

**FORT LEE BOARD OF EDUCATION
FORT LEE, NEW JERSEY
REGULAR BUSINESS MEETING AGENDA**

Monday, July 26, 2010

Library of School No. 1 – 250 Hoym St.

1. **CALL TO ORDER BY THE PRESIDENT**

2. **FLAG SALUTE**

3. **PUBLIC ANNOUNCEMENT**

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Fort Lee Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the entrance hall of the Board Office, 255 Whiteman Street; published in the Board's designated newspapers: The Record, The Star Ledger, The Bergen News, and The Suburbanite; filed with the Clerk of the Borough of Fort Lee; and mailed to all persons, if any, who have requested said notice.

4. **ROLL CALL**

Mr. John Bang, Mr. Arthur W. Levine, Mrs. Linda McCue, Mrs. Angela Napolitano, Mr. Yusang Park, Mrs. Michelle Stux-Ramirez, Mr. Peter Suh, Mr. Joseph Surace and Mr. Carmelo Luppino, Jr.

5. **REPORT OF THE SUPERINTENDENT OF SCHOOLS**

6. **PRELIMINARY BOARD SECRETARY AND TREASURER'S REPORT**

For the month of June 2010.

OFFERED BY _____ SECONDED BY _____

7. **APPROVAL OF MONTHLY BUDGET STATUS CERTIFICATION**

The Board Secretary certifies that for the month ending June 2010 and no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education pursuant to N.J.S.A.18A:22-8 and N.J.S.A.18A:22-8.1.

Pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education certifies that as of June 2010 the Board Secretary's monthly financial report (appropriations section) did not reflect an over-expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

OFFERED BY _____ SECONDED BY _____

(cont'd) Regular Business Meeting Agenda – July 26, 2010

8. **PUBLIC WORK SESSION**

9. **APPROVAL OF MINUTES**

- ♦ The minutes from the Executive Session, and Regular Business Meeting on July 12, 2010.

OFFERED BY _____ SECONDED BY _____

10. **QUESTIONS AND COMMENTS FROM THE PUBLIC ON ITEMS LISTED ON TONIGHT'S AGENDA**

11. **RESOLUTIONS AND REPORTS OF COMMITTEES**

12. **QUESTIONS AND ANSWERS FROM THE AUDIENCE ON ANY TOPIC OF CONCERN**

13. **PRIVATE WORK SESSION TIME:**

OFFERED BY _____ SECONDED BY _____

WHEREAS, the Open Public Meetings Act and the Fort Lee Board of Education reserve the right within the constraints of State Law to sit in Private Session; and

WHEREAS, there now exists a need for this Board of Education to meet in Private Session; NOW, THEREFORE, BE IT RESOLVED, that the Fort Lee Board of Education recess into Private Work Session to discuss exempt matters pertaining to personnel, legal matters and any such matters that may come before the Board; and

BE IT FURTHER RESOLVED that the public will be informed regarding the topics discussed in Private at a later date undetermined at this time.

14. **ADJOURNMENT**

OFFERED BY _____ SECONDED BY _____

Respectfully submitted,


Cheryl Balletto
Business Administrator/Board Secretary

CB:mp
Att.
7-21-10

INDEX – July 26, 2010

RESOLUTION #	TOPIC
BUILDINGS & GROUND	
1B&G	APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE AND SUBSTANDARD INSTRUCTIONAL SPACE
2B&G	APPLICATION FOR ALTERNATE BATHROOM FACILITIES
CURRICULUM & INSTRUCTION	
1CUR	ACCEPTANCE OF FINAL REPORT FOR K-12 MUSIC DISTRICT STUDY GROUP
2CUR	ESTABLISHMENT AND OPERATION OF SPECIAL EDUCATION/GENERAL EDUCATION PROGRAMS
FINANCE	
1F	APPROVAL OF CAFETERIA CLAIMS FOR JUNE 2010
2F	EXTENDED SCHOOL DAY PROGRAM PAYMENTS – JUNE 2010
3F	LINE ITEM TRANSFERS – JUNE 2010
4F	STUDENT ACCIDENT INSURANCE
5F	SOUTH BERGEN WORKERS' COMPENSATION INSURANCE
6F	NONPUBLIC SCHOOL TRANSPORTATION AID
HEALTH-WELFARE & SAFETY	
1HWS*	PAYMENT OF HOME INSTRUCTION SERVICE
2HWS*	CATAPULT LEARNING AGREEMENT FOR NURSING SERVICES
3HWS*	BERGEN COUNTY SPECIAL SERVICES HOME/HOSPITAL INSTRUCTION PROGRAM CONTRACT
4HWS*	BERGEN COUNTY SPECIAL SERVICES CONTRACT FOR IDEA FUNDING FOR 2010-2011 SCHOOL YEAR
PERSONNEL	
1P*	APPROVAL - STAFF TRIPS AND CONFERENCES
2P	MATERNITY LEAVE FOR GINA GRAZIANO-HEMPTON AS HIGH SCHOOL SOCIAL STUDIES TEACHER
3P	APPOINTMENT OF FLORDALIZA RODRIQUEZ AS LEAVE REPLACEMENT AT FORT LEE HIGH SCHOOL

INDEX – July 26, 2010

4P	APPOINTMENT OF DEONCA WILLIAMS AS HIGH SCHOOL SPANISH TEACHER
5P	RESCINDING THE APPOINTMENT OF JUNG MI VERONICA LEE AS LEAVE REPLACEMENT
6P	APPOINTMENT OF CROSS COUNTRY HEAD COACH FOR THE 2010-2011 SCHOOL YEAR
7P	APPOINTMENT OF SUBSTITUTE TEACHER
8P	RESCINDING THE APPOINTMENT OF GRACE KIM AS ART TEACHER AT SCHOOL NO. 4 AND HIGH SCHOOL
9P	APPOINTMENT OF ADDITIONAL EXTENDED SCHOOL DAY PROGRAM PERSONNEL FOR THE 2010-2011 SCHOOL YEAR
<i>POLICY</i>	
1POL	SECOND READING AND ADOPTION OF POLICY NOS. 2436, 6360, 6422 AND 8420

BUILDINGS & GROUNDS COMMITTEE

#1B&G

RESOLUTION NO. _____

**APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE AND
SUBSTANDARD INSTRUCTIONAL SPACE**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the submission of the **Applications for Dual Use of Educational Space** and Substandard Instructional Space for the 2010-2011 school year to the Bergen County Superintendent of Schools.

School No. 1	Room No. 100
School No. 1	Room No. 17
School No. 2	Mini-Theater
School No. 3	Mini-Theater
School No. 4	Room No. 21
School No. 2	2 nd Floor Lobby
School No. 2	Room 211

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE

2010 - 2011 SCHOOL YEAR

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual use educational space must be obtained from the county superintendent **ANNUALLY**.

County: Bergen

District : Fort Lee Public Schools

School: Elementary School #1

Room Number/Name: 100 State Approved Use: _____

Requested Use: BSI Reading And: Speech

Number of students and teachers (total) in each group: 4 And: 3

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.): _____
Filing Cabinet and desk – see attached diagram

Submit the following with this application:

A sketch of the space showing room size, location of exit doors, fire detection systems, ventilation systems and divider, must accompany this form.

The Board of Education approved the Dual Use Application for the 2010 - 2011 school year on 7-26-2010 (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) (Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____

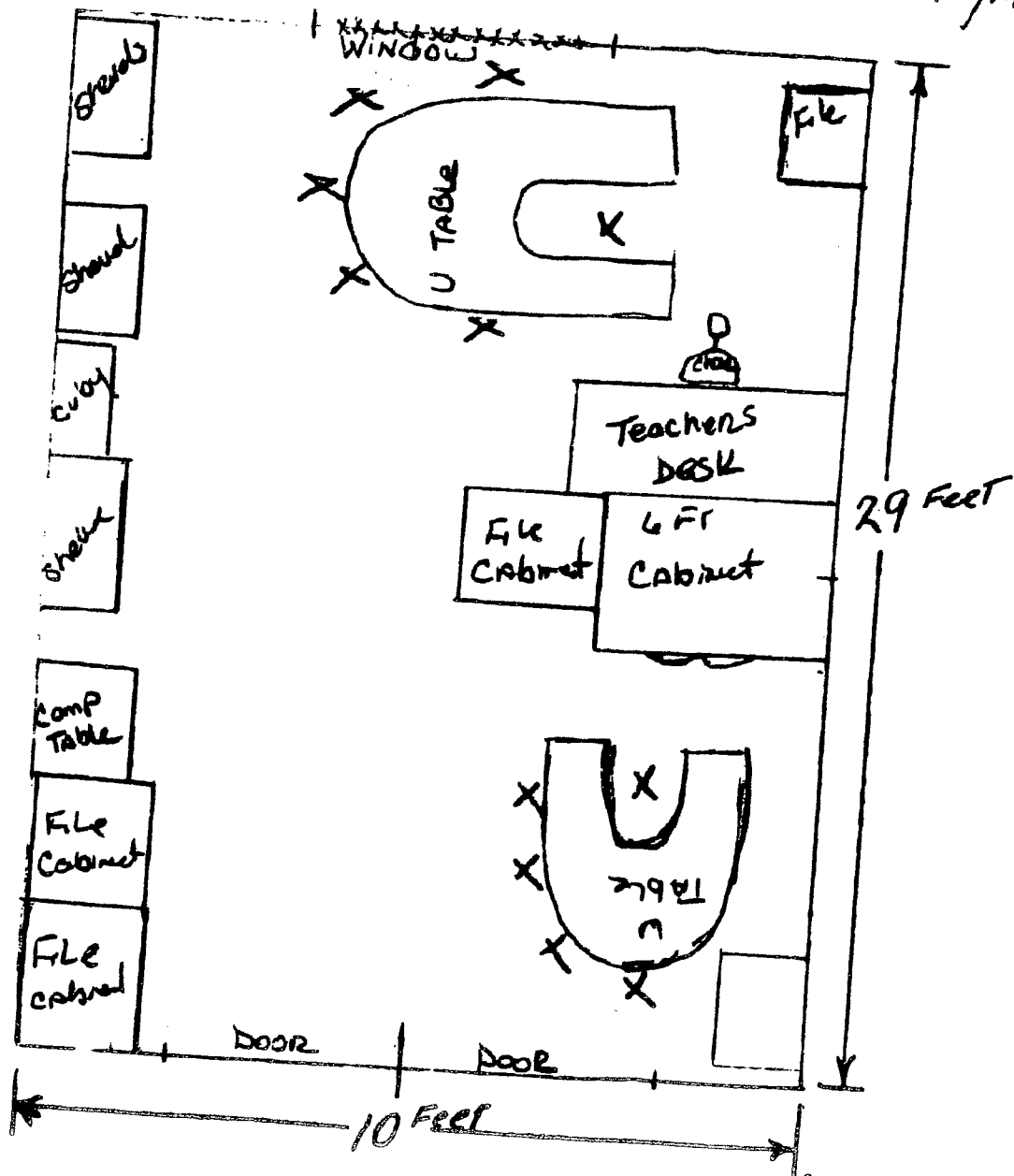
Inspected by: _____

_____ Approved as is _____ Not approved

_____ Approved subject to the following conditions: _____

(County Superintendent) _____ (Date) _____

School 1
Room 100
Hoym



APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE

2010 - 2011 SCHOOL YEAR

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual use educational space must be obtained from the county superintendent **ANNUALLY**.

County: Bergen

District : Fort Lee Public Schools

School: Elementary School #1

Room Number/Name: 17 State Approved Use: _____

Requested Use: ESL And: Bilingual

Number of students and teachers (total) in each group: 5/6 – 2 ESL And: 5/6 – 3 Bilingual

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.): _____
9 '5" long and 6' high screen flex partitions – see attached diagram

Submit the following with this application:

A sketch of the space showing room size, location of exit doors, fire detection systems, ventilation systems and divider, must accompany this form.

The Board of Education approved the Dual Use Application for the 2010 - 2011 school year on 7-26-2010 (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) (Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____

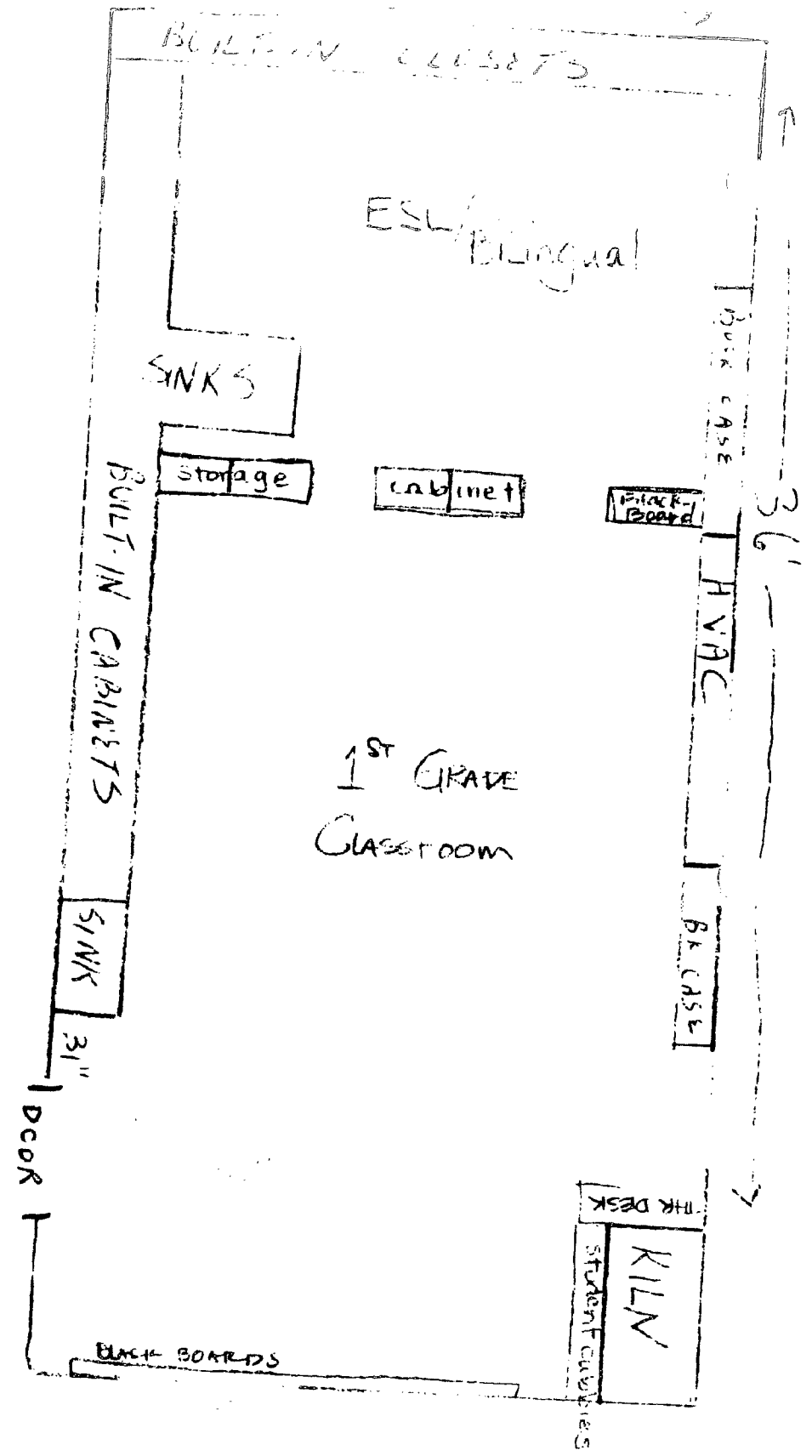
Inspected by: _____

_____ Approved as is _____ Not approved

_____ Approved subject to the following conditions: _____

(County Superintendent) _____ (Date) _____

ESL/BILINGUAL + 1ST GRADE CLASSROOM



2010 - 2011 SCHOOL YEAR

Date of Application: 7-26-2010
(Date)

043002gb

APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE

2010 - 2011 SCHOOL YEAR

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual use educational space must be obtained from the county superintendent **ANNUALLY**.

County: Bergen

District : Fort Lee Public Schools

School: Elementary School #3

Room Number/Name: Mini Theatre State Approved Use: Classroom

Requested Use: ESL And: Bilingual

Number of students and teachers (total) in each group: 11 And: 11

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.):
9 '5" long and 6' high screen flex partitions – see attached diagram

Submit the following with this application:

A sketch of the space showing room size, location of exit doors, fire detection systems, ventilation systems and divider, must accompany this form.

The Board of Education approved the Dual Use Application for the 2010 - 2011 school year on 7-26-2010 (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) (Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____

Inspected by: _____

_____ Approved as is _____ Not approved

_____ Approved subject to the following conditions: _____

(County Superintendent) _____ (Date) _____

To: Joanne Calabro

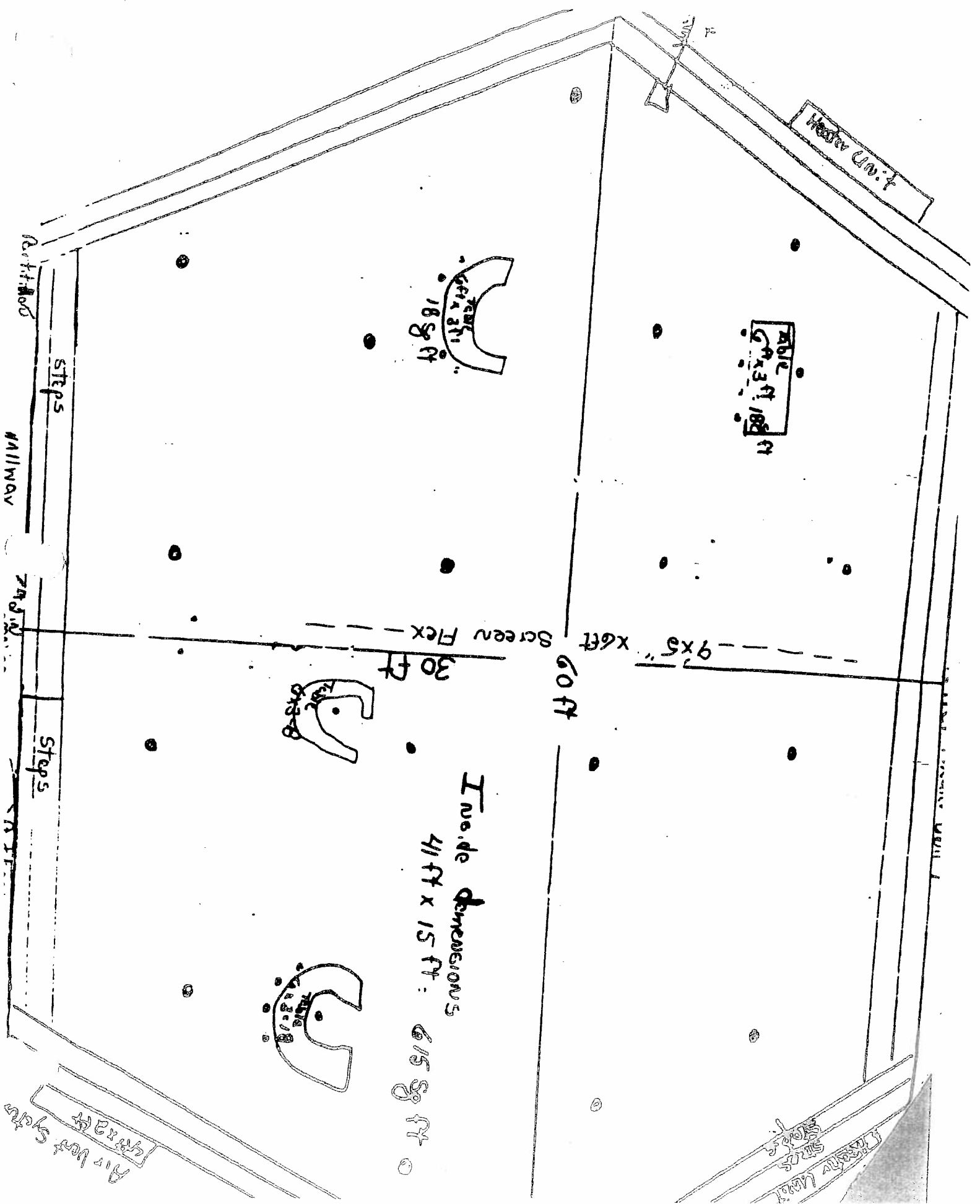
From: John A. Caputo

Date: August 24 2006

Re: Dual Use Application

Mini-Theater:

The mini-theater will offer a unique set of circumstances for instruction. There will be times when ESL, Bilingual classes are held simultaneously. This location has been provided with workstations allowing both ESL and Bilingual teachers the opportunity to work with a variety of students during a single class period. This arrangement allows for greater amounts of social and educational interaction between students and teachers. Approximately 6-11 students in each group will be housed in this location at one time with no more than 22 students total. See attached map.



APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE

2009 - 2010 SCHOOL YEAR

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual use educational space must be obtained from the county superintendent **ANNUALLY**.

County: Bergen

District : Fort Lee Public Schools

School: Elementary School #4

Room Number/Name: Room 21 State Approved Use: Classroom

Requested Use: ESL And: Grade 4

Number of students and teachers (total) in each group: 11 And: 11

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.): _____
Room is divided by four resin storage cabinets and a 2 sided portable blackboard – see attached diagram

Submit the following with this application:

A sketch of the space showing room size, location of exit doors, fire detection systems, ventilation systems and divider, must accompany this form.

The Board of Education approved the Dual Use Application for the 2009 - 2010 school year on 6-29-2009 (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) (Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____

Inspected by: _____

_____ Approved as is _____ Not approved

_____ Approved subject to the following conditions: _____

(County Superintendent) _____ (Date) _____

30' x 28' = 840 sq. Ft

Windows
Book Cases

Vent

Windows
Book Cases

Bilingual
Instruction

420 sq. Ft.

Partition 20'

Partition

Chalk Boards
Book Cases

ESL
Instruction

420 sq. Ft.

Computers (2)

Door

Closest (bunkies) bunkies
bunkies

2010 - 2011 SCHOOL YEAR

Date of Application: 7-26-2010
(Date)

District: Fort Lee Public Schools

School or Building: School #2

Address of School: 2047 Jones Road Fort Lee, NJ 07024

Room Location/Number (be specific) 2nd Floor Lobby State Approved Use : Art Room
 Basement _____ 1st Floor _____ 2nd Floor ☒ Other _____

Dimensions: Length: 15 ft. Width: 10 ft. Ceiling height: 12 ft. _____ in.
Total Area: 150 square feet NET Area: _____ square feet

Grade Level(s): 3-6 Instructional Activity(s): Resource Room

Maximum number of students and teachers/aides (total) at one time: 5-7 Students and 1-2 Adults

Building construction: Lavatory Facilities: Drinking Fountain: Lighting at 50 foot-candles:
 Frame ___ Masonry X Yes ___ No X Yes ___ No X Yes X No ___

Ventilation: Tempered Air ____ Exhaust Fan ____ Window ____ Other (specify) ____ Univent ____

Fire/Smoke detection device in room: Yes X No

Exits from room: How many 2 To Outside _____ To Hallway X Other 2nd Floor Lobby _____

Reason(s) for the need to use this temporary instructional area: Reconfiguring school to bring special education students back to district.

What improvements will be made to this space prior to September 1 of the next school year?

The Board of Education approved this initial temporary application for the 2010 - 2011 school year on 7-26-10.

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) _____ (Date) _____

FOR COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____ Inspected by: _____

Included in Long-Range Facility Plan: Yes _____ No _____

For the _____ - _____ school year, approval: _____ is granted _____ is not granted

subject to the following conditions:

County Superintendent) _____ (Date) _____

**TEMPORARY APPLICATION FOR SUBSTANDARD INSTRUCTIONAL
SPACE**

2010 - 2011 SCHOOL YEAR

Please check one:

☒ In an existing school building
☐ Off-Site
☐ Trailers

Date of Application: 7-26-2010
(Date)

District: Fort Lee Public Schools

School or Building: School #2

Address of School: 2047 Jones Road Fort Lee, NJ 07024

Room Location/Number (be specific) 211 State Approved Use : Art Room
Basement _____ 1st Floor _____ 2nd Floor X _____ Other _____

Dimensions: Length: 40 ft. Width: 28 ft. Ceiling height: 12 ft. _____ in.
Total Area: _____ square feet NET Area: _____ square feet

Grade Level(s): Kindgarten Instructional Activity(s): Everyday Classroom

Maximum number of students and teachers/aides (total) at one time: 20 Students and One Adult

Building construction: Lavatory Facilities: Drinking Fountain: Lighting at 50 foot-candles:
Frame _____ Masonry X Yes _____ No X Yes _____ No X Yes X No _____

Ventilation: Tempered Air _____ Exhaust Fan _____ Window _____ Other (specify) Univent

Fire/Smoke detection device in room: Yes X No _____

Exits from room: How many 1 To Outside _____ To Hallway X Other _____

Reason(s) for the need to use this temporary instructional area: Reconfiguring school to bring special education students back to district.

What improvements will be made to this space prior to September 1 of the next school year? _____

The Board of Education approved this initial temporary application for the 2010 - 2011 school year on 7-26-10.

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) (Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____ Inspected by: _____

Included in Long-Range Facility Plan: Yes _____ No _____

For the _____ - _____ school year, approval: is granted _____ is not granted _____

subject to the following conditions: _____

(County Superintendent) _____ (Date) _____

#2B&G

RESOLUTION NO. _____

APPLICATION FOR ALTERNATE BATHROOM FACILITIES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the submission of the **Application for Alternate Methods of Compliance for Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten classrooms** for the 2010-2011 school year to the Bergen County Superintendent of Schools.

School No. 2	Room No. 205
School No. 2	Room No. 201
School No. 3	Room No. 111
School No. 4	Room Nos. 1 and 19

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION,
PRE-KINDERGARTEN AND KINDERGARTEN CLASSROOMS**

A separate form is required for each school building

SCHOOL NAME SCHOOL #2

DISTRICT NAME FORT LEE

ROOM NUMBER(S) 205

COUNTY NAME BERGEN

To: County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.2(h)4ii, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

The bathrooms are directly down the hall. Students will be escorted to the bathroom after

Playtime, before and after lunch and after art activities for handwashing. Adults will escort

children to the bathroom at all other times.

Board of Education has approved this alternate method of compliance on 7-26-2010; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.2(h)4ii have been met.

Should this be NJAC 6A:26-6.3(h)4ii

Chief School Administrator

Date

Approved: _____

Not Approved: _____

County Superintendent

Date

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION,
PRE-KINDERGARTEN AND KINDERGARTEN CLASSROOMS**

A separate form is required for each school building

SCHOOL NAME SCHOOL #2

DISTRICT NAME FORT LEE

ROOM NUMBER(S) 201

COUNTY NAME BERGEN

To: County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.2(h)4ii, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

The bathrooms are directly down the hall. Students will be escorted to the bathroom after Playtime, before and after lunch and after art activities for handwashing. Adults will escort children to the bathroom at all other times.

Board of Education has approved this alternate method of compliance on 7-26-2010; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.2(h)4ii have been met.

Should this be NJAC 6A:26-6.3(h)4ii

Chief School Administrator

Date

Approved: _____

Not Approved: _____

County Superintendent

Date

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION,
PRE-KINDERGARTEN AND KINDERGARTEN CLASSROOMS**

A separate form is required for each school building

SCHOOL NAME SCHOOL #3

DISTRICT NAME FORT LEE

ROOM NUMBER(S) 111

COUNTY NAME BERGEN

To: County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.2(h)4ii, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

Children unceer direct supervision of an adult are escorted to the bathroom at all times. The teacher will call the main office via intercom to request an adult. Each day at 9:45 am and 1:15 pm children are escorted by an adult to the bathroom. The bathrooms are directly down the hall. Students will be escorted to the bathroom after Playtime, before and after lunch and after art activities for handwashing. Adults will escort children to the bathroom at all other times. The bathrooms are opposite of the classroom door.

Board of Education has approved this alternate method of compliance on 7-26-2010; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.2(h)4ii have been met. Should this be NJAC 6A:26-6.3(h)4ii

Chief School Administrator

Date

Approved: _____

Not Approved: _____

County Superintendent

Date

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION,
PRE-KINDERGARTEN AND KINDERGARTEN CLASSROOMS**

A separate form is required for each school building

SCHOOL NAME SCHOOL #4

DISTRICT NAME FORT LEE

ROOM NUMBER(S) K. 1 and 19

COUNTY NAME BERGEN

To: County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.2(h)4ii, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

The bathrooms are directly across hall from both classrooms. The teachers escort the children after playtime, art, and lunch. When needed, an adult is requested from the main office.

Board of Education has approved this alternate method of compliance on 7-26-2010; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.2(h)4ii have been met.

Should this be NJAC 6A:26-6.3(h)4ii

Chief School Administrator

Date

Approved: _____

Not Approved: _____

County Superintendent

Date

CURRICULUM & INSTRUCTION COMMITTEE

#1CUR

RESOLUTION NO. _____

**ACCEPTANCE OF FINAL REPORT FOR
K-12 MUSIC DISTRICT STUDY GROUP**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Final Report of the following District Study Group as discussed at the Public Board Meeting of July 12, 2010:

K-12 MUSIC DISTRICT STUDY GROUP

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

Fort Lee Public Schools

District Study Recommendations

STUDY TITLE

Music Program Curriculum Study

MUSIC PROGRAM VISION

To provide every student with the opportunity and resources to receive an exceptional music education based upon accepted pedagogical research; and to engage the school community in valuing, providing, and supporting an outstanding educational environment that prepares the learner for the 21st century

Outcome 1:

- ☐ Thorough review of current program (i.e., philosophy, facilities, scheduling, staffing, perceptions and expectations)

Outcome 2:

- ☐ Research into best practices for music education (explore effective ways to increase the rigor and relevance of the curriculum in order to prepare students with 21st century skills)

Outcome 3:

- ☐ Recommendations for programmatic improvements that meet the needs of our student population

STUDY FACILITATORS

Cheryl Best, Director of Curriculum and Instruction and
Shelley Fox, Supervisor of Visual, Performing & Practical Arts, and Business Curriculum and Instruction

COMMITTEE MEMBERSHIP

Name/Role	
1. James Albro,	Middle School Assistant Principal
2. Peter Emr,	School No.4 Principal
3. Robert Kravitz,	School No.3 Principal
4. Serena Park,	School No. 3 Parent
5. Kim Kellas,	School No. 3 Parent / Classroom Aide
6. Yvette Dadon ,	High School Parent
7. Miriam Gonzalez,	High School Parent
8. Bob Cox,	Community Member
9. Pamela Angelini,	Board Member
10. Peter Suh,	Board Member
11. Diana Acosta,	High School Guidance Counselor
12. Joseph Picone,	High School Vocal Instructor
13. Oleg Rutkovsky,	Elementary District Orchestra Instructor
14. Harry Welte,	High School Band Instructor
15. Gloria Norton,	MS Vocal Instructor
16. Pamela Turowski,	Elementary District Instrumental Instructor
17. Annamaria Chilimintris,	Middle School Orchestra Instructor
18. Miriam Lockhart,	Middle School Band Instructor
19. Dan Distefano,	Middle/High School Music Instructor
20. Randy Schwartz,	School 4 Teacher
21. Alexandra Dadon	High School Student
22. Gene Kim,	High School Student
23. Yurie Mitsuhashi	High School Student
24. Ann Marie Manso	High School Student
25. Travis Navarra	High School Student
26. Avery Mauel, and	High School Student
27. Sarah Moore	High School Student and Student Board

RECOMMENDATIONS FOR ACTION

- Improve facilities long-term and short-term
Revisit referendum plans to assure adequate instructional and performance music facilities for all schools and music programs.
- Develop an annual calendar of events for music program recruitment.
- Create a valued music program where everyone is a stakeholder.
Assure that Guidance and School Administration work closely with Music Supervisor and teachers to assure student retention and thoughtful articulation of music program.
- Facilitate scheduling for maximum access, and encourage students to remain in the program through default music scheduling at the High School rather than an opt-in each year necessity for scheduling.
- Reinstate the self-supporting summer school music programs.
- Institute an after school private lesson program paid for by those students who request it.
- Utilize all District communication resources to market music performances in each school.

RECOMMENDATIONS FOR FUTURE STUDY

1. Review pilot of 3rd grade strings program as a means to increase enrollment and retention in music -- and analyze its implications for costs/benefits. Currently this program is at its limits and the District will have to turn students away in the 2011-12 school year.
 - a. Review ongoing impact of increase in elementary music enrollment and develop a response to address community's desire for more music instruction.
 - b. Conduct cost/benefit analysis for reinstating the third elementary music teacher and the part time MS strings teacher to support program growth.
2. Study possibility of increasing instrumental choices and music theory classes at elementary and middle grades.
3. Investigate areas of curriculum for music integration opportunities.
4. Study scheduling implications for incorporating K-8 band, chorus, and orchestra classes as part of the regular school day rather than as a pull out program.
5. Review the Middle School scheduling priorities with the goal of providing music instruction to all students for at least one-half year in both 7th and 8th grades.
6. Investigate alternative scheduling that will not create competition between maintaining students' ability to study music and their ability to take advanced level courses in the High School.

#2CUR

RESOLUTION NO. _____

ESTABLISHMENT AND OPERATION OF
SPECIAL EDUCATION/GENERAL EDUCATION PROGRAMS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the **establishment and operation of the following programs**:

Autistic Program
Preschool Program
Alternative High School Program

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

**New Jersey State Department of Education
Bergen County Office of Education**

Request to Establish or Eliminate a Special Education Program or Service

Complete **both** sides of this form and send to the county office of education for review and approval

District: Fort Lee School: 2 Date: 9/1/2010

Check One: ☒ Establish a Program/Service ☐ Eliminate a Program/Service

Check Type of Program:

Preschool/Elementary Resource Program:

☐ Pull/out, support
☐ Pull/out, replacement
☐ In-class, support
☐ In-class, replacement
☐ Team Teaching Model

Secondary Resource Program¹:

☐ Pull/out, support
☐ Pull/out, replacement
☐ In-class, support
☐ In-class, replacement

Elementary Special Class Program:

☐ Auditory Impairments
☒ Autism
☐ Behavioral Disabilities
☐ Cognitive Impairments, mild
☐ Cognitive Impairments, moderate
☐ Cognitive Impairments, severe
☐ Learning/ Language Disabilities,
mild/moderate
☐ Learning/ Language Disabilities,
severe
☐ Multiple Disabilities
☐ Preschool Disabilities
☐ Visual Impairments

Secondary Special Class Program²:

☐ Auditory Impairments
☐ Autism
☐ Behavioral Disabilities
☐ Cognitive Impairments, mild
☐ Cognitive Impairments, moderate
☐ Cognitive Impairments, severe
☐ Learning/ Language Disabilities
mild/moderate
☐ Learning/ Language Disabilities,
severe
☐ Multiple Disabilities
☐ Visual Impairments
☐ Secondary Special Class (taught by
regular education teacher)

☐ Other program/service, please specify: _____

Note: Each newly proposed resource program, special class program and service must be located in a space that has been approved by the County Superintendent of Schools. Forms for substandard use are available in the county office. Facility approval must be obtained before approval of the request to establish a new program can be granted.

¹ Secondary resource programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

² Secondary special class programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

**New Jersey State Department of Education
Bergen County Office of Education**

Request to Establish or Eliminate a Special Education Program or Service

Complete **both** sides of this form and send to the county office of education for review and approval

District: Fort Lee School: Fort Lee Date: 9/1/2010

Early Childhood Center

Check One: ☒ Establish a Program/Service ☐ Eliminate a Program/Service

Check Type of Program:

Preschool/Elementary Resource Program:

☐ Pull/out, support
☐ Pull/out, replacement
☐ In-class, support
☐ In-class, replacement
☐ Team Teaching Model

Secondary Resource Program¹:

☐ Pull/out, support
☐ Pull/out, replacement
☐ In-class, support
☐ In-class, replacement

Elementary Special Class Program:

☐ Auditory Impairments
☐ Autism
☐ Behavioral Disabilities
☐ Cognitive Impairments, mild
☐ Cognitive Impairments, moderate
☐ Cognitive Impairments, severe
☐ Learning/ Language Disabilities,
mild/moderate
☐ Learning/ Language Disabilities,
severe
☐ Multiple Disabilities
☒ Preschool Disabilities
☐ Visual Impairments

Secondary Special Class Program²:

☐ Auditory Impairments
☐ Autism
☐ Behavioral Disabilities
☐ Cognitive Impairments, mild
☐ Cognitive Impairments, moderate
☐ Cognitive Impairments, severe
☐ Learning/ Language Disabilities
mild/moderate
☐ Learning/ Language Disabilities,
severe
☐ Multiple Disabilities
☐ Visual Impairments
☐ Secondary Special Class (taught by
regular education teacher)

☐ Other program/service, please specify: _____

Note: Each newly proposed resource program, special class program and service must be located in a space that has been approved by the County Superintendent of Schools. Forms for substandard use are available in the county office. Facility approval must be obtained before approval of the request to establish a new program can be granted.

¹ Secondary resource programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

² Secondary special class programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

**New Jersey State Department of Education
Bergen County Office of Education**

Request to Establish or Eliminate a Special Education Program or Service

Complete **both** sides of this form and send to the county office of education for review and approval

District: Fort Lee School: Fort Lee High School Date: 9/1/2010

Check One: ☒ Establish a Program/Service ☐ Eliminate a Program/Service

Check Type of Program:

Preschool/Elementary Resource Program:

☐ Pull/out, support
☐ Pull/out, replacement
☒ In-class, support
☐ In-class, replacement
☒ Team Teaching Model

Secondary Resource Program¹:

☐ Pull/out, support
☐ Pull/out, replacement
☐ In-class, support
☐ In-class, replacement

Elementary Special Class Program:

☐ Auditory Impairments
☐ Autism
☐ Behavioral Disabilities
☐ Cognitive Impairments, mild
☐ Cognitive Impairments, moderate
☐ Cognitive Impairments, severe
☐ Learning/ Language Disabilities, mild/moderate
☐ Learning/ Language Disabilities, severe
☐ Multiple Disabilities
☐ Preschool Disabilities
☐ Visual Impairments

Secondary Special Class Program²:

☐ Auditory Impairments
☐ Autism
☐ Behavioral Disabilities
☐ Cognitive Impairments, mild
☐ Cognitive Impairments, moderate
☐ Cognitive Impairments, severe
☐ Learning/ Language Disabilities, mild/moderate
☐ Learning/ Language Disabilities, severe
☐ Multiple Disabilities
☐ Visual Impairments
☐ Secondary Special Class (taught by regular education teacher)

☒ Other program/service, please specify: Alternative High School Program

Note: Each newly proposed resource program, special class program and service must be located in a space that has been approved by the County Superintendent of Schools. Forms for substandard use are available in the county office. Facility approval must be obtained before approval of the request to establish a new program can be granted.

¹ Secondary resource programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

² Secondary special class programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

On a separate page, describe your request based on the following corresponding criteria/questions.

To Establish a New Program/Service

1. Document the unmet student needs that will be addressed by the proposed program.
2. Describe the proposed program and explain how it will meet student needs:
 - a. Identify the age range and number of students to be served.
 - b. How will the Core Curriculum Content Standards be addressed?
 - c. How does this program address least restrictive environment?
 - d. What opportunities will be available for interaction with non-disabled peers?
 - e. State the number of professional and paraprofessional staff. For paraprofessional staff submit the locally developed job description and standards for approval (N.J.A.C. 6:11-4.6(c)).

To Eliminate a Program/Service

1. Provide a rationale for eliminating the program/service.
2. If the elimination of the special education program/service will result in a change to one or more students' current IEP(s), describe how the students' needs will be met.

I assure that the attached proposal to establish a new program/service is in accordance with New Jersey Administrative Code (N.J.A.C.) 6A:14, Special Education and N.J.A.C. 6A:26, Educational Facilities. (Attach the Board Resolution approving the establishment of the new program.)

Board Approval Date: _____ **Signed:** _____
(Chief School Administrator)

I assure that any change in a student's program/placement necessitated by eliminating the special education program/service described in the attached proposal will be implemented in accordance with N.J.A.C. 6A:14, Special Education. (Attach the Board Resolution approving the elimination of the program/service.)

Board Approval Date: _____ **Signed:** _____
(Chief School Administrator)

Approved _____ Denied _____	
Signed: _____ (County Supervisor of Child Study)	Date _____

FINANCE COMMITTEE

#1F

RESOLUTION NO. _____

APPROVAL OF CAFETERIA CLAIMS
FOR JUNE 2010

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the following claims for **Cafeteria** for the month of **June 2010** should be paid.

<u>Check #</u>	<u>TD Bank</u>	<u>Check Amount</u>
10007	Mike's Refrigeration	\$ 661.50
10008	Chartwells	60,708.53
10009	Treasurer State of New Jersey	884.17
10010	Chartwells	8,737.92
10011	Chartwells	3,527.00
10012	Commercial Appliances	2,298.05
10013	Chartwells	40,152.32
10014	Fort Lee Board of Education	5,795.00
10015	Void	0.00
Total		\$122,764.49

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#2F

RESOLUTION NO. _____

EXTENDED SCHOOL DAY PROGRAM PAYMENTS – JUNE 2010

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the following claims for the **Extended School Day Program** for the month of **June 2010** should be paid.

<u>Check#</u>	<u>TD Bank</u>	<u>Amount</u>
10008	Ft. Lee BOE Custodian Account	32,990.00
Total		\$ 32,990.00

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#3F

RESOLUTION NO. _____

LINE ITEM TRANSFERS – JUNE 2010

BE IT RESOLVED, that upon the recommendation and approval of the Superintendent of Schools, the Board confirms the **line item transfers for the month of June 2010**. In order to accomplish the aforesaid purpose, the Business Administrator was authorized to transfer the amount of money into and out of the line items set forth on the attached schedule.

Motion by _____

Seconded by _____

Passed _____ Failed _____

DATED: July 26, 2010

Attachment

JUNE 2010 LINE ITEM TRANSFERS		
TRANSFERS INTO:		
11-000-216-320	Purchased professional - educational services	1,000
11-000-217-100	Salaries	4,000
11-000-218-105	Salaries of secretarial and clerical assistants	1,600
11-000-230-100	Salaries	3,000
11-000-230-331	Legal services	6,500
11-000-230-530	Communications/telephone	500
11-000-230-610	General Supplies	4,000
11-000-240-104	Salaries of other professional staff	1,200
11-000-240-600	Supplies and materials	6,045
11-000-240-800	Other objects	100
11-000-251-340	Purchased technical services	10,500
11-000-251-440	Miscellaneous purchased services	500
11-000-252-100	Salaries	100
11-000-252-500	Other purchased services	200
11-000-252-600	Supplies and materials	1,512
11-000-262-800	Other objects	1,000
11-000-270-161	Salaries for pupil transportation	25,000
	(between home and school) - special education	
11-000-270-512	Contracted services (other than between home and school) - vendors	11,500
11-000-291-220	Social security contributions	54,400
11-000-291-250	Unemployment compensation	260,000
11-000-291-290	Other employee benefits	86,700
11-130-100-101	Grades 6-8	11,400
11-140-100-101	Grades 9-12	7,000
11-190-100-106	Other salaries for instruction	9,400
11-190-100-320	Purchased professional - educational services	6,600
11-190-100-610	General supplies	43,320
11-204-100-101	Salaries of teachers	3,500
11-204-100-106	Other salaries for instruction	500
11-204-100-610	General supplies	500
11-213-100-101	Salaries of teachers	5,650
11-213-100-106	Other salaries for instruction	100
11-216-100-610	General supplies	18,500
11-230-100-101	Salaries of teachers	3,800
11-401-100-600	Supplies and materials	2,000
11-402-100-500	Purchased services	16,150
11-402-100-600	Supplies and materials	5,150
12-000-100-732	Instruction	8,210
		621,137
TRANSFERS FROM:		
11-000-100-561	Tuition to other LEAs within the state-regular	900
11-000-100-563	Tuition to county vocational school-regular	900
11-000-100-566	Tuition to private schools for the handicapped within the state	1,294
11-000-100-567	Tuition to private schools for the handicapped and other LEAs - special, outside the state	300
11-000-211-300	Purchased professional and technical services	291
11-000-213-100	Salaries	7,000

11-000-218-104	Salaries of other professional staff	6,000
11-000-218-320	Purchased professional - educational services	6,500
11-000-218-800	Other objects	600
11-000-221-600	Supplies and materials	1,500
11-000-222-100	Salaries	700
11-000-223-500	Other purchased services	13,200
11-000-230-339	Other purchased professional services	3,000
11-000-230-340	Purchased technical services	2,000
11-000-230-500	Other purchased services	1,862
11-000-230-585	BOE other purchased services	2,000
11-000-240-105	Salaries of secretarial and clerical assistants	1,200
11-000-240-500	Other purchased services	3,000
11-000-252-340	Purchased technical services	3,100
11-000-261-100	Salaries	29,600
11-000-262-100	Salaries	24,200
11-000-262-622	Energy (heat and electricity)	85,000
11-000-263-100	Salaries	5,400
11-000-270-503	Contracted services - aid in lieu of payments	10,200
	for non-public school students	
11-000-291-270	Health benefits	254,297
11-110-100-101	Kindergarten	4,000
11-120-100-101	Grades 1-5	48,500
11-150-100-320	Purchased professional - educational services	6,000
11-190-100-340	Purchased technical services	2,779
11-190-100-400	Other purchased services	419
11-190-100-640	Textbooks	6,000
11-240-100-101	Salaries of teachers	100
11-401-100-100	Salaries	14,000
11-401-100-500	Purchased services	11,295
11-402-100-100	Salaries	64,000
		621,137
		-

June 2010 Transfers	To	From
11-000-261-420-40-010	\$ 1,520	
11-000-261-420-40-030	\$ 337	
11-000-261-420-40-040	\$ 369	
11-000-261-420-40-060	\$ 624	
11-000-261-420-40-070	\$ 2,001	
11-000-261-610-40-070	\$ 339	
11-000-262-420-40-000	\$ 528	
11-000-262-610-40-000	\$ 2,673	
11-000-262-621-40-620	\$ 2,941	
11-000-216-320-60-000		\$ 14,500
11-000-230-331-20-705	\$ 3,168	\$ -
11-000-213-600-04-000		\$ 320
11-000-213-800-00-000	<u>\$ 320</u>	
Total	<u>\$ 14,820</u>	<u>\$ 14,820</u>

#4F

RESOLUTION NO. _____

STUDENT ACCIDENT INSURANCE

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board approves **student accident insurance policy with Bollinger** in the amount of \$ 47,678. for the 2010-2011 school year.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

**** Revised Proposal ****

Bollinger, Inc.
Student Accident Insurance Renewal Proposal
Designed Especially for
Fort Lee Board of Education

Bollinger Contact:	Joseph S. Mignon, CLU, ChFC, CEBS	Proposal Type:	Renewal
Phone Number:	1-800-350-8005, Ext. 8055	Proposal #:	015825
Broker Representative:	Grinspec Consulting	Plan Year:	2010-2011
Carrier:	Monumental Life Insurance Company	Policy #:	P770
Effective Date:	8/1/2010	Expiration Date:	7/31/2011
Supplies Sent To:	Individual Schools		

Student Coverage Excluding Interscholastic Athletics

Coverage	Plan Options	Maximum Benefit	Benefit Period	Payment Basis	Deductible
All Students	Standard Plan	\$1,000,000	5 Year	Full Excess	\$0

Athletic Coverage Including All Interscholastic Sports & Football

Coverage	Plan Options	Maximum Benefit	Benefit Period	Payment Basis	Deductible
All Athletes	Standard Plan	\$5,000,000	10 Year	Full Excess	\$0

Annual Premium: \$47,678.00

Extended Student 'Round-the-Clock Coverage

Coverage	Plan Options	Maximum Benefit	Benefit Period	Payment Basis	Deductible
Voluntary Students	Standard Plan	\$500,000	5 Year	Non-Excess	\$0

The Extended 24 Hour 'Round-the-Clock Voluntary Plan is purchased on an individual basis by Students.
Voluntary Student Plan Rate is \$84.00

We thank you for the opportunity to provide a proposal for your insurance needs. Please feel free to call your sales representative if you have any questions about this proposal.

Accepted: _____ **Title:** _____ **Date:** _____

To renew coverage, please sign and return this form in the enclosed envelope as soon as possible.

#5F

RESOLUTION NO. _____

SOUTH BERGEN WORKERS' COMPENSATION INSURANCE

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board approves the **South Bergen Workers' Compensation Insurance Policy** in the amount of \$144,830. for the 2010-2011 school year.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

WORKERS' COMPENSATION PREMIUM CALCULATION
SOBER VII 7-1-10 TO 7-1-11

CLIENT	FORT LEE
CODE	PROF. 8868
PAYROLL	\$29,518,117
RATE	1.39
PREMIUM	\$410,302
CODE	N-PROF. 9106
PAYROLL	\$1,230,173
RATE	7.29
PREMIUM	\$89,680
MANUAL PREM.	\$499,981
ERM.	0.603
STD. PREM.	\$301,489
PR. DISC.? Y/N	Y
%	9.36%
DISC.	\$28,224
NET PREM.	\$273,265
POOL DISCOUNT	47.00%
%STD. OR NET?	Net
DISCOUNT	\$128,435
FINAL PREMIUM	\$144,830

#6F

RESOLUTION NO. _____

NONPUBLIC SCHOOL TRANSPORTATION AID

BE IT RESOLVED, that upon the recommendation and approval of the Superintendent of Schools, the Board accepts the School Transportation Aid for the 2009-2010 school year in the amount of \$26,933.00.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

Attachment



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BRET SCHUNDLER
Commissioner

July 12, 2010

TO: School Business Administrator
FORT LEE BORO

FROM: Dot Shelmet, Acting Director
Office of Student Transportation and Shared Services

SUBJECT: Reimbursement of Nonpublic School Transportation Costs

In accordance with NJSA 18A:39-1a, your school district is entitled to reimbursement of all costs, which were in excess of \$710 but not more than \$884, incurred by your board of education for the transportation of nonpublic school students. In addition, certain students who attend nonpublic schools located more than 20 miles from their homes are eligible for transportation services. Your school district is entitled to receive state transportation aid for these students.

The amount you will receive is based upon your October 15, 2009 District Report of Transported Resident Students and your certification of nonpublic school transportation costs. It has been prorated in accordance with *Executive Order 14* and language in the *FY2010 Appropriations Act* which allows the Commissioner of Education to apportion payments when sufficient funds are not appropriated. You can anticipate receiving:

Cost in excess of \$710:	\$ 26,933.00
Transportation aid, students over 20 miles:	<u>.00</u>
District Total:	\$ 26,933.00

Payment will be made in early July. Reimbursement funds should be recorded as revenue and a receivable in the district's detailed general ledger of the 2009-10 fiscal year as "Other State Aid" in account 10-3190. Any portion of these funds not appropriated in 2009-10 may result in a one year only adjustment to the 2009-10 year end excess surplus calculation. Districts receiving Reimbursement of Nonpublic School Transportation Costs may increase their 2010-11 appropriations by the amount of this aid not appropriated in 2009-10 and are not required to obtain Commissioner approval pursuant to NJAC 6A:23-13.3(d).

If you have any questions regarding this notice, please contact the Office of Student Transportation at (609) 984-5757.

DRS/jh/t/dtrts/DRTRS 2009/nonpublic costs over 710/district reimbursement memo

c: Division of Education System Efficiency

Yut'se Thomas

County School Business Administrators

6F

HEALTH-WELFARE & SAFETY COMMITTEE

#1HWS*

RESOLUTION NO. _____

PAYMENT OF HOME INSTRUCTION SERVICES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the **payment of Home Instruction Services**, as outlined below:

Initials	Time Period	Provider	Cost
C.H.	6/28, 6/29, 6/30, 7/1, 7/2, 7/6, 7/7, 7/8, 7/9/10	Peter Marose	20 hrs. @ \$45.00 each - \$900.00

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#2HWS*

RESOLUTION NO. _____

CATAPULT LEARNING AGREEMENT FOR NURSING SERVICES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the nursing agreement between **Catapult Learning, LLC** and the **Fort Lee Public Schools** for the 2010-2011 school year funded by non-public state aid.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment



AGREEMENT FOR NURSING SERVICES

Between:

CATAPULT LEARNING, LLC, having a regional place of business at 106-108 Broadway, Jersey City, NJ 07306 (hereinafter referred to as "**CATAPULT**")

and

FORT LEE BOARD OF EDUCATION, a Corporation of the State of New Jersey, organized pursuant to N.J.S.A. 18A:10-1, having its principal office at 255 Whiteman Street, Fort Lee, New Jersey 07024 (hereinafter referred to as the "**BOARD**")

WHEREAS, the **BOARD** is mandated to provide nursing services to non-public school students within its School District; and

WHEREAS, **CATAPULT** is a company providing nursing services of the type the **BOARD** needs; and

WHEREAS, the **BOARD** desires to enter into an Agreement with **CATAPULT** for the provision of these services;

NOW, THEREFORE, in consideration of the premises and mutual promises herein contained the parties hereby agree as follows:

1. **CATAPULT** shall provide nursing services to the **BOARD** for all eligible children enrolled in non-public schools in the School District. Such services shall be rendered pursuant to and in accordance with Chapter 226 of the Laws of 1991, and all rules and regulations promulgated thereunder by the State Board of Education and the Commissioner of Education.

2HWS*

2. The specifications for the services to be provided by **CATAPULT** pursuant to this contract are set forth in Schedule A, attached hereto and made a part hereof.

3. The term of this Agreement shall be for one (1) year commencing September 1, 2010 through June 30, 2011. Either party, the **BOARD** or **CATAPULT**, may terminate this agreement upon written notification specifying the reasons for such actions, ninety (90) days prior to termination date.

4. The **BOARD** agrees to pay to **CATAPULT** the sum of \$_____¹ per pupil enrolled in the nonpublic schools serviced pursuant to this Agreement, which shall be due and payable on a monthly basis to begin on or before October 1st. Payments by the **BOARD** pursuant to this contract shall not exceed the amount allocated by the Legislature for nursing services to nonpublic school children. If the **BOARD** fails to make timely payment, **CATAPULT** shall have the right, in addition to the remedies to withhold the provision of further services or to terminate this Agreement upon five (5) days notice.

5. **CATAPULT** shall, upon request, provide the **BOARD** with such reports, regarding the services covered by this Agreement, which may reasonably be required to assure itself that **CATAPULT** is delivering services in accordance with the law and the terms of this Agreement.

6. This Agreement will be binding upon the parties hereto and their respective successors and assigns. Any notice to the parties under this Agreement shall be sent certified mail, return receipt requested, addressed as follows:

¹ This figure to be determined by the State Department of Education.

BOARD:

Fort Lee Public Schools
255 Whiteman Street
Fort Lee, NJ 07024

CATAPULT:

Anthony T. Degatano
Regional Vice President
106-108 Broadway
Jersey City, N.J. 07305

CC:

Stephen K. Freeman
470 North Second Street 2nd Flr
Philadelphia, PA 19123

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands
and
seals the day and year first below written.

FORT LEE BOARD OF EDUCATION

TITLE _____

DATE: _____

CATAPULT LEARNING, LLC

STEPHEN K. FREEMAN, PRESIDENT

DATE: _____

SCHEDULE A
NURSING SERVICES AGREEMENT

To assure that all school age children enrolled in nonpublic schools in the District receive the specified nursing services intended by Chapter 226, Catapult Learning, LLC offers the following proposal:

Nursing Services shall include:

1. Maintenance of a cumulative health record for each pupil, utilizing form "A-45 Health History and Appraisal form" or similar form recommended by the District Board of Education.

This maintenance shall include:

- a. Comprehensive health appraisal prior to school entrance by family physician.
 - b.. Inclusion of any reports by family physicians.
 - c. Recording of all hearing and vision screening.
 - d. Recording of all scoliosis screenings.
 - e. Recording and tracking of immunization history.
2. Audiometric Screenings to be conducted annually on those students enrolled in grades K, 1, 2, 3, 7 and 11 adhering to N.J.A.C. 6:29-5.
 3. Vision Screenings to be conducted biennially on students enrolled in grades K through 10.
 4. Height, weight and blood pressure screenings to be conducted annually on all students enrolled in grades k through 12.
 5. Scoliosis Screenings, (as provided for in N.J.S.A. 18A: 40-4.3), to be conducted biennially on all students aged 10 through 18, unless parent or guardian requests in writing that the student be excused for examination. In this case, the written request will become part of the medical record.
 6. Assist with medical examinations, including dental screening.

7. Notification of local or County Health Officials of any student who has not been properly immunized.
8. Provision of basic emergency first aid when on site at time of occurrence.
9. Coordination with district personnel in the development of a Nonpublic Nursing Services Policy.
10. Assist the district in negotiating with each Nonpublic school regarding the services to be provided.
11. Provide a maximum amount of nursing service time based on the funds allocated in each nonpublic school.
12. Regularly scheduled meetings with the principals to discuss program.
13. Medical Supplies provided as needed by each nonpublic school within funding limits which are purchased on behalf of the contracting nonpublic school.
14. In-service Training and Professional Development of nursing staff, as well as in-service training for the teaching staff on procedure as to when and how to refer any child for a medical situation.
15. Newsletter on nursing practices, achievements, and concerns distributed to the principals, teachers and district administrators.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Stephen k. Freeman, President

Date

#3HWS*

RESOLUTION NO. _____

BERGEN COUNTY SPECIAL SERVICES
HOME/HOSPITAL INSTRUCTION PROGRAM CONTRACT

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the annual contract between Bergen County Special Services and the Fort Lee School District for the **Home/Hospital Instruction Program** for the 2010-2011 school year.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT
E. 64 MIDLAND AVENUE
PARAMUS, NEW JERSEY 07652

Annual Contract for Hospital Instruction

This letter serves as a contract between Bergen County Special Services School District (BCSS) and the Fort Lee School District, for the provision of Hospital Instruction for the 2010-2011 school year for students who are confined during school hours for medical and/or rehabilitative care in one of the following institutions:

Bergen Regional Medical Center (Paramus)
Conklin Youth Shelter (Hackensack)
Juvenile Alternative Supervision Program (Paramus)
Tomorrows Children's Institute (Hackensack University Medical Center)
Touchstone Hall (Rockleigh)

It is agreed that BCSS will provide instruction, per N.J.A.C. 6A:14, 6A:16-10.1 and 6A:16-10.2, at a rate of \$60.00 per hour. BCSS will forward an itemized bill each month that specifies the actual days and number of hours of instruction provided (not to exceed a maximum of ten hours billed in any given week). The District will maintain the student(s) on the District's Home Instruction Register for the time of confinement and authorizes BCSS to provide Hospital Instruction for the duration of the student's confinement.

For: Bergen County Special Services School District

Name: Mr. John Sussino

Title: Business Administrator/Board Secretary

Date: _____

For: Fort Lee School District

Name: Dr. Raymond Bandlow

Title: Superintendent of Schools

Date: _____

3HWS*

#4HWS*

RESOLUTION NO. _____

BERGEN COUNTY SPECIAL SERVICES CONTRACT
FOR IDEA FUNDING FOR 2010-2011 SCHOOL YEAR

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the **annual contract between Bergen County Special Services and the Fort Lee School District for provision of services through IDEA funding** for the 2010-2011 school year.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment



BERGEN COUNTY SPECIAL SERVICES

192 / 193 Services To Nonpublic Schools

E64 Midland Avenue, Paramus, New Jersey 07652 • Tel. (201) 343-6000 ext. 6017 • Fax (201) 265-2889

2010-2011 School Year

Annual Contract for I.D.E.A. services for Fort Lee Public School District

This letter serves as a contract between **Bergen County Special Services School District (BCSSSD)** and **Fort Lee Public School District** for the provision of educational services for your non-public school students through I.D.E.A. funding.

Please check off below the services that Bergen County Special Services will provide for your district:

- ☒ Supplemental Instruction
- ☒ Speech
- ☒ Occupational Therapy

The teachers' and/or therapists' roles in the schools will be to provide services in addition to 192/193 services. The staff will be supervised and employed by Bergen County Special Services.

The service providers will communicate and develop a cooperative relationship with the appropriate Department or Administrative Staff in each school.

Fort Lee will pay Bergen County Special Services \$_____ (fill in allocation amount) to be billed, following the start of services.

**FOR BERGEN COUNTY SPECIAL
SERVICES SCHOOL DISTRICT**

**FOR FORT LEE
PUBLIC SCHOOL DISTRICT**

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

AP/kl

4HWS*

PERSONNEL COMMITTEE

#1P*

RESOLUTION NO. _____

APPROVAL OF STAFF TRIPS AND CONFERENCES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the **attendance of staff members at the conferences** listed on the attached summary.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010
Attachment

**STAFF TRIPS AND CONFERENCES
BOARD AGENDA OF 7/26/10**

First	Last Name	District Location	Conference	City, State	Dates	Total Cost Not to Exceed
Rosemary	Giacomelli	MS	FEA (NJPSA) Conference Center	Monroe Township, NJ	8/24-26 2010	\$515.72
Peter	Emr	S #4	NJDOE School Security Drill Workshop	Washington, N.J.	8/17/2010	N/A

#2P

RESOLUTION NO. _____

MATERNITY LEAVE FOR GINA GRAZIANO-HEMPTON
AS HIGH SCHOOL SOCIAL STUDIES TEACHER

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves a **maternity leave for Gina Graziano-Hempton, Social Studies Teacher at Fort Lee High School**, as follows:

- 48 accumulated sick days from September 2, 2010 through and including November 17, 2010, **with pay**;
- 43 work days of Federal Family Leave from November 18, 2010 through and including January 28, 2011, **without pay***, which provides for the retainment of health benefits; and

with the intention of returning to her teaching responsibilities on January 31, 2011.

*During said leave, the employee may apply for New Jersey Family Leave Insurance benefits in which eligibility will be determined by the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Superintendent of Schools be and is hereby directed to forward a copy of this resolution to **Gina Graziano-Hempton**.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#3P

RESOLUTION NO. _____

APPOINTMENT OF FLORDALIZA RODRIQUEZ
AS LEAVE REPLACEMENT AT FORT LEE HIGH SCHOOL

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the following **leave replacement at Fort Lee High School for the 2010-2011 school year, effective from September 2, 2010 through February 2, 2010**, to be placed at the substitute rate for the first 60 days.

BE IT FURTHER RESOLVED, beginning on the 61st day, **Flordaliza Rodriquez** will be compensated at a rate of pay equal to the following: **10 days at \$90.00 per day, 11-60 at \$95.00 per day, and BA, Step 1 prorated for the remainder of the assignment, (i.e., rate of \$52,500.00/21, paid biweekly only for the remainder of the assignment) without benefits:** ---

<i>Appointee</i>	<i>Replacing</i>	<i>School</i>
Flordaliza Rodriquez	Gina Graziano-Hempton	Fort Lee High School

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

APPOINTMENT OF DEONCA WILLIAMS
AS HIGH SCHOOL SPANISH TEACHER

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves the appointment of **Deonca Williams as Spanish Teacher at Fort Lee High School**, for the 2010-2011 school year, to be placed at **Step 1, Class MA**, on the 2010-2011 Teachers' Guide, at a salary of **\$55,800**, effective **September 1, 2010**, due to the replacement of Olga Dihmes;

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of Schools to make application for approval of the employment of **Deonca Williams** to the Commissioner of Education on an emergent basis for a period of three months pursuant to N.J.S.A. 18A:6-7.1c pending completion of a Criminal History Records Check, subject to the submission of a sworn statement by **Deonca Williams** in accord with N.J.S.A. 18A:6-7.1c(3);

BE IT FURTHER RESOLVED, that this appointment is expressly contingent upon **Deonca Williams** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#5P

RESOLUTION NO. _____

**RESCINDING THE APPOINTMENT
OF JUNG MI VERONICA LEE AS LEAVE REPLACEMENT**

WHEREAS, Resolution No. 23566 was approved by the Fort Lee Board of Education at its public meeting of April 26, 2010 to appoint Jung Mi Veronica Lee as a Leave Replacement for the High School Guidance Department;

WHEREAS, Jung Mi Veronica Lee has informed us she is unable to fulfill this appointment;

NOW THEREFORE, BE IT RESOLVED, that Resolution No. 23566 will be amended to **rescind the appointment of Jung Mi Veronica Lee as a Leave Replacement** for Aimee DeSheplo in the High School Guidance Department for the time period from September 2010 to November 15, 2010.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#6P

RESOLUTION NO. _____

**APPOINTMENT OF CROSS COUNTRY HEAD COACH
FOR THE 2010-2011 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the following additional appointment for **Fall Coaches** for the 2010-2011 school year:

Coach	Sport	Position	Season	Class	Step	Stipend
Garrison, Edmund	Cross Country	Cross Country - Head Coach	Fall	II	1	\$7,600

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#7P

RESOLUTION NO. _____

APPOINTMENT OF SUBSTITUTE TEACHER

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the **appointment of the following Substitute Teacher** for the 2010-2011 school year, on an as needed basis:

Linda Fineman

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#8P

RESOLUTION NO. _____

**RESCINDING THE APPOINTMENT OF GRACE KIM
AS ART TEACHER AT SCHOOL NO. 4 AND HIGH SCHOOL**

WHEREAS, Resolution No. 23741 was approved by the Fort Lee Board of Education at its public meeting of July 12, 2010 to appoint **Grace Kim as Art Teacher at School No. 4 and Fort Lee High School**, for the 2010-2011 school year, to be placed at **Step 1 Class MA**, on the 2010-2011 Teachers' Guide, at a salary of **\$55,800.00**, effective **September 1, 2010**, due to the transfer of Kathryn Poland;

WHEREAS, **Grace Kim** has informed us she is unable to fulfill this appointment;

NOW THEREFORE, BE IT RESOLVED, that Resolution No. 23566 will be **rescinded for the appointment of Grace Kim as Art Teacher at School No. 4 and Fort Lee High School**.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

#9P

RESOLUTION NO. _____

**APPOINTMENT OF ADDITIONAL EXTENDED SCHOOL DAY PROGRAM
PERSONNEL FOR THE 2010-2011 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of **additional Extended School Day Program Personnel** for the 2010-2011 school year as indicated below:

POSITION	EMPLOYEE	CERT
SUPERVISOR - School #1	EVELYN CUOMO	NO
SUPERVISOR - School #2	DESIREE DiCRESTOFORO	NO
SUPERVISOR - School #4	KAREN SIMONE	YES

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: July 26, 2010

POLICY COMMITTEE

#1POL

RESOLUTION NO. _____

**SECOND READING AND ADOPTION OF
POLICY NOS. 2436, 6360, 6422 AND 8420**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the **second reading and adoption of the following policies**:

Policy No.	Title
2436	ACTIVITY PARTICIPATION FEE PROGRAM
6360	POLITICAL CONTRIBUTIONS
6422	BUDGET TRANSFERS
8420	EMERGENCY AND CRISIS SITUATIONS

Motion by _____

Seconded by _____

Passed _____ Failed _____

DATED: July 26, 2010

Attachment

POLICY GUIDE

PROGRAM
2436/page 1
Activity Participation Fee Program
May 10

[See POLICY ALERT No. 189]

2436 ACTIVITY PARTICIPATION FEE PROGRAM

The Board of Education recognizes the value of athletic competition and co-curricular activities outside the regular instructional program. However, with reduced or limited revenue and increased expenses, the Board must consider alternative revenue options to support these school-sponsored activities. Therefore, the Board of Education authorizes the establishment of an activity participation fee program as a supplemental revenue source contributing to a percentage of the school district's total costs for operating school-sponsored activities.

The Activity Participation Fee Program will require each pupil participating in a school-sponsored athletic or co-curricular activity to pay a participation fee. The specific activities and fee amounts will be recommended by the Superintendent of Schools and approved by the Board on an annual basis prior to the commencement of the registration or sign-up process for the activity.

The activity fee shall be capped with a maximum total activity fee

per pupil regardless of the number of activities the pupil elects to participate in throughout the school year. This per pupil annual fee shall be paid when the pupil registers/signs-up for his/her first activity of the school year. No refunds shall be provided in the event the pupil does not participate in any activity for any reason during the school year.

The activity fee may be waived or reduced based on financial hardship using the New Jersey eligibility standards established for free and reduced price meals.]

1POL



POLICY GUIDE

FINANCES
6360/page 1 of 4
Political Contributions
Apr 06
May 10
M

[See POLICY ALERT Nos. 175, 182, 188 and 189]

6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a "non-fair and open" contract to any business entity receiving a contract with an anticipated value in excess of \$17,500:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

A "non-fair and open" procurement process is one that does not meet the standards defined in N.J.S.A. 19:44A-20.7 as a "fair and open process." "Fair and open" is defined as being:

1. Publicly advertised (either conventionally in newspapers or posted on the district website) in sufficient time (at least ten calendar days) to give notice in advance of the contract, and
2. Awarded under "a process that provides for public solicitation or proposals or qualifications," and
3. Awarded under criteria established in writing by the Board prior to the solicitation of proposals or qualifications, and
4. Publicly opened and announced when awarded by the Board.

POLICY GUIDE

FINANCES
6360/page 2 of 4
Political Contributions

A PCD form is not required to be submitted by a business entity if the contract is awarded under a "fair and open" process as outlined above. Public bidding and competitive contracting models meet the requirements of a "fair and open" process. In addition, contracts awarded by a lead agency in a cooperative purchasing program or as a State contract are considered awarded under a "fair and open" process and a PCD form is not required.

The \$17,500 contract amount is not related to the Board's bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

Contracts less than the bid threshold but higher than \$17,500 (a.k.a. "window contracts") fall under PCD requirements, but have special circumstances.

1. If these contracts are awarded as a "fair and open" contract, a PCD form is not required, and the contract must be approved by the Board.
2. If these contracts are awarded as a non-fair and open contract and the contract is in excess of \$17,500, a PCD form is required. If generally authorized by the Board to award these contracts, the School Business Administrator/Board Secretary can award these contracts.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district's fiscal year, a PCD form shall be required.

There is a range of goods and services that are exempt from bidding (N.J.S.A. 18A:18A-5 et seq.) which are subject to Chapter 271 (i.e. professional services, perishable food, textbooks, educational and library-media material, proprietary software or software maintenance, child study consultants, etc.). School districts can meet the fair and open requirement by using the "request for qualification" (RFQ) approach to a fair and open process. Using this model, a Board can specify the desired qualifications, establish criteria for, and award open-ended



POLICY GUIDE

FINANCES
6360/page 3 of 4
Political Contributions

contracts (for terms as allowed by law) based on those proposals, which may or may not include pricing proposals. Orders for specific services would then be placed, as needed, with individual contractors based on price quotations, ability, or availability of specific goods or services. A RFQ does not require an evaluation based on price – it can be based on skills, ability to deliver a certain product, or range and breadth of product line – with price being agreed upon at the end of the evaluation process.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education “Approved In-State Private School for the Disabled.” Chapter 271 also applies to in-State private special education schools, supplemental educational services under NCLB, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271. In this case, using the RFQ approach may be useful.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

POLICY GUIDE

FINANCES
6360/page 4 of 4
Political Contributions

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.
New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted:



POLICY GUIDE

FINANCES
6422/page 1 of 2
Budget Transfers
May 88
May 10
M

[See POLICY ALERT Nos. 92, 95, 110, 122, 143, 154, 160, 180 and 189]

~~[Not applicable for Abbott Districts, County Vocational School Districts, County Special Services School Districts, Educational Services Commissions or Jointure Commissions.]~~

6422 BUDGET TRANSFERS

Except as otherwise provided pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. ~~6A:23-2.14~~ **6A:23A-13.1 et seq.**, whenever the a school district desires to transfer amounts among line items and program categories, the transfers shall be by resolution of the Board approved by a two-thirds affirmative vote of the authorized membership of the Board. **Each resolution shall indicate the exact amount of the transfers and from the applicable accounts or fund balance.**
[Optional]

However, this Board of Education in accordance with the provisions of N.J.S.A. 18A:22-8.1 and this Policy as adopted by the Board, designates the Superintendent of Schools to approve such transfers as are necessary between meetings of the Board. Transfers approved by the Superintendent shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board, but not less than monthly.]

Transfers from line accounts that include waiver amounts approved by the Commissioner and expenditures and/or reallocations directed by the Commissioner are prohibited unless approved in writing by the Executive County Superintendent and in accordance with the provisions of N.J.S.A. 18A:22-8.1. The Board shall submit written requests for transfers including the amount to be transferred, the account(s) to be reduced, the account(s) to be increased, the purpose, and justification. These transfers shall not be requested or made prior to December 1 of the applicable budget year and shall only be approved for an emergent circumstance(s).

Where actual audited undesignated general fund balance at the fiscal year-end exceeds the estimated amount reflected in the school district's originally approved budget that contained an adjustment to the tax levy limitation approved by the Commissioner, any excess amount shall be reserved for the offset of the Commissioner's waiver requests, if any, in the second subsequent year's budget and reflected as such in the CAFR for the budget year.



POLICY GUIDE

FINANCES
6422/page 2 of 2
Budget Transfers

Whenever the Executive County Superintendent shall, pursuant to N.J.S.A. 18A:7-8, disapprove a portion of the school district's proposed budget because the district has not implemented all potential efficiencies in its administrative operations or because the budget includes excessive non-instructional expenses, the school district shall not transfer funds back into those accounts during the budget year.

Transfers of surplus amounts or any other unbudgeted or underbudgeted revenue to line items and program categories shall require the approval of the Commissioner of Education and shall only be approved between April 1 and June 30 for line items and program categories necessary to achieve the thoroughness standards established pursuant to **section 4 of P.L.2007, c.260 (N.J.S.A. 18A:7F-46)** ~~subsection a. of section 4 of P.L. 1996, c. 138 (18A:7F-4)~~; except that upon a two-thirds affirmative vote of the authorized membership of the Board, the Board may petition the Commissioner of Education for authority to transfer such revenue prior to April 1 due to an emergent circumstance and the Commissioner may authorize the transfer if he determines that the transfer is necessary to meet such emergency.

Transfers from any general fund appropriation account that, on a cumulative basis, exceed 10% of the amount of the account included in the school district's budget as certified for taxes shall require the approval of the Commissioner of Education. In a school district wherein the Commissioner of Education has directed an in-depth evaluation pursuant to N.J.S.A. 18A:7A-14, the Board shall obtain the written approval of the **Executive County Superintendent of Schools** prior to implementing any Board authorized transfer of funds.

No transfer may be made under N.J.S.A. 18A:22-8.1 from appropriations or surplus accounts for interest and debt redemption charges, capital reserve account or items classified as general fund expenses except to other items so classified, or to the capital projects fund to supplement the proceeds from a bond authorization or lease purchase agreement upon application to and a formal finding by the Commissioner that the transfer is in the best interest of both the pupils and taxpayers of the district after consideration of alternative corrective actions.

N.J.S.A. 18A:22-8.1; 18A:22-8.2

N.J.A.C. ~~6A:23-2.11~~ 6A:23A-13.1; 6A:23A-13.2; 6A:23A-13.3

Adopted:



POLICY GUIDE

OPERATIONS
8420/page 1 of 3
Emergency and Crisis Situations Evacuation
Mar 87
May 10
M

[See POLICY ALERT Nos. 140, 172 and 189]

3420 EMERGENCY AND CRISIS SITUATIONS EVACUATION

The Board of Education recognizes that its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; pupils extends to the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

~~The Board authorizes the development and implementation of a plan for emergency preparedness that safeguards the health and well being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self reliance and a prudent response to emergency situations. The plan shall provide that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel.~~

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.



POLICY GUIDE

OPERATIONS

8420/page 2 of 3

Emergency and Crisis Situations Evacuation

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1 by November 1, 2010. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation that is similar in duration to a fire drill.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

~~In the event of a bomb threat, the threatened school shall be evacuated immediately.~~

~~All time lost from the instructional program for the evacuation of school or the conduct of procedures necessitated by a threat to the safety of the school shall be made up.~~

~~The Superintendent shall develop procedures for the handling of school emergencies that include:~~

- ~~1. A plan for the prompt and safe evacuation of the schools;~~
- ~~2. The practice of such an evacuation plan twice monthly in the fire drills conducted in accordance with law;~~



POLICY GUIDE

OPERATIONS

8420/page 3 of 3

Emergency and Crisis Situations Evacuation

3. ~~The conduct of bus evacuation drills in accordance with rules of the State Board of Education;~~
4. ~~Procedures for the safe dispersal of pupils from school property and, if necessary, a plan for the sequestration of pupils in a safe place other than school;~~
5. ~~The design of a communications system to alert the whole school community when necessary and to notify parent(s) or legal guardian(s) of the evacuation of pupils;~~
6. ~~Instruction in emergency preparedness and survival techniques as a part of the regular curriculum;~~
7. ~~The immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or an impending emergency;~~
8. ~~Cooperation with local agencies;~~
9. ~~Instruction of staff members in decision making and the techniques of handling emergencies;~~
10. ~~The appointment of a school emergency procedures committee; and~~
11. ~~The continuing evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster.~~

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:

