u>	Ms. Marquez-Villafane	<u>P</u>
Mr. Iglesia	<u>P</u>	Mr. Puccio	<u>P</u>
Ms. Lebron	<u>P</u>	Ms. Rodriguez	<u>ABS</u>
Mr. Martinez	<u>P</u> (arrived 6:18PM)	Mrs. Roman	<u>P</u>
		Ms. Vazquez	<u>P</u>

Administration:

Dr. Roman	<u>P</u>
Dr. Rodriguez	<u>P</u>
Mr. Jess	<u>P</u>
Mr. Rodriguez	<u>P</u>
Mr. LoBrace	<u>P</u>

5. **WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting wherein the board discusses any of the matters set forth at N.J.S.A. 10:4-12 (b) (1)-(9);

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of the Open Public Meeting Act (“Act”), the Board of Education shall conduct a closed session pursuant to the provisions of N.J.S.A. 10:4-12(b) for the purpose of discussing the following matter(s):

<u> </u>	Matters rendered confidential by state or federal law
<u> X </u>	Personnel
<u> </u>	Student(s) – Harassment, Intimidation & Bullying
<u> </u>	Termination of employee
<u> </u>	Appointment of a public official
<u> X </u>	Matters covered by the attorney-client privilege
<u> </u>	Pending or anticipated litigation
<u> </u>	Pending or anticipated contract negotiations
<u> </u>	Protection of the safety or property of the public
<u> </u>	Matters involving the purchase, lease or acquisition of real property with public funds
<u> </u>	Matters which would constitute an unwarranted invasion of privacy
<u> </u>	Matters in which the release of information would impair a right to receive funds from the United States Government
<u> </u>	Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
<u> </u>	Possible imposition of a civil penalty or suspension
<u> </u>	Any matter which could adversely affect the public interest if discussion of the matters were disclosed

It is anticipated that the length of time of this executive session will be 60+ minutes, and that action may be taken in public after the executive session.

<u>Roman</u>	<u>Brown</u>	5:37PM
Motion	Seconded	Unanimously approved

6. Amendments/revisions to the agenda.

Additions

Personnel:

- (1) Approval to accept the following student teacher/student observation/internships for the 2020-2021 school year (In-district staff).
- (2) Approval to accept the following student teacher/student observation/internships for the 2020-2021 school year (Out-of-district staff).

Curriculum:

- (1) Approval of the 2020-2021 Restart and Recovery Plan for Education, County Approved hybrid plan.
- (2) Approval, contingent upon county approval, of the amendment to the 2020-2021 Restart and Recovery Plan for Education hybrid plan to go remote until November 18, 2020.

Buildings & Grounds:

Approval of the Raritan Bay Area YMCA to utilize the Rose Lopez School for the provision of childcare services until November 18, 2020, contingent upon the current pandemic guidelines continuing.

- 7. Meeting open to the public for discussion of agenda items and non-agenda items. There will be only one public participation session at this meeting.

At this time, comments are invited on any matter. Public participation shall be governed by Policy No. 0167. Anyone wishing to address the Board, please state your name, municipality of residence and group affiliation. Each statement made by a participant shall be limited to three minutes. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. All statements shall be directed to the presiding officer. No member of the public may address or question board members individually. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. The Board discourages the public from speaking negatively about any employee, administrator or a student. Individuals can be held personally liable for defamatory or libelous statements made at public meetings. The Board bears no responsibility for comments made by members of the public. Comments regarding employees, administrators or students cannot be legally responded to by any member of the Board or administration.

Public member #1: Spoke about a lack of communication regarding back to school plans.

Public member #2: Spoke about remote instruction being reinforced and low SAT scores.

Public member #3: Spoke about the intervention program.

<u>Puccio</u>	<u>Lebron</u>	Unanimously approved
Motion	Seconded	(To close following discussion)

- 8. Approval of Minutes of Special Meeting held on June 2, 2020.
Approval of Minutes of Executive Session Meeting held on June 2, 2020.
Approval of Minutes of Regular Meeting held on June 29, 2020.
Approval of Minutes of Executive Session held on June 29, 2020.

<u>Puccio</u>	<u>Marquez-Villafane</u>	Unanimously approved
Motion	Seconded	

9. Correspondence

A. State Department of Education (Copies distributed to Members of the Board)

- 1). Letters received from the Teacher’s Pension and Annuity Fund approving the applications for Early Retirements for the following individuals with the following effective dates:

Donna Marie Tartza	July 1, 2020
Lucille Mirale-Pastor	July 1, 2020

- 2). Letter received from the Public Employees Retirement System approving the application for Service Retirement for the following individual with the following effective date:

Luis A. Crespo	July 1, 2020
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10. Reports

A. Board Secretary – Mr. Jess

- 1). Report of Bid Opening held on June 23, 2020.

B. Board President’s Report – Ms. Tashi Vazquez

Ms. Vazquez spoke about the ever-changing information that comes from the state, that district communication is provided as soon as information is known, that the health and safety of our staff and students is paramount and that we will do everything we can to ensure our students are ready for the world.

C. Superintendent’s Report – Dr. David A. Roman

The Superintendent addressed district communication, the intervention program, the amount of correspondence that is provided to staff, the ever-changing information received from the state and the rise in graduation rates over the past four years.

CUR-11). Recommendations of the Superintendent of Schools

Curriculum Committee – Ms. Dianne Roman, Chairperson

1). Approval for the following Professional Development Services:

	Name of Program / Consultant	Date(s)	Audience	Total Cost Not to Exceed	Account #	Under the Supervision of:
a.	Tschang Consulting LLC provide on-site PD – Project Based Learning	August 31, 2020	Perth Amboy Catholic School Staff	\$800.00	Funded through Title II Account # 20-272-200-300-0-0000-80	Ms. Pamela Spindel, Director of Special Funded Programs
b.	NJ Security Officer Registration Act (SORA) – Recertification Course- LGG Consulting, LLC	September 2020 (Date TBD)	58 Security Officers 2020-2022 2 year Re-Certification	\$8,323.00 (\$143.50 per participant)	Funded through the District Professional Development Account # 11-000-223-320-0-0000-35.	Mr. Tibor Kacso, Chief of Security Personnel & Ms. Carmen Southward, District Director of Operations

2). Approval to adopt the following new and revised curricula for implementation during the 2020-2021 school year:

New	
Freshman Survey	Senior Capstone
Designing Media for a Global World	Advanced Design
Advanced Video Production	Effective Social & Emotional Learning Curriculum

- 3). Approval for the renewal of a 1-year district license for Explore Learning Gizmos, a web-based online science simulation resources for grades 5–12 students for the 2020-2021 school year at a total cost not to exceed \$21,750.00, under the supervision of Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account # 20-231-100-610-0-0000-40 pending the approval of the 2020-21 ESEA-ESSA Application.
- 4). Approval to purchase Screencastify, an instructional technology application for the Chromebooks for students and teachers in grades K-12 during the 2020-2021 school year, at a total cost not to exceed \$9,000.00 under the supervision of Dr. Courtney Pepe, District Supervisor of Technology, Media, Advanced Placement and Honors, Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account # 20-231-100-610-0-0000-40 pending the approval of the 2020-21 ESEA-ESSA Application.
- 5). Approval for the renewal Nearpod, an instructional technology application for the Chromebooks for students in grades K-12 during the 2020-2021 school year, at a total cost not to exceed \$58,500.00 under the supervision of Dr. Courtney Pepe, District Supervisor of Technology, Media, Advanced Placement and Honors, Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account 20-233-100-610-0-0000-40.
- 6). Approval for the renewal Seesaw, a digital portfolio app for the iPads and Chromebooks available in Spanish and English for students in grades K-8 during the 2020-2021 school year, at a total cost not to exceed \$30,372.50, under the supervision of Dr. Courtney Pepe, District Supervisor of Technology, Media, Advanced Placement and Honors, Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account # 20-233-100-610-0-0000-40.

Roman
Motion

Brown
Seconded

Unanimously approved

CUR-11). Recommendations of the Superintendent of Schools

Curriculum Committee – Ms. Dianne Roman, Chairperson

- 7). Approval for the renewal of Learning A-Z Learning school based licenses, a web-based online reading resource available in English and Spanish for students in grades K-4 during the 2020-2021 school year, at a total cost not to exceed \$130,812.50, under the supervision of Dr. Courtney Pepe, District Supervisor of Technology, Media, Advanced Placement and Honors, Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account #20-231-100-610-0-0000-40.
- 8). Approval for the renewal of DreamBox Learning district site licenses, a web-based online mathematics resource available in Spanish and English for students in grades K-2 during the 2020-2021 school year, at a total cost not to exceed \$59,900.00, under the supervision of Dr. Courtney Pepe, District Supervisor of Technology, Media, Advanced Placement and Honors, Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account #20-231-100-610-0-0000-40.
- 9). Approval for the renewal of ALEKS district site licenses, a web-based online mathematics resource for grades 3-12 during the 2020-2021 school year, at a total cost not to exceed \$93,500.00, under the supervision of Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account #20-231-100-610-0-0000-40.
- 10). Approval to purchase KAMI, an instructional technology application for the Chromebooks for students and teachers in grades K-12 during the 2020-2021 school year, at a total cost not to exceed \$13,750.00 under the supervision of Dr. Courtney Pepe, District Supervisor of Technology, Media, Advanced Placement and Honors, Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account # 20-233-100-610-0-0000-40.
- 11). Approval to purchase “Achieve 3000” to provide informational texts to all ELs in grades 5-8 to supplement the revised ESL curriculum during the 2020-2021 school year, at a total cost not to exceed \$35,590.00, under the supervision of Mrs. Bonnie Molina, Supervisor of Bilingual/ESL & World Languages and Mr. Rogelio Suarez, Jr., Director of Bilingual/ESL and World Languages. Funded through Title III account number 20-243-100-610-1-0000-40.
- 12). Approval to purchase Albert iO, an instructional technology application for the Advanced Placement, Honors, and other students in test preparatory classes in grades 10-12 at Perth Amboy High School during the 2020-2021 school year, at a total cost not to exceed 7,400 under the supervision of Dr. Damian Medina, Director of Curriculum & Instruction, and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account #20-231-100-610-0-0000-40.
- 13). Approval to purchase iReady Learning school based licenses, a web-based online reading resource available for students in grades K-4 during the 2020-21 school year, at a total cost not to exceed \$97,738.50 under the supervision Dr. Courtney Pepe, Supervisor of Educational Technology, Dr. Damian Medina, Director of Curriculum & Instruction and Mrs. Pamela Spindel, Director of Special Funded Programs. Funded through Title I account #20-231-100-610-0-0000-40 pending the approval of the 2020-21 ESEA-ESSA Application.

<u>Roman</u>	<u>Brown</u>	
Motion	Seconded	Unanimously approved

CUR-11). Recommendations of the Superintendent of Schools

Curriculum Committee – Ms. Dianne Roman, Chairperson

- 14). Approval to renew Renaissance Learning (STAR) for student assessments in Language Arts and Mathematics district-wide for the 2020-2021 school year at a total cost not to exceed \$94,858.40, under the supervision of Dr. Damian Medina, Director of Curriculum & Instruction. Funded through each school's based budget and District Professional Development Account.
- 15). Approval for Perth Amboy High School - all campuses to utilize Apex Learning digital curriculum for online Credit Recovery for the months of July and August 2020, for no more than 25 student enrolled in Algebra I, at a total cost not to exceed \$1,500.00, under the supervision of Mr. Michael Heidelberg, Principal. Funded through account number 15-000-218-320-0000-03.
- 16). Approval for Ms. Jessica Urban, Doctoral Candidate at Seton Hall University to conduct her dissertation research on a quantitative study of the 9th grade English Language Arts program during the 2020-2021 school year, at no cost to the District, under the supervision of Dr. Vivian Rodriguez, Assistant Superintendent for Curriculum & Instruction.
- 17). Approval to submit the Statement of Assurance to the New Jersey Department of Education for the District Mentoring Plan and District Professional Development Plan.
- 18). Approval of the 2020-2021 Restart and Recovery Plan for Education, County Approved hybrid plan.
- 19). Approval, contingent upon county approval, of the amendment to the 2020-2021 Restart and Recovery Plan for Education hybrid plan to go remote until November 18, 2020.

<u>Roman</u>	<u>Brown</u>	
Motion	Seconded	Unanimously approved

FIN-12). Recommendations of the Superintendent of Schools
Finance Committee – Mr. Junior Iglesias, Chairperson

- 1). Approval of rejected bid, under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in Attachment)**
- 2). Approval for Assumption Catholic School to have Gordian install windows in the school. Costs not to exceed \$14,612.88 of the total allocated for the 2020-2021 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.
- 3). Approval for Perth Amboy Catholic School to purchase Ackerson Drapery window shades. Costs not to exceed \$20,917.12 of the total allocated for the 2020-2021 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.
- 4). Approval for Assumption Catholic School to purchase nine Acer Chromebooks and ten Google Chrome Management Console Licenses. Costs not to exceed \$2,921.25 of the total allocated for the 2020-2021 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.
- 5). Approval for Perth Amboy Catholic School to purchase fourteen Acer Chromebooks and fourteen Google Chrome Management Console Licenses. Costs not to exceed \$4,580.60 of the total reallocated for the 2020-2021 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.
- 6). Approval of the acceptance of the ESEA-ESSA 2020-2021 entitlement amounts for Title I, II, III, reallocated Title I under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs. This year our entitlements are the following:

Grant	Allocation
Title I Part A: (Includes Transfer of Title IV Funds)	\$3,901,498
Title II Part A;	\$ 455,507
Title III:	\$ 480,649
Relocated Title I	\$ 275,852
Total Allocation	\$5,113,506

- 7). Approval of the acceptance of the ESSER (CARES ACT) entitlement amount. Under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.

Grant	Allocation
ESSER	\$2,904,336

- 8). Authorization is requested to apply for 2020-2021 Digital Divide Application of the Electronic Web Enabled Grant System (EWEG).
- 9). Approval for the ESSER Application Amendment for the 2020-2021 school year of \$125,965 from the 20-477-200-600-0-0000-40 non-instructional supply line to the 20-477-400-732-0-0000-40 non-instructional equipment line, as well as \$16,038.47 of the equitable share from the 20-477-100-610-0-0000-80 non-instructional supply line to the 20-477-200-600-0-0000-80 non-instructional supply line.

IglesiaPuccio

MotionSeconded

Unanimously approved

FIN-12). Recommendations of the Superintendent of Schools
Finance Committee – Mr. Junior Iglesia, Chairperson

- 10). Approval of the following IDEA 2020-2021 Combined Applications: Under the supervision of Dr. Jessica Neu, Director of Special Services.

Grant	20-21 Allocation
IDEA Basic (3-12)	\$3,039,175
IDEA PreK (3-5)	\$ 62,052
TOTAL	\$3,101,227

- 11). Authorization is requested to continue utilizing Educational Based Services (EBS), Inc., for Child Study Team evaluations and related services (speech therapy, occupational therapy, physical therapy, special education teacher services) to be provided to special education students from September 1, 2020 – June 30, 2021, at the rate of \$79.85 per hour for each discipline, under the supervision of Dr. Jessica Neu, Director of Special Services. To be funded through account number 11-000-217-320-0-0000-16.
- 12). Approval is requested for educational services to be provided by the State of NJ Human Services, Commission for the Blind. Under the supervision of Dr. Jessica Neu, Director of Special Services. **(Specified in attachment)**
- 13). Approval to award a contract to Cypreco Industries in the amount of \$829,963 for the Perth Amboy High School Courtyard Renovation Project. Under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 14). Approval of Budget Transfers within the Community Providers for the 2019-2020 school year. Under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in attachment)**
- 15). Approval of a Resolution for adopting new bid thresholds. Whereas, Derek J. Jess, School Business administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) Certificate:
- Whereas, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A 1, 8A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020;
- Now, therefore be it resolved that the Perth Amboy Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount. Under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 16). Authorization to enter into a contract with Rutgers, The State University of New Jersey, to provide school based mental health and psychiatric services from September 1, 2020 – June 30, 2021, at a cost not to exceed \$170,730.00 funded through account number 11-000-217-320-0-0000-16. Under the supervision of Dr. Jessica Neu, Director of Special Services.

<u>Iglesia</u>	<u>Puccio</u>	
Motion	Seconded	Unanimously approved

FIN-12). Recommendations of the Superintendent of Schools
Finance Committee – Mr. Junior Iglesias, Chairperson

- 17). Approval to renew RFP #16-20, for Consultation Services – Applied Behavior Analysis Practices/Principals through Douglas Developmental Disabilities Outreach at Rutgers University, for Behavior Consultation Services. All services as noted for the period commencing September 8, 2020 through June 25, 2021, unless otherwise terminated, at a cost not to exceed \$80,880 funded through account number 20-251-200-300-0-0000-40. Under the supervision of Dr. Jessica Neu, Director of Special Services.

- 18). Approval for the placement of Special Services students and General Education Student for Out-of-District School Year Programs from September 3, 2020 – June 26, 2021, Monday through Friday. Under the supervision of Dr. Jessica Neu, Director of Special Services. **(Specified in attachment)**

Funded through account numbers:
11-000-100-562-0-0000-16
11-000-100-565-0-0000-16
11-000-100-566-0-0000-16
11-000-100-567-0-0000-16
11-000-100-569-0-0000-16

- 19). Approval for the acceptance of a \$5,000 scholarship donation in the name of The Catherine S. and Michael J. Onuska Scholarship for Community Engagement to be deposited in a new bank account opened at TD Bank. Under the supervision of Mr. Derek J. Jess, School Business Administrator and Mr. Michael LoBrace, Assistant School Business Administrator.

- 20). Approval to award a contract to McCauley Construction Company in the amount of \$1,719,000.00 for the renovations to the Perth Amboy High School Health Science Academy, William C. McGinnis School and Samuel E. Shull School Media Centers. Under the supervision of Mr. Derek J. Jess, School Business Administrator.

<u>Iglesia</u>	<u>Puccio</u>	
Motion	Seconded	Unanimously approved

B&G-13). Recommendations of the Superintendent of Schools

Buildings & Grounds Committee – Ms. Tashi Vazquez

- 1). Approval of the following use of facilities requests, under the supervision of Mr. Derek J. Jess, School Business Administrator.

	Organization	Building	Dates/Time	Event	Certificate of Insurance
a.	City of Perth Amboy	Edmund Hmieleski Early Childhood Center	Monday, August 10, 2020 from 10:00 a.m. – 2:00 p.m.	Use of Parking Lot	X
b.	City of Perth Amboy	James J. Flynn School	Monday, August 17, 2020 from 10:00 a.m. – 2:00 p.m.	Use of Parking Lot	X

- 2). Approval of the Raritan Bay Area YMCA to utilize the Rose Lopez School for the provision of childcare services until November 18, 2020, contingent upon the current pandemic guidelines continuing.

Vazquez
Motion

Brown
Seconded

Lebron, Roman, Vazquez – abstain #1
Unanimously approved

PER-14). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status.

1). Acceptance of the following resignations for the purpose of retirement:

	Name (Last, First)	Position	Location	Effective Date
a.	Micak, George	Health & Physical Education Teacher	Perth Amboy High School	June 26, 2020
b.	Bachmann, Geraldine	Math Intervention Teacher	William C. McGinnis School	September 30, 2020
c.	Vazquez, Carmen E.	Cafeteria General Worker	Robert N. Wilentz School	January 1, 2021
d.	Dr. Vivian C. Rodriguez	Assistant Superintendent of Curriculum & Instruction	District	For the 2020-2021 school year.
e.	Pabon, Miriam	School Nurse	Dr. Herbert N. Richardson School	August 31, 2020 (Deferred Retirement)
f.	Boles, Mark	Reading Specialist	Samuel E. Shull School	August 13, 2020

Motion to amend # 1D - Dr. Rodriguez's effective date: Brown Martinez
Motion Second Roll Call – all yes

2). Acceptance of the following resignations:

	Name (Last, First)	Position	Location	Effective Date
a.	Baez, Vanessa	Bilingual Teacher	Robert N. Wilentz School	July 7, 2020
b.	Gillespie, Courtney	Preschool Teacher	School 7 E.C.C.	July 14, 2020
c.	Medina, Travis	Bilingual Social Studies Teacher	Samuel E. Shull School	July 14, 2020
d.	Sagos, Maranda	Bilingual Math Teacher	William C. McGinnis School	July 31, 2020
e.	Mendez, Nicole	ESL Teacher	Robert N. Wilentz School	July 16, 2020
f.	Jaramillo, Lina	Student Assistance Counselor	William C. McGinnis School	July 16, 2020
g.	Carpente-Garcia, Paula	Paraprofessional	Perth Amboy High School	July 17, 2020
h.	Chawla, Manisha	ESL Teacher	Perth Amboy High School	July 21, 2020
i.	Gillen, Deborah	Paraprofessional	Robert N. Wilentz School	July 22, 2020
j.	Diaz, Iliany	Confidential Secretary	Administration Building	August 20, 2020
k.	Edwards, John-Ethan	English Teacher	Perth Amboy High School	July 31, 2020
l.	Gutierrez, Francisco	Maintenance Worker	Administration Building	August 3, 2020
m.	Irwin, Edward J.	School Security Personnel	Perth Amboy High School	August 3, 2020
n.	Rosario, Nanibell	Lunch Aide	Edward J. Patten School	August 10, 2020
o.	Cunningham, Janea	ESL Teacher	Perth Amboy High School	August 17, 2020

3). Approval of the following requests for a Leave of Absences:

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
a.	Bachman, Geraldine	Extension of Medical Leave	Teacher	McGinnis School	6/8/20	6/19/20	Utilizing sick days
b.	Bishop, Claudine	Revision of Medical Leave	Music Teacher	Wilentz School/ Richardson School	3/3/20	6/19/20	Revision of Medical Leave From: 3/3/20 – 6/15/20 With pay from sick bank 6/16/20 – 6/25/20 Without pay To: 3/3/20 – 6/19/20 With pay from sick bank donation

Lebron Iglesia
Motion Seconded Roll Call – all yes

PER-14). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

3). Approval of the following requests for a Leave of Absences: **(Continuation)**

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
c.	Vanterpool, Guy	Revision of Medical Leave	Security Personnel	South Campus High School	2/3/20	4/3/20	Revision of Medical Leave From: 2/3/20 – 2/13/20 Utilizing sick days 2/14/20 – 4/3/20 Without pay To: 2/3/20 – 2/20/20 Utilizing sick & personal days 2/21/20 – 4/3/20 With pay from sick bank donation
d.	Negron, Sonia	Medical Leave	Paraprofessional	Patten School	9/1/20	1/18/21	Medical Leave without pay
e.	Ocampo, Stephanie	Maternity Leave	Teacher	Rose Lopez	9/1/20	11/30/20	9/1/20 – 10/27/20 Utilizing sick days 10/28/20 – 11/30/20 Without pay
f.	Glaubinger, Kimberly	Revision of Maternity Leave	Art Teacher	Richardson School Wilentz School	9/1/20	1/31/21	Revision of Maternity Leave From: 9/1/20 – 9/25/20 Utilizing sick days 9/28/20 – 12/1/20 Without pay To: 9/1/20 – 1/31/21 Without pay
g.	Gumbs, Mary Grace	Revision of Maternity Leave	Teacher	Patten School	9/1/20	10/27/20	Revision of Maternity Leave From: 9/1/20 – 9/11/20 Utilizing sick days 9/14/20 – 10/27/20 Without pay To: 9/1/20 – 10/27/20 Without pay
h.	Eberenz, Allison	Maternity Leave	Teacher	Patten School	10/21/20	6/30/21	10/21/20 – 12/4/20 Utilizing sick & personal days 12/7/20 – 6/30/21 Without pay
i.	Wamba, Patricia	Maternity Leave	Teacher	Richardson School	10/13/20	2/26/21	10/13/20 – 11/25/20 Utilizing sick & personal days 11/30/20 – 2/26/21 Without pay
j.	Hernandez, Marlene	Maternity Leave	Paraprofessional	Ignacio Cruz	9/1/20	10/16/20	Utilizing sick & personal days

Lebron
Motion

Iglesia
Seconded

Roll Call – all yes

PER-14). Recommendations of the Superintendent of Schools
Personnel Committee – Ms. Lisett Lebron, Chairperson

3). Approval of the following requests for a Leave of Absences: **(Continuation)**

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
k.	Oleck, Maria	Maternity Leave	Teacher	Ignacio Cruz	10/1/20	2/19/21	10/1/20 – 11/25/20 Utilizing sick & personal days 11/30/20 – 2/19/21 Without pay
l.	Esposito, Jaime	Maternity Leave	Teacher	Wilentz School	10/9/20	12/14/20	10/9/20 – 11/12/20 Utilizing sick days 11/13/20 – 12/14/20 Without pay
m.	Neves- Gilcher, Sofia	Family Leave	School Counselor	Wilentz School	9/1/20	11/24/20	Family Leave without pay
n.	Tejada, Yuderka	Intermittent Family Leave	Teacher	McGinnis School	9/1/20	6/25/21	Intermittent Family Leave without pay
o.	Ramos, Rosa	Extension of Military Leave	School Nurse	School #7	6/1/20	6/19/20	Extension of Military Leave without pay

4). Appointments of the following certificated staff:

	Name (Last, First)	Position	Step	Salary	Location	Date Effective	End Date	Notes
a.	Dapuzzo, Justyna	Biology Teacher (Temporary Contract)	A-MA	\$58,700	PAHS	9/1/2020	6/30/2021	Replacing V. Makar
b.	Prendergast, Daisy	Special Education Teacher (Temporary Contract)	E-BA	\$58,300	McGinnis	9/1/2020	6/30/2021	Replacing G. Krupa

5). Appointment of the following non-certificated staff:

	Name (Last, First)	Position	Salary (Pro-rated)	Location	Date Effective	End Date	Notes
a.	Palmer, Daria	Payroll Manager	\$70,000	Business Office	8/17/2020	6/30/2021	Replacing M. Hernandez

6). Approval for Leaders to Leaders to provide a mentor for the following administrators for the 2020-2021 school year.

	Name (Last, First)	Position	Location	Mentor	Start Date	End Date	Stipend
a.	Cammarano, Nicholas	Vice Principal	PLP	Dr. Timothy Teehan	07/01/2020	06/30/2021	\$1,500.00
b.	Carr-Clemente, Briony	Principal	Wilentz School	Edward Gordon II	07/01/2020	06/30/2021	\$1,000.00
c.	Dahill, Robert	Vice Principal	Shull School	Kevin Hajduk	07/01/2020	06/30/2021	\$1,000.00
d.	Euell, Merita	Vice Principal	McGinnis School	Patricia Fitzgerald	07/01/2020	06/30/2021	\$1,000.00
e.	Garcia, Karla	Vice Principal	South Campus	Elizabeth Higley	07/01/2020	06/30/2021	\$1,000.00
f.	Marrocco, Lauren	Principal	Patten School	Wayne Sherman	07/01/2020	06/30/2021	\$1,000.00
g.	Reynoso, Giovanni	Vice Principal	P.A.H.S.	James Brown	07/01/2020	06/30/2021	\$1,000.00

Lebron
Motion

Iglesia
Seconded

Roll Call – all yes

PER-14). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

- 7). Approval for the following staff to serve as mentors for first-year certificated staff for the 2020-2021 school year.

	Name (Last, First)	Position	Location	Mentor	Start Date	End Date	Stipend
a.	Dapuzzo, Justyna	Teacher	P.A.H.S.	Afshan Waheed	09/01/2020	06/30/2021	\$1,700.00
b.	Marte Jr., Israel	Teacher	P.A.H.S.	Carolyn Macchia	09/01/2020	03/15/2021	\$1,105.00
c.	Mesce, Joey	Teacher	Shull	Maxine Pais	09/01/2020	03/15/2021	\$1,105.00
d.	Pagan, Aimee	Teacher	Hmieleski	Maureen Bontempo	09/01/2020	06/30/2021	\$1,700.00
e.	Tambini, Lisa	Teacher	Patten	Patricia Ferruggiaro	09/01/2020	02/12/2021	\$ 935.00
f.	Umana-Vargas, Mario	Teacher	McGinnis	Ailin Cruz	09/01/2020	12/30/2020	\$ 680.00

- 8). Approval to accept the following Student Teachers/Student Observation/Internship for the 2020-2021 school year (In-district staff):

	Name (Last, First)	Subject	Location	Cooperating Teacher/ Administrator	Start Date	End Date	School
a.	Lopez, Julio	Administration	Shull	Ms. Robyn Carrera	07/01/2020	08/31/2020	Montclair

- 9). Approval for the district to continue to utilize the Charlotte Danielson model for the evaluation of certificated staff members and the STRONGE model for the evaluation of administrators during the 2020-2021 school year.
- 10). Approval to partnership with Kean University for the 2020-2021 school year with Professional Development Schools, James J. Flynn School and Samuel E. Shull School for clinical I and clinical II Students.
- 11). Approval for the following staff to work on Summer Testing, Department of Special Services, beginning July 13, 2020 through August 31, 2020, and be compensated at the contractual rate, under the supervision of Dr. Jessica Neu, Director of Special Services.

	Name (Last, First)	Position	Program	Account Number	Rate of Pay	Dates
a.	Johnson-Callands, Nakia	LDTC	Summer CST Testing	11-000-221-102-2-0000-16	1/200 th	7/13/2020 – 8/31/2020
b.	Osborne, Elizabeth	LDTC	Summer CST Testing	11-000-221-102-2-0000-16	1/200 th	7/13/2020 – 8/31/2020
c.	Yopez, Carlos	Psychologist	Summer CST Testing	11-000-221-102-2-0000-16	1/200 th	7/13/2020 – 8/31/2020
d.	Nwigwe, Udoka	Psychologist	Summer CST Testing	11-000-221-102-2-0000-16	1/200 th	7/13/2020 – 8/31/2020

- 12). Retroactive approval for the following staff member to work the Intervention Summer Program (Gr. 5-8), beginning July 6, 2020 through July 31, 2020, under the supervision of Ms. Melissa Espana, Principal and Dr. Vivian Rodriguez, Assistant Superintendent for Curriculum and Instruction. Pending the approval of the 2020-2021 ESEA-ESSA Application.

	Name (Last, First)	Position	Account Number	Rate of Pay
a.	Vizzacchero, Marybeth	Teacher	20-231-100-101-1-0000-06	\$35/hour Teacher Preparation \$40/hour Student Instruction

Lebron
Motion

Iglesia
Seconded

Roll Call – all yes

PER-14). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

- 13). Approval for the following School Nurses to work the PAPS Health Center during the month of August 2020 for entry level physicals and immunizations for students registration, and be compensated at the contractual rate, under the supervision of Ms. Eva Kucaba, Supervisor of Nursing and Health Related Services. **(Specified in Attachment)**
- 14). Approval of the following School Nurses to work the 2020 Summer Programs at an hourly rate of \$40.00, under the supervision of Ms. Eva Kucaba, Supervisor of Nursing and Health Related Services. **(Specified in Attachment)**
- 15). Approval of the extension for the following Child Study Team members to conduct identification meetings, evaluations, IEP revisions, new to-district IEP review and implementations, et al, during the month of August 2020, under the supervision of Dr. Jessica Neu, Director of Special Education Services.

	Name (Last, First)	Position	Program Name	Account Number	Rate of Pay
a.	McMahon Connor, Marie	LDTC	Summer CST	11-000-221-102-2-0000-16	1/200 th of Salary
b.	Pinto, Sharlene	LDTC	Summer CST	11-000-221-102-2-0000-16	1/200 th of Salary
c.	Warlick, Kathryn	LDTC	Summer CST	11-000-221-102-2-0000-16	1/200 th of Salary
d.	Rendiero, Jennifer	Social Worker	Summer CST	11-000-221-102-2-0000-16	1/200 th of Salary
e.	Navaro, Carina	Psychologist	Summer CST	11-000-221-102-2-0000-16	1/200 th of Salary
f.	Velez, Sandra	Speech Therapist	Summer CST	11-000-221-102-2-0000-16	1/200 th of Salary

- 16). Approval for the following to serve as Substitute School Nurses at a daily rate of \$180.00 for the 2020-2021 school year, under the supervision of Ms. Eva Kucaba, Supervisor of Nursing & Health Related Services.

	Name (Last, First)
a.	Chase, Rosemary
b.	Gall, Lucille

- 17). Approval for the following to serve as Substitute Custodians at an hourly rate of \$15.00, for the 2020-2021 school year, under the supervision of Mr. Luis Carrillo, Operations Manager and Mr. Nicholas Crupi, Director of Buildings & Grounds. **(Specified in Attachment)**
- 18). Approval for the following to serve as Substitute Maintenance Workers at an hourly rate of \$18.25, for the 2020-2021 school year, under the supervision of Mr. Luis Carrillo, Operations Manager and Mr. Nicholas Crupi, Director of Buildings & Grounds. **(Specified in Attachment)**
- 19). Approval to appoint the following staff to Fall Coaches Stipend positions, pro-rated for the months of July 2020 and August 2020 for the 2020-2021 school year, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health & Physical Education. **(Specified in Attachment)**
- 20). Approval for the following staff to work as Athletic Trainers during the month of August 2020, and be compensated at an hourly rate of \$40.00, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health & Physical Education.

	Name (Last, First)	Account Number	Rate of Pay	Dates
a.	Hernandez, Anibal	15-402-100-100-0-0000-03	\$40/hour	8/10/2020-8/28/2020
b.	Valentin, Dominic	15-402-100-100-0-0000-03	\$40/hour	8/10/2020-8/28/2020

Lebron
Motion

Iglesia
Seconded

Roll Call – all yes

PER-14). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

- 21). Approval for the following administrators who have achieved Perfect or Exemplary Attendance for the 2019-2020 school year and be compensated at the contractual rate.

Perfect Attendance	Stipend Amount	Exemplary Attendance	Stipend Amount
Robyn Carrera	\$1,000.00	Gregory Cavanaugh	\$850.00
Maritza Ficarra	\$1,000.00	Merita Euell	\$850.00
Fred Geardino	\$1,000.00	Eva Kucaba	\$850.00
Keith Guarino	\$1,000.00	Noemi Natal-Villegas	\$850.00
Derrick Kyriacou	\$1,000.00	Regina Postogna	\$850.00
Stacy Lemongelli	\$1,000.00	Dana Rivas	\$850.00
David Loniewski	\$1,000.00		
Ronald Mascenik	\$1,000.00		
Damian Medina	\$1,000.00		
Edwin Nieves	\$1,000.00		
Luis Ortega	\$1,000.00		
Christopher Ott	\$1,000.00		
Brian Rivera	\$1,000.00		
Francis Romano	\$1,000.00		
Jessica Urban	\$1,000.00		
Brian Wilson	\$1,000.00		

- 22). Approval for Ms. Jessica Urban as Supervisor of Languages Arts Grades K-6, effective August 28, 2020.
- 23). Approval for the following transfers and/or change of assignments for the following staff for the 2020-2021 school year. **(Specified in Attachment)**
- 24). Approval of the following salary adjustments. **(Specified in Attachment)**
- 25). Approval to accept the following student teacher/student observation/internships for the 2020-2021 school year (In-district staff).
- 26). Approval to accept the following student teacher/student observation/internships for the 2020-2021 school year (Out-of-district staff).

Lebron
Motion

Iglesia
Seconded

Lebron – abstain #23
Roll Call – all yes

22. Old Business

- Mr. Iglesia asked about the construction progress on the new high school. It was reported that they are on schedule for a September 2024 completion; the contractor has been on-site moving fill around; that the district meets with the SDA every two weeks to discuss the plans and progress and that a ground-breaking will be scheduled at the end of 2020 or the beginning of 2021.

<u>Roman</u>	<u>Lebron</u>	(To close)
Motion	Seconded	Unanimously approved

23. New Business

Approval of the First Reading of the following policies: (Specified in Attachment)

- 1648 Restart and Recovery Plan (NEW)
- 1648.02 Remote Learning Options for Families (NEW)
- 1649 Federal Families First Coronavirus (COVID19) Response Act (NEW)
- 3211 Code of Ethics
- 3216 Dress and Grooming
- 3282 Use of Social Networking Sites
- 3283 Electronic Communications Between Teaching Staff and Students
- 3240 Professional Development for Teachers and School Leaders
- 5420 Reporting Pupil Progress
- 5511 Dress and Grooming
- 7522 School District Provided Technology Devices To Staff Members
- 7523 School District Provided Technology Devices To Pupils

A question was asked about the three new policies and why they are needed. It was explained that these policies were mandated by the state because of the pandemic and we are required to approve them. It was mentioned that if anyone has any comments regarding the policies under first reading, that they should reach out to the administration or the board to provide their feedback.

<u>Iglesia</u>	<u>Marquez-Villafane</u>	
Motion	Seconded	Unanimously approved

- Mrs. Roman reminded the community that September 30th is the last day to respond to the Census. She congratulated the winter cheer squad and coaches on the Honorable Mention for Sportsmanship Award that they received last school year. We should do our best to begin the recruiting process sooner.
- Ms. Lebron congratulated the 35 high school students for completing the 2020 Success Bound Program. 100% of the participants were accepted to two or more colleges and we currently have over 40 participants in college.
- Ms. Vazquez mentioned that the School Based Program recently lost funding due to state budget cuts and she thanked them for all they've done for our students.

<u>Brown</u>	<u>Lebron</u>	(To close)
Motion	Second	Unanimously approved

24. Motion to Adjourn

<u>Iglesia</u>	<u>Lebron</u>	9:49 PM
Motion	Second	

Respectfully submitted,

Derek J. Jess
School Business Administrator/
Board Secretary

DJJ



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524 TRS 711 (609) 292-6683
www.nj.gov/treasury/pensions

June 4, 2020

Correspondence

13 - A - 1

50 West State Street
Trenton, New Jersey

ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

DONNA MARIE TARTZA

RE: TPAF, 373569

To: Retiree
From: Bureau of Retirements
Subject: Notice of Retirement Approval

Congratulations on your retirement. The Board of Trustees, at their regular meeting on June 4, 2020, approved your application for Early-55+ Retirement effective July 1, 2020. (In accordance with your selection of the MAXIMUM retirement option which provides no survivor's benefit).

In accordance with law, you have until thirty days after (A) the effective date of your retirement, or (B) the date your retirement was approved by the Board of Trustees, whichever is the later date, to make any changes to your retirement. Also, your first check cannot be mailed until after this thirty day period. However, the benefit will be retroactive to the original effective date of your retirement. Please allow an additional period for the disbursement and delivery of the check by the federal postal authorities.

If you are considering working after retirement, you should be aware of the restrictions imposed by law and regulations governing post-retirement employments. It is your responsibility to inform your prospective employer that you are receiving retirement benefits from a New Jersey public retirement system, and to understand the impact employment will have on those retirement benefits. In some instances, your retirement benefits may be suspended or even cancelled entirely, and if this occurs, you will be responsible for the repayment of any benefits you were not entitled to receive. You may also be required to re-enroll in your former retirement system or a different retirement system, and make pension contributions to that system. Please read Fact Sheet #86 regarding Post-Retirement Employment Restrictions located on the Division of Pensions and Benefits' website:

<http://www.nj.gov/treasury/pensions/documents/factsheets/fact86.pdf>

Upon reading Fact Sheet #86, if you have any additional questions regarding return to public employment, please contact the Office of Client Services at (609) 292-7524.

CC: Employer
PERTH AMBOY BD OF ED
178 BARRACKS ST
PERTH AMBOY NJ 08861





PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524 TRS 711 (609) 292-6683
www.nj.gov/treasury/pensions

Mailing Address:
PO Box 295
Trenton, NJ 08625-0295
Location:
50 West State Street
Trenton, New Jersey

ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

July 9, 2020

LUCILLE MICALE-PASTOR

RE: TPAF, 373992

To: Retiree
From: Bureau of Retirements
Subject: Notice of Retirement Approval

Congratulations on your retirement. The Board of Trustees, at their regular meeting on July 9, 2020, approved your application for Early-55+ Retirement effective July 1, 2020. (In accordance with your selection of OPTION C).

In accordance with law, you have until thirty days after (A) the effective date of your retirement, or (B) the date your retirement was approved by the Board of Trustees, whichever is the later date, to make any changes to your retirement. Also, your first check cannot be mailed until after this thirty day period. However, the benefit will be retroactive to the original effective date of your retirement. Please allow an additional period for the disbursement and delivery of the check by the federal postal authorities.

If you are considering working after retirement, you should be aware of the restrictions imposed by law and regulations governing post-retirement employments. It is your responsibility to inform your prospective employer that you are receiving retirement benefits from a New Jersey public retirement system, and to understand the impact employment will have on those retirement benefits. In some instances, your retirement benefits may be suspended or even cancelled entirely, and if this occurs, you will be responsible for the repayment of any benefits you were not entitled to receive. You may also be required to re-enroll in your former retirement system or a different retirement system, and make pension contributions to that system. Please read Fact Sheet #86 regarding Post-Retirement Employment Restrictions located on the Division of Pensions and Benefits' website:

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CC: Employer
PERTH AMBOY BD OF ED
178 BARRACKS ST
PERTH AMBOY NJ 08861



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524 TRS 711 (609) 292-6683
www.nj.gov/treasury/pensions

June 17, 2020

Correspondence

13 - A - 2

50 West State Street
Trenton, New Jersey

ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

LUIS A CRESPO

RE: PERS, 910993

To: Retiree
From: Bureau of Retirements
Subject: Notice of Retirement Approval

Congratulations on your retirement. The Board of Trustees, at their regular meeting on June 17, 2020, approved your application for Service Retirement effective July 1, 2019. (In accordance with your selection of OPTION 1).

In accordance with law, you have until thirty days after (A) the effective date of your retirement, or (B) the date your retirement was approved by the Board of Trustees, whichever is the later date, to make any changes to your retirement. Also, your first check cannot be mailed until after this thirty day period. However, the benefit will be retroactive to the original effective date of your retirement. Please allow an additional period for the disbursement and delivery of the check by the federal postal authorities.

If you are considering working after retirement, you should be aware of the restrictions imposed by law and regulations governing post-retirement employments. It is your responsibility to inform your prospective employer that you are receiving retirement benefits from a New Jersey public retirement system, and to understand the impact employment will have on those retirement benefits. In some instances, your retirement benefits may be suspended or even cancelled entirely, and if this occurs, you will be responsible for the repayment of any benefits you were not entitled to receive. You may also be required to re-enroll in your former retirement system or a different retirement system, and make pension contributions to that system. Please read Fact Sheet #86 regarding Post-Retirement Employment Restrictions located on the Division of Pensions and Benefits' website:

<http://www.nj.gov/treasury/pensions/documents/factsheets/fact86.pdf>

Upon reading Fact Sheet #86, if you have any additional questions regarding return to public employment, please contact the Office of Client Services at (609) 292-7524.

CC: Employer
PERTH AMBOY BD OF ED
178 BARRACKS ST
PERTH AMBOY NJ 08861

REPORT OF RFP OPENING ON JUNE 23, 2020 AT 11:00 A.M. IN THE BOARD'S BUSINESS OFFICE VIA ZOOM MEETING.

Bids were opened and read aloud by Mr. Derek Jess in the Board's Business Office.

In attendance were: Mr. Derek Jess, Michael Loblance, Jasmin Minaya, Jahaira Rosario, (6) vendors and (1) member of the public.

The following is a list of Bids received:

RENOVATIONS TO (3) PERTH AMBOY PUBLIC SCHOOLS- HS/MCGINNIS/SHULL

Apex Enterprise of Union, Inc. Neptune City, NJ	Bid Bond	Various Prices-see attached
Brahma Construction Corp., Wayne, NJ	Bid Bond	Various Prices-see attached
McCauley Construction Company, Long Branch, NJ	Bid Bond	Various Prices-see attached
Salazar & Associates, Inc., Union, NJ	Bid Bond	Various Prices-see attached

JANITORIAL SUPPLIES- BID #21-009

Central Poly-Bag Corp., Linden, NJ	Bid Bond	Various Prices-see attached
Interboro Packaging Corporation, Montgomery, NY	Bid Bond	Various Prices-see attached
United Sales USA, Brooklyn, NY	Bk. Chk.	Various Prices-see attached

CAFETERIA PAPER & PLASTIC – BID #21-031

Appco Paper & Plastic, Island Park, NY	Bid Bond	\$119,535.33	Partial
Central Poly-Bag Corp., Linden, NJ	Bid Bond	\$ 3,830.50	Partial
Interboro Packaging Corp., Montgomery NY	Bid Bond	\$30,396.25	Partial
Qualmax Supplies, Carteret, NJ	Copy of Bid Bond	Not Totaled	Partial
Sam Tell and Son, Inc., Farmingdale, NY	No Bid Deposit	\$171,669.70	Partial

BREAD AND ROLLS- BID #21-032

No BIDs received

PIZZA DELIVERY – BID #21-037

S & Z Food Service, Inc., Perth Amboy, NJ	No Bid Deposit	Various Prices-see attached
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VEHICLE SERVICE & REPAIRS – BID #21-054

On-Site Fleet Service, Inc., East Brunswick, NJ	Bid Bond	Various Prices-see attached
H.A. DeHart & Son, Inc., Thorofare, NJ	Bid Bond	Various Prices-see attached

TOWING & ROADSIDE SERVICE – BID #21-060

Puleio's Service Center, Inc., North Brunswick, NJ	No Bid Deposit	Various Prices-see attached
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Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

Tel: (732) 376-6202 – Fax: (732) 442-5730

Finance
16 – Item #1

Derek J. Jess
School Business Administrator
Board Secretary

August 5, 2020

BOARD AGENDA: AUGUST 27, 2020

RESOLUTION

RESOLVED, that all rebids be **rejected** due to the fact vendor did not include a bid deposit with their response.

DELIVERED PIZZA – BID #21-037

S & Z Food Services Inc. (Dominoes) 586 New Brunswick Avenue, Perth Amboy, NJ 08861

20/21 Commission for the Blind Contracts

<u>Student Initials</u>	<u>Grade</u>	<u>School</u>	<u>Level</u>	<u>Cost</u>
ZM	8	New Road School	1	\$ 2,100.00
EN	1	Bright Beginnings Learning Center	1	\$ 2,100.00
HS	12	Center for LifeLong Learning	1	\$ 2,100.00
JPM	2	Lakeview School	1	\$ 2,100.00
GRM	PreK	Lakeview School	1	\$ 2,100.00
WA	8	Lakeview School	1	\$ 2,100.00
JC	9	Lakeview School	1	\$ 2,100.00
NSS	8	Lakeview School	1	\$ 2,100.00
JTA	12	Lakeview School	1	\$ 2,100.00
JC	9	PAHS - South	1	\$ 2,100.00
CP	9	PAHS - South	1	\$ 2,100.00
JRZ	1	Dr. Herbert N. Richardson School	1	\$ 2,100.00
AP	3	Dr. Herbert N. Richardson School	1	\$ 2,100.00

AV	PreK	Ignacio Cruz Early Childhood Center	2	\$ 5,000.00
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JA	8	Samuel E. Shull School	3	\$13,900.00
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JT	6	William C. McGinnis School	4	\$15,800.00
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Total Costs:	#####
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Provider: Grace Child Care District Perth Amboy



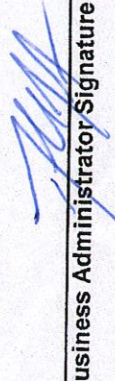
2019-2020 Community Provider Budget Worksheet Transfer Form

In the space provided below, provide a clear explanation and rationale for the transfer. Document the proposed decreases and increases to the individual accounts on page two of this form.

Indirect costs were budgeted lower than actual because of the frozen per pupil cost bottom line budget resulting in transfers to office equipment, cleaning supplies, insurance, accounting, payroll prep, and building grounds & maintenance

Director salary slightly higher than budgeted but under the director salary scale.

Sign below on the appropriate line:

<u>Community Provider Planning Budget Revisions</u>	
 Community Provider Center Director Signature	<u>5/29/20</u> Date:
 District Fiscal Specialist Signature	<u>6/3/2020</u> Date:
 Business Administrator Signature	<u>6-4-2020</u> Date:

PROVIDER NAME:

Grace Child Care

DISTRICT

Perth Amboy

2019-2020 BUDGET WORKSHEET TRANSFER FORM

Expense Category	(1) Original Appropriation Amount	(2) Appropriation Amount Before Transfer	(3) Increase (Decrease)	(4) Appropriation Amount After Transfer (2)+/-(3)
From: Teacher Asst Salary	93000	93000	(1700)	91300
To: Telecomm	62	62	1700	1762
From: Floating Teacher Asst Salary	10116	10116	(3700)	6416
To: Insurance Fees	4799	4799	2420	7219
To: Accounting Fees	4799	4799	560	5359
To: Payroll Prep Fees	4799	4799	720	5519
From: Substitute Teacher Stipend	2732	2732	(600)	2132
To: Director Salary	24321	24321	600	24921
From: Family Worker Salary	17417	17417	(2500)	14917
To: Cleaning Supplies	49	49	2500	2549
From: Food	14733	14733	(8000)	6733
To: Building, Grounds, Maintenance	266	266	8000	8266
From: Teacher/Asst Teacher Benefits	30635	30635	(1600)	29035
To: Office Equipment & Repair	53	53	1600	1653
From:				0
To:				0
From:				0
To:				0
Totals		207781 *	0 **	207781 *

* Column totals must agree

** Column total must equal zero

Director's Signature: _____
Date: _____

GRACE CHILD CARE
2019-2020

QUARTERLY SUMMARY EXPENDITURE REPORT

# of Abbott Classrooms:	2								
# of Eligible Children	30								
Other students in Abbott Classrooms	-								
Other Classrooms	2								
# Non-Abbott Children	16								
	19-20 Budget	Q1	Q2	Q3	Q4	Total	Budget -		
	Workbook	Expenses	Expenses	Expenses	Expenses		Expenses		
ABBOTT EDUCATIONAL PROGRAM									
Certified Teachers Salary	126,697	11,353	39,737	34,060	39,737	124,887	1,810		
Teacher Assistant Salary	93,000	7,284	25,493	21,851	25,493	80,121	12,879	-1700	
Floating Teacher Assistant Salary	10,116	268	3,412	2,304	-	5,983	4,133	-3700	
Teacher/Asst Teacher Benefits	30,635	3,854	6,934	5,983	6,544	23,316	7,319	-1600	
Substitute Teacher Stipend	2,732	-	-	-	-	-	2,732	-600	
Substitute Asst Teacher Stipend	2,540	-	837	827	-	1,664	876		
Family Worker Salary	17,417	704	3,530	238	1,596	6,067	11,350	-2500	
Family Worker Benefits	1,400	56	282	19	128	485	915		
Food (for Abbott children)	14,733	783	2,880	2,569	-	6,232	8,501	-8000	
Food Worker Salary (cook)									
Food Worker Benefits									
Employer Payroll Taxes	22,347	1,575	5,693	4,934	5,580	17,783	4,564		
SUBTOTAL PROGRAM COSTS	321,617	25,877	88,798	72,786	79,077	266,539	55,078		
Director Salary	24,321	5,627	6,581	5,641	7,051	24,899	(578)	600	
Director Benefits	5,280	1,167	1,243	1,177	1,289	4,875	405		
Clerical Salary	2,269	-	-	-	-	-	2,269		
Clerical Benefits	182	-	-	-	-	-	182		
Custodian Salary		-	-	-	-	-	-		
Custodian Benefits		-	-	-	-	-	-		
Employer Payroll Taxes	2,351	470	510	471	549	2,000	351		
Administrative Costs	34,403	7,263	8,334	7,288	8,890	31,775	2,628		
INDIRECT COSTS									
Rent	16,080	4,020	2,680	4,020	4,020	14,740	1,340		
Office Equipment > \$2000 and Repair	53	680	244	451	244	1,620	(1,567)	1600	
Office Materials and Supplies	49	385	82	108	-	575	(526)		
Food Related Paper Supplies	49	116	179	184	-	479	(430)		
Cleaning Supplies	49	492	381	699	-	1,573	(1,524)	2500	
Food For Meetings	10	-	-	-	-	-	10		
Building/Ground Maintenance/Repair	266	3,463	1,997	2,194	-	7,655	(7,389)	8000	
Utilities		-	-	-	-	-	-		
Telecommunications Services	62	480	387	386	386	1,639	(1,577)	1700	
Security Equipment		-	-	-	-	-	-		
Insurance	4,799	1,800	1,800	1,800	1,800	7,201	(2,402)	2420	
Accounting Fees	4,799	1,339	1,339	1,339	1,339	5,355	(556)	560	
Payroll Preparation Fees	4,799	1,000	1,500	1,500	1,500	5,500	(701)	720	
Advertising		-	-	-	-	-	-		
Staff Transportation	15	-	-	-	-	-	15		
SUBTOTAL ADMIN/INDIRECT COSTS	31,030	13,776	10,591	12,682	9,290	46,338	(15,308)		
TOTAL BUDGET	387,050	46,916	107,722	92,756	97,257	344,651	42,399		
Classroom Supplies		148	61	40	-	249			

Provider: Harborview Child Care

District: Perth Amboy

2019-2020 Community Provider Budget Worksheet Transfer Form

In the space provided below, provide a clear explanation and rationale for the transfer. Document the proposed decreases and increases to the individual accounts on page two of this form.

Indirect costs were budgeted lower than actual because of the frozen per pupil cost bottom line budget resulting in transfers to office equipment, insurance, accounting, and payroll prep.

Director salary slightly higher than budgeted but under the director salary scale.

Family worker salary increased because of credentials and to cover summer work with registration and assisting families

Sign below on the appropriate line:

Community Provider Planning Budget Revisions

Stanley Hill

Community Provider Center Director Signature

Date:

5/19/2020

Anchea Hubert

District Fiscal Specialist Signature

Date:

6/3/2020

[Signature]

Business Administrator Signature

Date:

6-4-2020

PROVIDER NAME:

Harborview Child Care

DISTRICT

Perth Amboy

2019-2020 BUDGET WORKSHEET TRANSFER FORM

	(1) Original Appropriation Amount	(2) Appropriation Amount Before Transfer	(3) Increase (Decrease)	(4) Appropriation Amount After Transfer (2)+/-(3)
From: Certified Teachers salary	161901	161901	(7000)	154901
To: Insurance	6204	6204	7000	13204
From: Floating Teacher Asst Salary	17778	17778	(3000)	14778
To: Family Worker Salary	18607	18607	3000	21607
To: Teacher/Teacher Asst Benefits	48209	48209	(4800)	43409
To: Payroll Prep Fees	6203	6203	4800	11003
From: Substitute Teacher Stipend	4680	4680	(3400)	1280
To: Substitute Teacher Asst Stipend	4141	4141	3400	7541
From: Employer Payroll taxes (program)	30260	30260	(1200)	29060
To: Office Equipment	2900	2900	500	3400
To: Accounting Fees	6203	6203	700	6903
From: Teacher Asst Salary	127270	127270	(700)	126570
To: Director Salary	35583	35583	700	36283
From:				0
To:				0
From:				0
To:				0
Totals		469939 *	0 **	469939 *

* Column totals must agree

** Column total must equal zero

Director's Signature: _____

**HARBORVIEW 2019-2020 SUMMARY
QUARTERLY EXPENDITURE REPORT**

Date Submitted: _____

# of Eligible Classrooms	3								
# of Eligible Children	45								
# of non contracted Children	-								
Other Classrooms	1								
# Children in Other Classrooms	12					est			
	19-20 Budget	Q1	Q2	Q3	Q4	Total	Budget -		
	Workbook	Expenses	Expenses	Expenses	Expenses		Expenses		
ABBOTT EDUCATIONAL PROGRAM									
Certified Teachers Salary	161,901	14,618	51,162	42,340	45,888	154,007	7,894	-7000	
Teacher Assistant Salary	127,270	11,570	32,574	34,710	40,495	119,348	7,922	-700	
Floating Teacher Assistant Salary	17,778	483	5,485	4,036	-	10,004	7,774	-3000	
Teacher/Asst Teacher Benefits	48,209	5,368	8,119	12,760	13,422	39,669	8,540	-4800	
Substitute Teacher Stipend	4,680	-	-	-	861	861	3,819	-3400	
Substitute Asst Teacher Stipend	4,141	-	-	-	7,474	7,474	(3,333)	3400	
Family Worker Salary	18,607	2,047	6,854	5,837	6,854	21,592	(2,985)	3000	
Family Worker Benefits	126	17	17	16	16	66	60		
Food (for Abbott children)	6,451	383	1,282	1,594	-	3,259	3,192		
Food Worker Salary (cook)									
Food Worker Benefits									
Employer Payroll Taxes	30,260	2,350	7,928	7,457	7,785	25,520	4,740	-1200	
SUBTOTAL PROGRAM COSTS	419,423	36,835	113,421	108,748	122,796	381,801	37,622		
Director Salary	35,583	8,191	9,580	8,212	10,257	36,240	(657)	700	
Director Benefits	10,633	2,290	2,401	2,316	766	7,773	2,860		
Clerical Salary	7,372	1,565	793	1,085	-	3,442	3,930		
Clerical Benefits		-	-	-	-	-	-		
Custodian Salary		-	-	-	-	-	-		
Custodian Benefits		-	-	-	-	-	-		
Employer Payroll Taxes	3,800	796	799	776	800	3,171	629		
Administrative Costs	57,388	12,842	13,573	12,388	11,823	50,627	6,761		
INDIRECT COSTS									
Rent	17,100	3,933	3,933	3,933	3,933	15,732	1,368		
Office Equipment>\$2000 and Repair	2,900	1,152	360	931	931	3,374	(474)	500	
Office Materials and Supplies	178	54	14	2	-	70	108		
Food Related Paper Supplies	1,779	314	343	344	-	1,002	777		
Cleaning Supplies	2,965	706	579	686	-	1,971	994		
Food For Meetings	178	-	-	-	-	-	178		
Building/Ground Maintenance/Repair	12,245	2,161	3,307	3,529	-	8,996	3,249		
Utilities	12,889	625	1,203	2,577	1,200	5,605	7,284		
Telecommunications Services	1,926	399	398	397	398	1,592	334		
Security Equipment	-	-	-	-	-	-	-		
Insurance	6,204	3,298	3,298	3,298	3,298	13,193	(6,989)	7000	
Accounting Fees	6,203	1,717	1,717	1,717	1,717	6,867	(664)	700	
Payroll Preparation Fees	6,203	2,749	2,749	2,749	2,749	10,995	(4,792)	4800	
Advertising	-	-	-	-	-	-	-		
Staff Transportation	534	74	110	81	-	265	269		
SUBTOTAL ADMIN/INDIRECT COSTS	71,304	17,183	18,010	20,244	14,226	69,663	1,641		
TOTAL BUDGET	548,115	66,860	145,005	141,381	148,845	502,091	46,024		
Classroom Supplies		231	388	460	-	1,079			
ANG - check benes for 6 vs 8 months for final payment									

Provider MI Escuelita

District Perth Amboy

2019-2020 Community Provider Budget Worksheet Transfer Form


In the space provided below, provide a clear explanation and rationale for the transfer. Document the proposed decreases and increases to the individual accounts on page two of this form.


Teacher assistant resigned and covered by subs. Replacement hired at at lower step.

Family worker salary covered summer work for registration/assisting families

Sign below on the appropriate line:

Community Provider Planning Budget Revisions

 5/18/2020
Community Provider Center Director Signature Date:

 6/3/2020
District Fiscal Specialist Signature Date:

 6-4-2020
Business Administrator Signature Date:

DISTRICT Perth Amboy

Director's Signature: _____

MI ESCUELITA

Date: _____

2019 2020 QUARTERLY SUMMARY EXPENDITURE REPORT

# of Abbott Classrooms:	5							
# of Non Abbott Classrooms:								
# of Abbott Startup Classrooms:	-							
# of Abbott Children:	75							
# Non-Abbott Children								
	2019-2020	Q1	Q2	Q3	Q4		Budget -	
	Budget	Expenses	Expenses	Expenses	Expenses	Total	Expenses	
ABBOTT EDUCATIONAL PROGRAM								
Certified Teachers Salary	284,740	27,158	65,430	46,860	46,860	186,308	98,432	
Teacher Assistant Salary	213,580	20,456	56,802	57,405	59,352	194,015	19,565	-9000
Teacher/Asst Teacher Benefits	39,970	6,649	6,468	6,767	7,863	27,747	12,223	
Substitute Teacher Stipend	7,690	-	-	-	-	-	7,690	
Substitute Asst Teacher Stipend	6,075	83	6,538	8,383	-	15,004	(8,929)	9000
Family Worker Salary	32,570	4,624	9,498	9,498	9,498	33,118	(548)	600
Family Worker Benefits	138	28	28	28	28	113	25	
Food (for Abbott children)	8,207	-	-	-	-	-	8,207	
Food Worker Salary (cook)	21,551	1,217	4,831	4,086	-	10,134	11,417	-600
Food Worker Benefits		-	-	-	-	-	-	
Employer Payroll Taxes	61,999	4,868	12,722	11,300	10,091	38,981	23,018	
SUBTOTAL PROGRAM COSTS	676,520	65,083	162,317	144,328	133,692	505,420	171,100	
Director Salary	55,574	13,393	13,892	13,892	13,892	55,069	505	
Director Benefits	4,922	1,172	1,172	1,172	1,172	4,686	236	
Clerical Salary	27,787	6,822	6,948	6,317	5,320	25,407	2,380	
Clerical Benefits	4,942	1,226	1,226	1,226	1,226	4,903	39	
Custodian Salary	18,775	3,913	3,913	3,556	-	11,382	7,393	
Custodian Benefits		-	-	-	-	-	-	
Security Guard	15,621	1,387	3,121	3,127	-	7,635	7,986	
Employer Payroll Taxes	12,891	2,285	2,523	2,811	1,917	9,536	3,355	
Administrative Costs	140,512	30,197	32,794	32,100	23,527	118,618	21,894	
INDIRECT COSTS								
Rent	69,212	17,819	17,819	17,819	17,819	71,276	(2,064)	
Office Equipment >\$2000 and Repair	6,609	586	1,778	1,820	1,820	6,004	605	
Office Materials and Supplies	4,656	492	-	-	-	492	4,164	
Food Related Paper Supplies	6,384	1,689	2,301	2,121	-	6,110	274	
Cleaning Supplies	4,206	406	796	1,532	-	2,733	1,473	
Food For Meetings	150	-	-	-	-	-	150	
Building/Ground Maintenance/Repair	6,534	243	227	186	1,431	2,086	4,448	
Utilities	24,220	3,294	4,928	5,093	4,320	17,634	6,586	
Telecommunications Services	5,783	1,529	845	524	845	3,743	2,040	
Security Equipment	2,403	132	234	1,096	-	1,462	941	
Insurance	23,657	7,618	7,362	7,630	7,600	30,210	(6,553)	
Accounting Fees	24,408	-	-	19,982	-	19,982	4,426	
Payroll Preparation Fees	5,933	658	1,372	1,983	1,377	5,390	543	
Advertising	188	-	-	-	-	-	188	
Staff Transportation	75	-	-	-	-	-	75	
Other		-	-	-	-	-	-	
SUBTOTAL ADMIN/INDIRECT COSTS	184,418	34,465	37,661	59,784	35,211	167,122	17,296	
TOTAL BUDGET	1,001,450	129,745	232,773	236,212	192,430	791,160	210,290	
							-101145	may
							-101145	June
							8,000	
classroom		673	-	54	-	727		

Provider: Raritan Bay Y Early Learning Ctr

District Perth Amboy

2019-2020 Community Provider Budget Worksheet Transfer Form

In the space provided below, provide a clear explanation and rationale for the transfer. Document the proposed decreases and increases to the individual accounts on page two of this form.

High Teacher turnover rate resulted in the use of more subs

Family worker benefits were slightly higher than original budget.

Director salary covered by DOE should equal the director salary scale.

Indirect costs were budgeted lower than actual because of the frozen per pupil cost bottom line budget resulting in transfers to rent, cleaning supplies, food related paper supplies, utilities, telecomm, insurance, accounting, payroll prep, and building, grounds, and maintenance.

Sign below on the appropriate line:

Community Provider Planning Budget Revisions

[Signature]

Community Provider Center Director Signature

Date:

5/18/20

[Signature]

District Fiscal Specialist Signature

Date:

6/3/2020

[Signature]

Business Administrator Signature

Date:

6-4-2020

PROVIDER NAME:

Raritan Bay Y Early Learning Ctr

DISTRICT

Perth Amboy

2019-2020 BUDGET WORKSHEET TRANSFER FORM

Expense Category		(1) Original Appropriation Amount	(2) Appropriation Amount Before Transfer	(3) Increase (Decrease)	(4) Appropriation Amount After Transfer (2)+/-(3)
From:	Certified Teacher Salary	290755	290755	(59000)	231755
To:	Substitute Teacher Stipend	6000	6000	8000	14000
To:	Rent	64197	64197	28000	92197
To:	Cleaning Supplies	1102	1102	3000	4102
To:	Building/Ground/Maintenance	870	870	9500	10370
To:	Utilities	3329	3329	10500	13829
From:	Teacher/ Asst Teacher Benefits	88503	88503	(22000)	66503
To:	Insurance	4380	4380	22000	26380
From:	Family Worker Salary	31662	31662	(700)	30962
To:	Family Worker Benefits	15004	15004	700	15704
From:	Classroom Supplies	12500	12500	(1500)	11000
To:	Food Related Supplies	1099	1099	800	1899
To:	Payroll Prep Fees	653	653	700	1353
From:	Employer payroll taxes (program)	12061	12061	(4800)	7261
To:	Telecommunications	507	507	3100	3607
To:	Accounting Fees	1099	1099	1700	2799
From:	Director Salary	64888	64888	(1468)	63420
To:	Director Benefits	8763	8763	1468	10231
From:					
To:					
Totals			607372 *	0 **	607372 *

* Column totals must agree

** Column total must equal zero

Director's Signature: _____

Date: _____

RARITAN BAY YMCA

2019-2020 QUARTERLY SUMMARY EXPENDITURE REPORT

# of Abbott Classrooms:	5									
# of Eligible Children	75									
Other students in Abbott Classrooms										
Other Classrooms										
# Non-Abbott Children										
	2019-2020	Q1	Q2	Q3	Q4		Budget -			
	Budget	Expenses	Expenses	Expenses	Expenses	Total	Expenses			
ABBOTT EDUCATIONAL PROGRAM										
Certified Teachers Salary	290,755	18,752	64,645	81,848	63,829	229,074	61,681	-8000	(51,000)	
Teacher Assistant Salary	211,410	10,843	59,087	68,935	59,086	197,951	13,459			
Floating Teacher Assistant Salary	29,511	2,822	8,465	9,876	-	21,163	8,348			
Teacher/Asst Teacher Benefits	88,503	14,897	14,009	17,456	16,414	62,777	25,726	-22000		
Substitute Teacher Stipend	6,000	1,791	6,199	3,926	-	11,915	(5,915)	8000		
Substitute Asst Teacher Stipend	583	-	120	241	-	361	222			
	1,500							-1500		
Family Worker Salary	31,662	4,168	8,260	9,609	8,189	30,226	1,436	-700		
Family Worker Benefits	15,004	4,230	3,671	4,207	3,576	15,684	(680)	700		
Food (for Abbott children)	3,619	-	-	-	-	-	3,619			
Food Worker Salary (cook)										
Food Worker Benefits										
Employer Payroll Taxes	62,405	3,919	12,998	17,826	11,800	46,543	15,862	-4800		
SUBTOTAL PROGRAM COSTS	740,952	61,422	177,454	213,923	162,894	615,694	123,758			
Director Salary	64,888	14,634	14,634	17,075	17,074	63,417	1,471	-1100		
Director Benefits	8,763	1,814	2,502	3,020	2,510	9,846	(1,083)	1100		
Clerical Salary	31,518	8,124	7,274	8,496	8,467	32,362	(844)			
Clerical Benefits	14,208	1,869	4,201	4,815	4,092	14,977	(769)			
Custodian Salary	13,750	2,530	2,962	2,884	-	8,376	5,374			
Custodian Benefits	826	148	237	6	-	391	435			
Employer Payroll Taxes	12,061	2,068	2,152	2,377	2,140	8,736	3,325			
Administrative Costs	146,014	31,187	33,962	38,672	34,284	138,105	7,909			
INDIRECT COSTS										
Rent	64,917	23,185	23,185	23,185	23,185	92,738	(27,821)	28000		
Office Equipment >\$2000 and Repair	535	431	421	-	-	852	(317)			
Office Materials and Supplies	2,025	417	351	306	-	1,074	951			
Food Related Paper Supplies	-	370	263	121	-	753	(753)	800		
Cleaning Supplies	1,102	1,216	814	1,511	-	3,541	(2,439)	3000		
Food For Meetings	42	-	195	-	-	195	(153)			
Building/Ground Maintenance/Repair	870	7,661	350	1,559	-	9,569	(8,699)	9500		
Utilities	3,329	1,961	3,672	4,652	2,500	12,786	(9,457)	10500		
Telecommunications Services	507	890	900	734	1,007	3,530	(3,023)	3100		
Security Equipment	-	-	145	-	-	145	(145)			
Insurance	4,380	6,464	6,464	6,464	6,464	25,856	(21,476)	22000		
Accounting Fees	1,099	708	708	667	667	2,750	(1,651)	1700		
Payroll Preparation Fees	653	169	371	467	250	1,257	(604)	700		
Advertising	200	-	-	-	-	-	200			
Staff Transportation		-	-	-	-	-	-			
SUBTOTAL ADMIN/INDIRECT COSTS	79,659	43,470	37,839	39,665	34,072	155,046	(75,387)			
TOTAL BUDGET	966,625	136,079	249,255	292,260	231,250	908,844	56,281			
Classroom Materials & Supplies		54	81	546	-					

Provider: Acelero Learning MMC Inc

District Perth Amboy

2019-20 Community Provider Budget Worksheet Transfer Form

In the space provided below, provide a clear explanation and rationale for the transfer. Document the proposed decreases and increases to the individual accounts on page two of this form.

Budget Modification: From Direct to Indirect (\$21,400) We are requesting a move from Teachers salary to Teachers/AT Benefits and Food Workers Benefits. This is result of some vacancies in staffing and underbudget of benefits. We underestimate staff taking benefits

Budget Modification: From Direct to Indirect (\$35,600) We are requesting a move from Teachers salary to Rent and Office Supplies as Rent/Off supplies were underbudget due to budget limitations. We are requesting move from employer payroll taxes overbudgeted as result of higher rate used then what was actually charged. The employer payroll tax is transfer to Building Grounds/Maintenance, Utilities, Security and Workers comp/Insurance as those items are subject to budget limitations. We are requesting a move from AT salary as it was over budgeted and to transfer to unforeseen Cleaning supplies costs. We also made a small adjustment to profit line as a result of reduced educational costs.

Sign below on the appropriate line:

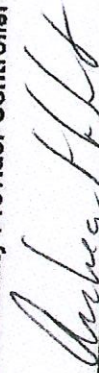
Community Provider Planning Budget Revisions



Community Provider Controller Signature

4/20/2020

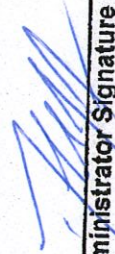
Date:



District Fiscal Specialist Signature

6/3/2020

Date:



Business Administrator Signature

6-4-2020

Date:

PROVIDER NAME:

Acelero Learning MMC Inc

DISTRICT

Perth Amboy

2019-20 BUDGET WORKSHEET TRANSFER FORM

Expense Category	(1) Original Appropriation Amount	(2) Appropriation Amount Before Transfer	(3) Increase (Decrease)	(4) Appropriation Amount After Transfer (2)+/(3)
From: Certified Teachers Salary	212139	212139	(20000)	192139
To: Teacher/Asst Teacher Benefits	56414	56414	20000	76414
From: Certified Teachers Salary	212139	192139	(1400)	190739
To: Food Worker Benefits	335	335	1400	1735
From: Certified Teachers Salary	212139	190739	(14180)	176559
To: Rent	19873	19873	14180	34053
From: Certified Teachers Salary	212139	176559	(2420)	174139
To: Office Supplies	1168	19873	2420	22293
From: Teacher Assistant Salary	157898	157898	(8000)	149898
To: Cleaning Supplies	1168	1168	8000	9168
From: Employer Payroll Taxes	48679	48679	(3000)	45679
To: Building/Ground Maintenance	778	778	3000	3778
From: Employer Payroll Taxes	48679	45679	(5700)	39979
To: Utilities	7610	7610	5700	13310
From: Employer Payroll Taxes	48679	39979	(2300)	37679
To: Insurance	7297	7297	2300	9597
From:				
To:				
Totals		1177159 *	0 **	1177159 *

* Column totals must agree

** Column total must equal zero

20/21 SY Out of District Tuition				
<u>Initials</u>	<u>Grade</u>	<u>School</u>	<u>Classification</u>	<u>Total Tuition:</u>
AP	12+	Academy 360	AUT	\$ 79,729
CF	1	Academy Learning Center	OHI	\$ 52,270
JPR	6	Academy Learning Center	MD	\$ 102,093
JEC	10	Academy Learning Center	AUT	\$ 58,165
XG	4	Bright Beginnings	AUT	\$ 48,710
LF	1	Bright Beginnings	MD	\$ 49,905
EN	1	Bright Beginnings	AUT	\$ 52,270
VV	7	Bergan County Special Services	OHI	\$ 110,660
KM	10	Bonnie Brae	GenEd	\$ 86,754
GB	6	Children's Center of Monmouth County	AUT	\$ 106,070
RJ	5	Children's Center of Monmouth County	AUT	\$ 106,070
JSC	11	Children's Center of Monmouth County	AUT	\$ 106,070
RT	12+	Children's Center of Monmouth County	AUT	\$ 106,070
EC	11	Celebrate the Children/Limitless	AUT	\$ 108,205
VMR	9	Center for Life Long Learning	MD	\$ 48,710
GL	12	Center for Life Long Learning	TBI	\$ 58,610
CA	12	Center for Life Long Learning	AUT	\$ 54,540
LC	6	Center for Life Long Learning	Mod ID	\$ 54,540
AHM	10	Center for Life Long Learning	OHI	\$ 54,540
AHC	12+	Center for Life Long Learning	MD	\$ 44,640
JL	4	Center for Life Long Learning	AUT	\$ 95,220
APA	9	Center for Life Long Learning	MD	\$ 44,640
CP	8	Center for Life Long Learning	AUT	\$ 54,540
AS	9	Center for Life Long Learning	MD	\$ 44,640
JP	12+	Center for Life Long Learning	AUT	\$ 54,540
HS	12	Center for Life Long Learning	AUT	\$ 56,575
JI	8	Center for Life Long Learning	MD	\$ 54,540
JV	8	Center for Life Long Learning	MD	\$ 48,003
TV	9	Center for Life Long Learning	MD	\$ 95,220
SN	8	Cornerstone Day School	ED	\$ 94,494
JRC	2	CPC High Point School	OHI	\$ 86,525
AF	11	CPC High Point School	OHI	\$ 86,525
TV	9	CPC High Point School	ED	\$ 86,525

20/21 SY Out of District Tuition

<u>Initials</u>	<u>Grade</u>	<u>School</u>	<u>Classification</u>	<u>Total Tuition:</u>
JV	11	CPC High Point School	OHI	\$ 86,525
JP	6	CPC High Point School	OHI	\$ 86,525
EP	7	CPC High Point School	OHI	\$ 86,525
JP	8	CPC High Point School	OHI	\$ 86,525
ER	7	CPC High Point School	OHI	\$ 86,525
CY	10	CPC High Point School	OHI	\$ 86,525
JC	8	Dept. Child. & Families Reg.	MD	\$ 78,000
JG	1	Deron- Union	AUT	\$ 72,652
AV	10	Deron- Montclair	AUT	\$ 66,757
DJ	12	East Mountain	ED	\$ 67,830
JD	4	First Children. LLD	AUT	\$ 134,343
JC	7	First Children. LLD	MD	\$ 134,343
KDD	7	First Children. LLD	MD	\$ 89,564
JG	11	Future Foundations Academy	AUT	\$ 58,165
OO	11	Future Foundations Academy	AUT	\$ 100,833
JP	10	Gateway School	OHI	\$ 109,775
JCR	11	Gateway School	OHI	\$ 76,175
AC	4	Gateway School	AUT	\$ 111,875
GA	12+	Gateway School	OHI	\$ 76,175
JS	2	Gateway School	AUT	\$ 76,175
YS	6	Gateway School	ED	\$ 76,175
KJ	9	Gateway School	AUT	\$ 111,875
DaS	11	Green Brook Academy	ED	\$ 79,560
DeS	12	Green Brook Academy	ED	\$ 79,560
JJ	10	Green Brook Academy	ED	\$ 88,400
AD	11	Green Brook Academy	ED	\$ 88,400
VV	7	Hackensack Public School		\$ 15,517
AC	4	Hawkswood School	AUT	\$ 68,560
ABT	3	Honor Ridge Academy	OHI	\$ 91,164
JB	12	Honor Ridge Academy	AUT	\$ 78,324
YD	7	Honor Ridge Academy	OHI	\$ 78,324
LTC	9	Honor Ridge Academy	AUT	\$ 78,324
DS	7	Honor Ridge Academy	ED	\$ 91,164
JR	8	Honor Ridge Academy	OHI	\$ 91,164
AA	9	Honor Ridge Academy	MD	\$ 91,164
LP	12+	Katzenbach	AI	\$ 45,000
KW	KG	Lakeview School	PSD	\$ 107,054
GRM	PS	Lakeview School	PSD	\$ 107,054
JPM	2	Lakeview School	MD	\$ 107,054

20/21 SY Out of District Tuition

<u>Initials</u>	<u>Grade</u>	<u>School</u>	<u>Classification</u>	<u>Total Tuition:</u>
WA	8	Lakeview School	MD	\$ 107.054
JC	9	Lakeview School	MD	\$ 107.054
AH	12+	Lakeview School	MD	\$ 107.054
SP	12+	Lakeview School	MD	\$ 107.054
NSS	8	Lakeview School	MD	\$ 107.054
JTA	12+	Lakeview School	MD	\$ 107.054
VT	12	Lakeview School	MD	\$ 107.054
MaC	12+	Morris-Union Jointure Commission	AUT	\$ 159.575
MiC	12+	Morris-Union Jointure Commission	AUT	\$ 159.575
IC	9	Morris-Union Jointure Commission	AUT	\$ 111.938
DZ	12+	Morris-Union Jointure Commission	AUT	\$ 219.973
JF	11	Mt. Lakes-High School	AI	\$ 90.972
KC	11	Mt. Lakes-High School	AI	\$ 74.520
SPR	10	Mt. Lakes-High School	AI	\$ 127.282
SB	2	Mt. Lakes-Briarcliff	AI	\$ 77.220
DA	12	New Road School of Parlin	ED	\$ 64.804
DR	12	New Road School of Parlin	AUT	\$ 64.804
JH	7	New Road School of Parlin	Mod ID	\$ 75.604
JM	12	New Road School of Parlin	AUT	\$ 64.804
ZR	7	New Road School of Parlin	MD	\$ 64.804
DC	12+	NuView Academy	OHI	\$ 64.680
YB	12+	Piscataway Regional Day	MD	\$ 47.540
JDH	10	Piscataway Regional Day	Mild ID	\$ 47.540
PN	12+	Piscataway Regional Day	MD	\$ 91.468
AV	10	Piscataway Regional Day	Mod ID	\$ 47.540
DR	4	Rugby School	OHI	\$ 72.263
RB	8	Rugby School	ED	\$ 84.109
ER	9	Rugby School	ED	\$ 72.263
JB	11	Rugby School	AUT	\$ 84.109
AV	3	Somerset County Ed Services Commission	ED	\$ 101.995
DO	10	Somerset County Ed Services Commission	OHI	\$ 65.450
NDR	4	UBHC Day Program	OHI	\$ 75.460
YS	6	UBHC Day Program	ED	\$ 75.460
CM	2	UBHC Day Program	MD	\$ 75.460
MK	12	Woodbridge School District	MD	\$ 38.500



Perth Amboy
Public Schools

Personnel
18 – Item #13

Ms. Eva Kucaba

Supervisor of Nursing & Health Related Services

July 29, 2020

To: Ms. Yolanda Gomez, Director of Personal & Evaluation

From : Ms. Eva Kucaba, Supervisor of Nursing & Health Related Services

Re : PAPS Health Center Immunization Schedule of Nurses

Approval for the following nurses to work the dates and times below at the PAPS Health Center where new students are able to come on the dates given and receive their immunizations needed to start the 2020-2021 school year. Eva Kucaba (6hrs), Miriam Pabon (27hrs) and Myriam Hernandez (27hrs) NPs will be paid at the rate of \$75/hr and Jamie Hemple (27hrs) and Jurgita Katkasikaite (39hrs) RNs will be paid at the rate of \$40/hr, under the supervision of Ms. Eva Kucaba, District Supervisor of Nursing & Health Related Services.

August 17th 9:00am-3:00pm - Myriam Hernandez & Jamie Hemple

August 18th 9:00am-3:00pm - Myriam Hernandez & Jamie Hemple

August 19th 9:00am-3:00pm - Miriam Pabon & Jamie Hemple

August 20th 9:00am-3:00pm - Miriam Pabon & Jamie Hemple

August 22nd 9:00am-3:00pm - Eva Kucaba & Jurgita Katkasikaite

August 24th 9:00am-3:00pm - Myriam Hernandez & Jurgita Katkasikaite

August 25th 9:00am-3:00pm - Myriam Hernandez & Jurgita Katkasikaite

August 26th 9:00am-3:00pm - Miriam Pabon & Jurgita Katkasikaite

August 27th 9:00am-3:00pm - Miriam Pabon & Jurgita Katkasikaite

August 29th 9:00am-3:00pm - Eva Kucaba & Jurgita Katkasikaite

August 31st 9:00am-12:00pm - Miriam Pabon & Jurgita Katkasikaite

August 31st 12:00pm-3:00pm - Myriam Hernandez & Jamie Hemple



Ms. Eva Kucaba
Supervisor of Nursing & Health Related Services

April 2, 2020

To: Ms. Yolanda Gomez, Director of Personal & Evaluation

From : Ms. Eva Kucaba, Supervisor of Nursing & Health Related Services

Re : Nurses for All Summer Programs 2020

Please submit the following list of Nurses for All Summer Programs 2020 at an hourly rate of \$40.00

1. Lisa Abatangelo
2. Kathryn Adamczyk
3. Gretel Siciliano
4. Judy Amorosa
5. Celeste Cott
6. Mary Cruz
7. Diane Gomez
8. Myriam Hernandez
9. Jurgita Katkasikaite
10. Lynn Morgan
11. Maria O'Hara
12. Miriam Pabon
13. Amelia Padelac
14. Evon Racioppi
15. Rosa Ramos
16. Angelica Montanez
17. Joann Ruiz
18. Frances Orozco
19. Jamie Hemple
20. Debrann Petrizzo
21. Melissa Lopes Valdez

Substitute Nurse : Lucille Gall



**PERTH AMBOY PUBLIC SCHOOLS
BUILDINGS & GROUNDS DEPARTMENT**

Administrative Headquarters Building
178 Barracks Street
Perth Amboy, NJ 08861
Phone: (732) 376-6200 ext. 30-281
Fax: (732) 638-1010

**Personnel
18 – Item #17**

Nicholas Crupi, CEFM
Director of Buildings & Grounds

Luis Carrillo, Jr.
Operations Manager

To: Yolanda Gomez, Director of Personnel
From: Ms. Luis Carrillo, Operations Manager
Date: June 28, 2020

Re: 2020-2021 Substitute Custodians

Please consider the following items for the board agenda:

- Approval for the following to serve as Substitute Custodians at an hourly rate of \$15.00, for the 2020-2021 school year, under the supervision of Mr. Luis Carrillo, Operations Manager and Mr. Nicholas Crupi, Director of Buildings & Grounds.

Last Name	First Name
ACOSTA	WILLIAMS
ALACHE RAMOS	MIRTIAN
ARIAS	MARTIS
ARMOUR	SHARAE
BAILON	ERICK
BENAVENTE	JHONATAN
CRUZ	MELVIN
DIAZ	LISA
ENCARNACION-GONZALEZ	YEIDRI
GARCIA	JOHANNA
GENAO VALDEZ	FRANCISCA
GONZALEZ	MARTHA
GONZALEZ	SERGIO
GUTIERREZ	ANTONIA
HERNANDEZ	MARISELA
HERRERA	KENNY
MARTE	JACINTA
MARTINEZ	ANTHONY
MERRITT	ELIJAH
MORONTA	JOSE
PLACENCIA	RICHARDI
POLONIA	RUBEN
PUNTIEL	JOANNA
QUIROZ NUNEZ	PABLO
REINOSO URENA	LAURA
RODRIGUEZ	DORYS
RODRIGUEZ	JOEL
RODRIGUEZ	YEURY



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Nicholas Crupi, CEFM

Director of Buildings & Grounds

Luis Carrillo, Jr.

Operations Manager

ROSARIO	RUTH
RUIZ	MATILDE
SIME-ROSARIO	LUIS
STEFANICK	DENNIS
SUAREZ MENDEZ	VICTORIA
TAPIA	CRUZ
TAVAREZ GEREZ	DIANA
URENA	YAKELIN
URENA RODRIGUEZ	RIDGAR
VEGA	CARMEN
VIGUERAS	DIANE
RAMOS	BELKIS



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Personnel
18 – Item #18

Nicholas Crupi, CEFM
Director of Buildings & Grounds

Luis Carrillo, Jr.
Operations Manager

To: Yolanda Gomez, Director of Personnel

From: Ms. Luis Carrillo, Operations Manager

Date: June 28, 2020

Re: 2020-2021 Substitute Maintenance Workers

Please consider the following items for the board agenda:

- Approval for the following to serve as Substitute Maintenance Workers at an hourly rate of \$18.25, for the 2020-2021 school year, under the supervision of Mr. Luis Carrillo, Operations Manager and Mr. Nicholas Crupi, Director of Buildings & Grounds.

ID #	Last Name	First Name
12174	CANTILLOLUIS	ELIODELI
12175	CASTILLO PERALTA	ETANISLAO
12372	ESTEVEZ	EDEYS
12371	FERREIRA	JOSE
12309	HERNANDEZ	JOSE
12318	HERNANDEZ	LUBRIEL
12196	ISRAEL	RICARDO
12385	NUNEZ	ROBERTO
12445	POLISENO	JOSEPH
12384	QUILES	JOSE
12115	RIOL PRUNA	NORBERTO
12382	RODRIGUEZ	MATTHEW
12419	TORRES	ARMANDO
12418	VALENTIN GUZMAN	JOSE

Personnel
18 – Item #19

20-21 SY Head Coaches & Assistant Coaches (Fall Season)

Employee Name	School	Position	Program Name	Account Number	Rate of Pay (Prorated)	Dates (From-To)	Hours
William Clark	Perth Amboy High School	Head Coach	Football	15-402-100-100-0-0000-03	\$10,815	7/1/2020-8/31/2020	Fall Season
Sean Atkins	Perth Amboy High School	Head Assistant Coach	Football	15-402-100-100-0-0000-03	\$6,570	7/1/2020-8/31/2020	Fall Season
Michael Manfre	Perth Amboy High School	Assistant Coach	Football	15-402-100-100-0-0000-03	\$6,305	7/1/2020-8/31/2020	Fall Season
Jeffrey Gumbs	Perth Amboy High School	Assistant Coach	Football	15-402-100-100-0-0000-03	\$6,305	7/1/2020-8/31/2020	Fall Season
Patrick Ricks	Perth Amboy High School	Assistant Coach	Football	15-402-100-100-0-0000-03	\$6,305	7/1/2020-8/31/2020	Fall Season
Jeremy Rosa	Perth Amboy High School	Assistant Coach	Football	15-402-100-100-0-0000-03	\$6,305	7/1/2020-8/31/2020	Fall Season
Lonnie Rawles	Perth Amboy High School	Assistant Coach	Football	15-402-100-100-0-0000-03	\$6,305	7/1/2020-8/31/2020	Fall Season
Damon Clark	Perth Amboy High School	Assistant Coach	Football	15-402-100-100-0-0000-03	\$6,305	7/1/2020-8/31/2020	Fall Season
Peyman Jamedar	Perth Amboy High School	Head Coach	Boys Soccer	15-402-100-100-0-0000-03	\$7,425	7/1/2020-8/31/2020	Fall Season
Robert Lezzi	Perth Amboy High School	Assistant Coach	Boys Soccer	15-402-100-100-0-0000-03	\$5,175	7/1/2020-8/31/2020	Fall Season
Timothy Shaffer	Perth Amboy High School	Assistant Coach	Boys Soccer	15-402-100-100-0-0000-03	\$5,175	7/1/2020-8/31/2020	Fall Season
George Lockhart	Perth Amboy High School	Assistant Coach	Boys Soccer	15-402-100-100-0-0000-03	\$5,175	7/1/2020-8/31/2020	Fall Season
Jaime Sprague	Perth Amboy High School	Head Coach	Girls Soccer	15-402-100-100-0-0000-03	\$7,425	7/1/2020-8/31/2020	Fall Season
Victoria Zakrewski	Perth Amboy High School	Assistant Coach	Girls Soccer	15-402-100-100-0-0000-03	\$5,175	7/1/2020-8/31/2020	Fall Season
Elyssa Vega	Perth Amboy High School	Assistant Coach	Girls Soccer	15-402-100-100-0-0000-03	\$5,175	7/1/2020-8/31/2020	Fall Season
Luis Mendez	Perth Amboy High School	Assistant Coach	Girls Soccer	15-402-100-100-0-0000-03	\$5,175	7/1/2020-8/31/2020	Fall Season
Dennys Gomez	Perth Amboy High School	Assistant Coach	Girls Soccer	15-402-100-100-0-0000-03	\$5,175	7/1/2020-8/31/2020	Fall Season
Bryan Smith	Perth Amboy High School	Head Coach	Girls Tennis	15-402-100-100-0-0000-03	\$4,550	7/1/2020-8/31/2020	Fall Season
Marissa Curia	Perth Amboy High School	Assistant Coach	Girls Volleyball	15-402-100-100-0-0000-03	\$4,390	7/1/2020-8/31/2020	Fall Season
Vanessa Stankovitz	Perth Amboy High School	Head Coach	Girls Volleyball	15-402-100-100-0-0000-03	\$2,200	7/1/2020-8/31/2020	Fall Season
Cindy Cardona	Perth Amboy High School	Assistant Coach	Cheerleading	15-402-100-100-0-0000-03	\$4,500	7/1/2020-8/31/2020	Fall Season
Abbey O'Connor	Perth Amboy High School	Assistant Coach	Cheerleading	15-402-100-100-0-0000-03	\$3,300	7/1/2020-8/31/2020	Fall Season
Alexia Rivera	Perth Amboy High School	Assistant Coach	Cheerleading	15-402-100-100-0-0000-03	\$3,300	7/1/2020-8/31/2020	Fall Season
Ronald Mavus	Perth Amboy High School	Head Coach	Boys Cross Country	15-402-100-100-0-0000-03	\$7,365	7/1/2020-8/31/2020	Fall Season
Jamon Dunn	Perth Amboy High School	Head Coach	Girls Cross Country	15-402-100-100-0-0000-03	\$7,365	7/1/2020-8/31/2020	Fall Season
Kristen Ditommaso	Perth Amboy High School	Coach	Unified Soccer	15-402-100-100-0-0000-03	\$2,000	7/1/2020-8/31/2020	Fall Season



Perth Amboy Public Schools

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(732) 376-6200

Personnel
18 – Item #23

Ms. Yolanda Gómez
Director of Personnel

Ext. 30-151/30-152
30-153/30-154
Fax: (732) 638-1007

Date: August 18, 2020

To: Dr. David Roman
Superintendent of Schools

From: Ms. Yolanda Gómez
Director of Personnel

Re: Agenda Item

Please recommend the following for Board of Education approval on the August 27, 2020 Agenda.

The transfer and/or change in assignment of the following staff for the 2020-2021 school year:

Last Name	First Name	From	To	Effective
MOLLEDA	JASMIN	Intervention Teacher- A.V. Ceres School	Elementary Teacher - A.V. Ceres School	9/1/2020
AYERS	CHRISTOPHER	Intervention Teacher- A.V. Ceres School	Special Education Teacher - A.V. Ceres School	9/1/2020
RIVERA	ROSA	Intervention Teacher- A.V. Ceres School	ESL Teacher- Perth Amboy High School	9/1/2020
RUBENSTEIN	ANISSA	Intervention Teacher- A.V. Ceres School	Elementary Teacher - J.J. Flynn School	9/1/2020
MASTROLIA	CARA	Intervention Teacher- A.V. Ceres School	Elementary Teacher - E.J. Patten School	9/1/2020
STOCKLAS	DEBORAH	Intervention Teacher- A.V. Ceres School	Elementary Teacher - R.N. Wilentz School	9/1/2020
TRESTER	KELLI	Math Specialist- A.V. Ceres School	Elementary Teacher - A.V. Ceres School	9/1/2020
NITKA	SAMANTHA	Intervention Teacher- J.J. Flynn School	Elementary Teacher - J. J. Flynn School	9/1/2020
AZENHEIMER	MARGARET	Intervention Teacher- J.J. Flynn School	Elementary Teacher - J. J. Flynn School	9/1/2020
PICHETTE	CHRISTINE	Intervention Teacher- J.J. Flynn School	Elementary Teacher - J. J. Flynn School	9/1/2020
STEVENSON	TIFFANY	Intervention Teacher- J.J. Flynn School	Elementary Teacher - J. J. Flynn School	9/1/2020
HANSON	DARYN	Intervention Teacher- J.J. Flynn School	Elementary Teacher- J.J. Flynn School	9/1/2020
COSME	KELLY	Math Specialist- J.J. Flynn School	Elementary Teacher- J.J. Flynn School	9/1/2020

ARROYO	ANNETTE	Intervention Teacher - E.J. Patten School	Bilingual Elementary Teacher- E.J. Patten School	9/1/2020
FERRUGGIARO	PATRICIA	Intervention Teacher - E.J. Patten School	Elementary Teacher- E.J. Patten School	9/1/2020
GOMEZ	LIXIE	Intervention Teacher - E.J. Patten School	Elementary Teacher- E.J. Patten School	9/1/2020
REBOVICH	MONICA	Intervention Teacher - E.J. Patten School	ESL Teacher- Perth Amboy High School	9/1/2020
DIAZ	ANACELIS	Intervention Teacher - E.J. Patten School	Elementary Teacher- E.J. Patten School	9/1/2020
BARTRAM	LAURA	Intervention Teacher - E.J. Patten School	Elementary Teacher- E.J. Patten School	9/1/2020
FALZARANO	ANN MARIE	Int. Math Teacher- E.J. Patten School	Elementary Teacher- E.J. Patten School	9/1/2020
RILEY	ALEXANDRIA	Math Specialist - E.J. Patten School	Elementary Teacher - E.J. Patten School	9/1/2020
SPENCER	BONNIE	Intervention Teacher- H.N. Richardson School	Elementary Teacher - H.N. Richardson School	9/1/2020
VELASQUEZ	ELIZABETH	Intervention Teacher- H.N. Richardson School	Elementary Teacher - Dual Language School	9/1/2020
WAMBA	PATRICIA	Intervention Teacher- H.N. Richardson School	Elementary Teacher - R.M. Lopez School	9/1/2020
PEREZ	GRISEL	Intervention Teacher- H.N. Richardson School	Elementary Teacher - S.E. Shull School	9/1/2020
ROBBINS	ISABEL	Intervention Teacher- H.N. Richardson School	Bilingual Elementary Teacher- H.N. Richardson School	9/1/2020
SERRANO	ISABEL	Intervention Teacher- H.N. Richardson School	Bilingual Elementary Teacher- H.N. Richardson School	9/1/2020
KOSAKOWSKI	HEIDI	Intervention Teacher- H.N. Richardson School	Elementary Teacher- H.N. Richardson School	9/1/2020
BANNON	KRISTEN	Intervention Teacher- H.N. Richardson School	Elementary Teacher- H.N. Richardson School	9/1/2020
EL-MARAGHY	JANET	Math Specialist - H.N. Richardson School	Elementary Teacher- H.N. Richardson School	9/1/2020
GRAHAM	ERICA	Intervention Teacher- R.N. Wilentz School	Elementary Teacher- R.N. Wilentz School	9/1/2020
SPINA	JENNIFER	Intervention Teacher- R.N. Wilentz School	LTDC – H.N. Richardson School	9/1/2020
LEMBERAKIS	DIANE	Intervention Teacher- R.N. Wilentz School	Elementary Teacher- R.N. Wilentz School	9/1/2020
HORNLEIN	MARIA	Intervention Teacher- R.N. Wilentz School	Elementary Teacher- R.N. Wilentz School	9/1/2020
PARADISO	PATRICIA	Int. Math Teacher - R.N. Wilentz School	English Teacher – PAHS- South Campus	9/1/2020
AGOSTO	VALERIE	Math Specialist - R.N. Wilentz School	Elementary Teacher- R.N. Wilentz School	9/1/2020
BARFIELD	NICOLE	Elementary Teacher- R.N. Wilentz School	Special Education Teacher- R.N. Wilentz School	9/1/2020
ZAMORANO	ASHLEE	Elementary Teacher- R.N. Wilentz School	Special Education Teacher- R.N. Wilentz School	9/1/2020
APISA	LAURA	Intervention Teacher - R.M. Lopez School	Elementary Teacher - R.M. Lopez School	9/1/2020
MORALES	VIRGINIA	Intervention Teacher - R.M. Lopez School	Elementary Teacher - R.M. Lopez School	9/1/2020
FRANCO	DIANA M	Intervention Teacher - R.M. Lopez School	Bilingual Elementary Teacher- R.N. Wilentz School	9/1/2020

LAWRENCE	CASSANDRA	Intervention Teacher - R.M. Lopez School	Bilingual Elementary Teacher- R.N. Wilentz School	9/1/2020
KOSLOWSKY	KAREN	Intervention Teacher LA- W.C. McGinnis School	Language Arts Teacher - W.C. McGinnis School	9/1/2020
NARDONE	DANIELLE	Intervention Teacher LA- W.C. McGinnis School	Language Arts Teacher - W.C. McGinnis School	9/1/2020
RODRIGUEZ	SCARLIN	Intervention Math Teacher - W.C. McGinnis School	Mathematics Teacher- W.C. McGinnis School	9/1/2020
CANELA	DENNY	Intervention Math Teacher - W.C. McGinnis School	Mathematics Teacher - W.C. McGinnis School	9/1/2020
VALANTE	LAWRENCE	Intervention Math Teacher - W.C. McGinnis School	Mathematics Teacher- W.C. McGinnis School	9/1/2020
TEJADA	YUDERKA	Intervention Math Teacher - W.C. McGinnis School	Mathematics Teacher- W.C. McGinnis School	9/1/2020
MUMAU	JEAN	Int. Reading Teacher - W.C. McGinnis School	Language Arts Teacher- W.C. McGinnis School	9/1/2020
PETERS	BRIAN	ISD Teacher – W.C. McGinnis School	Social Studies Teacher – W.C. McGinnis School	9/1/2020
ZAKRZEWSKI	VICTORIA	Physical Education Teacher- W.C. McGinnis School	Physical Ed./Sp. Ed. Teacher- W.C. McGinnis School	9/1/2020
CORDOVA	ESTHER	Spanish Teacher- W.C. McGinnis School	Spanish/Special Ed. Teacher- W.C. McGinnis School	9/1/2020
KELLY	FIONA	Intervention Teacher- S.E. Shull School	Elem. Special Education Teacher- S.E. Shull School	9/1/2020
SABINE	JANET	Intervention LA Teacher - S.E. Shull School	Language Arts Teacher - S.E. Shull School	9/1/2020
AMABILE RADOMSKI	TONIMARIE	Reading Specialist- E.J. Patten School	Elementary Teacher- E.J. Patten School	9/1/2020
BINNEY	JENNIFER	Reading Specialist- R.N. Wilentz School	Elementary Teacher - R.N. Wilentz School	9/1/2020
DE LA FUENTE	MARISA	Reading Specialist- R.N. Wilentz School	Bilingual Elementary Teacher- R.N. Wilentz School	9/1/2020
FLUCK	JULIA	Reading Specialist- W.C. McGinnis School	Social Studies Teacher- S.E. Shull School	9/1/2020
KIVOWITZ	LORI	Reading Specialist- H.N. Richardson School	Elementary Teacher - R.N. Wilentz School	9/1/2020
KUSULAS	SANDRA	Reading Specialist- R.M. Lopez School	Bilingual Biology Teacher- Perth Amboy High School	9/1/2020
LANIUS	MIA	Reading Specialist- A.V. Ceres School	Special Education Teacher- S.E. Shull School	9/1/2020
LITTRIELLO	MARITZA	Reading Specialist- H.N. Richardson School	Elementary Teacher - H.N. Richardson School	9/1/2020
MANSON	MAGDALIA	Reading Specialist- J.J. Flynn School	ESL Teacher- R.N. Wilentz School	9/1/2020
MCANDREW	DOLORES	Reading Specialist- Dual Language School	Elementary Teacher - Dual Language School	9/1/2020
MCDONALD	MYRA	Reading Specialist- A.V. Ceres School	Elementary Teacher - A.V. Ceres School	9/1/2020
PRESS	ALISON	Reading Specialist- W.C. McGinnis School	Elementary Teacher - W.C. McGinnis School	9/1/2020
ROMANO	MELANIE	Reading Specialist- S.E. Shull School	Special Education Teacher- S.E. Shull School	9/1/2020
TROIANO	AMANDA	Reading Specialist- J.J. Flynn School	English Teacher- Perth Amboy High School	9/1/2020
MOLINA-MATTA	GERARDO	Master Teacher- Ignacio Cruz E.C.C.	Preschool Teacher - Hmieleski E.C.C.	9/1/2020
ALFANO	LYNDA	Master Teacher- Ignacio Cruz E.C.C.	ESL- Perth Amboy High School	9/1/2020

HANIOTIS	ANASTASIA	Master Teacher-School 7	Preschool Teacher – School 7	9/1/2020
RASLOWSKY	KERRY	Master Teacher-School 7	Preschool Teacher – Ignacio Cruz	9/1/2020
LUNA	CONNIE	Bilingual Master Teacher-Hmieleski E.C.C.	Spanish Teacher- Personalized Learning Program	9/1/2020
SANTA	LESLIE	Master Teacher-Hmieleski E.C.C.	Special Education Teacher - R.N. Wilentz School	9/1/2020
DALTON	KIMBERLY	Master Teacher-Providers-School 7	Preschool Teacher - School 7	9/1/2020
GREGORIO	ANA	Math Coach-South Campus	Mathematics Teacher-South Campus	9/1/2020
VARGAS	ALEXANDER	Dean of Students-Personalized Learning Program	Spanish Teacher-Perth Amboy High School	9/1/2020
CORA	ANGEL	Dean of Students-W.C. McGinnis School	English Teacher – South Campus	9/1/2020
DAVISON	JOE	Dean of Students-S.E. Shull School	Special Education Teacher-S.E. Shull School	9/1/2020
MARTIN	AMANDA	Special Education Teacher-S.E. Shull School	Special Education Teacher-Perth Amboy High School	9/1/2020
JONES	EARLEEN	Special Education Teacher-Perth Amboy High School	Special Education Teacher-J.J. Flynn School	9/1/2020
PASIGOS	JAIME	School Psychologist-E.J. Patten School	School Psychologist-W.C. McGinnis School	9/1/2020
MCCAULIFF	MARIBETH	Social Worker-Preschool	Social Worker-S.E. Shull School	9/1/2020
PINTO	SHARLENE	LDTC-H.N. Richardson School	LDTC-Perth Amboy High School	9/1/2020
CAMPOS	JOSEPH	LDTC-Perth Amboy High School	LDTC-PLP/EAST/South Campus	9/1/2020
MOHAMMED	KATHERINE	Paraprofessional-Perth Amboy High School	Paraprofessional-R.N. Wilentz School	9/1/2020
ROSADO	DINA	Paraprofessional-S.E. Shull School	Paraprofessional-J.J. Flynn School	9/1/2020
ATKINS	SEAN	Paraprofessional-W.C. McGinnis School	Paraprofessional-Perth Amboy High School	9/1/2020
JIMENEZ	REGINA	Mathematics Teacher-W.C. McGinnis School	Special Education Teacher-W.C. McGinnis School	9/1/2020
BYLECKIE	MICHAEL	Elementary Teacher-J.J. Flynn School	Physical Education Teacher-Perth Amboy High School	9/1/2020
PADALEC	AMELIA	School Nurse-J.J. Flynn School	School Nurse-R.N. Wilentz School	9/1/2020
AMOROSA	JUDITH	School Nurse-E.J. Patten School	School Nurse-Personalized Learning Program	9/1/2020
RACIOPPI	EVON	School Nurse-W.C. McGinnis School	School Nurse-R.M. Lopez School	9/1/2020
STEPHANOU	MARIA	Elementary Teacher - J.J. Flynn School	Physical Education Teacher-J.J. Flynn School	9/1/2020
YOHANNON	HEATHER	Elementary Teacher - J.J. Flynn School	Special Education Elem. Teacher-J.J. Flynn School	9/1/2020
FIGUEROA	DOROTHY	Level II Secretary-J.J. Flynn School	Level II Secretary - Business Office	9/1/2020
GUZMAN	JYTZA	Level II Secretary-A.V. Ceres School	Level II Secretary - Special Education Department	9/1/2020
RODRIGUEZ	CELIA	Level II Secretary - R.M. Lopez School	Level II Secretary - Curriculum & Instructional Dept.	9/1/2020
ACEVEDO	MARISOL	Level II Secretary - E.J. Patten School	Level II Secretary - Business Office	9/1/2020
MARTINEZ	DEBORAH	Level II Secretary - R.N. Wilentz School	Level II Secretary - Ignacio Cruz E.C.C.	9/1/2020
LOPES	ALEXANDRE	Data Coach – Perth Amboy High School	Social Studies Teacher – Perth Amboy High School	9/1/2020
TZANOS	ANNA	Literacy Coach Gr. 9-12 – Perth Amboy High School	English Teacher – Perth Amboy High School	9/1/2020
ROSENTHAL	GREGORY	ISS Teacher – Perth Amboy High School	Special Education Teacher – Perth Amboy High School	9/1/2020
GUZMAN	MAUREEN	HS Resource Coach-Bil/ESL – Perth Amboy High School	ESL Teacher – Perth Amboy High School	9/1/2020
MAIKISCH	MARY ALICE	Elementary Teacher – E.J. Patten School	ESL Teacher – E.J. Patten School	9/1/2020

NAVARRO	CARINA	School Psychologist- S.E. Shull School	School Psychologist- Perth Amboy High School	9/1/2020
LUGO	NICOLE	Special Education Teacher – W.C. McGinnis School	Special Education Teacher – Perth Amboy High School	9/1/2020
BELLO	LARRY	Bil. Resource Specialist Gr.9-12 - Perth Amboy High School	Bilingual History Teacher- Perth Amboy High School	9/1/2020
LYNN	AUDET	Intervention Teacher – H.N. Richardson School	Elementary Teacher – H.N. Richardson School	9/1/2020
PUGLIA	VIVIANA	Level II Secretary- Perth Amboy High School	Level II Secretary- Administration Building	9/1/2020



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street
Perth Amboy, NJ 08861
(732) 376-6200

Personnel
18 – Item #24

Ms. Yolanda Gómez
Director of Personnel

Ext. 30-151/30-152
30-153/30-154
Fax: (732) 638-1007

August 3, 2020

AGENDA: August 27, 2020

To: The Honorable Members of the Board of Education
From: Ms. Yolanda Gómez
Director of Personnel

Please be advised that the annual salary of the following employee(s) salaries and previously approved by the Board are recommended to be adjusted as follows:

Name	Location	Salary-From	Salary-To	Reason for Change	Effective Date
Maria Oleck	Ignacio Cruz	\$90,130.00	\$91,130.00	MA Content	19/20 School Year
Maria Oleck	Ignacio Cruz	\$94,450.00	\$95,450.00	MA Content	20/21 School Year
Amanda Rothman	H.N. Richardson	\$93,820.00	\$94,820.00	MA Content	19/20 School Year
Amanda Rothman	H.N. Richardson	\$95,500.00	\$96,500.00	MA Content	20/21 School Year
Monica Starks	Ignacio Cruz	\$93,820.00	\$94,820.00	MA Content	19/20 School Year
Monica Starks	Ignacio Cruz	\$95,500.00	\$96,500.00	MA Content	20/21 School Year
Maureen Guzman	PAHS	\$96,950.00	\$97,950.00	MA Content	20/21 School Year
Udoka Nwigwe	PAHS	\$76,320.00	\$79,090.00	PhD Degree + Content	9/1/2020
Nicole Gerardi	Ignacio Cruz	\$78,925.00	\$79,925.00	MA Content	19/20 School Year
Nicole Gerardi	Ignacio Cruz	\$83,915.00	\$84,915.00	MA Content	20/21 School Year
Deirdre Sconiers-Black	W.C. McGinnis	\$86,255.00	\$87,255.00	MA Content	19/20 School Year
Deirdre Sconiers-Black	W.C. McGinnis	\$91,305.00	\$92,305.00	MA Content	20/21 School Year
Alison Szpyhulsky	S.E. Shull	\$86,255.00	\$87,255.00	MA Content	19/20 School Year
Alison Szpyhulsky	S.E. Shull	\$91,305.00	\$92,305.00	MA Content	20/21 School Year
Robert Ruggiero	PAHS	\$61,740.00	\$62,740.00	MA Content	19/20 School Year
Robert Ruggiero	PAHS	\$64,000.00	\$65,000.00	MA Content	20/21 School Year
Shelly Ramos	R. Lopez	\$63,150.00	\$64,150.00	MA Content	19/20 School Year
Shelly Ramos	R. Lopez	\$65,565.00	\$66,565.00	MA Content	20/21 School Year
Eliana Jimenez-Rosario	A.V. Ceres	\$54,445.00	\$56,945.00	Bilingual Stipend	9/1/2020
Rosa Lopez-Cardona	PAHS	\$93,820.00	\$94,820.00	Special Service Stipend	19/20 School Year
Rosa Lopez-Cardona	PAHS	\$95,500.00	\$96,500.00	Special Service Stipend	20/21 School Year
Patricia Bennett	A.V. Ceres	\$63,150.00	\$64,150.00	MA Content	19/20 School Year
Patricia Bennett	A.V. Ceres	\$65,565.00	\$66,565.00	MA Content	20/21 School Year
Antonio Ferreira	J.J. Flynn	\$76,440.00	\$77,840.00	Technology Stipend	19/20 School Year
Antonio Ferreira	J.J. Flynn	\$77,885.00	\$79,285.00	Technology Stipend	20/21 School Year

Priscilla Hevalow-Harvey	S.E. Shull	\$56,840.00	\$62,540.00	MA Degree	9/1/2020
Margarita Suero	S.E. Shull	\$62,365.00	\$69,065.00	MA + Content	9/1/2020
Rosa Loayza	S.E. Shull	\$60,800.00	\$67,500.00	MA + Content	9/1/2020
Angela Tanella	J.J. Flynn	\$58,300.00	\$65,000.00	MA + Content	9/1/2020
Jessica Urban	Admin. Build.	\$123,960.00	\$112,980.00	Assignment Change	8/28/2020

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Restart and Recovery Plan

July 20

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[See POLICY ALERT No. 221]

1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published "The Road Back - Restart and Recovery Plan for Education" (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students' unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a "Restart and Recovery Plan" (Plan) to reopen schools that best fits the district's local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

- a. If the school district is providing transportation services on a district-owned school bus, a face covering must be worn by all students who are able to do so in accordance with A.2.c. below.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.



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Restart and Recovery Plan

- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
 - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
 - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - (3) Results must be documented when signs/symptoms of COVID-19 are observed.
 - (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.



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Restart and Recovery Plan

- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
 - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students must wear face coverings at all times, unless they are subject to an exemption pursuant to Section 2d of this policy.. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.



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Restart and Recovery Plan

- d. Exceptions to the Requirement for Face Coverings
 1. When doing so would inhibit the individual's health.
2. When a student is in extreme heat outdoors.
 3. When a student is in water.
 4. If a student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
 5. If a student is under the age of two (2), due to the risk of suffocation.
 6. When a student is eating or drinking.
 7. If or when anyone has trouble breathing or is unconscious, is incapacitated, or is otherwise unable to remove the face covering without assistance (e.g., face coverings should not be worn by Pre-K students during nap time).
 8. The student is engaged in high intensity aerobic or anaerobic activities.
 9. During gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart (see number 2 below).
 10. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task (for example, students operating machinery in which face coverings may get caught).

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district's Restart and Recovery Plan.]

3. Facilities Cleaning Practices



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Restart and Recovery Plan

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.



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Restart and Recovery Plan

- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district's Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.
 - (1) Special Education and English Language Learners (ELL)
 - (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.



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Restart and Recovery Plan

- (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.



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Restart and Recovery Plan

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

- a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

- (a) The school district shall ensure:
- (i) All novice provisional teachers new to the district be provided induction;
 - (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;



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Restart and Recovery Plan

- (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.



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Restart and Recovery Plan

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

Adopted:

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Appendix C

Transportation:

The district has developed various plans in an attempt to transport students in a safe yet effective manner. With that said, the district will be unable to provide “courtesy transportation” throughout the 2020-2021 school year, as our focus will be on mandatory routes. Due to the high demand of districts seeking additional transportation, we may have to adjust student arrival and departure times. However, our staff work hours remain the same. Bus routes have been arranged to ensure all social distancing protocols are in place. For example, no more than 23 students are in a 54-passenger bus.



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Appendix E

Screening of Staff and Students, Protective Personal Equipment (PPE), And Response to Staff Presenting Symptoms:

All students and staff will be screened each morning upon arrival using thermal scanning technology or handheld forehead thermometers. Our nursing staff will be given additional protective personal equipment when interacting with students and/or staff who may show signs of the virus.

As per the Governor's announcement, some traditional roles may change. The district is developing policies and protocols to allow for flexibility with all staff roles. An isolation room has been designated at school for students and staff who may show symptoms.



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Appendix F **Contact Tracing**

The district will continue to work with the county department of health to identify any student or staff member who may have contracted the virus, or come into contact with someone who has. All contact tracing will be managed by the County Health Department.

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POLICY GUIDE

Appendix G

Facilities' Cleaning Practices

The district has developed a plan to increase cleaning of high touch areas to include doorknobs, walls, classrooms, shared spaces and bathrooms. Additional disinfecting products have been purchased to increase the level of cleanliness. For example, electrostatic sprayers will be used to quickly sanitize high touch areas. In addition, new hand sanitizing dispensers have been purchased for all classrooms, bathrooms, and common areas.

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Appendix K

Academic, Social and Behavioral Supports

The district is committed to providing academic, social and behavioral support that will optimize conditions for teaching and learning when schools reopen in September. The district has previously implemented the NJ Department of Education social and emotional competencies and NJ multi-tiered system of support and will continue to do so. For example, counseling sessions for students and families will continue to be provided as needed.

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Appendix N Scheduling of Students

Based on the guidelines provided and minimum standards required, the district was able to develop the following hybrid models for the 2020-2021 school year. Please note that a lot of thought, energy, and reflection was given to develop the plan. We are aware that no model will fully meet the needs of each family within the school community, but we strongly believe that we have made the best possible decision within the circumstances and guidelines provided. Maintaining consistency in Pre-K through 12th Grade was always a consideration; however, this became a difficult task in the current environment and restrictions. Therefore, different schedules were developed for Pre-K Schools, Elementary Schools, Middle Schools, and High School.

AB Daily Full Day Schedule for Students in Prekindergarten: In this model, prekindergarten students are split into two (2) equal groups: Group A and Group B. Group A will have in-person learning for a full day on Mondays and Tuesday, while Group B will participate in remote learning from home. Group B in-person learning on Wednesdays and Thursdays while Group A participates in remote learning. Fridays will be an all-remote learning day for every student. For a sample schedule, [click here](#).

ABC Full Day Schedule for Elementary Students (Grades K-4): In this model, elementary school students are split into three (3) groups: Group A, Group B, and Group C. Group A will attend in-person instruction for a full day, while Group B and Group C will participate in remote instruction. In this model, students are in school for one day, remote for two days, and then the cycle repeats. During in-person instruction days, students will follow a “regular school day schedule.” They will have breakfast and lunch at school. For a sample schedule, [click here](#).

ABC Full day Schedule for Middle School Students (Grades 5-8): In this model, students are split into three (3) groups: Group A, Group B, and Group C. Group A will attend school for a full day in-person instruction two days a week on a rotating basis while Group B and Group C are learning remotely. This schedule will rotate throughout the month. For a sample schedule, [click here](#).

ABC Full Day Schedule for High School Students (Grades 9-12): In this model, students are split into three (3) groups: Group A, Group B, and Group C. Group A will attend school for a full day in-person instruction two days a week on a rotating basis while Group B and Group C are learning remotely. This schedule will rotate throughout the month. For a sample schedule, [click here](#).

*Scheduling siblings to attend in-person instruction on the same days will be considered.



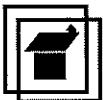
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Appendix O

Staffing

Due to the COVID-19 Pandemic, the roles and responsibilities of staff members have evolved to ensure the continuity of student learning while also ensuring students social, emotional, physical, and mental health wellness. Regardless of the instructional delivery model (Hybrid or All-Remote Learning), staff must maintain quality instruction that is aligned to the New Jersey Student Learning Standards. The following roles and responsibilities also take into consideration the needs of staff members, such as access to technology and social and emotional health.

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Remote Learning Options for Families

July 20

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[See POLICY ALERT No. 221]

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

A. Unconditional Eligibility for Full-time Remote Learning

1. All students are eligible for full-time remote learning.



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ADMINISTRATION

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Remote Learning Options for Families

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal within 6 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
2. The student may only begin full-time remote learning within 3 school days after receiving written approval of the Principal or designee.
3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;



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- b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.



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- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
- 6. The Principal's written approval of the request shall be provided to the parent within 3 calendar days of receiving the parent's written request.
 - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. Scope and Expectations of Full-Time Remote Learning
 - 1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
 - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
 - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).

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- (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
 - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to In-Person Services
 1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted with in 6 calendar days before the student is eligible for in-person services.
 2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the beginning of a marking period.



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3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;
 - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one marking period in remote learning before being eligible to transition into the school district's in-person program.
 - a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.



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- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:



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- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
- b. Procedures for submitting full-time remote learning requests in accordance with B. above;
- c. Scope and expectations of full-time remote learning in accordance with C. above;
- d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
- e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

G. Home or Out-of-School Instruction

1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

Appendix Q for the protocols/procedures for "Remote Learning Options for Families" which is outlined in the school district's Restart and Recovery Plan.

New Jersey Department of Education Guidance Document:
"Clarifying Expectations Regarding Fulltime Remote Learning
Options for Families 2020-2021"

Adopted:



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Appendix Q

Remote Options for Families

As announced by Governor Murphy, school districts across New Jersey will be expected to offer parents a choice on whether they want their children to participate in the hybrid model or in all-remote learning. The Perth Amboy Public Schools will accommodate parents' requests and preferences with the understanding that parents who choose the "All-remote" option will not be able to come back to the hybrid model for the first marking period. However, extenuating circumstances will be considered.

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June 20

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A. Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. Definitions - For the purposes of the EFMLEA:

- a. "Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. "Employer" means any employer with fewer than five hundred employees.
- c. "Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. "Public Health Emergency" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.



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- e. “Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).
- f. “School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

a. Leave for Initial Ten Days

- (1) The first ten days of this FMLA leave for an eligible employee shall be unpaid.
- (2) Since the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).



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- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.
- (2) The paid leave for an employee shall be calculated based on:
 - (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
 - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
- (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.



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(4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:

(a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

c. Employee Notice to Employer

(1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.

(a) A request for such leave that is foreseeable shall be submitted to the Director of Personnel prior to commencing the leave.



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- (b) A need for such leave that is not foreseeable shall be submitted to the Director of Personnel within one business day of the first day of the leave being taken by the employee.
- (c) The employee shall provide to the Director of Personnel the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

d. Restoration to Position

- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:

- (a) The employee takes leave under the EFMLEA.
- (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
 - i. That affect employment; and
 - ii. Are caused by a public health emergency during the period of leave.



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- (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.
- (d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

- (a) The period described under A.2.d. above is the one-year period beginning on the earlier of:
 - i. The date on which the qualifying need related to a public health emergency concludes; or
 - ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.



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1. Definitions

a. For purposes of the EPSLA and this Policy:

(1) “Employee” means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.

(2) “Employer” means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.

(a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:

- i. In the case of a private entity or individual, employs fewer than five hundred employees; and
- ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.

(b) “Covered employer” also includes:

- i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and



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- ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) “Paid sick time” means an increment of compensated leave that:
 - (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and
 - (b) Is calculated based on the employee’s required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:



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- i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
 - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) “Required Compensation” subject to B.1.a.(5)(b) above, the employee’s “required compensation” shall be not less than the greater of the following:
 - (a) The employee’s regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
 - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
 - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee’s required compensation shall be two-thirds of the amount described in B.1.a.(6) above.
- (7) “Varying Schedule Hours Calculation” means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the



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employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:

- (a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
- (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

2. Paid Sick Leave Requirement

a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.



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- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3. Duration of Paid Sick Time

- a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
- b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
 - (1) For full-time employees, eighty hours.
 - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- c. Paid sick time under the EPSLA shall not carry over from one year to the next.

4. Employer's Termination of Paid Sick Time

- a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.



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5. Prohibition

- a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
 - (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
 - (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.



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8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
 - (1) Takes leave in accordance with the EPSLA; and
 - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.

9. Enforcement

- a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:
 - (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
- b. Unlawful Termination - An employer who willfully violates B.8. above shall:
 - (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.



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10. Rules of Construction

a. Nothing in the EPSLA shall be construed:

(1) To in any way diminish the rights or benefits that an employee is entitled to under any:

(a) Other Federal, State, or local law;

(b) Collective bargaining agreement; or

(c) Existing employer policy; or

(2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

11. Guidelines

a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

12. Reasonable Notice

a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.

b. The request for such leave shall be submitted to the Director of Personnel, who may request documentation from the employee in support of the emergency paid sick leave.



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- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
 - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and
 - (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act
N.J.S.A. 18A:30-1

Adopted:



3211- CODE OF ETHICS

Section: Teaching Staff Members

Date Created: January 2006

Date Edited: January 2018

The Board of Education endorses the code of ethics for professional educators published by the National Education Association.

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of pupils, of parent(s) or legal guardian(s), and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

Principle I -- Commitment to the Pupil

The educator strives to help each pupil realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the pupil, the educator--

1. Shall not unreasonably restrain the pupil from independent action in the pursuit of learning.
2. Shall not unreasonably deny the pupil access to varying points of view.

3. Shall not deliberately suppress or distort subject matter relevant to the pupil's progress.
4. Shall make reasonable effort to protect the pupil from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the pupil to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
 - a. Exclude any pupil from participation in any program
 - b. Deny benefits to any pupil
 - c. Grant any advantage to any pupil
7. Shall not use professional relationships with pupils for private advantage.
8. Shall not disclose information about pupils obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Principle II -- Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Principle III -- Commitment to Inclusion and Diversity

The educator recognizes that ALL people, regardless of religious background, sexual orientation, race, ethnic or linguistic background, have rights. The educator MUST respect all the diversity found in our district and MUST promote equity and social justice in all interactions with students and staff.

Adopted: 12 January 2006

Revised: 13 October 2016

Revised:

3216- DRESS AND GROOMING

Section: Teaching Staff Members

Date Created: January 2006

Date Edited: January 2017

The attire of all employees is expected to be neat, clean and professionally appropriate to their status as members of the faculty or staff. Attire may be of a formal or dress casual nature. Care should be given to ensure clothing is not torn, faded, frayed, stained, tattered or wrinkled in order to set an example to students and maintain an atmosphere of respect.

1. Appropriate (Classroom / Office staff)
 - a. Females shall wear skirts, dresses, skorts, culottes, slacks, capri/cropped pants, blouses, sweaters are also acceptable. Skirts, dresses, blouses, and tops should be length appropriate.
 - b. Males shall wear slacks, sports or golf shirts with collars. Turtlenecks, mock turtlenecks, crew neck polos, and crew neck sweaters are also considered acceptable. Suits or sports jackets with ties are strongly encouraged.
 - c. Paraprofessionals may wear sneakers on days their students attend Physical Education.
2. Inappropriate (Classroom / Office staff)
 - a. Tee-shirts, sport jerseys, sweatshirts, thin-strapped shirts or blouses, tube tops, mini-skirts/dresses (mid-thigh or higher).
 - b. Inappropriate logos or designs on clothes are not acceptable.
 - c. Excessively tight fitting shirts and pants, including spandex, leggings and skinny jeans.
 - d. Work boots, work shoes, athletic sneakers or flip flop thongs.
 - e. Warm-up/sweat suits or shorts. Shorts shall mean Bermuda/or walking shorts, cut-off pants, hot pants, athletic shorts and short pants that are mid-calf or higher.
 - f. Excessively short clothing.
 - g. Denim dungarees or any type of jeans.
 - h. When necessary, in a consistent manner, the Building Principals may relax the dress code for the faculty members under the following circumstances:
 - Inclement Weather
 - Field Trips/Field Day
 - Unique school activities

- i. Pre-school teachers are permitted to wear appropriate footwear when engaged in physical education activities.
3. Health and Physical Education teachers may wear proper fitted clothing that is appropriate to their teaching duties.
 - A. Grooming and attire shall meet the following criteria during school hours.
 - Warm up/sweat suits/capris/cargo and khaki style pants.
 - Non-baggy athletic shorts fitted around the waist, cargo shorts, non-form fitting skorts or skirts worn with shorts underneath. All of at least fingertip length.
 - Athletic shirts, T- shirts, golf shirts and tops. All must have sleeves that don't expose the armpits or abdomen when arms are lifted overhead. They may be plain, have athletic co., college or pro logos, promote school spirit or a healthy lifestyle.
 - Sneakers properly laced and tied.
 - B. Grooming and attire not acceptable during school hours.
 - No sleeveless or cut off sleeve T-shirts, see through, midriff, tube, tank and spaghetti strap tops.
 - No shirts with questionable logos, inferences or sayings.
 - No swim trunks worn as shorts.
 - No sagging of shorts or pants of any kind.
 - No excessively tight fitting or short clothing of any kind.
 - No clogs, flip flops, sandals, slides or work boots.
 - No head coverings in the building, except due to religious, cultural, or medical conditions.
4. Nurses should wear laboratory coats, smocks, or other clothing which readily distinguishes them as health professionals.

Enforcements

An employee violating the Dress Code will be issued a verbal warning by the Building Principal, Director or Supervisor. Upon the second offense, a letter of reprimand by the appropriate administrator/supervisor will be issued with a copy placed in the employees personnel file. Upon the third letter of reprimand, the Superintendent of Schools may recommend appropriate disciplinary action to the Board. Such disciplinary measures may include withholding of increment, charges of insubordination, or other sanctions as allowed by law.

Adopted: 12 January 2006
Revised: 21 September 2010
Revised: 16 October 2014
Revised: 10 January 2017
Revised:

DRAFT

3282- USE OF SOCIAL NETWORKING SITES

Section: Teaching Staff Members

Date Created: October 2014

Date Edited: February 2018

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member of the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote hate language, discrimination, and violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and

9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted: 16 October 2014

Revised:

3283- ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

Section: Teaching Staff Members
Date Created: October 2014
Date Edited: January 2018

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purpose of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purpose of the Policy, “improper electronic communications” means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member’s or student’s past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, bullying, or hate speech;
6. Communications requesting or trying to establish a personal relationship with a student beyond the staff member’s professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student

- a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
- b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
- c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.

2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student

- a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.

(1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text messaging Electronic Communications Between Teaching Staff Members and Students

- a. Text messaging communications between a teaching staff member and an individual student are prohibited.

(1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student

- a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.

- b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.

- c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.

- d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are

available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Report Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in the Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 16 October 2014

Revised: 13 October 2016

Revised:

3240- PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS (M)

Section: Teaching Staff Members
Date Created: January 2006
Date Edited: August 2017

M

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9B-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours

per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The PDP shall be updated annually in accordance with N.J.A.C. 9C-4.4(c) and modified during the year as outlined in N.J.A.C. 9C-4.4(d)

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9C-4.2.

All faculty and staff employed by the District shall receive training on Inclusion and Diversity as determined by the Superintendent and the Board of Education.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-8 through 13; 6A:9C-3.3;
6A:9C-4.1 et seq.

Adopted: 12 January 2006

Revised: 02 November 2006

Revised: 21 September 2010

Revised: 13 October 2016

Revised: 24 August 2017

Revised:

5420- REPORTING PUPIL PROGRESS (M)

Section: Students

Date Created: January 2006

Date Edited: January 2006

M

The Board of Education believes that the cooperation between school and home in the interests of children is fostered by the systematic communication of pupils' educational welfare to parent(s) or legal guardian(s). The Board directs the establishment of a program of reporting pupil progress to parent(s) or legal guardian(s) by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities. The above communications should be conducted in the parents/guardians native language whenever possible in the event that they do not understand English.

The Superintendent shall develop, in consultation with appropriate teaching staff members, procedures for reporting pupil progress to parent(s) or legal guardian(s) that utilize various methods of reporting appropriate to grade level and curriculum content; ensure that the pupil and parent(s) or legal guardian(s) receive ample warning of a possible failing grade or any grade that would adversely affect the pupil's educational status; enable the scheduling of parent-teacher conferences at such times as will ensure the greatest degree of participation by parent(s) or legal guardian(s); and require the issuance of report cards at intervals of not less than four times annually.

Reports of individual achievement on State assessment tests shall be promptly made available to the pupil or the pupil's parent(s) or legal guardian(s).

N.J.A.C. 6:3-4A.1

Adopted: 12 January 2006

Revised:

5511- DRESS AND GROOMING

Section: Students

Date Created: January 2006

Date Edited: May 2015

Since school is a place of business and learning, pupils are expected to dress appropriately. It is the obligation of the pupils to maintain their personal appearance in a manner that reflects well on themselves and on the school.

Pupils will dress in good taste. It is their responsibility, as well as that of their parents, to see that the pupils are properly dressed and well-groomed. Any type of garment that does not contribute to the proper social and academic atmosphere of the school will be prohibited by the school authorities. Pupils will wear clothing that is neat, clean and suitable for classroom and campus. Attire should not be so extreme as to create a disturbance of the educational environment.

Proper and safe footwear is required at all times. No spike heels that exceed three inches.

Head coverings are not permitted unless for religious, cultural or medical purposes. Hats are not to be carried throughout the school after homeroom period.

Skin-tight fitting pants are not permitted.

Clothing designed for outdoor use is not permitted to be worn in the classroom unless deemed necessary by the teacher or Principal.

Clothing that could cause damage to any pupil or school property is not to be worn.

Girls are not permitted to wear transparent blouses.

Halter-tops and tube-tops are not permitted. Tops must meet the waistband of slacks, skirts or shorts.

Knee-length skirts, dresses and Bermuda shorts with waistbands may be worn as long as they are appropriate and are neat in appearance.

Undershirts are not permitted to be worn as the outer garment.

Slogans, patches and emblems that promote hate, discrimination and/or obscence ~~are obscene~~ are not permitted.

Clothing worn while actively participating in a physical education class is not to be worn in the classroom in schools where locker rooms are available. A change of clothing must be brought to school. Physical education attire (such as sweat suits, etc.) is only permitted to be worn in gym area and/or athletic field.

N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9

Adopted: 12 January 2006

Revised: 06 May 2015

Revised:

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7522- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS

Section: Property

Date Created: December 2016

Date Edited: December 2019

The Board of Education may provide technology devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to staff members. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, wi-fi or "hotspots" or any other computing or electronic devices the school district provides to staff members to be used in their school business related responsibilities.

A technology device provided by the school district to a staff member may include pre- loaded software. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A staff member(s) will be designated to administer and implement the issuance of school district technology devices to staff members.

In the event the Board of Education provides a technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

1. A technology device provided to a staff member shall be used only by the staff member for the sole and express purpose of conducting official school district business;
2. Use of all such devices is subject to the school district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;
3. All technology devices are considered the personal property of the Board of Education and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;
4. Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks.
5. Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft,

damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:

- a. Keep the technology device in a locked and secured environment when not being used;
- b. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
- c. Keep food and drinks away from all technology devices and work areas;
- d. Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee;
- e. Do not leave the technology device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
- f. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.

6. Should the staff member have reason to believe the technology device may have been stolen, the staff member must:

- a. Immediately report the incident to his/her immediate supervisor;
- b. File an official police report documenting the theft; and
- c. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to these procedures, the staff member may be held legally and financially responsible for the replacement of such technology device. A staff member shall be financially responsible for the loss or damage of a technology device

7. A staff member must contact the district designated staff member in the event the technology device is not functioning properly or for repairs and/or required maintenance;

8. The Board of Education is under no legal, financial, or other obligation to provide a replacement technology device to any employee whose device is lost, stolen, or damaged;

9. Any technology device provided to a staff member is the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the

technology device;

10. The staff member(s) designated to administer and implement the issuance of technology devices to staff members shall:

a. Maintain direct oversight of the inventory of devices, service contracts, agreements, and internal controls for all school district provided technology devices provided to staff members; and

b. Ensure compliance with regulatory policies and procedures as applicable

11. Any violation of Board of Education policies or procedures including, but not limited to, school district provided technology devices to staff members; acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action.

A copy of this Policy shall be attached to the agreement that shall be signed by any staff member who receives a technology device in accordance with the provisions of this Policy.

Adopted: 20 December 2016

Revised: 23 August 2018



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District Policy**7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**Section: Property
Date Created: February 2015
Date Edited: July 2018

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, "wi-fi" or "hotspots", or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program. The utilization of any school district technology device is for student use only in furtherance of their educational program. All other uses by any other member of the household is prohibited and may be grounds for the removal of the device.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district

A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;

2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;

4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;

5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;

6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;

A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;

Pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;

8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or

	<p>designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at risk pupils as defined in N.J.S.A. 18A:7F-45.</p> <p>Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.</p>
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N.J.S.A. 18A:34-1
P.L. 2013, Chapter 2

44- "The Anti-Big

Brother Act"

Adopted: 12

February 2015

Revised: 23 August

2018