AGENDA

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment periods will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break point in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topic. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent’s Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.

2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167).

3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.

4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.

5. No participant may speak more than once on the same topic until all others who wish to speak in that topic have been heard.

6. Questions requiring investigation shall be referred by the Board to the Superintendent’s Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potential to become lifelong learners and productive, responsible citizens.
I. CALL TO ORDER AND ROLL CALL

A. MOTION TO MOVE INTO EXECUTIVE SESSION – 6:00 P.M.

The Open Public Meetings Act authorizes a public body to meet in Executive Session under circumstances; and

Whereas, said law requires the Board to adopt a resolution at a public meeting before it can meet in such Executive Session; now, therefore,

Be it Resolved, by the Ridgewood Board of Education, that it does hereby determine that it is necessary to meet in Executive Session to discuss a personnel and/or litigation matter and/or negotiations and/or contract matter.

B. MOTION TO OPEN REGULAR SESSION – 7:30 P.M.

C. REGULAR PUBLIC MEETING SESSION CALL TO ORDER AND ROLL CALL

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

III. OPENING STATEMENT BY PRESIDING OFFICER

IV. INFORMATION

A. NATIONAL MERIT SCHOLARSHIPS

Ten Ridgewood High School students have been named National Merit Scholarship semifinalists and 25 others have received letters of commendation. About 1.5 million students took the 2018 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) last October and entered the National Merit Program, a nationwide competition for recognition and awards. Only some 16,000 who qualified as semifinalists have an opportunity to continue in the competition for Merit Scholarships to be offered next spring.

The following ten students have been designated semifinalists:


In addition to the ten semifinalists, the following 25 students have been identified as Commended Students in the 2018 competition:

Katherine A. Bamberg, Cameron Blair, Tomas E. Carlson, Vanessa Cheng, Sean Choi, Benjamin A. Crosly, James Ellinghaus, Emily A. Ertle, Avery Fogg, Ridley P. Handley, Nathaniel L. Kim, Nicole J. Kye, Grace E. Mabli, Joseph L.

V. PRESENTATIONS

Ms. Smith Wilson

A. RECOGNITION OF TRADITION OF EXCELLENCE AND ASHBY AWARD WINNERS

- Susan Christopher (Tradition of Excellence)
- Laura Fleming (Ashby Award)

B. STUDENT REPRESENTATIVE REPORT

Dr. Fishbein

VI. COMMENTS FROM THE PUBLIC

Ms. Smith Wilson

VII. CONSENT ITEMS

Dr. Fishbein

A. ATTENDANCE AT CONFERENCES

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on Attachment A.

B. ADMINISTRATION

Dr. Fishbein

i. Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

Dr. Fishbein

ii. Approval: Consulting Agreement with IMAC Insurance Management & Consulting

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a consulting agreement with IMAC Insurance Management & Consulting as the district Health Benefits Broker of Record, for the period October 1, 2019 through September 30, 2020, in the amount of $29,500.

The Board has received background information.

Dr. Fishbein

C. CURRICULUM & INSTRUCTION

Dr. Fishbein

i. Approval: Field Trips

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on Attachment B.
ii. **Approval: Designation of the Week of Respect**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves designating the week of October 7-11, 2019 as the Week of Respect, in accordance with law.

Dr. Fishbein

iii. **Approval: Designation of School Violence Awareness Week**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves designating the week of October 21-25, 2019 as School Violence Awareness Week in accordance with law.

A public hearing on the Student Safety Data System (including HIB), which will include a report on school violence and vandalism and reports on instructional programs designed to reduce such incidents, will be held at the November 4, 2019 Board meeting.

Dr. Fishbein

iv. **Approval: Professional Development Workshop Proposal from Conquer Mathematics**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development workshop proposal from Conquer Mathematics for K-5 Mathematics Training on October 14, 2019, in the amount of $2,000.

The Board has received background information.

Dr. Fishbein

v. **Approval: Professional Development Workshop Proposal from Bard College Institute for Writing & Thinking**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development proposal from Bard College Institute for Writing and Thinking for a workshop, “Teaching the Academic Paper,” for the Social Studies Department on November 6, 2019, in the amount of $7,926.

The Board has received background information.

Dr. Fishbein

vi. **Approval: Independent Contract Agreement with Megan Gropp**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an independent contract agreement with Megan Gropp for a two-hour professional development workshop for five related arts staff on October 14, 2019, in the amount of $600.

The Board has received background information.

Dr. Fishbein
vii. **Approval: Professional Development Agreement with Kristine Mraz/Be the Change Consulting LLC**

   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development agreement with Kristine Mraz/Be the Change Consulting LLC for “The Basics of Balanced Literacy K-5,” November 4-6, 2019, in the amount of $11,500.

   The Board has received background information.

viii. **Approval: Professional Development Agreement with Lumen Consulting Group**

   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development agreement with Lumen Consulting Group for a team building workshop for the leadership team at Benjamin Franklin Middle School, on October 8, 2019, in the amount of $2,500.

   The Board has received background information.

ix. **Approval: Professional Development Proposal from Jennifer L. Goeke, Ph.D.**

   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development proposal from Jennifer L. Goeke, Ph.D., for a workshop for preschool and elementary special education faculty, “Writing Quality IEPs: PLAAFP to Goal,” on November 6, 2019, in the amount of $2,000.

   The Board has received background information.

x. **Approval: Professional Development Agreement with Katie Traxler**

   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development agreement with Katie Traxler to provide up to eight hours of professional development training with the Elementary Music Teachers on November 6, 2019, in the amount of $1,000.

   The Board has received background information.
xi. **Approval: Professional Development Agreement with Anne E. Paynter**  
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development agreement with Anne E. Paynter to provide 3.5 hours of professional development training with the teachers of vocal music on November 6, 2019, in the amount of $500.

The Board has received background information.

xii. **Approval: Professional Services Agreement with the Center for Autism and Early Childhood Mental Health at Montclair State University**  
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional services agreement with the Center for Autism and Early Childhood Mental Health at Montclair State University to support the Ridgewood Early Achievement for Children Preschool (REACH), RISE and RED programs at Glen School for the period July 1, 2019 through June 30, 2020, in the amount of $7,425.

The Board has received background information.

xiii. **Approval: Applied Behavioral Analysis Parent Training Agreement Between Region II and Non-Member Districts for the 2019-2020 School Year**  
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an Applied Behavioral Analysis Parent Training Agreement between Region II and Non-Member Districts for the period July 1, 2019 through June 30, 2020.

The Board has received background information.

xiv. **Approval: 2019-2020 School Year Extraordinary Services for Out of District Students and Budgeted Out of District Students**  
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2019-2020 school year extraordinary services for out of district students and budgeted out of district students listed below.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th># OF STUDENTS</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCSSSD - New Bridges Middle School</td>
<td>2</td>
<td>1:1 Aide (a/o 9/5/19)</td>
</tr>
<tr>
<td>Paramus, NJ (tuition approved 8/26/19)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCSSSD - Washington Elementary</td>
<td>1</td>
<td>1:1 Aide (a/o 9/5/19)</td>
</tr>
<tr>
<td>Paramus, NJ (tuition approved 8/26/19)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cresskill Public Schools</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Cresskill, NJ</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
D. HUMAN RESOURCES

i. **Approval: Revision to Current Job Description and Title Change**
   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the revision to the current job description and title change, as listed below and on Attachment C.

   **From:** Public Information Officer  
   **To:** Public Information Officer and Special Projects

ii. **Approval: Creation of Position for the 2019-2020 School Year and Job Description**
   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of position for the 2019-2020 school year and job description, as listed below and on Attachment D.

   - District Coordinator School-Based Mental Health Services

iii. **Appointments**
   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, as required.

   **Field Placements**
   - **BADO, Victoria** – Clinical Observation with Karen Morris, Occupational Therapist, Hawes School and Willard School, effective September 24, 2019 through November 27, 2019
   - **CABRERIZA, Barbara** – Montclair State University, Clinical Placement with Stephen Polanin, Music Teacher, Travell School, effective September 17, 2019 through December 20, 2019
   - **CALTON, Lauren** – Fairleigh Dickinson University, Student Teacher Placement with Kristin Rosolanko, Math Teacher, Benjamin Franklin Middle School, effective September 17, 2019 through April 30, 2020
   - **CORDERO, Amy** – Montclair State University, student athletic trainer placement, to shadow Nikitas Nicholaides, Ridgewood High School, effective August 12, 2019 through November 29, 2019
Permanent Substitute for the 2019-2020 School Year
George Washington Middle School

- **Marcee Taylor**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50
  Account #11-130-100-101-00-00-019-002

Classroom Aides/Lunchroom Aides

**CHOSTAKA, Allison** - Applied Behavior Analyst Aide (ABA), Ridge School, effective September 12, 2019, or as soon after as possible, through June 23, 2020, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $19.77
Account #11-000-217-106-00-04-024-001

**D'ANDREA, Jerry** – Resource Room Special Education Classroom Aide, George Washington School, effective September 24, 2019, or as soon after as possible, through June 23, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of $17.16
Account #11-213-100-106-00-09-024-001

**DAY, Genevieve** – Kindergarten Aide, Willard School, effective September 26, 2019, or as soon after as possible, through June 23, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of $17.16
Account #11-190-100-106-11-07-007-001

**KING, Sean** - Applied Behavior Analyst Aide (ABA), Ridge School, effective September 12, 2019, or as soon after as possible, through June 23, 2020, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $19.77
Account #11-000-217-106-00-04-024-001

**LYNCH, Lisa** - Lunch Aide, Travell School, effective September 24, 2019, or as soon after as possible, through June 23, 2020, pending verification of employment as outlined by Chapter 5, 2 hours per day, 5 days per week, at an hourly rate of $17.16
Account #11-000-262-107-00-06-006-001

**McLAUGHLIN, Amy** - Resource Room Special Education Classroom Aide, Somerville School, effective September 24, 2019, or as soon after as possible, through June 23, 2020, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.16
Account #11-213-100-106-00-05-024-001
SALCEDO, Yosmari - Teaching Assistant (REACH), Glen School, effective September 24, 2019, or as soon after as possible, through June 23, 2020, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $14.72
Account #11-216-100-106-00-01-024-001

SRBLJAK, Bojana - Resource Room Special Education Classroom Aide, George Washington Middle School, effective September 24, 2019, or as soon after as possible, through June 23, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of $17.16
Account #11-213-100-106-00-09-024-001

ULLAH, Tania - Lunch Aide, Orchard School, effective September 24, 2019, or as soon after as possible, through June 23, 2020, pending verification of employment as outlined by Chapter 5, 2 hours per day, 5 days per week, at an hourly rate of $17.16
Account #11-000-262-107-00-03-003-001

ZINZI, Dorina – Self-Contained (RED) Special Education Classroom Aide, Glen School, effective September 24, 2019 or as soon after as possible, through June 23, 2020, pending verification of employment as outlined by Chapter 5, 2 hours per day, 5 days per week, at an hourly rate of $17.16

Infant/Toddler Development Center

INTRONA, Kim – Teacher Assistant Entry Level – Step I, effective September 24, 2019, or as soon after as possible, through June 30, 2020, 8 hours per day, 5 days per week, at an hourly rate of $12.00
Account #62-990-100-106-00-62-060-001

VACCARO, Marielle – High School Aide, effective September 24, 2019 through June 30, 2020, up to a maximum of 5 hours per day, 5 days per week, at an hourly rate of $10.00
Account #62-990-100-106-00-62-060-001

Home Instructors, on an as-needed basis, for the 2019-2020 School Year

- Heather Currier*, Elementary School Teacher, at an hourly rate of $58.09
Account #11-150-100-101-00-24-024-001 (Regular Ed)
Account #11-219-100-101-00-24-024-001 (Special Ed)

*Related to staff member
Acting Principal, on an as needed basis, for the 2019-2020 School Year
SOLOMON, Dr. Gene - at a daily rate of $500

Winter 2019 and Spring 2020 Coaching Assignments
As listed on Attachment E

Ridgewood High School Volunteer Coaches
Baseball
Brett Lowy

Ice Hockey
Joseph Basile
Glenn Carlough
Michael Sbarro

Boys Soccer
Jack Cardew

Softball
Craig Mahler

Boys Track & Field
Joshua Saladino

Girls Track & Field
Joshua Saladino

Wrestling
Brandon Giovanetti
Kenneth Hayes
Terrance Madden
Ray Uzoaru
Derek Valenti

Winter Track
Joshua Saladino
Account #11-402-100-101-00-10-034-001

Site Manager
Aaron Mandel, not to exceed 100 hours, at an hourly rate of $40.17 ($4,017)
Account #11-402-100-104-00-10-034-001

Additional: Ridgewood Community School Employees – Fall 2019
Adult Education
Susan Liebowitz
Eric Santoli
Account #13-602-100-101-00-60-060-001
iv. **Change in Salary Classification, effective August 30, 2019 through June 30, 2020, in accordance with the REA/Board Agreement**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Changes in Salary Classification, effective August 30, 2019 through June 30, 2020, in accordance with the REA/Board Agreement, as listed on Attachment F.

v. **Resignations**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

**Classroom Aides**

BANUSHI, Artur - Resource Room Special Education Classroom Aide, George Washington Middle School, effective July 1, 2019

DALY, Ann - Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, effective September 27, 2019

MAYER, Suzanne – Kindergarten Aide, Willard School, effective September 25, 2019

VAUGHAN, Catherine - Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, effective September 18, 2019

vi. **Leave of Absences**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

FISCHER, Kacey – First Grade Teacher, Hawes School, from January 2, 2020 through June 24, 2020, with a reinstatement date of September 1, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

**Revision:** GRIBBEN, Hailey – First Grade Teacher, Orchard School, from effective May 20, 2019 through June 21, 2019; and August 30, 2019 through October 9, 2019, with a reinstatement date of October 10, 2019, approved by the Board at its meeting on February 25, 2019; to effective May 20, 2019 through June 21, 2019; and August 30, 2019 through November 1, 2019, with a reinstatement date of
November 4, 2019, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: POSPISCHIL, Leanne – SAIL Teacher, Hawes School, from effective September 16, 2019 through May 1, 2020, with a reinstatement date of May 4, 2020, approved by the Board at its meeting on June 3, 2019, to effective September 5, 2019 through May 1, 2020, with a reinstatement date of May 4, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vii. **Supplemental Pay Beyond Contract**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves supplemental pay beyond contract, as listed below.

**Hawes School**

Clubs and Activities for the 2019-2020 School Year, as listed on Attachment G

Account #11-401-100-101-00-02-002-001

**Orchard School**

Clubs and Activities for the 2019-2020 School Year, as listed on Attachment H

Account #11-401-100-101-00-03-003-001

**Ridge School**

Clubs and Activities for the 2019-2020 School Year, as listed below.

Account #11-401-100-101-00-04-004-001

<table>
<thead>
<tr>
<th>Name</th>
<th>Club Name</th>
<th>Hours Not to Exceed</th>
<th>Rate of Pay</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betstadt, Molly</td>
<td>Student Leadership Club</td>
<td>30</td>
<td>$40.17</td>
<td>$1,205.10</td>
</tr>
<tr>
<td>Macri, Elizabeth</td>
<td>Reflex Math Program Supervisor</td>
<td>5</td>
<td>$40.17</td>
<td>$200.85</td>
</tr>
<tr>
<td>Mitchell, Lindsay</td>
<td>Thinking Cap Quiz Bowl</td>
<td>15</td>
<td>$40.17</td>
<td>$602.55</td>
</tr>
<tr>
<td>Tobin, Deirdre</td>
<td>Student Leadership Club</td>
<td>30</td>
<td>$40.17</td>
<td>$1,205.10</td>
</tr>
</tbody>
</table>

**Fifth Grade Restaurant – October 29-30, 2019**

Three Chaperones: Lindsay Mitchell, Meghan McDermott, and Matthew Tarulli, each to receive a stipend of $100 per night ($600)

Account #11-401-100-101-00-04-004-001

**Office Restructuring**

- Margret Quinlan, not to exceed 4 hours, at an hourly rate of $38.04 ($152.16)
Somerville School
Clubs and Activities for the 2019-2020 School Year, as listed on Attachment I
Account #11-401-100-101-00-05-005-001

Travell School
Clubs and Activities for the 2019-2020 School Year, as listed on Attachment J
Account #11-401-100-101-00-06-006-001

Willard School
Clubs and Activities for the 2019-2020 School Year, as listed on Attachment K
Account #11-401-100-101-00-07-007-001

Benjamin Franklin Middle School
Co-curricular Activity Advisors and Stipends for the 2019-2020 School Year, as listed on Attachment L
(Remuneration in accordance with negotiated Agreement; ratio is applied to the 2019-20 BA Maximum of $91,542)
Account #11-401-100-101-00-08-008-001

Student Club Activity Advisors
Student Club Activity Advisors for the 2019-2020 School Year, as listed on Attachment M
Account Number: 11-401-100-101-00-08-008-001

Intramural Activities for the 2019-2020 School Year
Volleyball, Track, Weight, Open Gym, not to exceed a total of 300 hours, each to receive an hourly rate of $40.17 ($12,000) Advisors: Erin Corcoran, Trecia Donnelly, Todd Ferreri, Jaime Marzocchi, Amber Nizza, Benjamin Ran, Michael Rooney, Donna Skettini, Lisa Sutera, Jason Ordini, Neil Valere, Meredith Wearley, Kerriann Reilly
Account #11-401-100-101-00-08-008-001

Open House for New Students and Incoming Fifth Grade
• Marisa Mahoney, not to exceed 3 hours, at an hourly rate of $54.74 ($164.22)
Account #11-000-218-104-00-08-008-001

Back to School Night - October 10, 2019
• Elisabeth Fontana, not to exceed 2 hours, at an hourly rate of $40.17 ($80.34)
Account #11-130-100-101-00-08-008-001
George Washington Middle School
Co-curricular Activity Advisors and Stipends for the 2019-2020 School Year, as listed on Attachment N (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2019-20 BA Maximum of $91,542)
Account #11-401-100-101-00-09-009-001

Morning Cafeteria Supervision - September 4, 2019 through June 22, 2020
- Gerald Schoenberger, not to exceed .50 hours per day, at an hourly rate of $21.50
Account #11-130-100-101-00-09-009-001

Revision:
Sixth Grade Field Trip to Camp Nyoda, Oak Ridge, NJ
September 16, 2019 and September 17, 2019 (originally approved by the Board at its meeting on September 9, 2019)
One Substitute Nurse
From: Theresa DiMaulo
To: Laura Thurlow, for two days, at $150 per day ($300)
Account #11-000-213-104-00-09-009-001

Ridgewood High School
Co-curricular Activity Advisors and Stipends for the 2019-2020 School Year, as listed on Attachment O (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2019-20 BA Maximum of $91,542)
Account #11-401-100-101-00-10-010-001

Professional Development Days - August 30, 2019, October 14, 2019, November 6, 2019, and March 27, 2020
- Kelly Clark, not to exceed 4.5 hours, at an hourly rate of $58.04 ($783.54)
- Gary Fink, not to exceed 6 hours, at an hourly rate of $42.49 ($764.82)
- Larry Holand, not to exceed 2.25 hours, at an hourly rate of $62.46 ($421.61)
- Jennifer Landa, not to exceed 2.25 hours, at an hourly rate of $54.37 ($367)
Account #11-140-100-101-00-10-010-001

Additional: Ticket Booth - Home Football Games, each to receive $50 per game/$65 per game for Ticket Taker Runner, each not to exceed 7 games per season
- Candace Mitola
Account #11-402-100-104-00-10-034-001
Special Programs
ABA Training Completed and Certified – hourly rates from $19.77 to $20.81, effective September 3, 2019
- James Beyer
- MaryAnn Blau
- Thomas Bushnauskas
- Ritu Chowbey
- Lauren Huden
- Tammy Laurite
- Lindsay Mager
- Jo’ell Oliver
- Alexander Scofi
Account #11-000-217-106-00-24-024-001

Additional Secretarial Support
- Nadine Macolino, Secretary, Glen School, to provide secretarial support for the RED and REACH Programs, not to exceed 10 hours, at an hourly rate of $27.66 ($276.60)
Account #11-000-219-105-00-01-024-001

viii. Substitutes for the 2019-2020 School Year
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2019-2020 school year, as listed below.
Teachers: Madison Bonavita, Jerry D’Andrea, Ann Daly, Genevieve Day, Rachel Dittamo, Karen Feder, Rosemary Gunther, Elizabeth Hamilton, Elena Kim, Alexandra Kowalski, Kirsten Kral, Sunghee Ku, Catherine Lawrence, Poopak Mohajer, Eileen O’Brien, Izabella Sandoval, Martha Sebti, Natalie Sherman, Brittany Tarantino, Patrick Thurlow, and Samara Yegelwel

Nurse: Emily Wong
Secretary: Ann Daly
Account Number: TBD

E. FINANCE

i. Acceptance of Restricted Donations
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the 2019-2020 school year, to be used as indicated.

<table>
<thead>
<tr>
<th>Donor</th>
<th>Amount</th>
<th>Use</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. &amp; Mrs. Esteve</td>
<td>$ 200</td>
<td>To purchase supplies for the Robotics Club at RHS.</td>
<td>20-020-100-610-00-10-010-001</td>
</tr>
</tbody>
</table>
Acceptance of a gift in kind from Sky Friend of a mini-fridge for a classroom at Glen School, valued at approximately $50.

Acceptance of a gift in kind from Gregory Harrison of storage cubbies for the Art room and outdoor seating benches for the Art Garden at Orchard School, valued at approximately $700.

Acceptance of a gift in kind from the New Players Company, Inc. for gifts valued at $198,949.32 for the 2018-2019 school year and summer season, used for production costs, staffing, scholarships, capital improvements and other expenses.

Acceptance of a gift in kind from RHS Student Congress of three plastic bins to be used for storage at RHS, valued at approximately $32.94.

ii. **Approval: Authorization of the Cancellation of Outstanding Columbia Bank Checks Drawn on Student Activity Accounts at Various Schools**

   Dr. Fishbein  

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the authorization of the cancellation of outstanding Columbia Bank checks drawn on various schools’ student activity accounts as listed below.

Whereas, the Business Office has reviewed the disbursement activity of these accounts and found that these outstanding checks are approximately six months or more old and should be cancelled; now, therefore,

Be it Resolved, that the Ridgewood Board of Education authorize the cancellation of the checks listed below.

<table>
<thead>
<tr>
<th>HAWES SCHOOL</th>
<th>DATE</th>
<th>CHECK #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/28/19</td>
<td>1096</td>
<td>$ 250.00</td>
</tr>
<tr>
<td></td>
<td>5/28/19</td>
<td>1097</td>
<td>$ 250.00</td>
</tr>
<tr>
<td></td>
<td>5/28/19</td>
<td>1098</td>
<td>$ 250.00</td>
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<table>
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<th>DATE</th>
<th>CHECK #</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>12/18/18</td>
<td>2140</td>
<td>$ 416.00</td>
</tr>
</tbody>
</table>
iii. **Approval: Addendum to the In-Home Services Agreement Between the Bergen County Special Services Board of Education and the Ridgewood Board of Education**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the addendum to the In-Home Services Agreement between the Bergen County Special Services Board of Education and the Ridgewood Board of Education for the period September 1, 2019 through June 30, 2020.

The Board has received background information.

iv. **Approval: Disposal of Equipment**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of equipment, as listed below through [www.govdeals.org](http://www.govdeals.org). This equipment is obsolete and no longer needed.

**Education Center**
- 1 Allen & Heath MixWizard 16 input mixing board
- 1 RTS Systems TW intercom system user station
- 1 RTS Systems TW intercom system power supply
- 1 Extron High Resolution computer-to-video scan converter
- 1 Panasonic Special Effects Generator
- 1 Sharp VCR
- 1 VideoTek VDA-16 Video Distribution Amplifier
- 1 SONY AC adapter
- 4 SONY video monitors
- 1 Prime Image TBC / Freeze II Time Base correcter
- 2 Hitachi Remote Operation Unit
- 2 VideoTek video monitors

v. **Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.
vi. **Approval: Non-Public School Security Aid Program Agreement with Little Crane Montessori School**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Non-Public School Security Aid Program Agreement for the 2019-2020 School Year between the Ridgewood Board of Education and the Little Crane Montessori School. The State Aid entitlement for the 2019-2020 school year is $150.

The Board has received background information.

vii. **Approval: Non-Public School Security Aid Program Agreement with the Naaleh High School for Girls**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Non-Public School Security Aid Program Agreement for the 2019-2020 School Year between the Ridgewood Board of Education and the Naaleh High School for Girls. The State Aid entitlement for the 2019-2020 school year is $5,100.

The Board has received background information.

viii. **Approval: Non-Public School Technology Initiative Agreement with the Little Crane Montessori School**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Non-Public School Technology Initiative Agreement for the 2019-2020 School Year between the Ridgewood Board of Education and the Little Crane Montessori School. The State Aid entitlement for the 2019-2020 school year is $36.00.

The Board has received background information.

ix. **Approval: Non-Public School Technology Initiative Agreement with the Naaleh High School for Girls**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Non-Public School Technology Initiative Agreement for the 2019-2020 School Year between the Ridgewood Board of Education and the Naaleh High School for Girls. The State Aid entitlement for the 2019-2020 school year is $936.00.

The Board has received background information.
x. **Approval: Budget Appropriation Transfers**

   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **August 2019** as shown in the Journal Entry listing pursuant to Policy 6422.

   Dr. Fishbein

xi. **Approval: Secretary’s Line Item Certification**

   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

   Whereas, the Board of Education has received the Report of the Secretary for the month of **August 2019**;

   Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

   Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and

   Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary’s monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the school year.

   Dr. Fishbein

xii. **Approval: Acceptance of the Board Secretary and Treasurer Report**

   The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

   Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **August 2019**; now, therefore,

   Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

   Dr. Fishbein
VIII. APPROVAL OF BILLS

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

<table>
<thead>
<tr>
<th>DATES</th>
<th>DESCRIPTION</th>
<th>CHECK NUMBER</th>
<th>AMOUNTS</th>
<th>REVIEWED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 6</td>
<td>Columbia Bank On-Line</td>
<td>094986-095033</td>
<td>676,735.38</td>
<td>C. Kaufman</td>
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<td>Columbia Bank On-Line</td>
<td>095034-095179</td>
<td>746,947.75</td>
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<tr>
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<td>Columbia Bank On-Line</td>
<td>095180-095302</td>
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<td>Payroll Transfer</td>
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<td>C. Kaufman</td>
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<td>Sept 16</td>
<td>Electronic Transfer</td>
<td>B27370</td>
<td>670,025.00</td>
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<td>Electronic Transfer</td>
<td>H27158</td>
<td>1,218,351.11</td>
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<td>Sept 5</td>
<td>Electronic Transfer</td>
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<td>1,152.13</td>
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<td>Electronic Transfer</td>
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<td>Electronic Transfer</td>
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<td>69,933.70</td>
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<td>Food Service</td>
<td>620159</td>
<td>36,480.43</td>
<td>C. Kaufman</td>
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<tr>
<td>Sept 5</td>
<td>Columbia Bank Void Check</td>
<td>094974</td>
<td>(39,950.00)</td>
<td>C. Kaufman</td>
</tr>
<tr>
<td>Sept 10</td>
<td>Columbia Bank Void Check</td>
<td>094930</td>
<td>(63.75)</td>
<td>C. Kaufman</td>
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<td></td>
<td>TOTAL</td>
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<td>7,169,494.33</td>
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</table>

IX. BOARD MEMBER ANNOUNCEMENTS

X. COMMENTS FROM THE PUBLIC

XI. DISCUSSION ITEMS

- New Policies/Regulations and Revisions to Policy/Regulations
  - Policy & Regulation 1642 – Earned Sick Leave Law (Attachment P) new
  - Policy 3159 – Teaching Staff Member/School District Reporting Responsibilities (Attachment Q) revised
  - Policy & Regulation 3218 – Use, Possession, or Distribution of Substances (Attachment R) revised
  - Policy & Regulation 4218 – Use, Possession, or Distribution of Substances (Attachment S) revised
  - Policy 4219 – Commercial Driver’s License Controlled Substances and Alcohol Use Testing (Attachment T) revised
  - Policy 5517 – School District Issued Student Identification Cards (Attachment U) revised
  - Policy & Regulation 6112 – Reimbursement of Federal and Other Grant Expenditures (Attachment V) (revised)
  - Policy 6620 – Petty Cash (Attachment W) (revised)
  - Policy & Regulation 7440 – School District Security (Attachment X) revised
  - Regulation 7510 – Use of School Facilities (Attachment Y) revised
  - Policy & Regulation 8600 – Student Transportation (Attachment Z) revised
  - Policy 8630 – Bus Driver/Bus Aide Responsibility & Regulation 8630 – Emergency School Bus Procedures (Attachment AA) revised
o Policy 8670 – Transportation of Special Needs Students – revised and Regulation 8670 Transportation of Special Education Students/Non-Public and Bergen County School Districts new (Attachment BB)

o Regulation 9191 – Booster Clubs (Attachment CC) new

o Policy 9210 Parent Organizations (revised) & Regulation 9210 – Parent Organizations (new) (Attachment DD)

o Policy 9400 Media Relations (Attachment EE) revised

XII. NOMINATION TO FILL BOARD MEMBER VACANCY  Ms. Smith Wilson

A. ELECTION OF NEW BOARD MEMBER  Dr. Fishbein

XIII. OTHER BUSINESS  Ms. Smith Wilson

XIV. MOTION TO GO INTO EXECUTIVE SESSION  Ms. Smith Wilson

XV. RECONVENE PUBLIC MEETING  Ms. Smith Wilson

XVI. ADJOURNMENT  Ms. Smith Wilson

Coming Meetings

October 7, 2019
Regular Public Meeting
7:30 p.m. Education Center

November 4, 2019
Regular Public Meeting
7:30 p.m. Education Center

November 18, 2019
Regular Public Meeting
7:30 p.m. Education Center
<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Name of Conference</th>
<th>Location &amp; Dates</th>
<th>Rationale</th>
<th>Estimated Cost for Approval</th>
<th># of Sub Days required</th>
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</thead>
<tbody>
<tr>
<td>Lora, Cindy</td>
<td>Handle with Care Train the Trainer</td>
<td>Clarksburg, NJ September 16-18, 2019</td>
<td>Professional Development</td>
<td>$ 152</td>
<td>0</td>
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<tr>
<td>Cindy, Glen</td>
<td>Train the Trainer</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lee, Brian</td>
<td>Bard College Institute for Reading &amp; Writing: A Dream</td>
<td>Annandale-on-Hudson, NY September 27, 2019</td>
<td>Professional Development</td>
<td>$ 613</td>
<td>0</td>
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<tr>
<td>RHS</td>
<td>or a Nightmare? The Great Gatsby and Get Out</td>
<td></td>
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<tr>
<td>Petrick, Donna</td>
<td>Intl. Dyslexia Association Fall Conference</td>
<td>Somerset, NJ October 4, 2019</td>
<td>Professional Development</td>
<td>$ 235</td>
<td>1</td>
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<tr>
<td>RHS</td>
<td></td>
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<tr>
<td>Nolan, Amy</td>
<td>Using the SIOP to Plan/Implement Instruction</td>
<td>Somerset, NJ October 4-16, 2019</td>
<td>Professional Development</td>
<td>$ 175</td>
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<td>RHS</td>
<td></td>
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<tr>
<td>Nast, Jeanette</td>
<td>&quot;Before, During and After&quot; Assessment, Intervention,</td>
<td>Somerset, NJ October 15-16, 2019</td>
<td>Professional Development</td>
<td>$ 165</td>
<td>0</td>
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<tr>
<td>Somerville</td>
<td>and Transition – Somerset, NJ</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Monahan, Timothy</td>
<td>NJ Council for Social Studies K-12 Fall Conference</td>
<td>New Brunswick, NJ October 21, 2019</td>
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<td>$ 90</td>
<td>0</td>
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<tr>
<td>RHS</td>
<td></td>
<td></td>
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<tr>
<td>Krasinski, Kristen</td>
<td>Exploring Contested Historical Turning Points</td>
<td>Leonia, NJ – October 23, 2019</td>
<td>Professional Development</td>
<td>$ 145</td>
<td>1</td>
</tr>
<tr>
<td>BFMS</td>
<td>– The Choices Approach</td>
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<td>Mitchell, Mike</td>
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<td>Leonia, NJ – October 23, 2019</td>
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<tr>
<td>BFMS</td>
<td>– The Choices Approach</td>
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<tr>
<td>Burnett, Alice</td>
<td>Money Talks</td>
<td>Livingston, NJ October 25, 2019</td>
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<tr>
<td>RHS</td>
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<td></td>
<td></td>
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<tr>
<td>Vrachimis, Peggy</td>
<td>Intermediate IMSE Orton-Gillingham Training</td>
<td>Secaucus, NJ October 28-November 1, 2019</td>
<td>Professional Development</td>
<td>$1,235</td>
<td>5</td>
</tr>
<tr>
<td>Travell</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mahoney, Marisa</td>
<td>Anxiety in the Classroom</td>
<td>Nanuet, NY November 15, 2019</td>
<td>Professional Development</td>
<td>$ 220</td>
<td>0</td>
</tr>
<tr>
<td>BFMS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Pfeiffer, David</td>
<td>Anxiety in the Classroom</td>
<td>Nanuet, NY November 15, 2019</td>
<td>Professional Development</td>
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<td>0</td>
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<tr>
<td>Travell/Willard</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rubin, Lindsay</td>
<td>Anxiety in the Classroom</td>
<td>Nanuet, NY November 15, 2019</td>
<td>Professional Development</td>
<td>$ 220</td>
<td>0</td>
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<tr>
<td>Orchard/Ridge</td>
<td></td>
<td></td>
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<td>Sheer, Lara</td>
<td>Anxiety in the Classroom</td>
<td>Nanuet, NY November 15, 2019</td>
<td>Professional Development</td>
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<td>0</td>
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<tr>
<td>BFMS</td>
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</tbody>
</table>
The total cost for these conferences is $6,908. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2019-20 will be $92,746 leaving a balance of $98,692.

The total cost of substitutes for these conferences is $1,500. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2019-20 will be $12,100.
<table>
<thead>
<tr>
<th>Date</th>
<th>School</th>
<th>Approx. # and Group of Students</th>
<th># of Substitutes and dates for each</th>
<th>Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse</th>
<th>Est. Total Cost To District</th>
<th>Annual Event</th>
<th>Meets Requirements</th>
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</thead>
<tbody>
<tr>
<td>09/20/19</td>
<td>RHS</td>
<td>5 RISE students</td>
<td>5</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>no</td>
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<tr>
<td>09/27/19</td>
<td>RHS</td>
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<td>$0</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>10/02/19</td>
<td>Willard</td>
<td>29 grade 5 students</td>
<td>4</td>
<td>$100</td>
<td>$100</td>
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<td>yes</td>
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<tr>
<td>10/03/19</td>
<td>Willard</td>
<td>28 grade 5 students</td>
<td>4</td>
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<td>$0</td>
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<td>yes</td>
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<td>RHS</td>
<td>4 members of the Cambodia Club</td>
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<td>$0</td>
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<td>yes</td>
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<tr>
<td>10/04/19</td>
<td>RHS</td>
<td>5 RISE students</td>
<td>5</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
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<tr>
<td>10/05/19</td>
<td>RHS</td>
<td>40 grades 9-12 music students</td>
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<td>$0</td>
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<tr>
<td>10/07/19</td>
<td>Orchard</td>
<td>63 grade 4 art Students</td>
<td>19</td>
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<td>$0</td>
<td>no</td>
<td>yes</td>
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<tr>
<td>10/09/19</td>
<td>RHS</td>
<td>25 members of Student Congress</td>
<td>3</td>
<td>$0</td>
<td>$0</td>
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<td>yes</td>
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<tr>
<td>10/10/19</td>
<td>Travell</td>
<td>75 grade 5 students</td>
<td>13</td>
<td>$100</td>
<td>$100</td>
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<td>yes</td>
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<tr>
<td>10/16/19</td>
<td>RHS</td>
<td>26 grade 12 social studies students</td>
<td>1</td>
<td>$0</td>
<td>$0</td>
<td>yes</td>
<td>yes</td>
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<tr>
<td>10/16/19</td>
<td>Ridge</td>
<td>73 grade 5 students</td>
<td>10</td>
<td>$0</td>
<td>$0</td>
<td>yes</td>
<td>yes</td>
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<tr>
<td>10/18/19</td>
<td>BFMS</td>
<td>68 grade 8 music students</td>
<td>4</td>
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<td>yes</td>
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<td>10/18/19</td>
<td>RHS</td>
<td>90 members of the marching band</td>
<td>10</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
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<td>10/18/19</td>
<td>RHS</td>
<td>5 RISE students</td>
<td>5</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Date</td>
<td>School</td>
<td>Approx. # and Group of Students</td>
<td># of Substitutes and dates for each</td>
<td>Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse</td>
<td>Est. Total Cost To District</td>
<td>Annual Event</td>
<td>Meets Requirements</td>
</tr>
<tr>
<td>----------</td>
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<td>-------------------------------------</td>
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<td>-----------------------------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>10/21/19</td>
<td>Somerville</td>
<td>68 grade 4 students</td>
<td>12</td>
<td>$0</td>
<td>$0</td>
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<td>yes</td>
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<td>10/22/19</td>
<td>RHS</td>
<td>33 grades 9-11 world language students</td>
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<td>$0</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>10/23/19</td>
<td>Willard</td>
<td>26 grade 5 students</td>
<td>4</td>
<td>$0</td>
<td>$0</td>
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<td>yes</td>
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<tr>
<td>10/24/19</td>
<td>Somerville</td>
<td>90 grade 5 students</td>
<td>20</td>
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<tr>
<td>10/25/19</td>
<td>Somerville</td>
<td>53 grade K students</td>
<td>16</td>
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<td>11/01/19</td>
<td>RHS</td>
<td>17 member of the Latin Club</td>
<td>2</td>
<td>$0</td>
<td>$120 (driver)</td>
<td>yes</td>
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<tr>
<td>11/02/19</td>
<td>RHS</td>
<td>16 members of the Latin Academic Team</td>
<td>2</td>
<td>$0</td>
<td>$1,030 (bus)</td>
<td>yes</td>
<td>yes</td>
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<tr>
<td>11/02/19</td>
<td>RHS</td>
<td>25 members of the Speech &amp; Debate Club</td>
<td>1</td>
<td>$0</td>
<td>$1,500 (bus)</td>
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<td>yes</td>
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<tr>
<td>11/05/19</td>
<td>Willard</td>
<td>83 grade 4 students</td>
<td>17</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
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<tr>
<td>11/16/19</td>
<td>RHS</td>
<td>25 members of the Speech &amp; Debate Club</td>
<td>1</td>
<td>$0</td>
<td>$1,300 (bus)</td>
<td>yes</td>
<td>yes</td>
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<tr>
<td>12/04/19</td>
<td>BFMS</td>
<td>51 members of Broadway Bound Club</td>
<td>4</td>
<td>$0</td>
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</tr>
<tr>
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<td>RHS</td>
<td>25 members of the Speech &amp; Debate Club</td>
<td>1</td>
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<td>$1,150 (bus)</td>
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<tr>
<td>12/10/19</td>
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<td>12</td>
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</tr>
<tr>
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<td>RHS</td>
<td>40 members of the Ski Club</td>
<td>4</td>
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<td>$0</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Date</td>
<td>School</td>
<td>Approx. Group of Students</td>
<td># of Chaperones</td>
<td># Substitutes and dates for each</td>
<td>Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse</td>
<td>Est. Cost To District</td>
<td>Annual Event</td>
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<tr>
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<td>4</td>
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<tr>
<td>01/21/20</td>
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<td>40 members of the Ski Club</td>
<td>4</td>
<td>0</td>
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<td>4</td>
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</tr>
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<td>02/04/20</td>
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<td>40 members of the Ski Club</td>
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<td>RHS</td>
<td>25 members of the Speech &amp; Debate Club</td>
<td>1</td>
<td>0</td>
<td>$0</td>
<td>$750 (bus)</td>
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<td>03/27/20</td>
<td>RHS</td>
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<td>1</td>
<td>1 for 1/2 day p.m.</td>
<td>$50</td>
<td>$780 (total)</td>
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<td>Orchard</td>
<td>62 grade 4 music students</td>
<td>7</td>
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<td>Willard</td>
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<td>28</td>
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<td>Dates</td>
<td>School</td>
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<td># Unpaid Chaperones</td>
<td># Paid Chaperones And # of Overnights for each</td>
<td>Anticipated Cost for Teacher/Nurse Chaperones @ $200 per Overnight</td>
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<td>--------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>-----------------------------</td>
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<tr>
<td>11/07/19 to 11/9/19</td>
<td>RHS</td>
<td>24 members of ALPS</td>
<td>6</td>
<td>0</td>
<td>$0</td>
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<td>01/31/20 to 2/2/20</td>
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<td>$0</td>
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<td>0</td>
<td>$0</td>
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<td>RHS</td>
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<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
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<td>RHS</td>
<td>36 members of ALPS</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>05/15/20 to 5/17/20</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>06/24/20 to 6/28/20</td>
<td>RHS</td>
<td>24 members of ALPS</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
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JOB DESCRIPTION

I. Title: Public Information Officer and Special Projects

II. Qualifications:
   A. Degree in communications, journalism, technology or related field(s). (Preferred)
   B. Demonstrated effective written and oral communication skills.
   C. Strong administrative, organizational and interpersonal skills.
   D. Strong technology skills: social media, publishing, website development

III. Position Summary: To develop and maintain a climate of open communications with the Superintendent, central office administration, building administrators, the Board of Education, teachers, staff, parents, and the communities. To promote strategies to provide information to all stakeholders about the school district and its programs, activities, and budget.

IV. Reports to: Superintendent of Schools

V. Major Duties and Responsibilities:
   A. Social Media
      1. Serve as social media manager
      2. Organize and prepare items for social media.
      3. Train and oversee district social media programs for all district departments.
      4. Promote district events and activities.
      5. Present a yearly report on the uses of Ridgewood in social media and its effects on communications.
   
   B. Board of Education
      1. Disseminate Board of Education meeting materials to the media, interested community members, school community, schools and district website.
      2. Write and publish Board highlights, a summary of Board of Education meeting actions.
      3. Attend Board of Education meetings and other important evening activities.
   
   C. Superintendent of Schools
      1. Assist Superintendent in interpreting public opinion about the school district to develop programs to promote strong public relations.
      2. Assist with the preparation of district activity calendars.
      3. Serve as district spokesperson for media in the absence of the Superintendent and Board of Education President.
      4. Oversee crisis communications and serve as district spokesperson for the Crisis Management team.
      5. Assist the Superintendent or designee in collaborating with the established district parent groups.
      6. Organize and maintain Key Communicators Program.
      7. Advise Superintendent on delivering unified messages to the media and community.
      8. Prepare budget materials for public in consultation with Superintendent and Business Administrator.
D. Central Office/Administrators
1. Assist with communications between central office and schools.
2. Serve as in-house editor and proofreader for district materials, social media items, website information, and letters.

E. Media/Community-at-Large
1. Ensure public information availability and respond to media and public inquiries.
2. Provide story ideas to reporters and maintain relationships with area publishers, editors, and reporters.
3. Provide responses for public information in a timely fashion.
4. Answer questions from media in a timely fashion.
5. Collaborate with city and county to provide accurate and timely public information.
6. Highlight the accomplishments of the district’s students, staff, and alumni.
7. Attend district and community events.

F. Publications
1. Keep public informed of programs and accomplishments of school district.
2. Draft and edit public remarks, speeches, presentations, letters and commentaries to be delivered or submitted by the Superintendent or other senior leadership reflecting the mission, vision, and goals of the school district.
3. Plan and prepare overall communications program for the district.
4. Write, edit and publish publications for all district needs, including but not limited to the State Report Card, the Substitutes’ guide, Chalk Talk, Regional Review, content on the website, community education materials, etc.
5. Assist in the preparation, organization and development of the yearly calendar.
6. Create and publish materials for district, school events, activities, and student accomplishments.
7. Serve as district photographer for district and school events.
8. Assist with materials for budget and other projects, as needed.

G. Website
1. Assure the district website meets the needs of all stakeholders and organized for optimum use.
2. Serve as the webmaster for the district website. Write and edit content. Revise design and navigation as necessary; assist and contribute to schools and department with their pages.
3. Oversee daily changes and updates to the website.
4. Prepare weekly updates and distribute to staff and community members.

H. Administrative
1. Oversee administrative functions to achieve strong public information program.
2. In conjunction with the Superintendent, responsible for the communication vision strategy of the district and strategic planning initiative.
3. Serve on District Teacher Recognition Program award committees; Ashby and Tradition of Excellence.
4. Attend and prepare summary notes of monthly meetings of the Leadership Council and Superintendent’s Cabinet, etc.
5. Assist with coordination of district retirement, tenure, Ashby and Tradition of Excellence Celebrations, etc.
6. Develop and implement Community Surveys as well as review and analyze data and craft presentations to inform the public on key education topics.

I. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign or delegate.
VI. **Terms of Employment:** 12 months

VII. **Evaluation:** In accordance with New Jersey Administrative Code and Board of Education evaluation of staff.

Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 11/26/2012
Revised: 05/07/2017
Revised 09/23/2019
JOB DESCRIPTION

I. Title: Public Information Officer

II. Qualifications:

A. Bachelor’s degree.
B. Experience in Journalism or Public Relations.
C. Strong writing and editing skills.
D. Solid teamwork skills.
E. The abilities to multi-task, set priorities, and meet deadlines.
F. The ability to manage time efficiently and independently.
G. Proficiency in website content management theory and practice.
H. An understanding of and proficiency in the use of specific software applications, such as Word, PowerPoint, desktop publishing (Publisher), social media, student information system, and notification software.
I. An understanding and ability to apply recognized style guides, as necessary.
J. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The primary function of the Public Information Officer is to provide support for all communication with internal and external stakeholder groups. The person will write, design, and edit as necessary all internal and external communications published for the Ridgewood Public Schools, including the district’s website. This position will also work with recognized media outlets and administer social media outlets. The Public Information Officer works closely with the Superintendent of the Ridgewood Public Schools, district administrators, and staff to effectively manage website content, electronic communications, and media relations.

IV. Reports to: Superintendent of Schools

V. Major Duties and Responsibilities:

A. Media/Community Relations
   1. Recommend, write and/or edit, and distribute all press statements and press releases for the Superintendent, the administration, and the staff, as requested.
   2. Recommend, write and/or distribute press releases, statements, and other communications for the Board of Education, as requested.
   3. Write and/or edit the Superintendent’s monthly press columns, speeches, and other periodic communications, as requested.
   4. Develop and propose feature stories to local, regional, and national media outlets in conjunction with district goals and administrative needs.
   5. Respond to information requests from the media and other stakeholder groups.
   6. Identify effective media contacts within and outside the Ridgewood district and community.
   7. Facilitate interviews, photo shoots, etc. relative to district activities and achievements.
8. Confer with and advise administrators on “crisis” and “sensitive issue” communications and the media, as requested.

9. Act as spokesperson for the Board of Education and/or the administration, as requested.

B. Write, edit, administer, and assist, as necessary.

1. Website and Social Media Administrator
2. RPS eNews
3. Newsline
4. Crisis Communications
5. Budget Communications
6. District Surveys
7. Special Projects, as assigned by the Superintendent
8. Staff Development in media for district personnel
9. Member of committees, as assigned by the Superintendent:
   a) Superintendent’s central office support staff
   b) Crisis Management committee, as needed
   c) Chair Board of Education Communications Committee
   d) District Calendar Committee
   e) RPS Community Strategic Planning Committee
   f) New Jersey School Public Relations Association

10. Perform other duties, as assigned that are deemed necessary and appropriate for the good of the district.

VI. Terms of Employment:

The Public Information Officer shall be appointed annually by a majority vote of the Board of Education. The position shall be a ten-month, 25-hours per week position with additional summer hours and shall not be eligible for tenure.

VII. Evaluation: In accordance with Board policy on evaluation of staff.

Daniel Fishbein, Ed.D
Superintendent of Schools

Adopted by Board: 10/26/2009
Revised: 11/26/2012
Revised: 05/01/2017
JOB DESCRIPTION

I. Title: District Coordinator School-Based Mental Health Services

II. Qualifications:
   A. Valid New Jersey Mental Health Certificate (Social Work, Crisis Intervention Counselor or School Psychologist)
   B. Holds Clinical Supervision Certificate
   C. Experience in Clinical Supervision
   D. Experience in program development
   E. Experience in interagency referrals
   F. Ability to present mental health programs to the school community
   G. Ability to communicate and work effectively with staff, administration, colleagues, students, vendors, consultants, professionals and others in job related areas

III. Position Summary: The primary aim of this position is to coordinate the school based mental health staff deployment, protocols and programming for the Ridgewood Public Schools in order to integrate direct services, procedures and protocols to support students with mental health need and their families. To work with administrators to promote healthy mental health and work toward a Stigma Free environment.

IV. Reports to: Superintendent of Schools and the Ridgewood High School Assistant Principal for Administration and Student Services

V. Major Duties and Responsibilities:
   A. Coordinate with building administration in developing protocols that clearly define when and how to effectively identify students who present or are at risk for emotional and/or behavioral difficulties, as well as how to refer such students to appropriate services within our established multi-tiered system of supports New Jersey Multitier System of Support (NJMTSS).
   B. Coordinate and oversee the implementation of mental health programs and services across all student support domains (K-12) in order to optimize school and community-based services – including all school clearances and re-entry planning.
   C. Provide staff development and training, both formally and informally, specific to child/adolescent mental health, suicide awareness, mental health screening and school-based crisis intervention, social and emotional development and learning, New Jersey Multi-tiered System of Support (NJMTSS) and Response to Intervention, as well as Trauma-Informed/Attachment-aware care in school settings.
   D. Provide stigma reduction and psychoeducational trainings and classroom consultation to school and team members, regarding effective identification and management of children’s behavioral and mental health issues.
   E. Serve as mental health access point/liaison for contracted agencies, community mental health providers, county agencies, educators, administrators, and parents.
   F. Provide mental health and behavioral consultation to staff and administration as requested/needed
   G. Oversee care coordination of students/families receiving mental health services from school employed as well as contracted agency-based mental health support staff, including interns assigned to RPS.
H. Provide direct administrative and clinical supervision to all in-district and contracted mental health support and clinical staff, including interns.

I. Establish RPS as Council on Social Work Education approved practicum site; Plan, develop, and supervise School Based Mental Health intern/field practicum training program with local graduate schools or social work (NY/NJ)

J. Provide evening presentations and/or be on panel discussions for parents and community.

VI. Terms of Employment: Stipend position, in addition to primary responsibilities.

VII. Evaluation: In accordance with New Jersey Administrative Code and Board of Education evaluation of staff.

VIII. Salary: Stipend/Ratio

Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 09/23/2019
RIDGEWOOD HIGH SCHOOL
WINTER 2019-2020 COACHING ASSIGNMENTS ESTIMATE

To be paid equal installments 1/15/2020 and 2/15/2020

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Step</th>
<th>Ratio*</th>
<th>Total Salary</th>
<th>1/2 Salary 1/15/2020</th>
<th>1/2 Salary 2/15/2020</th>
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Totals: 161,940.00, 80,970.00, 80,970.00

*Ratio is applied to the B.A. Maximum: $91,542

** Parent paying for Club
To be paid equal installments 4/15/20 AND 6/15/20

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**Total:** $11,475
### 2019-2020 Travell School Club & Activities

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### CO-CURRICULAR ACTIVITY ADVISORS STIPENDS

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** 19-20 Total Advisor Stipends**: 31,489.00

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** This column will say "Budget" if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.

Section 2; Article XVI - Co-curricular Renumeration - 2019-2020 - BA MAX = $91,542
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** This column will say "Budget" if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.

Section 2: Article XVI - Co-curricular Renumeration - 2019-2020 - BA MAX = $91,542

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Article 29 - Co-curricular Renumeration - BA MAX = $91,542 9/19/2019 9:57:07

(Funding column will say “Bdgt” if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.)
All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.

The employer will provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.
Earned Sick Leave Law

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee’s employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave beginning on the 120th calendar day after the employee commences employment.

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits that the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer’s own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law.”
The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:
R 1642 EARNED SICK LEAVE LAW

A. Definitions Relative to Policy and Regulation 1642 and the New Jersey Earned Sick Leave Law (Act)


“Benefit year” means the period of twelve consecutive months, July 1 through June 30, as established by an employer in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2, provided that once the starting date of the benefit year is established by the employer it shall not be changed unless the employer notifies the Commissioner of Labor and Workforce Development of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.

“Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

“Child” means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.

“Civil union” means a civil union as defined in N.J.S.A. 37:1-29.

“Commissioner” means the Commissioner of Labor and Workforce Development.

“Department” means the Department of Labor and Workforce Development.

“Designated domestic violence agency” means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
“Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19, and N.J.S.A. 17:29B-16.

“Domestic partner” means a domestic partner as defined in N.J.S.A. 26:8A-3.

“Employee” means, for the purposes of Policy and Regulation 1642, an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

“Employer” means, for the purposes of Policy and Regulation 1642, a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

“Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

“Health care professional” means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional, including but not limited to doctors, nurses, and emergency room personnel.

“Parent” means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee’s spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee’s spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child.
“Retaliatory personnel action” means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee’s family, or any other adverse action against an employee.

“Sibling” means a biological, foster, or adopted sibling of an employee.

“Spouse” means a husband or wife.


1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.

2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer will provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.

3. The employer will not permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

   a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.

   b. If the employee’s employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave beginning on the 120th calendar day after the employee commences employment.
4. The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

5. The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

6. Upon the mutual consent of the employee and employer, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The employer may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.

7. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, then the employee shall be entitled to all earned sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.

8. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the employer, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation, and prior employment with the employer shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.

9. The employer may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.
C. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3

1. The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:

   a. Time needed for diagnosis, care, or treatment of, or recovery from, an employee’s mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;

   b. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, or treatment of, or recovery from, the family member’s mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;

   c. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

   d. Time during which the employee is not able to work because of a closure of the employee’s workplace, school, or place of care of a child of an employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee’s family in need of care by the employee, would jeopardize the health of others; or

   e. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child’s education, or to attend a meeting regarding care provided to the child in connection with the child’s health conditions or disability.
2. If an employee’s need to use earned sick leave is foreseeable, the employer will require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, the employer will require an employee to give notice of the intention as soon as practicable if the employer has notified the employee of this requirement.

   a. The employer may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the employer will require reasonable documentation if sick leave that is not foreseeable is used during those dates.

   b. For earned sick leave of three or more consecutive days, the employer will require reasonable documentation that the leave is being taken for the purpose permitted under N.J.S.A. 34:11D-3.a. and C.1. above.

   c. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and C.1.a. above or N.J.S.A. 34:11D-3.a.(2) and C.1.b. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.

   d. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and C.1.c. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
e. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and C.1.d. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

f. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and C.1.e. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and C.1.e. above shall be considered reasonable documentation.

3. Nothing in the Act shall be deemed to require the employer to provide earned sick leave for an employee’s leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.

4. The employer will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.

a. If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for fifty percent of the amount of unused sick leave. The payment amount shall be based on the same rate of pay that the employee earns at the time of the payment.

b. If the employee declines a payment for unused earned sick leave, or agrees to a payment for fifty percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to N.J.S.A. 34:11D-2.a. and B.1., B.2., and B.3. above.

c. If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to N.J.S.A. 34:11D-2.a. and B.1, B.2., and B.3. above.
5. Unless the employer’s policy or a collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement, or other separation from employment, an employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.

6. Any information the employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee’s family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

D. Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4

1. No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer’s own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

   a. The employer shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.

2. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the employer takes adverse action against an employee within ninety days of when that employee:

   a. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;

   b. Informs any person about the employer’s alleged violation of N.J.S.A. 34:11D-4;

   c. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;
d. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or

e. Informs any person of his or her rights under N.J.S.A. 34:11D-4.


4. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., including the penalties and remedies provided by N.J.S.A. 34:11-56a24, and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2, for discharge or other discrimination.

E. Violations, Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5

1. Any failure of the employer to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., or other violation of the New Jersey State Wage and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58, and N.J.S.A. 2C:40A-2 for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 and 34:11-56a24, and civil actions by employees pursuant to N.J.S.A. 34:11-56a25, except that an award to an employee in a civil act shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25, any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.


1. The employer shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.
a. If an employee makes a claim the employer has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence otherwise.

2. In addition, the penalties provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq. for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.

G. Notification to Employees – N.J.S.A. 34:11D-7

1. The employer shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the employer fails to provide the required benefits or retaliates against employees exercising their rights under the Act.

   a. The employer shall conspicuously post the notification in a place or places accessible to all employees in each of the employer’s workplaces.

   b. The employer shall also provide each employee with a written copy of the notification: not later than thirty days after the form of the notification is issued; at the time of the employee’s hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.
The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a significant number of workers in the State and the employer shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer’s workforce.


1. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:

   a. Requiring the employer to reduce, or justifying the employer in reducing, rights or benefits provided by the employer pursuant to the employer’s policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;

   b. Preventing or prohibiting the employer from agreeing, through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;

   c. Prohibiting the employer from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or

   d. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights, or in any way reducing, diminishing, or affecting the obligations of the employer under those laws.

2. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.
3. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.

I. Severability – N.J.S.A. 34:11D-9

1. The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

Adopted:
The Board of Education and all certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. Their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. For the purposes of this Policy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;

2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;

3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;

4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect or establishing “concerns” regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided. In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee’s contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee’s dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member’s failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.A.C. 6A:9B-4.3; 6A:0B-4.4
Adopted: 7 December 2009
Revised: 10 October 2016
Revised:
The Board of Education recognizes a teaching staff member who reports to work under the influence of a substance means drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

For the purposes of this Policy, “substance” or “substances” means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a teaching staff member to consent to the medical examination including a substance test will be deemed determined to be a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.
In the event a teaching staff member’s medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member’s medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any teaching staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, the Principal's designee to the staff member responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.
Use, Possession, or Distribution of Substances

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a), the Superintendent or designee shall not disclose the identity of a teaching staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the teaching staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a teaching staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

Additionally, if the Superintendent recommends, a teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32–6.3

Adopted: 7 December 2009
Revised: 18 May 2015
Revised:
RIDGEWOOD
REGULATION
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3218/page 1 of 6
Use, Possession, or Distribution of Substances Abuse

R 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

A. Definition

1. “Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.

2. “Principal or designee” means the teaching staff member’s Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member’s supervisor or a staff member designated by the teaching staff member’s supervisor to be responsible at the time of the alleged violation.

3. “Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

4. “Substance test” means a test conducted by a Board-approved State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.

5. “Under the influence” means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Teaching Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance is Suspected to be Under the Influence of a Substance

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal or designee in accordance with the provisions of Policy 3218 and N.J.A.C. 6A:16-6.3(a).
a. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

b. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.

c. A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

C. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

   a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:

      (1) Immediately notify the Superintendent of Schools;

      (2) Immediately meet with the teaching staff member;

      (a) The Principal or designee may include another staff member in this meeting; and
(b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.

b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.

c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.

d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination by the Board physician. The medical examination shall include a substance test administered by the Board physician or a Board-approved laboratory.

e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.

f. The teaching staff member, prior to the medical examination and substance test, will be informed by the Board physician or the physician’s designee on the type of testing to be completed and the substances that will be tested.

g. The teaching staff member may, prior to being examined or tested, disclose to the Board physician or designee any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member’s test results may be positive.

h. Refusal by a teaching staff member’s refusal to consent to the medical examination which includes a substance test be examined or tested in accordance with the provisions of Policy 3218 and this Regulation will be deemed as a positive test result for substances.
2. The results of the medical examination and substance test shall be used by the Board physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a confirmation confirming test using acceptable confirmation test procedures.

   a. Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the teaching staff member will be deemed a positive test result for substances.

3. The physician shall receive the results of the substance test shall be provided to the Superintendent and Board physician within twenty-four hours of the test being administered or If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available. The Superintendent shall provide the teaching staff member with these results.

   a. In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive test result for substances.

4. If the Board physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district unless the Superintendent has a reason the teaching staff member should not be returned to their position. Any records or documentation related to the incident shall not be included in the teaching staff member’s personnel file.

5. If the Board physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the Board physician will:

   a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the Board physician’s determination.
Use, Possession, or Distribution of Substances Abused

b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the teaching staff member and approved by the Board physician and Superintendent.

(1) The Board physician will schedule and coordinate the confirmation confirming test procedures, including the acceptable time period for the confirmation confirming test to be conducted based on the existing test results, and the time in which a confirmation confirming test result would be valid. This confirmation test shall be paid for by the teaching staff member.

(2) The confirmation confirming substance test results must be provided to the Board physician and Superintendent within the time period required by the Board physician.

(3) Any confirmation confirming test results provided to the Board physician and Superintendent not within the time period required by the Board physician shall not be accepted and the teaching staff member shall be determined to have waived their right to a confirmation of a substance test considered by the physician.

c. After completing the requirements in 5. a. and b. above the physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.

(1) If the Board physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the Board physician will report a final determination these results to the Superintendent and the teaching staff member shall return to their position in the school district unless the Superintendent has a reason the teaching staff member should not be returned to their position. Any records or documentation regarding a negative medical examination or substance test related to the incident shall not be included in the teaching staff member’s personnel file.
(2) If the Board physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the Board physician will report a final determination to the Superintendent of Schools and the teaching staff member will be required to meet with the Superintendent.

D. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.

   a. The teaching staff member may include a staff member or a representative of their choice in this meeting.

2. The Superintendent will provide the teaching staff member an opportunity to respond to the Board physician’s determination.

3. A teaching staff member who has been determined to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include, but not be limited to:

   a. Withholding an increment;

   b. Terminating termination of a non-tenured teaching staff member;

   c. Filing of tenure charges for a tenured teaching staff member;

   d. Last Chance Agreement as described in Policy 3218.
The Board of Education recognizes a support staff member who reports to work under the influence of a substance drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.

For the purposes of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by of a support staff member to consent to the medical examination including a substance test will be deemed determined to be a positive result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.
Use, Possession, or Distribution of Substances

In the event a support staff member’s medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member’s medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member’s supervisor responsible at the time of the alleged violation. Either the Principal or the staff member’s supervisor responsible at the time of the alleged violation shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a support staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the support staff member is not reasonably believed to be involved or implicated in drug-distribution.
activities. An admission by a support staff member in response to questioning initiated by the Principal or Superintendent’s designee or following the discovery by the Principal or Superintendent’s designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

Additionally, if the Superintendent recommends, a support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2
N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32-6.3

Adopted: 7 December 2009
Revised: 18 May 2015
Revised:
A. Definition

1. “Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.

2. “Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

3. “Substance test” means a test conducted by a Board-approved State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.

4. “Support staff member’s supervisor” or “supervisor” means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member’s supervisor shall be the support staff member’s Principal, School Business Administrator/Board Secretary, district Director or Supervisor, or any other administrative staff member responsible at the time of the alleged violation or as designated by the Superintendent.

5. “Under the influence” means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Support Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance is Suspected to be Under the Influence of a Substance
1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the staff member’s supervisor in accordance with the provisions of Policy 4218 and N.J.A.C. 6A:16-6.3(a).

   a. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the supervisor shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

   b. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.

   c. A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.

C. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities.

   a. The support staff member’s supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities will:
(1) Immediately notify the Superintendent of Schools.

(2) Immediately meet with the support staff member;

(a) The support staff member’s supervisor may include another staff member in this meeting; and

(b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.

b. The support staff member’s supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.

c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.

d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination by the Board physician. The medical examination shall include a substance test administered by the Board physician or a Board-approved laboratory.

e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member’s supervisor or designee.

f. The support staff member, prior to the medical examination and substance test, will be informed by the Board physician or the physician’s designee on the type of testing to be completed and the substances that will be tested.
The support staff member may, prior to being examined or tested, disclose to the Board physician or designee any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member’s test results may be positive.

Refusal by a support staff member’s refusal to consent to the medical examination which includes a substance test be examined or tested in accordance with the provisions of Policy 4218 and this Regulation will be deemed as a positive result test for substances.

2. The results of the medical examination and substance test shall be used by the Board physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a confirmation confirming test using acceptable confirmation test procedures.

a. Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the support staff member will be deemed a positive result for substances.

3. The physician shall receive the results of the substance test shall be provided to the Superintendent and Board physician within twenty-four hours of the test being administered or If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available. The Superintendent shall provide the support staff member with these results.

a. In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive result for substances.

4. If the Board physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district unless the Superintendent has a reason the support staff member should not be returned to their position. Any records or documentation related to the incident shall not be included in the support staff member’s personnel file.
5. If the Board physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the Board physician will:

a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the Board physician’s determination.

b. Provide the support staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the support staff member and approved by the Board physician and Superintendent.

   (1) The Board physician will schedule and coordinate the confirmation test procedures, including the acceptable time period for the confirmation test to be conducted based on the existing test results, and the time in which a confirmation test result would be valid. This confirmation test shall be paid for by the support staff member.

   (2) The confirmation substance test results must be provided to the Board physician and Superintendent within the time period required by the Board physician.

   (3) Any confirmation test results provided to the Board physician and Superintendent not within the time period required by the Board physician shall not be accepted and the support staff member shall be determined to have waived their right to have the results of a confirmation test considered by the physician.

   c. After completing the requirements in 5a. and b. above the Board physician shall make a final determination whether the support staff member was under the influence of a substance during the work hours or at a school-sponsored function where the support staff member was assigned job responsibilities.
(1) If the Board physician makes a final determination the support staff member was not under the influence during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the Board physician will report a final determination these results to the Superintendent and the support staff member shall return to their position in the school district unless the Superintendent has a reason the support staff member should not be returned to their position. Any records or documentation regarding a negative medical examination or substance test related to the incident shall not be included in the support staff member’s personnel file.

(2) If the Board physician makes a final determination the support staff member was under the influence during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the Board physician will report a final determination these results to the Superintendent of Schools and the support staff member will be required to meet with the Superintendent.

D. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance

1. Any support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities shall be required to meet with the Superintendent.

   a. The support staff member may include a staff member or a representative of their choice in this meeting.

2. The Superintendent will provide the support staff member an opportunity to respond to the Board physician’s determination.
3. A support staff member who has been determined to be have been under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities will be subject to appropriate discipline which may include, but not be limited to:

a. Withholding an increment;

b. Terminating termination of a non-tenured support staff member; and/or

c. Filing of tenure charges for a tenured support staff member;

d. Last Chance Agreement as described in Policy 4218.

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The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace, that protects the district's students as well as the health and safety of its employees and the general public.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the United States Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40 et seq.

In the event the Board contracts with a service provider for transportation, the Business Administrator and/or Transportation Coordinator will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

The school district shall maintain and retain all records as required by Federal regulation.

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy, “employee” means a person required to have a Commercial Driver’s License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
Commercial Driver’s License
Controlled Substance and Alcohol Use Testing

4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;

5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded and unloaded; and

6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U. S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates the Business Administrator or Transportation Coordinator as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.

Violations

Any violation of this Policy may result in discipline, up to and including termination.
Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR Part 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 C.F.R. 40.85. Testing for alcohol will be conducted in accordance with as 49 CFR Part 40, Subparts J, K, L, M and N.

Definitions

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

"Confirmatory drug test" means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

"Confirmed drug test" means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

"Controlled substances" means those substances identified in 49 CFR 40.85.

"CCF" means the Federal Drug Testing Custody and Control Form.

"Designated Employer Representative (DER)" is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

"FMCSA" means Federal Motor Carrier Safety Administration.
"Initial drug test (also known as a “Screening drug test”) means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

"Initial specimen validity test” means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

"Medical Review Officer MRO)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" includes, but is not limited to, either in or on the driver's person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

"Substance Abuse Professional (SAP)" is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as SAP must possess the credentials as outlined in 49 CFR 40 281.

"Work Site" means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

   An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.
An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days and while participating in that program either:

b. The employee while participating in that program either:

   (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or

   (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer).

c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

a. Name and address of the program;

b. Verification of the individual’s participation;

c. Verification that the program conforms to federal guidelines;

d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;

e. The date the individual was last tested for controlled substances; and

f. The results of any tests taken within the previous six months and any other violations.
In accordance with 49 CFR 382.301(d), the Board will conduct pre-employment alcohol tests before the first performance of safety-sensitive functions by a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 CFR 40 et seq.

An employee will not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the new employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee’s application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT) regulated employers:

a. Alcohol tests with a result of 0.04 or higher alcohol concentration;

b. Verified positive drug tests;

c. Refusals to be tested (including verified adulterated or substituted drug test results);

d. Other violations of DOT agency drug and alcohol testing regulations; and

e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.
2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. These minimum annual percentage rates may be adjusted as determined by the FMSCA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or

b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

(1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
Commercial Driver’s License
Controlled Substance and Alcohol Use Testing

(2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or

b. Who receives a citation with thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

   (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or

   (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

An employee driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the
testing). Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee’s concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.
A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test. The DER may recommend to the Superintendent of Schools the employee’s employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled-substances test with a result indicating a verified negative result for controlled-substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six (6) unannounced, follow-up drug screening and alcohol tests over the following twelve (12) months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.
Commercial Driver’s License
Controlled Substance and Alcohol Use Testing

Medical Review Officer (MRO) Notifications

The Board shall employ or contract with an MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee’s confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.

Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO’s evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.
Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, and individual refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;

2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

4. Fails to permit the observation or monitoring of providing a specimen. In the case of a directly observed or monitored collection in a drug test;

5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER of collector has directed the employee to take;

7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);

9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;

10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or

11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation), must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refusal to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.
Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse effect on the driver's ability to properly perform safety-sensitive functions.

Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by an SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by an SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary Policy and Regulations of the Board.
Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer’s discretion, shall be subject to disciplinary action which may include termination.

Maintenance and Retention of Records

The DER shall maintain and retain all records as required by federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process:
   a. Collection logbooks (if used);
   b. Documents related to the random selection process;
   c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
   d. Documentation of Breath Alcohol Technician (BAT) training;
   e. Documentation of reasoning for reasonable suspicion testing;
   f. Documentation of reasoning for post-accident testing;
   g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
   h. Consolidated annual calendar year summaries.

2. Records Related to the Employee’s Test Results:
   a. Employer's copy of the alcohol test form, including results;
   b. Employer's copy of the controlled substance test chain of custody and control form;
c. Documents sent to the employer by the MRO;

d. Documentation of any employee’s refusal to submit to a required alcohol or controlled substance test; and

e. Documents provided by an employee to dispute results of test.

3. Documentation of any other Violations of Controlled Substance Use or Alcohol Misuse Policies

4. Records Related to Evaluations and Training:
   a. Records pertaining to the SAP's determination of an employee’s need for assistance;
   b. Records concerning an employee’s compliance with the SAP's recommendations, and records related to education and training;
   c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
   d. Documentation of compliance with the requirement to provide employees with educational material, including an employee’s signed receipt of materials;
   e. Documentation of supervisor training; and
   f. Certification that training conducted under this Policy complies with all requirements of the Policy.

5. Records Related to Drug Testing
   a. Agreements with collection site facilities, laboratories, MRO's and consortia;
   b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
   c. Monthly statistical summaries of urinalysis; and
   d. The employer's drug testing policy and procedures.
### Required Period of Retention:

<table>
<thead>
<tr>
<th>Document to be maintained</th>
<th>Period required to be maintained</th>
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<tbody>
<tr>
<td>Alcohol test results indicating a breath alcohol concentration of 0.02 or greater</td>
<td>5 Years</td>
</tr>
<tr>
<td>Verified positive controlled substance test results</td>
<td>5 Years</td>
</tr>
<tr>
<td>Documentation of refusals to submit to required alcohol or controlled substance tests</td>
<td>5 Years</td>
</tr>
<tr>
<td>Calibration documentation</td>
<td>5 Years</td>
</tr>
<tr>
<td>Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations</td>
<td>5 Years</td>
</tr>
<tr>
<td>Driver evaluations and referrals</td>
<td>5 Years</td>
</tr>
<tr>
<td>A copy of each annual calendar year summary</td>
<td>5 Years</td>
</tr>
<tr>
<td>Records obtained from previous employers concerning alcohol and drug testing</td>
<td>3 Years</td>
</tr>
<tr>
<td>Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)</td>
<td>2 Years</td>
</tr>
<tr>
<td>Records related to negative and canceled controlled substance test results</td>
<td>1 Year</td>
</tr>
<tr>
<td>Alcohol test results indicating a breath alcohol concentration less than 0.02</td>
<td>1 Year</td>
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</tbody>
</table>

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.
7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall insure that each employee receives information in the manner specified below:

a. By receiving a copy of this Policy and any subsequent revisions.

b. The DER will provide written notice to employees of the following information:

   (1) The identity of the person designated by the employer to answer employee questions about the materials;

   (2) Which employees are subject to the alcohol misuse and controlled substance requirements;

   (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the work day the employee is required to be in compliance;

   (4) Specific information concerning employee conduct that is prohibited;
The circumstances under which an employee will be tested for alcohol and/or controlled substances;

The procedures that will be used to test for the presence of alcohol and controlled substances;

The requirement that an employee submit to alcohol and controlled substance tests;

An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;

The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;

The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04;

Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

Omnibus Transportation Employee Testing Act of 1991
49 CFR 40 et seq.
49 CFR 382 et seq.
49 CFR 395.2

Adopted: 7 December 2009
Revised: 01 April 2019
Revised:
School District Issued Student Identification Cards

The Board of Education recognizes school building security and field trip security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry school district issued identification cards (Identification Card).

An Identification Card will be issued to all students in elementary schools (field trips only), middle schools (field trips only), and high school.

The Principal or designee may require a high school student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs (Coaches will have picture identification for each student) pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student’s name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.


Adopted:
6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA) Titles I, II A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE shall be made using the NJDOE’s Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Reimbursement requests shall be made for individual titles and awards and Only one reimbursement request per month may be submitted for an individual title, or award or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds by the last calendar day of the month in which the request is made.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds by the last calendar day of the month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award, or $50,000 for IDEA, Perkins, and NCLB (per title);
Reimbursement of Federal and Other Grant Expenditures

whichever is less. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant’s payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance applicable Federal Office of Management and Budget Circular: A-21, “Cost Principles for Educational Institutions;” A-87, “Cost Principles for State, Local, and Indian Tribal Governments;” A-122, “Cost Principles for Non-Profit Organizations;” and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant’s cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant’s criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant’s cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds, according to the requirements of the CMIA.


Adopted: 1 November 2010
Revised:
The State of New Jersey and school districts must assure certain Federal and other grant funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government. In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment for grant awards. The procedures outlined in this Regulation are to be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), Titles I, II A, II D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE shall be made using the NJDOE’s Electronic Web-Enabled Grant (EWEG) System.

A. Definitions

1. “Cost objective” means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.

2. “Grant” means an award of financial assistance by the Federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the State legislature to be awarded to eligible subgrantees.

3. “Grantee” means the State of New Jersey, Department of Education, to which a grant is awarded by the Federal government.

4. “Subgrant” means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.

5. “Subgrantee” means the local education agency, school district, or other legal entity to which a subgrant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.

B. Procedures

1. Functionality

   a. The School Business Administrator/Board Secretary or designee will submit reimbursement requests using the payment functionality of the EWEG system.
b. The payment functionality will be enabled upon final NJDOE approval of the subgrant application through the EWEG system.

2. Submission of Reimbursement Requests

a. The School Business Administrator/Board Secretary or designee will make reimbursement requests for individual titles and awards. Therefore, reimbursement requests for ESSA NCLB will be made for each individual title. Reimbursement requests for IDEA must be made separately for Basic and Preschool as well as for the Perkins Secondary and Perkins Post-Secondary grant funds. Only one reimbursement request per month may be submitted for an individual title, or award, or subgrant.

b. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds, by the last calendar day of the month in which the request is made. The following examples are based upon the schedule in Section C. below.

(1) The school district has ordered and received supplies and has paid the vendor. The school district may request reimbursement.

(2) The school district has ordered and received equipment but has not yet paid the vendor. The school district expects payment to be made on the last day of the following month, following the monthly Board meeting. The school district may request reimbursement since the school district will make payment within three business days of receipt of funds.

(3) The school district makes salary payments on the fifteenth and last day of each month. In a given month, the school district may request reimbursement for payroll expenditures actually made during the month and for the payroll scheduled for the last day of the month because the school district will make payroll expenditure within three business days of receiving the funds. The school district may not request reimbursement in anticipation of subsequent pay dates, that is, those occurring more than three business days after receiving funds, in the following month.
(4) The school district is responsible for payment of health benefits to its provider on a quarterly basis. The subgrantee may request reimbursement prospectively if payment to the provider will be made within three business days of receipt of funds during the calendar month in which reimbursement is requested. If payment to the provider is made at the end of the month; however, the school district must request reimbursement during the month following payment.

(5) The school district is responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with Federal funds. For members of the Teachers’ Pension and Annuity Fund (TPAF), school districts shall reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the school district will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the school district should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. The school district should not include fringe benefit calculations in their regular salary reimbursement requests.

c. The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds. by the last calendar day of the month in which the request is made. The submission of a reimbursement request also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

d. Reimbursement requests must be in accordance with approved grant applications.

(1) The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created.
C. Processing Timelines

1. Reimbursement requests may be submitted at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant. Reimbursement may be made for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is submitted.

2. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant’s payment history in EWEG through the payments link of the grant application.

D. Content of Reimbursement Requests

1. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.

   a. Example - $8,750 is being requested in the 100 function code. The description is “salaries and instructional supplies.”

2. Expenditures must be supported by documentation at the school district level. This documentation should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request.
3. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance, applicable Federal Office of Management and Budget Circular: A-21, “Cost Principles for Educational Institutions;” A-87, “Cost Principles for State, Local, and Indian Tribal Governments;” A-122, “Cost Principles for Non-Profit Organizations;” and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant’s cost objectives.

E. Review and Approval of Reimbursement Requests

1. NJDOE staff will review reimbursement requests to determine that they meet the subgrant’s criteria, including but not limited to the following:

   a. Adequate description of the expenditures is provided;
   
   b. No new budget category has been created; and
   
   c. The reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.

2. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system.

3. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant’s cost objectives. Approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds, according to the requirements of the CMIA.
6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Maximum Disbursement</th>
<th>Custodian</th>
<th>Required Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Districtwide</td>
<td>$500</td>
<td>None $50</td>
<td>Assistant Business Administrator</td>
<td>School Business Administrator or Assistant Business Administrator</td>
</tr>
<tr>
<td>Hawes Elementary School</td>
<td>$500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal and Secretary</td>
</tr>
<tr>
<td>Orchard Elementary School</td>
<td>$500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal and Secretary</td>
</tr>
<tr>
<td>Ridge Elementary School</td>
<td>$500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal and Secretary</td>
</tr>
<tr>
<td>Somerville Elementary School</td>
<td>$500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal and Secretary</td>
</tr>
<tr>
<td>Travell Elementary School</td>
<td>$500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal and Secretary</td>
</tr>
<tr>
<td>Willard Elementary School</td>
<td>$500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal and Secretary</td>
</tr>
<tr>
<td>Benjamin Franklin Middle School</td>
<td>$1,500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal or AP and Secretary</td>
</tr>
<tr>
<td>George Washington Middle School</td>
<td>$1,500</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal or AP and Secretary</td>
</tr>
<tr>
<td>Ridgewood High School</td>
<td>$1,000</td>
<td>$150 $50</td>
<td>School Secretary</td>
<td>Principal or AP and Secretary</td>
</tr>
<tr>
<td>Infant/Toddler</td>
<td>$500</td>
<td>$150 $50</td>
<td>Special Services Secretary</td>
<td>Supervisor of Special Programs and Business Administrator</td>
</tr>
</tbody>
</table>
Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to ten percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 7 December 2009
Revised:
The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community’s investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district’s liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.
Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 7 December 2009
Revised: 5 March 2018
Revised: 1 April 2019
Revised:
A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights, greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.

2. Access to school buildings and grounds before and after the school day will be permitted to:
   
   a. Members of the Board of Education;
b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;

c. Other school staff members in the performance of their professional responsibilities;

d. Students involved in interscholastic athletics, co-curricular, extracurricular activities, and authorized spectators;

e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;

f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;

g. Members of the public present to attend a public Board of Education or public school-related function; and

h. Others authorized by the Superintendent or designee and/or by Board Policy.

3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school’s registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.

4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.

C. Key Control System for Access to School Buildings and Facilities

1. School staff members will be provided access to a school building using the school’s key control system as follows:

a. Teaching staff members and support staff members will be provided access using the school’s key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
(1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.

(2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.

2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.

3. A staff member’s loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.


1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.

2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.

3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.
4. The alarm shall not be audible within the school building.

   a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and
   b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.

6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

E. D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member’s personal possession at all times. The Board of Education is not responsible for a staff member’s personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.

2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student’s age.
   a. The Principal or designee may contact the student’s parent and request the parent come to school to retrieve the valuable item;
   b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
   c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
d. The Board of Education is not responsible for a student’s personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.

3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.

4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.

5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

F. E. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.

2. The School Safety Specialist shall:
   a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
   b. Ensure that these policies and procedures are in compliance with State law and regulations; and
   c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.

3. The School Safety Specialist shall also serve as the school district’s liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

G.F. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety and welfare of persons on school grounds or school property.

2. Anytime a call to law enforcement agents are summoned in accordance with G.1. above, will be reported to the Superintendent will be notified as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued: 5 March 2018
Revised: 1 April 2019
Revised:
R 7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the buildings and facilities of the public schools should be available to the citizens of the community to the greatest possible extent consistent with the most effective use of school facilities for school purposes and the educational program, State statutes, and the responsibility of the Board for the maintenance of the buildings and facilities.

Regulations for the use of school facilities by outside persons and groups shall be established by the Superintendent of Schools and approved by the Board of Education. These regulations shall be printed on the district’s “Application for Use of School Facilities,” and shall apply to all users issued permits for use of school facilities.

In accordance with New Jersey State Statute, no use of the schools shall be granted which will in any way interfere with the most effective use of school facilities for school purposes. Activities that are part of the educational program take precedence over activities sponsored by non-school organizations.

The Board recognizes that the demand for use of some facilities exceeds availability. The Board also recognizes that overuse -- use beyond the capacity of limited maintenance resources to restore -- can lead to permanent damage to facilities. Therefore, the Superintendent of Schools shall establish and the Board shall approve classifications of users to serve as priority guidelines in granting permits for use of facilities as well as appropriate restrictions on use.

Classifications of Users

Class A (Priority User)

• Groups and organizations directly affiliated with the Ridgewood Public Schools, Ridgewood students and staff, as approved by the School Business Administrator/Board Secretary.

Class B

• Nonprofit organizations whose primary purpose is to serve youth on a community-wide basis.

• Village government and other officially approved recreation activities sponsored by groups of the Village government.

• Nonprofit groups that sponsor fund raising events wherein the entire proceeds, less expenses, go to assist Ridgewood Public School students.
Not-for-Profit Status - Groups qualifying as Class B users seeking to avoid rental fees (other than government or organizations recognized by the Ridgewood Fields Policy) are required to provide evidence of compliance with not-for-profit federal tax regulations. Copies of current Internal Revenue Service filings (Form 990) serves as documentation of this status. Groups that have recently sought federal not-for-process status and have not yet filed an initial Form 990, may provide other evidence of registration to the Business Administrator. Groups that are unable to provide not-for-profit documentation may still rent the facilities as Class C organizations at the District’s published rates if they comply with all other regulations.

All Groups using District facilities (regardless whether they are Class B or Class C organizations) must submit documentation of their not-for-profit status if they indicate in their advertising that donations received are tax-deductible charitable gifts.

TRANSITIONAL PROVISIONS: The evidence of not-for-profit status is effective for all events after January 1, 2020.

Class C

- Community, civic, social, educational, cultural, recreation, professional groups, and any other groups not specifically referenced herein.

Charges

Class A

No charge

Class B

Groups will assume the cost of any custodians, assigned faculty advisor, lighting crew, and any other fees incurred by the school district as a result of their use of the auditorium.

Class C

Rental fee and groups will also assume the cost of custodians, assigned faculty advisor, lighting crew, and any other fees incurred by the school district as a result of their use of facilities.

- Facilities not Available to Outside Groups:
The Frederick J. Stokely Little Theatre, the Murray Colosimo Campus Center, the television studio, the music rooms, the World Language Lab, the computer labs, and any other space the administration deems necessary at Ridgewood High School are for
student use only and are not available to any other groups. The Heritage Celebration and Super Science Saturday, co-sponsored by the Village and the Board of Education, will be grandfathered.

Charges: Charges are based on classification of user as defined above.

- Custodial Overtime:

  N.J.A.C. 34:7-1 requires that a custodian who has a Black Seal License be on duty whenever a building is in use. If a facility is to be used outside of normally scheduled working hours, a custodian will be assigned on an overtime basis and the cost will be billed to the using group.

  Groups using facilities outside of normally scheduled working hours will be billed for the custodian’s overtime plus 10% to cover heat, light, administrative costs, and other expenses resulting from such use.

- Payment of Fees:

  Rental fees will be billed after the use of facilities and are payable within thirty days. Payment in advance may be required at the discretion of the Assistant Business Administrator.

- Liability Insurance:

  Certificate of Insurance must be produced prior to the issuance of the permit. The certificate of insurance must name the Ridgewood Board of Education as the named insured.

The Superintendent of Schools shall review and update the schedule of fees which will be approved by the Board each year at the Reorganization Meeting.

Outside sports organizations that use the facilities must provide a Statement of Compliance with the Ridgewood Board of Education's policy(ies) for management of concussions and other head injuries, including Policy No. 2431.4, and shall represent all of its coaches (head and assistant coaches) have received a copy of such policy(ies) and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The organizations shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness course(s) upon request.
A. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator.

2. Application for use of school facilities must be submitted to the Business Administrator not less than 30 working days before the date of requested use. A use that requires the approval of the Board must be submitted not less than 60 working days prior to a regular Board meeting.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be an agent of the organization.

4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.

5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

B. Approval

1. The Business Administrator of his/her designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled

   a. For use in the instructional or co-curricular program,

   b. For maintenance, repair, or capital improvement, or

   c. For use by another organization.

2. If the facility is not available for use, the Business Administrator or his/her designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets standards set by Policy No. 7510 and these regulations, the Business Administrator will note his/her approval on the application form and will record the classification of the applicant organization and will grant final approval or refer to the Board requests that may be approved only by the Board.

4. Standards for approval include the following limitations on use:

   a. School facilities are available for use on weekdays, including school vacations. School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.

   b. School facilities are available for use only during the hours approved on the application. If applicable, the user pays an overtime fee regardless of the user’s classification. School facilities are not available for use during the school day or for any use that may interfere with the school district’s educational or co-curricular programs.

   c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.

   d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.

5. The Business Administrator, in consultation with the Field Committee, will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.

6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.

7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.

8. The application form will include the rules governing the use of school facilities, and the representative’s signature on the application will signify notice of those rules and the organization’s agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

10. Permission to use school facilities is not transferable.

11. The organization representative must inform the Business Administrator or his/her designee of any canceled use request as soon as he/she is aware of the cancellation.

12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

C. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.

   a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.

   b. The use must not exceed the established capacity of the facility used.

   c. The use must not involve gambling or games of chance.

   d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.

   e. Smoking is prohibited in accordance with Policy No. 7434.

   f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.

   a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.

   b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.

   c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user unless permission is granted by the Business Administrator to store the materials at the facility. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user’s expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.

   d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.

   e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.

   f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designated.

   g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.

   h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. Use of the cafeteria kitchen and cafeteria utensils requires the presence of a school district designee. The employee will be compensated by the school district and the user will be charged by the school district.
Use of School Facilities

i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.

j. No school keys shall be issued to a user.

k. No animal shall be allowed on school premises without prior approval.

l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.

m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones and office equipment.

n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

3. Uses Must be Property Supervised

a. A school custodian must be on duty the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.

b. The user of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.

c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
Use of School Facilities

d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.

e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
Statement of Compliance with the
Ridgewood Board of Education Policy No. 2431.4
“Management of Sports Related Concussion”

I, _____________________, ____________________________________, on behalf of
Name    Title
__________________________________________________   hereby certify to the following:
Organization (hereinafter referred to as “Licensee”),

1. The Ridgewood Board of Education (hereinafter referred to as the “Licensor”) and the Licensee are Parties to a Use of Public School Facilities Agreement (hereinafter referred to as the “Agreement”) entered into on ____________________, for the purpose of permitting the Licensee to utilize the _________________________________ (hereinafter referred to as the “Facilities”) for the purpose of __________________________________________.

2. In accordance with N.J.S.A. 18A:40-41.5(a)(2), the Licensee has read and hereby agrees to comply with Board Policy No. 2431.4 “Management of Sports Related Concussion,” a copy of which will be provided once the Application for Use of School Facilities is submitted.

LICENSOR NAME:     LICENSEE NAME:

__________________________________________________   ______________________________________________________

Authorized Signature     Authorized Signature

__________________________________________________   ______________________________________________________

Title       Title

__________________________________________________   ______________________________________________________

Date       Date
The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining “Hazardous Routes.”

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.
Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Departments of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district’s transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

Within District

School bus transportation will be provided for pupils in Kindergarten through grade eight who live a distance of two or more miles from school, and for those in grades nine through twelve who live two and one-half or more miles from school. The Board of Education may also authorize transportation for reasons of safety or for other good reason.

Other Districts

Children attending schools in other districts with tuition paid by the Board of Education will be furnished transportation to and from school.

Nonprofit Private Schools

The Board is responsible for Ridgewood residents attending nonprofit private schools who reside two or more miles from elementary schools (Kindergarten through eight) and two and one-half or more miles from secondary schools (grades nine through twelve), but in no case more than twenty miles distant. Transportation or reimbursement for costs is provided in accordance with N.J.S.A. 18A:39-1.

Disabled Children

The Board of Education shall furnish transportation within the State to all children of Ridgewood residents found to be disabled under this act who qualify for such transportation under New Jersey statutes.
Transportation for Medical Reasons

The Board of Education is willing to provide temporary transportation to pupils with valid medical disabilities in order to enable them to attend regular classes. Requests for transportation due to a medical disability may be made in writing by the school physician or family physician. The request must state the specific nature and diagnosis of the disability with clear medical evidence, reasons for the request, and a definite duration of time for transportation specified. No request will be granted which exceeds one semester in length. If transportation is required for longer than one semester, the request must be renewed each semester.

N.J.S.A. 27:15-16
N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;

Adopted: 7 December 2009
Revised:
General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1. (a)1. and (a)2., from their assigned district school of attendance;

2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;

3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;

4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1

5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and

6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

Hazardous Routes

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.

Cooperative/Coordinated Transportation Services

A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq.

School Bus Use and Standards

A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.

B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.

C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver’s misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.
The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.


Operation and Management of Transportation System

A. The Transportation Coordinator shall

1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;

2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;

3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and

4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.

B. The operation and fiscal management of the district’s transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE
Courtesy Busing Regarding Hazardous Routes

A list of hazardous routes and the criteria used in determining the routes will be determined yearly.

Courtesy Busing for Other Reasons

There may be situations in which the Board of Education deems it necessary to provide courtesy transportation for pupils. In such cases the Board of Education will determine on an annual basis.

Parental Transportation

The district will provide required transportation to all pupils in accordance with all State codes and regulations. At times, special education parents may option to transport their child for medical and/or other reasons. In such cases a parental transportation contract will be issued and approved by the Board of Education. The following will apply regarding the aforementioned:

1. Parents who travel a daily total of under 20 miles a day will be paid $30 per day.
2. Parents who travel a daily total of over 20 miles a day will be paid $40 per day.
3. The Board will review extraordinary cases.

Definition: Daily total means driving the child from home to school in the morning and picking the child up in the afternoon from school to home. Payment is based on the actual number of days student attends school.

Transportation Eligible

Remote From School

In accordance with New Jersey Administrative Code pupils shall be transported to school if they reside remote from school, defined as residing more than 2-1/2 miles from the high school (grades 9 through 12) and more than 2 miles from the elementary and middle school (grades Kindergarten through eight), except for pupils with disabilities.
High School

Pupils residing in the northwest section-Monroe Street, north of Wellington Road; all of Fairview and Van Dyke Streets; area north of and including Manchester Road and west of and including Belmont Road, Morningside Road, north of Glenwood Road; west of 114-117 Avondale Road; west of 111-114 Hamilton Road north of 823 Hillcrest Road. Pupils residing in the southwest section-southwest of Gardner Road; McKinley Place, northwest of 212-213; Grandview Circle, west of 305-306; Highland Ave., southwest of 224-225; Mountain Ave., southwest of 202; area northwest of and including Marlborough.

Benjamin Franklin Middle School

Pupils residing in the southeast area-Arcadia Road south of 669; Delaware Ave.; Dorchester Road: Stevens Ave. south of 500-501; South Pleasant Ave. south of 482-479; Grove Street east of 670; Berkshire Road; Ellington Road; Midwood Road; Newcomb Road; Hunter Road; Prospect Street; Hopper Ave.; Grove Street west of 375.

Hawes School

Pupils residing east of Route 17

Hazardous Busing

Busing to and from school is provided for safety reasons as determined by the Board. Safety reasons include but are not limited to lack of sidewalks and traffic density.

Ridge School

Pupils residing in the Goffle Road and Rock Road Area

Benjamin Franklin Middle School

Pupils residing East of Route 17

George Washington Middle School
Pupils residing in the Goffle Road and Rock Road Area

Ridgewood High School

Pupils residing east of Route 17, pupils residing in the Goffle Road and Rock Road Area

Courtesy Busing

Ridge and Willard Schools

As a result of redistricting pupils residing in the Central Business District

George Washington Middle School

Pupils residing in the Ridge and Willard Central Business District

Issued: 7 December 2009
Revised: 18 May 2015
Revised:
The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 9.1, and 30, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the “New Jersey Controlled Dangerous Substances Act,” (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the “Motor Carrier Safety Improvement Act of 1999,” 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual’s employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.
The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus and the student’s parent(s) or legal guardian(s) shall provide for the student’s transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver’s license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation following an accident that involves injury, death or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of $500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.
School bus drivers are prohibited from using a cellular telephone or other electronic communication device, while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.


N.J.S.A. 39:3-10.1 et seq.
N.J.S.A. 39:3B-25; 39:3B-27

Adopted: 7 December 2009
Revised: 18 May 2015
Revised: 10 October 2016
Revised: 5 March 2018
Revised:
A. Staff Training

1. The employer shall Board of Education will administer a safety education program for all employed permanent and substitute school bus drivers and school bus aides. At a minimum, the training shall include:
   a. Student management and discipline;
   b. School bus accident and emergency procedures;
   c. Conducting school bus emergency exit drills;
   d. Loading and unloading procedures;
   e. School bus stop loading zone safety;
   f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
   g. The use of student’s educational records, including the employee’s district’s responsibility to ensure the privacy of the student and his or her records, if applicable.

2. The Board of Education will administer a safety education program to all employed school bus drivers that includes defensive driving techniques and railroad crossing procedures.

3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.

4. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides.
a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;

b. In the case of a school bus driver or aide who is employed after the development of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;

c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b, the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual’s employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or

d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A 18A:39-19.2 and 19.3. and N.J.A.C. 6A:27-11.1 et seq.

B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice within the each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.

2. School bus drivers and bus aides shall participate in the emergency exit drills.

3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground need not to be performed by every student and may be demonstrated by others.

5. The school bus driver or supervisor of the drill shall:
   a. Describe and demonstrate the use of kick-out windows and split-sash windows;
   b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
   c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
   d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
   e. Demonstrate the use of the emergency exit door;
   f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
   g. Encourage older, bigger students to assist younger, smaller pupils in their exit from the bus;
   h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
   i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
   j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
   k. Provide any other training required by Federal and State law or as deemed appropriate by the Board that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

a. The date of the drill;

b. The time the drill was conducted;

c. The school name;

d. The location of the drill;

e. The route number(s) included in the drill; and

f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Business Administrator or designee.

2. In accordance with the provisions of N.J.S.A. 18A:39-194., the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper instruction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.

a. Upon receiving consent from a student’s parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.
3. School bus drivers shall attend training workshops offered by the NJDOE New Jersey Department of Education and this school district and shall be trained in first aid.

4. Each school bus shall be equipped with:
   a. A list of the students assigned to that bus;
   b. A basic first aid kit;
   c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
   d. Flags or flares or other warning devices; and
   e. Any other equipment or supplies determined to be included on the school bus by the administration.

5. Each school bus driver shall:
   a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
   b. Keep aisles and passageways clear at all times;
   c. Maintain student discipline on the bus;
   d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
   e. Report promptly to the Principal and Transportation Coordinator, or designee, any potential driving hazard on his/her route, such as construction, road work, etc.;
   f. Report promptly to the Principal and Transportation Coordinator or designee any deviation in the bus route or schedule;
   g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
Emergency School Bus Procedures

h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;

i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;

j. Inspect the school vehicle for students left on board the bus at the end of a route; and visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus.

k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers’ paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.

2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.

3. A school bus must be evacuated when:

   a. There is a fire in the engine or any other portion of the bus;

   b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or

   c. The bus is disabled for any reason and
Emergency School Bus Procedures

1. Its stopping point is in the path of a train or is adjacent to a railroad track,
2. A potential exists for the position of the bus to shift thus endangering students, or
3. The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision; or
4. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.

4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.

5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.

6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.

7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Transportation Coordinator and/or Business Administrator of the number and location of the bus and the circumstances of the disability. The Transportation Coordinator and/or Business Administrator will make arrangements for the safety of the students.

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.

   a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary, or designee, of the district providing the transportation.
b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.

c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:

   (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or

   (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.

   (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.

   (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver’s name, driver’s license number, vehicle owner’s name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
Emergency School Bus Procedures

f. The following notifications must be provided:

1. The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. 

2. The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.

3. In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of $500 shall complete and file, within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.

4. The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:

a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver’s physical or mental condition.

b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.

d. The Transportation Coordinator and/or Business Administrator shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.

3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.

a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.

b. If necessary, first aid will be administered.

c. If the student’s injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.

d. If the student’s injury is not serious, and

(1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student’s parent;

(2) Occurs on the way to the student’s home, the school bus driver or another school district staff member will deliver the injured student to his/her parent(s) or legal guardian(s) or to a responsible adult at the student’s home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician’s office or to the nearest hospital emergency room; or
(3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student’s parent.

e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.
The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, disabilities as required by law and with their Individualized Education Program (IEP) dictated by the pupil's educational needs and physical welfare. The Board will provide the transportation in accordance with N.J.A.C. 6A:27-5.1 specified as a related service in the program of special education approved for a disabled student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation will conform to the pupil's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent with transportation services to a placement outside this district will conform to the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

The transportation of a disabled pupil may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school. When necessary for the pupil's welfare, the student's case manager shall will provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

For Students with special needs disabilities below the age of five shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations will be used.

The transportation of disabled students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c). Such transportation services will be dictated by the pupil's IEP and approved by the Child Study Team. The individual plan for a disabled pupil's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-state disabled pupils will be by the most economical and expeditious mode consistent with the pupil's special needs and will be limited to travel at the beginning and the ending of the school year.
Transportation of Special Needs Students
Disabled Pupils

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1 et seq.

Adopted: 7 December 2009
A. Transportation Procedures for Special Education Students/Non-Public & Bergen County Schools Students

All parents/guardians of students transported by Special Services, Non-Public & Bergen County Schools will receive a letter from the Coordinated Transportation Services Agency before transportation begins.

The following guidelines are to be followed:

1. Special Services (with or without bus aide)
   a. An Application for Transportation for each student is submitted to the Coordinated Transportation Services Agency. This form contains parent/guardian cell phone numbers.

2. Undeliverable Student (No Parent/Guardian Available to Receive Student)
   a. Driver keeps student on bus.
   b. After dropping all other students, driver returns to drop-off location to see if parent/guardian is there to receive the student. If not:
      • Driver contacts bus company dispatcher and the Coordinated Transportation Services Agency.
      • Coordinated Transportation Services Agency contacts:
         o Special Programs Office (201) 670-2700 ext. 10545 or ext. 10544
         o Ridgewood Transportation Department (201) 670-2700 ext. 10537 or Business Administrator (201)670-2700 ext. 10503
   c. The Coordinated Transportation Services Agency and/or Ridgewood attempts to call emergency cell phone numbers of parents/guardians.
   d. If no contact is reached, the student is taken to the Special Programs Office at the Ridgewood Board of Education, 49 Cottage Place, Ridgewood.
Transportation of Special Education Students/Non-Public and Bergen County Schools

e. The Special Programs Office holds the student until the parent/guardian picks up the student. If no parent/guardian is reached, the local police department is called.

f. If no employees are available to receive the student at the Special Programs Office, the student is taken to the local police department.

3. Bus Running Late or Emergency

a. Driver contacts bus company dispatcher and the Coordinated Transportation Services Agency.
   • The Coordinated Transportation Services Agency contacts the Special Programs Office (201) 670-2700 ext. 10545 or ext. 10544
   • Transportation Department (201) 670-2700 ext. 10537 or Business Administrator (201) 670-2700 ext. 10503

b. The Coordinated Transportation Services Agency and/or Ridgewood attempts to call emergency cell phone number of parents/guardians.

B. Non-Public Grades K-3

Ridgewood requires grades Kindergarten - 3 students to have a responsible adult meet them at the drop off stop at the end of the school day. However, not all nonpublic schools have the same requirements.

The following guidelines are to be followed:

1. Undeliverable Student (Responsible Adult Required but Not Present)

   a. Driver keeps student on bus.
   b. Driver contacts bus company dispatcher.
   c. Bus company calls the Coordinated Transportation Services Agency.
   d. The Coordinated Transportation Services Agency contacts the non-public school.
   e. Driver brings student to the school at the end of the route.
      • School calls parent/guardian and holds student until parent/guardian comes to pick up student. If the school cannot reach the parent, the school contacts the local police department.
      • If no employees are available to receive the student at the school, the student is taken to the local police department.
2. Bus Running Late or Emergency
   a. Driver contacts bus company dispatcher.
   b. Bus company contacts the Coordinated Transportation Services Agency and the non-public school.
   c. The Coordinated Transportation Services Agency contacts the Ridgewood Board of Education and the nonpublic school.
   d. The non-public school handles all parental notifications.

C. Bergen County Technical High Schools

The following guidelines are to be followed:

1. Bus Running Late or Emergency
   a. Driver contacts bus company dispatcher.
   b. Bus company contacts the Coordinated Transportation Services Agency and the technical school.
   c. The Coordinated Transportation Services Agency contacts the Ridgewood Board of Education and the technical school.
   d. The technical school handles all parental notifications.
Booster Clubs

A. Role of the Booster Clubs

Booster Clubs are organized for the purpose of endorsing and supporting a school sponsored activity. Booster Clubs may include, but are not limited to, Home and School Association (HSA), athletic booster clubs, alumni groups, theater groups, and music programs such as band or chorus, and others not mentioned. Members of Booster Clubs are encouraged to support the success of the students, staff, and programs. Booster Clubs members should not be involved in any way in school, team, or coaching/programming decisions, or in the administration of the program. The HSA shall be exempt from this Policy and Regulation 9191 Booster Clubs.

B. Constitution and Bylaws

Booster Clubs shall operate under an approved constitution and bylaws. The constitution and bylaws should include the following:

- Name
- Purpose and Function
- Membership
- Officers
- President
- Vice President
- Secretary
- Treasurer
- Basic Policies of Operation

C. Communications

Communication among the Booster Clubs presidents and the respective staff is essential for all items related to specific programs. This includes, but is not limited to: purchases, program needs, dinners, direction guides, budgeting, and all other organization related activities. Booster Clubs will work cooperatively with the appropriate building level administration. Athletics Booster Clubs will work with the Director of Athletics. All other Booster Clubs will work in conjunction with the Building Principal or his/her designee.
D. Organization Requirements

1. Non-profit Organization
   Any booster club organization should preferably be a non-profit organization. Proof of non-profit status shall be provided to the appropriate administrator.

2. Intended Activities
   Each club will submit an activities report stating the program goals for that year, the projected budget to meet the program goals and a list of intended activities to meet the financial goals. All aspects of the activities report must be approved by the program advisor/coach before submission to the appropriate administrator.

3. Financial Accountability
   Approved Treasurer’s reports shall be provided to the appropriate administrator for each club’s general meetings. Reports shall include monies raised, expended, and progress towards meeting the financial goals of the club. A final Treasurer’s report shall be submitted prior to each club’s reorganization.

4. Utilization of Funds
   Gifts, grants and donations shall comply with Policy 7230 - Gifts, Grants and Donation.

5. District Policies
   Clubs shall comply with all district policies and regulations. If funds from their organization account are used for salaries for volunteers, volunteers shall receive a 1099. This includes but is not limited to the following:

   - P5830 Pupil Fund Raising
   - P7230 Gifts, Grants and Donations
   - P7510 Use of School Facilities
   - P9180 School Volunteers
   - P9181 Volunteer Athletic Coaches
   - P9190 Community Organizations
   - P9191 Booster Clubs
   - P9200 Cooperation Between Parents and School
   - P9210 Parent Organizations
   - P9700 Special Interest Groups
6. Field Trips
All field trips require approval at the building level and then from the Assistant Superintendent’s Office. Field trips shall comply with Policy and Regulation - 2340 Field Trips.

7. Fundraising
All fundraising activities require the approval of the appropriate administrator. This includes activities where students do not participate in fundraising. Approval shall be acquired through the submission of the Fundraising Request Form. No student shall be required to fundraise, make donations or pay non-mandatory fees (i.e. ice hockey) unless approved by the appropriate administrator.

a. Short-term (within one year) and long-term (2-5 years) goals/needs should be developed in conjunction with the appropriate supervising Administrator and Advisor/Head Coach which are consistent with the overall goals and objectives of the school. These goals/needs should then be reported to the individual Booster Club representatives.

b. The individual group must create a fundraising plan in conjunction with the Advisor/Head Coach to raise the necessary funds to cover the expenses to satisfy the short- or long-term goals/needs for the program.

c. Booster Clubs are not empowered to make purchases or to raise money without the knowledge of the supervising Administrator and Advisor/Head Coach.

d. Individual raffles and 50/50s must receive the prior approval of the advisor or head coach. The request must be accompanied by copies of any legal permits obtained by the organization necessary to run legal games of chance.

e. The supervising Administrator and head coach should be cognizant of plans to approach community donors.

E. Banquets and Awards

Traditionally, Booster Clubs have assisted advisors/coaches with end-of-season/year awards and banquets/ceremonies. Booster Clubs assisting in event and awards should take all direction from the advisors/coaches. The following guidelines must be followed:
1. Booster Clubs may provide group, team or individual photographs.

2. Individual raffles and 50/50s must receive the prior approval of the supervising Administrator. This request must be accompanied by copies of any legal permits obtained by the organization necessary to run legal games of chance.

3. Appropriate gifts may be given to parents.

4. Recognition of the senior members of the group/team is appropriate. This expense, along with the program dinner and Advisor/Coaches gifts, are Booster Club responsibilities, and should be factored into the budget and comply with Board policy. In keeping with Booster Clubs policy, the total value of the recognition awards to students should be appropriate.

5. Individual awards can be given to group/team members following any county, region, state recognized accomplishment, undefeated season or a conference, county, or state championship. If an individual Booster Club wants to award additional recognition for these accomplishments the award needs to be approved in advance by the supervising Administrator and Advisor/Head Coach to maintain consistency from group to group. Individual Interscholastic awards and similar mementos to students should be limited to those approved by the Board of Education and in keeping with traditional High School requirements which are basically symbolic in nature i.e., letters, sweaters, jackets, pins, trophies, and other similar type of award, rings or watches which are properly inscribed. No other award of any monetary value may be given to any student without prior approval by the Board of Education. NJAC, NJSIAA and NCAA regulations must be followed in every case when it pertains to athletes, and prior approval granted by the administration.

The Board of Education recognizes that the support offered by booster clubs can benefit the school district.

Nothing in this policy shall be construed as the Board's assumption of responsibility for any activity conducted by a Booster Club.

Issued:
9210 PARENT ORGANIZATIONS

In each school, any organization consisting of parent(s) or legal guardian(s), school staff, and friends of the school shall be a Board-approved, voluntary organization, and independent from the Board of Education. It may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs. Representatives of recognized parent organizations shall comply with all applicable Board policies.

Such organizations shall have among their objectives the promotion of student welfare, the development of close relationships between the home and the school, and the development between educators and the public of such united efforts as will secure for every student in the schools the best kind of educational program possible.

The school Principal may serve on the executive board of each school’s home and school association. All members of the professional staff shall be encouraged to join the organization and to participate in its activities.

The Federated Home and School Association, an agency whose purpose is to foster cooperative effort among all the home and school associations, is made up of the presidents of the individual home and school associations, an executive committee, and the Superintendent. The Superintendent and a Board member will act as liaison between the Board and this group.

The Board and Superintendent shall make it a practice not to interfere in the internal workings of such groups.

Permission to hold regular meetings of such associations in school facilities is granted, in accordance with Board policy.

Adopted: 7 December 2009
Revised:
Parent Organizations

A. Role of the Parent Organization

Parent Organizations are organized for the purpose of endorsing and supporting a school sponsored activity. Parent Organizations may include, but are not limited to, Home and School Association (HSA), athletic booster clubs, alumni groups, theater groups, and music programs such as band or chorus, and others not mentioned. Members of Parent Organization are encouraged to support the success of the students, staff, and programs. Parent Organization members should not be involved in any way in school, team, or coaching/programming decisions, or in the administration of the program. The HSA shall be exempt from Policy and Regulation 9210 - Parent Organizations.

B. Constitution and Bylaws

Parent Organizations shall operate under an approved constitution and bylaws. The constitution and bylaws should include the following:

- Name
- Purpose and Function
- Membership
- Officers
- President
- Vice President
- Secretary
- Treasurer
- Basic Policies of Operation

C. Communications

Communication among the Parent Organizations presidents and the respective staff is essential for all items related to specific programs. This includes, but is not limited to: purchases, program needs, dinners, direction guides, budgeting, and all other organization related activities. Parent Organizations will work cooperatively with the appropriate building level administration. Athletics Booster Clubs will work with the Director of Athletics. All other Parent Organizations will work in conjunction with the Building Principal or his/her designee.
D. Organization Requirements

1. Non-profit Organization
   Any parent organization should preferably be a non-profit organization. Proof of
   non-profit status shall be provided to the appropriate administrator.

2. Intended Activities
   Each club will submit an activities report stating the program goals for that year,
   the projected budget to meet the program goals and a list of intended activities to
   meet the financial goals. All aspects of the activities report must be approved by the
   program advisor/coach before submission to the appropriate administrator.

3. Financial Accountability
   Approved Treasurer’s reports shall be provided to the appropriate administrator
   for each club’s general meetings. Reports shall include monies raised, expended,
   and progress towards meeting the financial goals of the club. A final Treasurer’s
   report shall be submitted prior to each club’s reorganization.

4. Utilization of Funds
   Gifts, grants and donations shall comply with Policy 7230 - Gifts, Grants and
   Donation.

5. District Policies
   Parent Organizations shall comply with all district policies and regulations. If funds
   from their organization account are used for salaries for volunteers, volunteers
   shall receive a 1099. This includes but is not limited to the following:

   • P5830 Pupil Fund Raising
   • P7230 Gifts, Grants and Donations
   • P7510 Use of School Facilities
   • P9180 School Volunteers
   • P9181 Volunteer Athletic Coaches
   • P9190 Community Organizations
   • P9191 Booster Clubs
   • P9200 Cooperation Between Parents and School
   • P9210 Parent Organizations
   • P9700 Special Interest Groups
6. **Field Trips**
All field trips require approval at the building level and then from the Assistant Superintendent’s Office. Field trips shall comply with Policy and Regulation - 2340 Field Trips.

7. **Fund Raising**
All fundraising activities require the approval of the appropriate administrator. This includes activities where students do not participate in fundraising. Approval shall be acquired through the submission of the Fundraising Request Form. No student shall be required to fundraise, make donations or pay non-mandatory fees (i.e. ice hockey) unless approved by the appropriate administrator.

   a. Short-term (within one year) and long-term (2-5 years) goals/needs should be developed in conjunction with the appropriate supervising Administrator and Advisor/Head Coach which are consistent with the overall goals and objectives of the school. These goals/needs should then be reported to the individual Parent Organization representatives.

   b. The individual group must create a fundraising plan in conjunction with the Advisor/Head Coach to raise the necessary funds to cover the expenses to satisfy the short- or long-term goals/needs for the program.

   c. Parent Organizations are not empowered to make purchases or to raise money without the knowledge of the supervising Administrator and Advisor/Head Coach.

   d. Individual raffles and 50/50s must receive the prior approval of the advisor or head coach. The request must be accompanied by copies of any legal permits obtained by the organization necessary to run legal games of chance.

   e. The supervising Administrator and head coach should be cognizant of plans to approach community donors.

E. **Banquets and Awards**
Traditionally, Parent Organizations have assisted advisors/coaches with end-of-season/year awards and banquets/ceremonies. Parent Organizations assisting in event and awards should take all direction from the advisors/coaches. The following guidelines must be followed:
Parent Organizations may provide group, team or individual photographs.

Individual raffles and 50/50s must receive the prior approval of the supervising Administrator. This request must be accompanied by copies of any legal permits obtained by the organization necessary to run legal games of chance.

Appropriate gifts may be given to parents.

Recognition of the senior members of the group/team is appropriate. This expense, along with the program dinner and Advisor/Coaches gifts, are Booster Group responsibilities, and should be factored into the budget and be in compliance with Board policy. In keeping with the Parent Organizations, the total value of the recognition awards to students should be appropriate.

Individual awards can be given to group/team members following any county, region, state recognized accomplishment, undefeated season or a conference, county, or state championship. If an individual Parent Organization wants to award additional recognition for these accomplishments the award needs to be approved in advance by the supervising Administrator and Advisor/ Head Coach to maintain consistency from group to group. Individual Interscholastic awards and similar mementos to students should be limited to those approved by the Board of Education and in keeping with traditional High School requirements which are basically symbolic in nature i.e., letters, sweaters, jackets, pins, trophies, and other similar type of award, rings or watches which are properly inscribed. No other award of any monetary value may be given to any student without prior approval by the Board of Education. NJAC, NJSIAA and NCAA regulations must be followed in every case when it pertains to athletes, and prior approval granted by the administration.

The Board of Education recognizes that the support offered by Parent Organizations can benefit the school district.

Nothing in this policy shall be construed as the Board's assumption of responsibility for any activity conducted by a parent organization.
Representatives of the local newspapers and radio and television stations are an important link in the communications chain between the school district and the community it serves. The maintenance of a good working relationship with members of the media is essential to meeting the objectives of the school district's school and community relations program.

The Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the radio broadcasting, televising, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. He/she shall be readily available to: media representatives, provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; “press kits;” assist school and parent organizations with media press relations; meet periodically with media representatives; and protect school personnel from any unnecessary demands on their time by news media representatives; and provide additional information as appropriate.

Individual schools may prepare press releases of routing announcements and submit them directly to the press, upon the approval of the Building Principal or designee. Copies should be sent to the Superintendent and Public Information Officer.

The Superintendent must approve in advance interviews between staff members or students and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.
A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members’ First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.

The Superintendent or designee must authorize the release of photographs, video or digital images of district subjects, personnel, or students.

Any photographs, video or digital images of a student with a disability of disabled children shall not be disseminated or used in print or media in any way if they are identified as a student with a disability disabled unless permission is granted by the parent(s) or legal guardian(s). Any photographs, video or digital images of a child children placed in the district by DYFS the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Division Department case worker. Where the release of a photograph, video or digital images may violate the privacy of a student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student’s parent(s) or legal guardian(s).

Taking pictures of district students and buildings for commercial purposes is prohibited without written approval of the Superintendent. “Commercial purposes” in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services. “School students” in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Adopted: 7 December 2009
Revised: