

**SOUTH AMBOY BOARD OF EDUCATION  
Business/Public Meeting Agenda  
January 29, 2018 – 6:00 P.M. – Middle/High School Cafeteria**

**1. Meeting Called to Order**

**2. Roll Call**

Mr. Conrad		Mr. Perez		Mr. Diaz, Supt.	
Mr. Dragotta		Mr. Simko		Mr. Frascella, SBA/BS	
Mrs. Gonzalez		Mrs. Taggart		Mr. Silvestro, Atty.	
Mrs. Kasics		Mr. Walsh			
Mrs. McLaughlin				B. Henry, Student Rep.	

**3. Reading of Public Notice – P. Frascella**

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon.

In compliance with the Open Public Meeting Law, the South Amboy Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and Star Ledger and posted at the Board Office, Middle/High School, Elementary School, City Hall, Library and Senior Citizens Center Bulletin Boards at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity before the Board adjourns for the evening.

**4. Salute to the Flag**

**5. President reviews/discusses agenda motions and board items.**

**6. Presentation**

Comprehensive School Designation  
Jorge E. Diaz, Superintendent

**7. Public Comment – Agenda Items Only**

**8. Adjourn to Executive Session**

- On a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the board adjourns into Closed Session at \_\_\_\_\_ p.m.
- Mr. Frascella reads the closed session notice:

**BE IT RESOLVED**, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the South Amboy Board of Education will now meet in closed session to discuss:

The aforesaid subjects are within the exemptions permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board’s closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session in approximately 30 minutes.

**9. Re-Convene to Public Session**

- On a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the Board reconvenes into the public portion of the meeting at \_\_\_\_\_ p.m.

**MINUTES**

**1. ACCEPTANCE OF MINUTES**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

I would like to make a motion that the Board of Education accepts the minutes of the following meetings as submitted:

December 18, 2017	Business-Public Meeting
December 18, 2017	Closed Session/Business Meeting
January 2, 2018	Organization Meeting

On a roll call vote:

Mr. Conrad		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	
Mrs. Gonzalez		Mr. Perez		Mr. Simko	

**EDUCATION & CURRICULUM**

**1. CURRICULUM/2017-2018 SCHOOL YEAR**

That the Board of Education approves the following curriculum subject areas for the 2017-2018 school year, as presented, and as recommended by the Superintendent.

- Coding with Lego Mindstorms
- US History 1

**2. APPROVE/REVISED ANNUAL MEETING SCHEDULE**

The Board of Education approves the revised 2018 Annual Meeting Schedule as follows:

All **Business/Public Meetings** will be held at the South Amboy Middle/High School Cafeteria, 200 Governor Harold Hoffman Plaza (unless otherwise noted). The Board opens the meeting and immediately goes into **Closed Executive Session** at 6:00 p.m. and will reconvene into Public Session at 6:30 p.m. for the Business/Public Meeting to take action on any agenda items. At any meeting, action may/will be taken on any matter legally brought before the Board. (Attachment A)

**February, 2018**

26 Business/Public

**August, 2018**

27 Business/Public

**March, 2018**

19 Business/Public

**September, 2018**

24 Business/Public

**April, 2018**

30 Business/Public/Budget Hearing

**October, 2018**

29 Business/Public

**May, 2018**

21 Business/Public

**November, 2018**

19 Business/Public

**June, 2018**

25 Business/Public

**December, 2018**

17 Business/Public

**July, 2018**

23 Business/Public

**January, 2019**

02 Business/Public/Reorganization

**MOTION TO APPROVE EDUCATION & CURRICULUM MOTION**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

I would like to make a motion that the Board of Education approves motion One through Two of the Education & Curriculum section of the Business/Public Meeting Agenda as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	
Mrs. Gonzalez		Mr. Perez		Mr. Simko	

**POLICY**

**1. ADOPTION OF REVISED VISITORS POLICY**

That the Board of Education adopts the revised Visitors Policy, #1250, as attached and recommended by the Superintendent. (Attachment B)

**2. ADOPTION OF REVISED PRINCIPAL EVALUATION POLICY**

That the Board of Education adopts the revised Principal Evaluation and Regulation Policy, #2130, as attached and recommended by the Superintendent. (Attachment C)

**3. ADOPTION OF REVISED HARASSMENT, INTIMIDATION AND BULLYING POLICY**

That the Board of Education adopts the revised Harassment, Intimidation and Bullying Policy, #5131.1, as attached and recommended by the Superintendent. (Attachment D)

**4. ADOPTION OF REVISED INTERSCHOLASTIC AND INTRAMURAL COMPETITION POLICY**

That the Board of Education adopts the revised Interscholastic and Intramural Competition Policy, #6145.1/6145.2, as attached and recommended by the Superintendent. (Attachment E)

**5. ADOPTION OF REVISED TITLE 1- IMPROVING ACADEMIC ACHIEVEMENT AND PARENT AND FAMILY ENGAGEMENT (FORMERLY 6171.3 AT-RISK AND TITLE 1) POLICY**

That the Board of Education adopts the revised Title 1- Improving Academic Achievement and Parent and Family Engagement (formerly 6171.3 At-Risk and Title 1) Policy, #6171.3, as attached and recommended by the Superintendent. (Attachment F)

**MOTION TO APPROVE POLICY MOTIONS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

I would like to make a motion that the Board of Education approves motions One through Five of the Policy section of the Business/Public Meeting Agenda as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	
Mrs. Gonzalez		Mr. Perez		Mr. Simko	

**OTHER MOTION**

**1. ACCEPTANCE OF HARASSMENT, INTIMIDATION & BULLYING (HIB) INCIDENT REPORT/JANUARY 29, 2018**

That the Board of Education accepts the Harassment, Intimidation & Bullying (HIB) Incident Report for HIB incidents reported to the Board of Education on January 29, 2018. (Attachment G)

**MOTION TO APPROVE OTHER MOTION**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

I would like to make a motion that the Board of Education accepts the Harassment, Intimidation & Bullying (HIB) Incident Report for HIB incidents reported to the Board of Education on January 29, 2018 as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	
Mrs. Gonzalez		Mr. Perez		Mr. Simko	

**BUDGET AND FINANCE**

**1. BUDGETARY TRANSFERS**

The Board of Education approves the attached transfers for December 2017 in conjunction with the requirements of N.J.S.A. 18A:22-8-1 and N.J.A.C. 6A:23A-16.10.

**2. EXPENDITURES FOR 12/19/2017-1/29/2018**

The Board of Education approves the following expenditures for 12/19/17-1/29/18

<b>Bills For</b>	<b>Amount</b>
Regular Bills	518,571.55
12/15/17 Payroll	252,839.06
12/31/17 Payroll	219,987.70
<b>TOTAL</b>	<b>\$ 991,398.31</b>
December Agency	425,402.53

**3. ACCEPT THE SECRETARY AND TREASURER REPORT – DECEMBER 2017**

BE IT RESOLVED that the South Amboy Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, does hereby certify that as of the date of the reports, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10 (a); the monthly financial reports of the Secretary and the Treasurer; and further recommends, in compliance with N.J.A.C. 6A:23A-16.10 (c) 4, that the Board of Education certifies that no major account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b), and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the year.

**4. ACCEPT THE DECEMBER 2017 ORGANIZATIONAL FUND BALANCES**

The Board of Education accepts the attached December 2017 Organizational Fund Balances. (Attachment H)

**5. ACCEPT THE DECEMBER 2017 ATHLETIC FUND BALANCES**

The Board of Education accepts the attached December 2017 Athletic Fund Balances. (Attachment I)

**6. APPROVE TRAVEL AND REIMBURSEMENT**

The Board of Education approves the following under the "Travel and Reimbursement Policy" of the South Amboy Board of Education as recommended by the Superintendent of Schools:

<b>Staff/Board Member</b>	<b>Program Date</b>	<b>Program Title or Event</b>	<b>Fees</b>	<b>GAAP Account</b>
Eve Freeman Stephanie Carnathan	April 26, 2018 - April 27, 2018	2018 NJSHA Convention	\$350/Each	20-270-200-300-01-00-00-060
E. Lorraine Cotter	February 23, 2018	NJMEA Music In-Service Conference	\$170	20-270-200-300-01-00-00-060

#### **7. FIELD TRIP REQUESTS**

The Board of Education approves the attached field trip requests for the 2017-2018 school year as recommended by the Superintendent (Attachment J):

**Trip # MH-18007 – MH-18009**

**Trip # E-18020 – E-18025**

#### **8. USE OF SCHOOL FACILITIES/BOYS VARSITY BASEBALL TEAM**

That the Board of Education approves the request of The Boys Varsity Baseball Team to use the Middle/High Parking Lot on Saturday, May 26, 2018 from 10:00 a.m. to 2:00 p.m. with a rain date of June 3, 2018.

#### **9. USE OF SCHOOL FACILITIES/ARTS DISTRICT OF SOUTH AMBOY**

That the Board of Education approves the request of The Arts District of South Amboy to use the Middle/High Auditorium on Friday, March 16, 2018 from 4:00 p.m. to 10:00 p.m. for an Irish Concert. This activity will be covered by the applicant's insurance.

#### **10. ACCEPT ESEA TITLE 1 – SIA PART A ALLOCATIONS FOR THE 2017-2018 SCHOOL YEAR**

The Board of Education accepts the IDEA 2017-2018 allocation for the 2017-2018 school year as follows:

Title 1-SIA Part A: \$ 145,712

#### **11. APPROVE TUITION CONTRACT FOR 2017-2018 – E.S.C.N.J. – NUVIEW ACADEMY**

The Board of Education approves tuition contract between the South Amboy Board of Education and E.S.C.N.J. – NuView Academy for student #3424016247 for the period of December 19, 2017 – June 30, 2018. (Copy of contract is on file in the Board Office).

#### **12. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – PARETTE SOMJEN ARCHITECTS**

The Board of Education approves a Professional Services Agreement between the South Amboy Board of Education and Parette Somjen Architects as the District Architect of Record for the Cafeteria Referendum Project at the rate of \$22,000. (Copy of contract is on file in the Board Office).

#### **13. APPROVE NONRESIDENT STUDENT ENROLLMENT AGREEMENT FOR 2017-2018 SCHOOL YEAR**

That the Board of Education approves the Nonresident Student Enrollment Agreement between South Amboy Board of Education and parent of student #30623 for the remainder of the 2017-2018 school year, as recommended by the Superintendent.

#### **14. USE OF SCHOOL FACILITIES/SOUTH AMBOY YOUTH ATHLETIC ASSOCIATION**

That the Board of Education approves the request of the South Amboy Youth Athletic Association to use the Middle/High School gym for youth basketball on Saturdays from January 20, 2018 until February 24, 2018

(except when the school team is practicing or in use for school events), from 2:00 p.m until 5:00 pm. This activity will be covered by the City of South Amboy's insurance.

**MOTION TO APPROVE BUDGET AND FINANCE MOTIONS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

I would like to make a motion that the South Amboy Board of Education approves motions One through Fourteen of the Budget and Finance section of the regular public meeting agenda of January 29, 2018 as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	
Mrs. Gonzalez		Mr. Perez		Mr. Simko	

**OTHER BUSINESS**

1. Mr. Simko calls for the following nominations:

A. NJSBA Delegate Assembly Representative

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_

Hearing no further nominations, Mr. Simko calls for a motion to close the nominations.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to close nominations for NJSBA Delegate Assembly Representative.

Mr. Simko declares the nominations for NJSBA Delegate Assembly Representative to be closed.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ for \_\_\_\_\_ as the newly elected NJSBA Delegate Assembly Representative.

On a roll call vote:

Mr. Conrad		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	
Mrs. Gonzalez		Mr. Perez		Mr. Simko	

2. Mr. Simko calls for the following nominations:

A. Alternate NJSBA Delegate Assembly Representative

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_

Hearing no further nominations, Mr. Simko calls for a motion to close the nominations.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to close nominations for Alternate NJSBA Delegate Assembly Representative.

Mr. Simko declares the nominations for Alternate NJSBA Delegate Assembly Representative to be closed.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ for \_\_\_\_\_ as the newly elected Alternate NJSBA Delegate Assembly Representative.

On a roll call vote:

Mr. Conrad		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	
Mrs. Gonzalez		Mr. Perez		Mr. Simko	

**B. BOARD OF EDUCATION COMMENTS**

**C. PUBLIC COMMENTS**

**D. ADJOURNMENT**

A motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that there being no further business the meeting be adjourned at \_\_\_\_\_. Roll call vote: \_\_\_\_\_.

Respectfully submitted,

**Peter T. Frascella**

Business Administrator/Board Secretary





**SOUTH AMBOY BOARD OF EDUCATION  
2018 ANNUAL MEETING SCHEDULE**

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**February, 2018**

26 Business/Public

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**September, 2018**

24 Business/Public

**October, 2018**

29 Business/Public

**November, 2018**

19 Business/Public

**December, 2018**

17 Business/Public

**January, 2019**

02 Business/Public/Reorganization

Portions of the Public meetings may be conducted in **Closed Executive Session** for reasons permitted by law. For Closed Executive Sessions, the public may not be present. In the event there is a Closed Executive Session for a topic as permitted by law, the events arising out of the Closed Executive Session will be made public at a time and in a manner permitted by law. The Board may or may not return to Public Session to take public action on any matter from the Closed Executive Session or upon any other matter permitted by law.

This notice is distributed to: Home News Tribune, City Hall, Library, Senior Citizens Center, Cablevision, South Amboy Elementary School and Middle/High School, posted on the District website and at the Board of Education Office.

Bd. Revision & Approved: 1/29/2018



**SOUTH AMBOY BOARD OF EDUCATION**  
 South Amboy, New Jersey

FILE CODE: 1250

 Monitored Mandated Other Reasons

Policy Adopted: January 29, 2018

VISITORS

The board welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the chief school administrator shall devise regulations addressing visitors' access to the schools.

All visitors shall be required to report to the principal's office upon entering the building. Visitors shall be required to sign-in when entering the school and sign-out when exiting the school. All visitors signing into the school shall be issued an identification tag and shall be required to wear it for the duration of the visit.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the district buildings, the building principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited the number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;

E. Security personnel working in the school building are dressed in uniform.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the chief school administrator or designee.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Adopted: 2001  
 NJSBA Review/Update: January 2010  
 Readopted: January 29, 2018

VISITORS (continued)

Key Words

Visits to the Schools, Visitors, Sign-in, Propping Doors

Legal References:

<u>N.J.S.A. 2C:18-3</u>	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
<u>N.J.S.A. 2C:33-2</u>	Disorderly conduct
<u>N.J.S.A. 18A:7G-5.2</u>	<u>Public school facilities, certain, security measures required</u>
<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
<u>N.J.S.A. 26:3D-55 et seq.</u>	<u>New Jersey Smoke-Free Air Act</u>

Possible

Cross References:

*1220	<u>Ad hoc</u> advisory committees
*3327	Relations with vendors
*3515	Smoking prohibition
*4131/4131.1	Staff development; in-service education/visitations/conferences
*4231/4231.1	Staff development; in-service education/visitations/conferences
*5020	Role of parents/guardians
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131.1	Harassment, intimidation and bullying
*5142	Pupil safety
*5145.11	Questioning and apprehension
*6144	Controversial issues
*9010	Role of the member

\*Indicates policy is included in the Critical Policy Reference Manual.

**THE DISTRICT BOARD OF EDUCATION**

South Amboy, New Jersey

FILE CODE: 2130

 Monitored Mandated Other Reasons**Policy Adopted: January 29, 2018**PRINCIPAL EVALUATION

The board of education believes that the evaluation of effective leadership and administration practices improves success in the achievement of the educational goals of this district, including student achievement of the New Jersey Student Learning Standards. The board shall implement an effective system for the evaluation of principals, assistant principals, and vice-principals. The purpose of this evaluation shall be to promote professional excellence and improve the skills of principals, assistant principals and vice-principals; improve pupil learning and growth; and provide a basis for the review of performance. The board is committed to establishing educator evaluation rubrics for the evaluation of administrative staff members' effectiveness to further the development of a professional corps of State educators and to increase student achievement. The district evaluation system shall facilitate:

- A. Continual improvement of leadership and instruction;
- B. Meaningful differentiation of performance using four performance levels;
- C. Use of multiple valid measures in determining performance levels, including objective measures of student performance and measures of professional practice;
- D. Evaluation of principals, assistant principals and vice-principals on a regular basis;
- E. Delivery of clear, timely and useful feedback, including feedback that identifies areas for growth and guides professional development; and
- F. District personnel decisions

Evaluation Rubrics

Annually, on or before June 1, the board will submit to the Commissioner of Education, the evaluation rubric(s) to be used to assess the effectiveness of principals, vice principals, and assistant principals for the Commissioner's approval. The board shall ensure that the evaluation rubric complies with the standards established by the State Board of Education and currently established at N.J.S.A. 18A:6-123 and codified at N.J.A.C.6A:10-5.1 and as detailed in board regulation at this file code (2130), including but not limited to:

A. Measures of student achievement;

B. And measures of principal practice including observation.

In the event the board fails to timely submit an evaluation rubric for approval, the model rubric shall be used to assess the effectiveness of principals, vice principals, and assistant principals.

Training

Prior to conducting an observation for the evaluation of a principal, the chief school administrator/designee shall complete training in the evaluation rubric approved for the principal title. The evaluation rubric must have been approved by the Commissioner of Education and the board prior to its use in the district as an evaluative measure. The chief school administrator shall be trained on the components of the evaluation rubric including student achievement measures and all aspects of the practice instrument.

Prior to conducting an observation for the evaluation of a vice principal or assistant principal, the chief school administrator/designee or principal shall complete training in the evaluation rubric approved for the vice principal or assistant principal title. The evaluation rubric must have been approved by the Commissioner of Education and the board prior to its use in the district as an evaluative measure.

PRINCIPAL EVALUATION (continued)Collective Bargaining

~~Where the evaluation components of a collective bargaining agreement which is in effect on July 1, 2013, conflict with the requirements of the "Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act", N.J.S.A. 18A:6-117 et seq., the board shall implement the terms of the Act that are not in conflict with the existing collective bargaining agreement. No collective bargaining agreement entered into after July 1, 2013 may contain terms that conflict with any provision of the Act. The district's Commissioner approved evaluation rubric shall not be subject to collective negotiations. No collective bargaining agreement entered into after July 1, 2013 may contain terms that conflict with any provision of board policy and regulation and the Teacher Effectiveness and Accountability for the Children of New Jersey Act (N.J.S.A. 18A:6-117 et seq.). The district's Commissioner approved evaluation rubric shall not be subject to collective negotiations.~~

Principal Evaluation

The components of the principal evaluation rubric shall apply to teaching professional staff members holding appointed to the position of principal, vice principal, or assistant principal and holding a valid and effective standard, provisional, or emergency administrative certificate issued by the State Board of Examiners.

The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123 and N.J.A.C. 6A:10-5.1, including, but not limited to:

- A. Student achievement;
- B. Principal practice; and
- C. Principal observations.

The chief school administrator or his designee and the principal, as appropriate, shall conduct a mid-year evaluation of any principal, assistant principal, or vice-principal who is evaluated as ineffective or partially effective in his most recent annual summative evaluation.

Principal, Assistant Principal, and Vice Principal Observations

The chief school administrator, or his or her designee, shall conduct observations for the evaluation of principals.

A principal, or a chief school administrator or his or her designee, shall conduct observations for the evaluation of assistant principals and vice principals. For the purpose of collecting data for the evaluation of a principal, assistant principal, or vice principal, an observation may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.

Each tenured principal, assistant principal, and vice principal shall be observed at least two times during each school year. Each nontenured principal, assistant principal, and vice principal shall be observed at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. During the first year of employment, the three required observations shall be completed by April 30. The number of required observations shall be prorated if the principal, assistant principal or vice principal has been employed for less than one academic year on April 30.

Each evaluation shall be followed by a post-observation conference between the principal, assistant principal or vice principal and his or her superiors in order to determine whether recommend re-employment appointment, identify any deficiencies, extend assistance for their correction and improve professional competence. The post-observation conference shall consist of a meeting, either in-person or remotely, between the evaluator and the principal, assistant principal or vice-principal to discuss the data collected in the observation. Post observation conferences shall be conducted according to law and board procedure (see: 2130 Principal Evaluation, Regulation).

An additional observation and post-observation conference shall be required as part of the corrective action plan for any principal, assistant principal or vice-principal who has been rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics. The chief school administrator or principal shall determine the length of the observation.

PRINCIPAL EVALUATION (continued)Professional Development Plans

The chief school administrator shall oversee and review for each principal and supervisor, professional development that links to individual, school, and district professional development goals and the school district's professional development plan. The individual professional development plans shall be derived from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader principal, assistant principal or vice-principal (see: 2130 Principal Evaluation, Regulation and board policy 4131/4131.1 Staff Development).

Corrective Action Plans

Each school leader principal, assistant principal or vice-principal, rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, shall develop a corrective action plan in consultation with the chief school administrator/designee. The corrective action plan shall be developed and conducted according law and board procedure 2130 Principal Evaluation, Regulation.

The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-3.4(c) and 3.7(c) until the next annual summary conference. The corrective action plan shall remain in effect until the school leader receives his or her next summative evaluation rating.

The content of the corrective action plan shall:

- A. Address areas in need of improvement identified in the evaluation rubric that resulted in the partially ineffective or ineffective rating;
- B. Include specific, demonstrable goals for improvement;
- C. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
- D. Include timelines for meeting the goal(s).

The corrective action plan shall remain in effect until the principal, assistant principal or vice-principal receives his or her next summative evaluation rating;

There shall be no minimum number of teaching staff member working days that a teaching staff member's corrective action plan can be in place;

Records

The board shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part the teaching staff member's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of a district board of education for the purposes of conducting the educator evaluation process, including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in this policy shall be construed to prohibit the New Jersey Department of Education or the district from, at its discretion, collecting evaluation data or distributing aggregate statistics regarding evaluation data;

Certification

Annually, the chief school administrator shall certify to the Department of Education that all supervisors of teaching staff members in the school district who are utilizing educator practice instruments have completed training on the instrument

PRINCIPAL EVALUATION (continued)

and its application and have demonstrated competency in applying the educator practice instruments.

NJSBA Review/Update: November 2013

Adopted: November 25, 2013

Readopted: January 29, 2018

Key Words

Evaluation, Principal Evaluation, Personnel Evaluation, Principal, Assistant Principal, Vice-Principal Evaluation Rubric

<b><u>Legal References:</u></b>	<p><u>N.J.S.A. 18A:4-15</u> General rule-making power, State Board of Education</p> <p><u>N.J.S.A. 18A:4-16</u> Incidental powers conferred, State Board of Education</p> <p><u>N.J.S.A. 18A:6-10 et seq.</u> Dismissal and reduction in compensation of persons under tenure in public school system</p> <p><u>N.J.S.A. 18A:6-117 et seq.</u> Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act</p> <p><u>See particularly:</u></p> <p><u>N.J.S.A. 18A:6-119</u> Definitions relative to the TEACHNJ Act</p> <p><u>N.J.S.A. 18A:6-120</u> School improvement panel</p> <p><u>N.J.S.A. 18A:6-121</u> Evaluation of principal, assistant principal, vice-principal</p> <p><u>N.J.S.A. 18A:6-122</u> Annual submission of evaluation rubrics</p> <p><u>N.J.S.A. 18A:6-123</u> Review, approval of evaluation rubrics</p> <p><u>N.J.S.A. 18A:6-126</u> Conflicts with collective negotiations agreements</p> <p><u>N.J.S.A. 18A:6-127</u> Research-based mentoring program</p> <p><u>N.J.S.A. 18A:6-128</u> Ongoing professional development; corrective action plan</p> <p><u>N.J.S.A. 18A:26-8.2</u> "School leader" defined; training as part of professional development</p> <p><u>N.J.S.A. 18A:27-3.1 through -3.3</u> Evaluation of non-tenured teaching staff</p> <p><u>N.J.S.A. 18A:27-4</u> Power of boards of education to make rules governing employment of teacher</p> <p><u>N.J.S.A. 18A:27-4.1</u> Board of Education, procedure for certain personnel actions</p> <p><u>N.J.S.A. 18A:27-10 et seq.</u> Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 31</p> <p><u>N.J.S.A. 18A:28-5</u> Requirements for tenure</p> <p><u>N.J.S.A. 18A:28-5.1</u> Tenure upon transfer to an underperforming school</p> <p><u>N.J.S.A. 18A:29-14</u> Withholding increments; causes; notice of appeals</p>
	<p><u>N.J.A.C. 6A:9C-1.1 et seq.</u> Required professional development for teachers and school leaders</p> <p><u>See particularly:</u></p> <p><u>N.J.A.C. 6A:9C-3.2</u> Components of professional development</p> <p><u>N.J.A.C. 6A:9C-3.3</u> Standards for professional learning</p> <p><u>N.J.A.C. 6A:9C-4.2</u> District- and school-level plans for professional development implementation</p> <p><u>N.J.A.C. 6A:9C-4.3</u> Requirements for and implementation of school leaders' individual professional development plans</p> <p><u>N.J.A.C. 6A:10-1.1 et seq.</u> Educator effectiveness</p> <p><u>See particularly:</u></p> <p><u>N.J.A.C. 6A:10-1.2</u> Definitions</p> <p><u>N.J.A.C. 6A:10-2.2</u> Duties of district boards of education</p> <p><u>N.J.A.C. 6A:10-5.1 et seq.</u> Components of principal evaluation</p> <p><u>See particularly:</u></p> <p><u>N.J.A.C. 6A:10-5.1 through -5.3</u> Components of principal evaluation rubrics</p> <p><u>N.J.A.C. 6A:10-5.4</u> Principal, assistant principal and vice-principals observations</p> <p><u>N.J.A.C. 6A:32-5.1 et seq.</u> Standards for determining seniority</p>



PRINCIPAL EVALUATION (continued)PossibleCross References:

*2131	Chief school administrator
*4112.6/4212.6	Personnel records
*4115	Supervision
*4116	Evaluation
*4117.41	Nonrenewal
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4215	Supervision
*4216	Evaluation
*4231/4231.1	Staff development; inservice education/visitations/conferences
*6143.1	Lesson plans

\*Indicates policy is included in the Critical Policy Reference Manual.



**THE DISTRICT BOARD OF EDUCATION**

South Amboy, New Jersey

FILE CODE: 2130

 Monitored Mandated Other Reasons**Regulation**PRINCIPAL EVALUATIONGENERAL STATEMENT

The board of education directs the chief school administrator to oversee the implementation of the evaluation process for all principals, vice-principals and assistant principals. The board recognizes that the procedures for the implementation of the evaluation process shall in part depend on the specific procedural instructions accompanying the board adopted evaluation rubrics and practice instruments. Therefore, the board directs the chief school administrator to dedicate the supervisory staff necessary to conduct the evaluation process according to such instruction within the time frames detailed in law and board policy.

**STAFF RESPONSIBLE**

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

<b>Position</b>	<b>Summary of Main Responsibilities</b>
Chief school administrator	<ul style="list-style-type: none"> <li>• General policy and procedure oversight within the district</li> <li>• Developing and recommending for board adoption the evaluation rubrics and practice instruments</li> <li>• Complete training and ensure all administrators conducting evaluations receive training on the evaluation process</li> <li>• Conduct observations and designate staff to conduct observations and post-observation conferences</li> <li>• Report district evaluation data to the board</li> </ul>
Building principal	<ul style="list-style-type: none"> <li>• General oversight of policy and procedures in the school</li> <li>• Conduct observations and post-observation conferences of assistant and vice principals</li> </ul>
Principal, vice principal, assistant principal	<ul style="list-style-type: none"> <li>• Receive training in observation, evaluation rubrics, practice instruments</li> </ul>
School leader	<ul style="list-style-type: none"> <li>• Complete training in implementation of the evaluation rubric, fully and appropriately observe and evaluate staff members pursuant to district policy</li> </ul>
Board of education	<ul style="list-style-type: none"> <li>• Approve evaluation rubric and practice instruments</li> <li>• Annually readopt teacher evaluation policies and procedures</li> </ul>

DEFINITIONS

"Observation" means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement. Short observations shall last at least 20 minutes. Long observations shall last at least 40 minutes or one class period, whichever is longer.

"School leader" means a district staff member who holds a position that requires the possession of a chief school administrator, principal, or supervisor endorsement, however for the purposes of Policy File Code 2130 and Regulation File Code 2130, the term does not include the chief school administrator.

"Student growth objective" means an academic goal that teachers and evaluators set for groups of students.

PRINCIPAL EVALUATION (regulation continued)

"Student growth percentile" means a specific metric for measuring individual student progress on statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.

"Supervisor" means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, principal, or supervisor endorsement.

"Teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the State Board of Examiners and is assigned a class roster of students for at least one particular course.

"Teaching staff member" means a member of the professional staff of any district or regional board of education, or any county vocational school district board of education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners.

PROCEDURES

As part of the evaluation rubric, the board shall approve and adopt a principal practice evaluation instrument that appears on an approved list provided by the Department of Education or shall obtain Commissioner approval to implement a district evaluation instrument.

Annually the chief school administrator shall submit the evaluation rubric by June 1 for Commissioner approval by August 1. The evaluation rubrics shall include all relevant minimum standards set forth in (N.J.S.A. 18A:6-123):

- A. Four defined annual ratings: ineffective, partially effective, effective, and highly effective;
- B. The evaluation rubric must be partially based on multiple objective measures of student learning that assess student growth from one year's measure to the next year's measure;
- C. The district may determine the methods for measuring student growth, in grades in which a state test is not required;
- D. Multiple measures of practice and student learning are used in conjunction with professional standards of practice using a comprehensive evaluation process in rating effectiveness with specific measures and implementation processes;
- E. Standardized assessments shall be used as a measure of student progress but shall not be the predominant factor in the overall evaluation of a teacher;
- F. The rubric is based on the professional standards for that employee;
- G. The performance measures used in the rubric are linked to student achievement;
- H. The employee receives multiple observations during the school year which shall be used in evaluating the employee;
- I. At each observation of a teacher, either the principal, his or her designee who is employed by the district in a supervisory role and capacity, and who possesses a school administrator certificate, principal certificate, or supervisor certificate, the vice-principal, or the assistant principal shall be present. The staff member who will be observing shall receive training on the use of the teaching practice observation instrument. The training shall be completed before the evaluator conducts the observation;
- J. An opportunity for the employee to improve his or her effectiveness from evaluation feedback;
- K. Guidelines regarding training and the demonstration of competence on the evaluation system to support its implementation;
- L. A process for ongoing monitoring and calibration of the observers to ensure that the observation protocols are being

PRINCIPAL EVALUATION (regulation continued)

implemented correctly and consistently (the Commissioner has developed suggested calibration protocols that can be accessed [here](#));

- M. A performance framework, associated evaluation tools, and observation protocols, including training and observer calibration resources;
- N. A process for a school district to obtain the approval of the commissioner to utilize other evaluation tools; and
- O. A process for ensuring that the results of the evaluation help to inform instructional development.
- P. The chief school administrator shall ensure that the Board approved evaluation rubric is filed with the Commissioner of Education on or before June 1 of each school year. (Additional rubric information can be found at the AchieveNJ website.)

Training

The chief school administrator shall ensure that all principals, vice principals, assistant principals and supervisors successfully complete the required training detailed in board policies 2130 Principal Evaluation and 4116 Evaluation of Teaching Staff Members.

The chief school administrator is directed to:

- A. Complete annual training on the evaluation rubric for all principals being evaluated in the school district. Training shall include all evaluation rubric components including detailed descriptions of student achievement components, and all aspects of the principal practice and principal observation components of the evaluation instruments. Such training shall be completed before the chief school administrator conducts his or her first observation.
- B. Complete training on the educator practice instruments for the evaluation of teaching staff members.
- C. Complete annual updates and/or refresher training on the educator practice instruments for the purpose of increasing accuracy and consistency among observations.
- D. Annually, the chief school administrator shall certify to the Department of Education that all supervisors of teaching staff members who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.

The chief school administrator is further directed to:

- E. Establish a training program that includes instruction on each component of the Commissioner approved evaluation rubric for all principal, assistant principal, and vice-principal who are being evaluated, with more comprehensive training for any principal, assistant principal, and vice-principal who is being evaluated for the first time. The training shall include detailed descriptions of all evaluation rubric components including detailed descriptions of student achievement measures, principal practice and principal observations.
- F. Provide training on the Commissioner approved principal practice instrument for any supervisor who will conduct observations for the purpose of evaluating teaching staff members. Training must be completed before the supervisor conducts his or her first observation for the purpose of evaluation.
- G. Annually provide updates and refreshers on the approved educator practice instruments for each supervisor who will observe educator practice for the purpose of increasing accuracy and consistency among observers.
- H. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete two co-observations during the academic year.
  - 1. Co-observers shall use the co-observation to promote accuracy in scoring, and to continually train themselves on the instrument.
  - 2. A co-observation shall count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4

PRINCIPAL EVALUATION (regulation continued)

The chief school administrator shall notify all teaching staff members of the adopted policies and procedures by October 1 of each academic year. The board shall also ensure that the chief school administrator notifies newly hired staff of the evaluation policies and procedures within the first ten days of employment and that all teaching staff members are notified of any revisions to policy or procedure within ten days of adoption or issuance.

Measurements of the Principal Evaluation Rubric

- A. Measures of student achievement (N.J.A.C. 6A:10-5.2) shall be used to determine impact on student learning and the approved principal evaluation rubric shall include the following student achievement components:
1. The school-wide student growth percentile, where applicable, of all students assigned to the principal;
  2. The average of the student growth objective scores of every teacher assigned to the principal; and
  3. Administrator goals set by principals, vice principals, and assistant principals in consultation with their supervisor which shall be specific and measurable, based on student growth and/or achievement data.

Student Growth Percentiles

The schoolwide student growth percentile score shall be included in the annual summative rating of principals, assistant principals, and vice principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If a principal, assistant principal, or vice principal is employed in more than one school, the chief school administrator shall assign to the administrator, as appropriate, the schoolwide student growth percentile from one school and shall notify the administrator at the beginning of the school year of the school student growth percentile assignment.

The New Jersey Department of Education shall calculate the schoolwide student growth percentile for principals, assistant principals, and vice principals.

Average Student Growth Objective Scores

The average student growth objective (SGO) scores of all teachers, as described in law and board policy and regulation (N.J.A.C. 6A:10-4.2(e); see 4116 Teacher Evaluation, policy and regulation for more specific information on SGO) shall be a component of the principal's annual summative rating. The average student growth objective scores for assistant principals or vice principals shall be determined according to the following procedures:

- A. The principal, in consultation with the assistant principal or vice principal, shall determine prior to the start of the year, which teachers, if not all teachers in the school, shall be linked to the assistant principal and vice principal's average student growth objective score;
- B. If the assistant principal or vice principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the principal shall make the final determination. (More information can be found here.)

Administrator Goals

Administrator goals for principals, assistant principals, or vice-principals shall be developed and measured according to the following procedures:

- A. The chief school administrator shall determine for all principals, assistant principals, or vice principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By April 15 prior to the school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals;
- B. Principals, assistant principals, or vice principals shall develop in consultation with their designated supervisor, each administrator goal.
- C. Each vice principal and assistant principal shall set goals specific to his or her job description or adopt the same

PRINCIPAL EVALUATION (regulation continued)

goals as his or her principal. If the principal, assistant principal, or vice principal and his or her supervisor do not agree upon the administrator goal score, the principal, assistant principal, or vice principal's supervisor shall make the final determination.

- D. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the principal, vice principal, or assistant principal and his or her designated supervisor by October 31 of each academic year, or within 25 work days of the principal, vice principal, or assistant principal's start date if he or she begins work after October 1.
- E. The administrator goal score shall be calculated by the designated supervisor of the principal, vice principal, or assistant principal. The principal, vice principal, or assistant principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.

Measures of Principal Practice

Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument, and may include a leadership measure determined through the Department-created leadership rubric.

Principal practice component rating shall be based on the measurement of the principal, assistant principal, or vice principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.

Leadership practice shall be determined by a score on a leadership rubric, which will assess the principal, vice-principal, or assistant principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department of Education's website and annually maintained.

Principal, Assistant Principal, and Vice Principal Observations

The chief school administrator, or his or her designee, shall conduct observations for the evaluation of principals.

A principal, or a chief school administrator or his or her designee, shall conduct observations for the evaluation of assistant principals and vice principals.

For the purpose of collecting data for the evaluation of a principal, assistant principal, or vice principal, an observation may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.

Each tenured principal, assistant principal, and vice principal shall be observed at least two times during each school year. Each nontenured principal, assistant principal, and vice principal shall be observed at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. During the first year of employment, the three required observations shall be completed by April 30. The number of required observations shall be prorated if the principal, assistant principal or vice principal has been employed for less than one academic year on April 30.

Post-observation conferences shall include the following procedures:

- A. The supervisor who is present at the observation shall conduct a post-observation conference with the principal, assistant principal, or vice principal being observed. A post-observation conference shall occur no more than 15 teaching staff member working days following each observation;
- B. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the principal, assistant principal, or vice principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness;
- C. With the consent of the observed principal, assistant principal, or vice principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication;

PRINCIPAL EVALUATION (regulation continued)

- D. One post-observation conference may be combined with the principal, assistant principal, or vice principal's annual summary conference as long as it occurs within the required 15 teaching staff member working days following the observation;
- E. A written or electronic evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the principal, assistant principal, or vice principal who was observed;
- F. The principal, assistant principal, or vice principal shall submit his or her written objection(s) of the evaluation within 10 working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

An additional observation and post-observation conference shall be required as part of the corrective action plan for any principal, assistant principal or vice-principal who has been rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics.

Professional Development Plans

The chief school administrator shall oversee and review for each principal and supervisor, professional development that links to individual, school, and district professional development goals and the school district's professional development plan.

Each school leader shall create, implement, and complete an individual professional development plan (PDP) that:

- A. Aligns with the Professional Standards for School Leaders (N.J.A.C. 6A:9-3.4) and the Standards for Professional Learning (N.J.A.C. 6A:9C-3.3);
- B. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader;
- C. Identifies professional goals that address specific individual, school, or district goals; and
- D. Grounds professional learning in objectives related to improving teaching, learning, and student achievement, and aligns to the school and/or school district plan for professional development; and
- E. Includes training on: school law, ethics, and governance; and other statutory requirements related to student safety, bullying and harassment, and well-being.
- F. The chief school administrator/designee shall:
  1. Review each school leader's individual PDP and individual training needs to ensure alignment to district goals and the school district's plan for professional development;
  2. Meet with the principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and
  3. Review the individual PDP's status as part of the principal's, supervisor's, or other school leader's annual performance evaluation.

*Note: see board policy 4131/4131.1 Staff Development*

Corrective Action Plans

A principal, assistant principal and vice principal are included in the definition of teaching staff member, in accordance with N.J.A.C. 6A:10-1.2 Definitions.

- A. For each principal, assistant principal or vice principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by that principal, assistant principal or vice principal and their designated supervisor. If the principal, assistant principal or vice principal does not agree with the corrective action plan's content, the designated supervisor shall make the final



PRINCIPAL EVALUATION (regulation continued)

determination. The corrective action plan shall be developed according to the procedures detailed in board policy 2130 Principal Evaluation and 4131/4131.1 Staff Development.

- B. The corrective action plan shall be developed and the principal, assistant principal or vice principal and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation;
- C. When the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the principal, assistant principal or vice principal and his or her designated supervisor shall meet to discuss the corrective action plan within 25 teaching staff member working days following the school district's receipt of the teaching staff member's summative rating;
- D. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  1. Address areas in need of improvement identified in the evaluation rubric;
  2. Include specific, demonstrable goals for improvement;
  3. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  4. Include timelines for meeting the goal(s).
- E. The principal, assistant principal or vice principal's designated supervisor and the teaching staff member on a corrective action plan shall discuss the principal, assistant principal or vice principal's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The principal, assistant principal or vice principal and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.
- F. Progress toward the principal, assistant principal or vice principal's goals outlined in the corrective action plan shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals.
- G. Progress toward the teaching staff member's goals outlined in the corrective action plan may be used as evidence in the school leader's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
- H. Responsibilities of the evaluated employee on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
- I. A chief school administrator, or his or her designee, and the principal, as appropriate, shall conduct a mid-year evaluation of any school leader pursuant to N.J.S.A. 18A:6-121(c), where the school leader was rated ineffective or partially effective in his or her most recent annual summative evaluation. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the school leader's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

The chief school administrator shall ensure principals, vice principals and assistant principals with a corrective action plan receive one observation and a post-observation in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation, as described in N.J.A.C. 6A:10-1.2 and 5.4.

The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.

There shall be no minimum number of teaching staff member working days that a teaching staff member's corrective action plan can be in place.

PRINCIPAL EVALUATION (regulation continued)Records

All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the district for the purposes of conducting the educator evaluation process pursuant to this chapter shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in this section shall be construed to prohibit the Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123(e) or distributing aggregate statistics regarding evaluation data.

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of a district board of education for the purposes of conducting the educator evaluation process, including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in this policy shall be construed to prohibit the New Jersey Department of Education or the district from, at its discretion, collecting evaluation data or distributing aggregate statistics regarding evaluation data.

**REGULATION HISTORY**

NJSBA Review/Update: November 2013

Adopted: November 25, 2013

Readopted: January 29, 2018

**CROSS REFERENCES**

2131 Chief School Administrator

4116 Evaluation of Teaching Staff Members

4116 Evaluation of Teaching Staff Members, Regulation

4131/4131.1 Staff Development

4131/4131.1 Staff Development, Exhibit

**RESOURCES**

The Commissioner list of approved practice instruments can be found [here](#)

**THE DISTRICT BOARD OF EDUCATION**

South Amboy, New Jersey

FILE CODE: 5131.1

 Monitored Mandated Other Reasons

Policy Adopted: January 29, 2018

HARASSMENT, INTIMIDATION AND BULLYING

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the South Amboy School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment; intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.5.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or BullyingStudents

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

## A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

## B. Remedial Measures

## 1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- j. Involvement of school disciplinarian;
  - k. Student counseling;
  - l. Parent conferences;
  - m. Student treatment; or
  - n. Student therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
  - b. School culture change;
  - c. School climate improvement;
  - d. Adoption of research-based, systemic bullying prevention programs;
  - e. School policy and procedures revisions;
  - f. Modifications of schedules;
  - g. Adjustments in hallway traffic;
  - h. Modifications in student routes or patterns traveling to and from school;
  - i. Supervision of students before and after school, including school transportation;
  - j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
  - k. Teacher aides;
  - l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
  - m. General professional development programs for certificated and non-certificated staff;
  - n. Professional development plans for involved staff;
  - o. Disciplinary action for school staff who contributed to the problem;
  - p. Supportive institutional interventions, including participation of the intervention and referral services team;
  - q. Parent conferences;
  - r. Family counseling;
  - s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

- A. Consequences
  - 1. Admonishment;
  - 2. Temporary removal from the classroom;
  - 3. Deprivation of privileges;
  - 4. Referral to disciplinarian;
  - 5. Withholding of Increment
  - 6. Suspension;
  - 7. Legal action; and
  - 8. Termination
- B. Remedial Measures
  - 1. Personal

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- a. Restitution and restoration;
  - b. Mediation;
  - c. Support group;
  - d. Recommendations of behavior or ethics council;
  - e. Corrective action plan;
  - f. Behavioral assessment or evaluation;
  - g. Behavioral management plan, with benchmarks that are closely monitored;
  - h. Involvement of school disciplinarian;
  - i. Counseling;
  - j. Conferences;
  - k. Treatment; or
  - l. Therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
  - b. School culture change;
  - c. School climate improvement;
  - d. Adoption of research-based, systemic bullying prevention programs;
  - e. School policy and procedures revisions;
  - f. Modifications of schedules;
  - g. Supervision;
  - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
  - i. General professional development programs for certificated and non-certificated staff;
  - j. Professional development plans for involved staff;
  - k. Disciplinary action;
  - l. Supportive institutional interventions, including participation of the intervention and referral services team;
  - m. Conferences;
  - n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The chief school administrator, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying committed by an adult or youth against a student:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the

HARASSMENT, INTIMIDATION AND BULLYING (continued)

building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The school administrator shall take into account the circumstances of the incident when providing notification to parents and guardians of all students involved in the reported harassment, intimidation, or bullying incident. The circumstances of the incident shall be considered conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.

District Anti-Bullying Coordinator

The chief school administrator shall appoint a district anti-bullying coordinator. The chief school administrator shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the chief school administrator to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the chief school administrator, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the chief school administrator.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety/school climate team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety/School Climate Team

HARASSMENT, INTIMIDATION AND BULLYING (continued)

The board shall form a school safety/school climate team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety/school climate team shall consist of the principal or his or her designee; a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of (N.J.S.A. 18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

A parent shall be on the school safety/school climate team only in regard to general school climate issues and shall not participate in activities that may compromise a student's confidentiality. Other members of the school safety/school climate team who are not authorized to access student records (see board policy 5125 Student Records) shall be on the team only in regard to general school climate issues and shall not participate in activities that may compromise a student's confidentiality.

Investigating Reported Harassment, Intimidation and Bullying

To protect the victim, the chief school administrator shall take into account the circumstances of the incident when communicating with parents/guardians and when following the investigation procedures.

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
  1. Taking of statements from victims, witnesses and accused;
  2. Careful examination of the facts;
  3. Support for the victim; and
  4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.



HARASSMENT, INTIMIDATION AND BULLYING (continued)

- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the chief school administrator within two school days of the completion of the investigation, and in accordance with law and board policy. The chief school administrator may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
1. Any services provided;
  2. Training established;
  3. Discipline imposed; or
  4. Other action taken or recommended by the chief school administrator.
- F. The chief school administrator or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
1. The nature of the investigation;
  2. Whether the district found evidence of harassment, intimidation, or bullying; or
  3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

G. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the principal, in conjunction with the school anti-bullying specialist shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

## A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

## B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal

HARASSMENT, INTIMIDATION AND BULLYING (continued)

and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

## C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

## D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the chief school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

## A. Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;
11. Withholding of Increment;
12. Suspension;
13. Expulsion;
14. Termination;
15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

## B. Remedial Measures

## 1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- j. Involvement of school disciplinarian;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- k. Counseling;
  - l. Conferences;
  - m. Treatment; or
  - n. Therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
  - b. School culture change;
  - c. School climate improvement;
  - d. Adoption of research-based, systemic bullying prevention programs;
  - e. School policy and procedures revisions;
  - f. Modifications of schedules;
  - g. Supervision;
  - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
  - i. General professional development programs for certificated and non-certificated staff;
  - j. Professional development plans for involved staff;
  - k. Disciplinary action;
  - l. Supportive institutional interventions, including participation of the intervention and referral services team;
  - m. Conferences;
  - n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board concerning the written information about a harassment, intimidation, or bullying investigation. The request for a board hearing shall be filed with the board secretary no later than 60 calendar days after the written information is received by the parents or guardians. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Approved Private Schools For Students With Disabilities (PSSDs)

The board is committed to ensuring that all district students that require placement in approved private schools for students with disabilities (PSSD) have the safe and civil environment in their school placement necessary for students to learn and achieve high academic standards. All approved PSSDs receiving students with disabilities from this district shall be committed to treating their students with civility and respect, and shall refuse to tolerate harassment, intimidation or bullying.

When an approved PSSD receives a complaint or report of an act of harassment, intimidation, or bullying involving a district student placed in the approved PSSD that occurred on a district school bus, at a district school-sponsored function and off school grounds, the approved PSSD shall notify the anti-bullying coordinator of the report or complaint.

The chief school administrator shall assign a school anti-bullying specialist to investigate a complaint or report of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved PSSD. The investigation conducted by the district anti-bullying specialist shall be in consultation with the approved PSSD.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

The full-time non-teaching principal of the approved PSSD shall report to the anti-bullying coordinator and the child study team director, any complaint or report of an act of harassment, intimidation, or bullying involving a district student placed in the approved PSSD that occurred at the PSSD or an activity sponsored by the PSSD. The report shall include the names of the district students who are parties to the harassment, intimidation, or bullying investigation and the results of each investigation. The principal of the approved PSSD shall make this report to the district anti-bullying coordinator and to the student's parents/guardians no later than five school days following the investigation's completion. The report to the district shall include information on any service(s) provided; training established; and, discipline imposed or other action taken or recommended by the full-time non-teaching principal of the PSSD.

Once an incident of harassment, intimidation, or bullying is identified, the full-time non-teaching principal of the approved PSSD shall determine the appropriate response to address the individual circumstances in consultation and conjunction with appropriate district staff, as necessary. The approved PSSD shall not, pursuant to N.J.A.C. 6A:14-7.6(f), unilaterally implement disciplinary action involving removal to an interim alternative educational setting, suspension of more than 10 consecutive or cumulative school days in a school year or termination of placement. Disciplinary action involving suspension and expulsion from the approved PSSD shall be implemented in conjunction with the district and according to law (N.J.A.C. 6A:14-2.8) and board policies 5114 Suspension and Expulsion and 6171.4 Special Education.

Parents or guardians of students who are parties to a harassment, intimidation, or bullying investigations conducted by this district or an approved PSSD in which their child is placed may request a hearing before the board of education concerning the information received about an investigation. Any request for a hearing before the board of education shall be filed within 60 calendar days after the written information about the harassment, intimidation, or bullying investigation is received by the district and the parents or guardians. The hearing before the board shall be scheduled in collaboration with the approved PSSD and held by the board within 10 business days of the request. The approved PSSD and the board shall coordinate the policies and procedures for conducting such hearings.

Week of Respect

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

## A. School Leaders

Any school leader who holds a position that requires the possession of a chief school administrator, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

## B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

## C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education,

HARASSMENT, INTIMIDATION AND BULLYING (continued)

a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

## D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

The board shall annually examine the training needs of school employees and volunteers who have significant contact with students for the effective implementation of the harassment, intimidation, or bullying policies, procedures, programs, and initiatives of the district board of education and implement training programs for school employees and volunteers who have significant contact with students. The annual examination of training needs shall take into consideration the findings of the annual review and update of the code of student conduct.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the New Jersey Student Learning Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the

HARASSMENT, INTIMIDATION AND BULLYING (continued)

Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The chief school administrator will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The chief school administrator shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the chief school administrator shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, any report(s) and/or finding(s) of the school safety/school climate team(s). The board shall also make any necessary revisions and additions to this policy as required by law. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision.

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds

HARASSMENT, INTIMIDATION AND BULLYING (continued)

that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The chief school administrator shall take the following steps to publicize this policy:

**A. Provide a link to this policy on a prominent place on the district website;**

**B. Provide a link to this policy on a prominent place on each school's website;**

C. Distribute this policy annually to all staff, students and parents/guardians; and

D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The chief school administrator shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Adopted: August 29, 2011

NJSBA Review/Update:

Readopted: January 29, 2018

#### Key Words

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

<b><u>Legal References:</u></b>	<p><u>N.J.S.A. 2A:4A-60 et al.</u></p> <p><u>N.J.S.A. 10:5-1 et seq.</u></p> <p><u>N.J.S.A. 18A:6-112</u></p> <p><u>N.J.S.A. 18A:11-1</u></p> <p><u>N.J.S.A. 18A:12-33</u></p> <p><u>N.J.S.A. 18A:17-46</u></p> <p><u>N.J.S.A. 18A:25-2</u></p> <p><u>N.J.S.A. 18A:26-8.2</u></p> <p>professional development</p> <p><u>N.J.S.A. 18A:36-19</u></p> <p><u>N.J.S.A. 18A:36-19a</u></p> <p><u>N.J.S.A. 18A:37-1 et seq.</u></p>	<p>Disclosure of juvenile information; penalties for disclosure</p> <p>Law Against Discrimination</p> <p>Instruction on suicide prevention for public school teaching staff</p> <p>General mandatory powers and duties</p> <p>Training program; requirements</p> <p>Reporting of certain acts by school employee; annual report; public hearing (acts of violence)</p> <p>Authority over students</p> <p>School leader defined; training as part of</p> <p>Student records; creation, maintenance and retention, security and access; regulations; nonliability</p> <p>Student records (Newly enrolled students; transfers of records, identification)</p> <p>Submission of Students to Authority (Discipline)</p>
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HARASSMENT, INTIMIDATION AND BULLYING (continued)

<u>N.J.S.A. 18A:37-13 et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
<u>See particularly:</u>	
<u>N.J.S.A. 18A:37-14, -15, -17</u>	Harassment, intimidation, and bullying
<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
<u>N.J.A.C. 6A:14-2.8</u>	Discipline/suspension/expulsions (students with disabilities)
<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to support student development (includes student conduct code)
<u>See particularly:</u>	
<u>N.J.A.C. 6A:16-7.1, -7.5, -7.6, -7.7</u>	
<u>N.J.A.C. 6A:30-1.4 et seq.</u>	Evaluation process for the annual review

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be "severe, pervasive and objectively offensive."

Saxe v. State College Area School District 240 F.3d 200 (3<sup>rd</sup> Cir 2001) A Pennsylvania school district's anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the "reasonable person" test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

PossibleCross References:

*1220	<u>Ad hoc</u> advisory committees
*1410	Local units
3517	Security
*3541.33	Transportation safety
*4131/4131.1	Staff development; in-service education/visitation conferences
4148/4248	Employee protection
*4231/4231.1	Staff development; in-service education/visitation conferences
5000	Concepts and roles for students
5010	Goals and objectives for students
*5020	Role of parents/guardians
*5113	Attendance, absences and excuses
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5131	Conduct and discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
5132	Dress and grooming
*5142	Student safety

HARASSMENT, INTIMIDATION AND BULLYING (continued)

5145	Rights
5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure
*5145.1	Questioning and apprehension
*5145.1	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

\*Indicates policy is included in the Critical Policy Reference Manual.

**THE DISTRICT BOARD OF EDUCATION**  
**South Amboy, New Jersey**

FILE CODE: 6145.1/6145.2

Monitored

Mandated

Other Reasons

**Policy Adopted: January 29, 2018**

INTRAMURAL COMPETITION; INTERSCHOLASTIC COMPETITION

The South Amboy Board of Education considers all competitive extracurricular activities—academic, artistic and athletic—an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it.

Competitive activities and artistic expression can provide pupils with valuable experiences and opportunities. In this district, the emphasis in any competition or artistic expression shall be on providing inclusion in such experiences and opportunities rather than on producing winning teams or providing entertainment. Practice for or performance in any competitive event shall not interfere with the regular educational program.

The board shall approve all proposed interscholastic competitions, either via schedule or as a discrete event, whichever is appropriate. The board must approve membership in any leagues, associations and conferences, and any agreements with other schools for a series of games or events. Contests of any kind between and among the schools of the district shall be approved by the chief school administrator.

The board shall appoint coaches, advisors, physicians and other necessary supervisory personnel upon recommendation of the chief school administrator. The chief school administrator shall also ensure that training programs/regulations are developed for all extracurricular athletic activities and that all physical facilities involved in any competition in which district schools take part shall be adequate, safe and sanitary.

Public recognition shall be given to participants in academic or artistic competitions in the same measure as to athletic competitors. The district's affirmative action resolution and plan for equity in school and classroom practices shall apply to determining eligibility for competition, approval of each competitive activity in which pupils officially represent the district, and district expenditure to provide facilities and coaches.

Parental Consent

No pupil may participate in a school-sponsored physical or artistic activity outside the general education curriculum without a signed consent form from a parent/guardian naming the activity and acknowledging that the activity may be hazardous.

Academic Eligibility

Academic standards for eligibility shall be those established by policy 6145 Extracurricular Activities.

Attendance Standards

Attendance standards shall be those set in policy 5113 Attendance, Absences and Excuses. In particular, a pupil shall not participate in a performance, exhibition, practice or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness.

Disciplinary Standards

Disciplinary standards are based on board policies 5114 Suspension and Expulsion and 5131 Conduct/Discipline. Pupils on disciplinary probation or serving a detention or suspension may not practice, perform or compete. The chief school administrator and the building principal shall decide at the end of a probation or suspension whether the pupil may return to practice and competition.

INTRAMURAL COMPETITION;  
INTERSCHOLASTIC COMPETITION (continued)

Special Education Pupils

To participate in interscholastic competition, special education students must meet the same requirements listed above and the physical eligibility requirements. Reasonable modifications must be provided to each qualified student seeking to participate in an extra-curricular activity. However, a modification may be denied if, based on an individualized assessment, the modification presents an objective health or safety risk to the student or to others, or where the modification would result in a fundamental alteration to the nature of the program. A fundamental alteration is a modification that provides an objective advantage or disadvantage or requires a change in the rules of competition.

Charter School Students

A district resident student enrolled as a full-time student in grades 9-12 at a charter school who wishes to participate in a particular sport that is not offered by the charter school may participate in the sport if offered by this district upon agreement of both principals. The number of sports programs offered at the charter school shall not factor into the agreement to allow the student to participate.

Charter school students shall be subject to the eligibility requirements and rules for participation for the sport and the district code of student conduct

Equality and Equity in Athletic Programs

The district athletic programs shall be operated equitably with regard to the male and female teams including:

- A. Relatively equal numbers of varsity and sub-varsity teams for male and female students;
- B. Equitable scheduling of night games, practice times, locations and number of games for male and female teams;
- C. Equitable treatment that includes staff salaries, purchase and maintenance of equipment and supplies;
- D. Comparable facilities for male and female teams.

Physical Eligibility

All pupils in grades six through 12 participating in intramural or interscholastic athletics must be given a medical examination within 365 days prior to the first practice session, with a health history update if the examination was completed more than 60 days prior to the first practice session of the first sport participated in. The medical examination shall be given at the student's medical home, as defined in file code 5141.3 Health Examinations and Immunizations. If a student does not have a medical home, the school physician shall conduct the medical examination. Examinations shall be made available throughout the school year consistent with the district athletic schedule. The examination shall be documented on the form approved by the commissioner of education and include, as a minimum, the components listed in the administrative code. In the event a private physician is used, the medical examination shall not be at the expense of the board of education.

The parents/guardians shall be sent written notification signed by the examining physician testifying to the pupil's physical fitness to participate in athletics. The reason for the physician's disapproval of the pupil's participation shall be included in the notification. The health findings of the medical examination for participation in athletics shall be made part of the general health examination record.

The chief school administrator shall present to the board for adoption procedures for administration of the required medical examination. The procedures for the medical examination to determine the fitness of a pupil to participate in athletics shall include a form for a medical history to be filled out and returned by a parent/

INTRAMURAL COMPETITION;  
INTERSCHOLASTIC COMPETITION (continued)

guardian and a form to be filled out by the examining physician.

The medical examination to determine the fitness of a pupil to participate in athletics shall include, as a minimum, the following:

A. A medical history questionnaire, completed by the parent/guardian of the pupil, to determine if the pupil:

1. Has been medically advised not to participate in any sport, and the reason for such advice;
2. Is under a physician's care and the reasons for such care;
3. Has experienced loss of consciousness after an injury;
4. Has experienced a fracture or dislocation;
5. Has undergone any surgery;
6. Takes any medication on a regular basis, the names of such medication and the reasons for such medication;
7. Has allergies including hives, asthma and reaction to bee stings;
8. Has experienced frequent chest pains or palpitations;
9. Has a recent history of fatigue and undue tiredness;
10. Has a history of fainting with exercise;
11. Has a history of family members dying suddenly.

B. A physical examination which shall include, as a minimum, no less than:

1. Measurement of weight, height, and blood pressure;
2. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
3. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;
4. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
5. Examination of the nose to assess the presence of deformity which may affect endurance;
6. Assessment of the neck to determine range of motion and the presence of pain associated with such motion;
7. Examination of chest contour;
8. Auscultation and percussion of the lungs;
9. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
10. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;
11. Assessment of the back to determine range of motion and abnormal curvature of the spine;
12. Examination of extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
13. Examination of the testes to determine the presence and descent of both testes, abnormal masses or configurations, or hernia;
14. Assessment of physiological maturation;
15. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

Varsity Letters

A student enrolled in grades 9-12 who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the district may be eligible to earn a varsity letter awarded by the district. The activity leader or athletic coach may as he or she deems appropriate, submit criteria for awarding varsity letters to the chief school administrator or his or her designee for approval. The chief school administrator or his or her designee shall approve the criteria for each school-sponsored, interscholastic extracurricular activity that includes competitions prior to varsity letters being awarded.

INTRAMURAL COMPETITION;  
INTERSCHOLASTIC COMPETITION (continued)

The activity leader or the athletic coach shall be responsible for development of the criteria for determining outstanding performance that qualifies a student to earn a varsity letter in the activity. The criteria shall apply to all participants in the activity and may include but are not limited to:

- A. The number of participants in the activity;
- B. The length of time the student has participated;
- C. The percentage of competitions the student has participated in;
- D. Attendance at practices and competitions;
- E. Indicators of outstanding effort, performance and teamwork.

The district shall not be required to award a varsity letter or to establish any school-sponsored, interscholastic extracurricular activity.

Insurance

The board may cover each participant in an extracurricular activity with insurance coverage in consultation with the current insurance carrier.

Parents/guardians shall be strongly encouraged to participate in the supplemental pupil accident insurance program offered by the board.

Pamphlet on Sudden Cardiac Arrest

Once each school year, the chief school administrator or designee shall distribute to parents/guardians of students participating in school sports, the New Jersey Department of Education's pamphlet on sudden cardiac death. The pamphlet includes a description of early warning signs and privately available screening options.

Good Sportsmanship

The board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

It is especially important that the athletic director and coaches accept the responsibility for encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the schools of this district and that poor sportsmanship will be disciplined.

Parents/guardians and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

The chief school administrator shall prepare regulations on good sportsmanship and ensure their dissemination to students, parents/guardians and the community.

INTRAMURAL COMPETITION;  
INTERSCHOLASTIC COMPETITION (continued)

Adopted: No date  
NJSBA Review/Update: January 2010  
Readopted: June 14, 2010  
Revised: June 13, 2010, April 27, 2015, March 20, 2017, January 29, 2018

Key Words

Extracurricular Activities, Cocurricular Activities, Competition, Intramural Competition, Interscholastic Competition

**Legal References:**

<u>N.J.S.A.</u> 5:17-1 <u>et seq.</u>	Athletic code of conduct permitted; "youth sports event" defined...
<u>N.J.S.A.</u> 18A:11-3	Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
<u>N.J.S.A.</u> 18A:26-2.1 <u>et al.</u>	Certification of director of athletics
<u>N.J.S.A.</u> 18A:36-20	Discrimination; prohibition
<u>N.J.S.A.</u> 18A:40-41	Pamphlet on sudden cardiac death
<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Substance abuse
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:40A-9, -10, -11	
<u>N.J.S.A.</u> 18A:42-2	School orchestra not to compete with civilian musicians; exceptions
<u>N.J.S.A.</u> 18A:42-7	Participants in certain interscholastic extracurricular activities may earn varsity letter
<u>N.J.S.A.</u> 18A:43-1	Accident insurance for pupils authorized
<u>N.J.A.C.</u> 6A:7-1.4	Responsibilities of the district board of education
<u>N.J.A.C.</u> 6A:7-1.7	Equality in school and classroom practices
<u>N.J.A.C.</u> 6A:9B-5.15	Persons employed to coach for swimming or diving programs
<u>N.J.A.C.</u> 6A:9B-5.16	Athletics personnel
<u>N.J.A.C.</u> 6A:11-4.14	Sports programs
<u>N.J.A.C.</u> 6A:16-2.1 <u>et seq.</u>	General Provisions for School Health Services
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-2.2	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-9.1 <u>et seq.</u>	Athletic Procedures
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:32-9.1(c), -9.1(d-e)	

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Krupp v. Bd. of Ed. of Union County Reg. H.S. Dist. #1, 278 N.J. Super. 31 (App. Div. 1994) cert. den. 140 N.J. 277 (1994)

NJSIAA Constitution, Bylaws, Rules and Regulations

The Comprehensive Equity Plan, New Jersey State Department of Education

**Possible**

**Cross References:**

*1322	Contests for pupils
1500	Relations between area, county, state, regional and national associations

INTRAMURAL COMPETITION;  
INTERSCHOLASTIC COMPETITION (continued)

- and the district
- \*3250 Income from fees, fines, charges
- \*3453 School activity funds
- 3530 Insurance management
- \*3541.31 Privately owned vehicles
- 4143 Extra pay for extra work
- \*5125 Pupil records
- \*5126 Awards for achievement
- \*5131 Conduct/discipline
- \*5131.1 Harassment, intimidation and bullying
- \*5141.1 Accidents
- \*5141.3 Health examinations and immunizations
- \*5141.8 Sports related concussion and head injury
- 5143 Insurance
- \*5145.4 Equal educational opportunity
- \*6121 Nondiscrimination/affirmative action
- \*6142.4 Physical education and health
- \*6145 Extracurricular activities
- 6145.4 Public performances and exhibitions
- \*6146 Graduation requirements
- \*6147.1 Evaluation of individual student performance

\*Indicates policy is included in the Critical Policy Reference Manual.



**THE DISTRICT BOARD OF EDUCATION**  
**South Amboy, New Jersey**

FILE CODE: 6171.3

<input type="checkbox"/>	Monitored
<input checked="" type="checkbox"/>	Mandated
<input checked="" type="checkbox"/>	Other Reasons

Policy Adopted: January 29, 2018

TITLE I  
IMPROVING ACADEMIC ACHIEVEMENT AND PARENT AND FAMILY ENGAGEMENT

The district shall comply with all state and federal requirements in developing, implementing, administering and evaluating funded compensatory education programs and in particular programs and activities provided with Title I funds.

The purpose of Title I funding is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

Definitions

A Title I targeted assistance program provides supplemental Title I services to eligible students who are identified failing or most at risk of failing to meet the New Jersey Student Learning Standards and have the "greatest need" for academic assistance. Categorizing students with "the greatest need" is based entirely on academic need (low achievement) and poverty is not a factor. Title I, Part A funds may only be used to upgrade the educational program for the targeted group identified as academically at risk. Schools with targeted assistance programs do not meet the 40% poverty threshold required for a schoolwide program.

A Title I schoolwide program permits a school to use Title I, Part A funds to upgrade the entire educational program of the school in order to raise academic achievement for all students. A school is eligible to have a schoolwide program when the school meets the 40% or greater poverty threshold and has as a goal upgrading the entire educational program with Title I, Part A funds.

(Note: the 40% or greater poverty threshold is waived for priority and focus schools under the approved New Jersey ESEA flexibility waiver.)

District Educational Plan

The district educational plan shall be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, other appropriate school personnel, and with parents of children in schools receiving Title I funds. As appropriate, the district educational plan shall be coordinated with other federal programs as detailed in the Every Student Succeeds Act of 2015, the Individuals with Disabilities Education Act (20 U.S.C.A. 1400 et seq.), the Rehabilitation Act of 1973 (20 U.S.C.A. 701 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C.A. 2301 et seq.), the Workforce Innovation and Opportunity Act (29 U.S.C.A. 3101 et seq.), the Head Start Act (42 U.S.C.A. 9831 et seq.), the McKinney-Vento Homeless Assistance Act (42 U.S.C.A. 11301 et seq.), the Adult Education and Family Literacy Act (29 U.S.C.A. 3271 et seq.), and other Acts as appropriate.

The district educational plan shall describe:

- A. How student progress in meeting the New Jersey Student Learning Standards shall be monitored. To ensure that students are successful in achieving the New Jersey Student Learning Standards the district shall:
1. Develop and implement a well-rounded program of instruction that meets the academic needs of all students;
  2. Identify students who may be at risk for academic failure;
  3. Provide additional educational assistance to individual students determined to need help in meeting the New Jersey Student Learning Standards; and
  4. Identify and implement instructional and other strategies intended to strengthen academic programs and improve school conditions for student learning;

## TITLE I (continued)

- B. How the district shall identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers;
- C. How the district shall carry out its responsibilities when the district is identified as needing comprehensive support and improvement and targeted support and improvement;
- D. The poverty criteria that will be used to select school attendance areas under the federal law (section 1113);
- E. The nature of the programs to be conducted by the district schools including school-wide and targeted assistance programs (sections 1114 and 1115) and, where appropriate, educational services provided outside the schools for children living in local institutions for neglected or delinquent children, and for neglected and delinquent children in community day school programs;
- F. The services the district will provide homeless children and youths, including services to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C.A. 11301 et seq.);
- G. The strategy the district will use to implement effective parent and family engagement;
- H. If applicable, how the district will support, coordinate, and integrate Title I services with early childhood education programs, including plans for the transition of participants in preschool programs to elementary school programs;
- I. How teachers and school leaders, in consultation with parents/guardians, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program, will identify the eligible children most in need of services;
- J. How the district will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable coordination with institutions of higher education, employers, and other local partners; and increase student access to early college high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills;
- K. How the district will support efforts to reduce the overuse of discipline practices that remove students from the classroom;
- L. As appropriate, how the district will support programs that coordinate and integrate academic and career and technical education content through coordinated instructional strategies; and
- M. Any other information on how the district proposes to use funds to meet the purposes of the federal Title I program including identifying and serving gifted and talented students; and developing effective school library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.

If the district educational plan is not satisfactory to the parents/guardians of participating children, the district shall submit the parent/guardian comments with the plan to the New Jersey Department of Education.

#### Parent and Family Engagement

The chief school administrator or his or her designees shall ensure that parents/guardians and family members are involved in developing the district Title I educational plan. The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within district in planning and implementing effective parent and family involvement

TITLE I (continued)

activities to improve student academic achievement and school performance. In providing coordination, technical assistance, and other support, the chief school administrator or his or her designee may obtain meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. To the extent feasible and appropriate, parent and family engagement strategies shall be coordinated and integrated with other relevant Federal, State, and local laws and programs. The chief school administrator shall ensure that an annual evaluation of the content and effectiveness of the parent and family engagement policy is conducted annually.

Parents/guardians shall be involved in the activities of the schools. These activities may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members of the district schools to adequately represent the needs of the district population for the purposes of developing, revising, and reviewing the board parent and family engagement policy.

School Level Parent and Family Engagement

Each district school served by Title I funds shall convene an annual meeting at a convenient time, to which all parents/guardians of participating children shall be invited and encouraged to attend. The purpose of this meeting shall be to inform parents/guardians of programs and activities provided with Title I funds, to explain the federal requirements for participation in the federal Title I program, and inform parents/guardians of their right to be involved.

The building principal or his or her designee shall ensure that parents/guardians are involved, in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs. Parents/guardians shall be included in the planning, review, and improvement of the school parent and family engagement effort consistent with board policy for targeted assistance programs and/or the joint development of the schoolwide program plan.

A flexible number of meetings shall be offered, such as meetings in the morning or evening. Transportation, child care, or home visits, as such services relate to parental involvement may be provided with Title I funds.

The parents/guardians and family members of all participating children shall be invited to attend and participate in district Title 1 programs. The principal or his or her designee shall ensure opportunities are provided for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required by law in a format and, to the extent practicable, in a language parents/guardians understand.

Specifically parents/guardians of participating children shall:

- A. Receive timely information about programs and activities provided with Title I funds;
- B. Receive a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the New Jersey Student Learning Standards; and
- C. If requested by parents/guardians, be provided opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

If the schoolwide program plan is not satisfactory to the parents/guardians of participating children, the principal or his or her designee shall submit any parent/guardian comments with the schoolwide plan to the chief school administrator and the board.

This parent and family engagement policy shall be distributed to parents and family members of participating children.

TITLE I (continued)Building Capacity for Parent and Family Engagement

The chief school administrator shall ensure effective involvement of parents/guardians and implement appropriate measures to support a partnership among the schools, parents/guardians, and the community to improve student academic achievement. The chief school administrator or his or her designee shall ensure that each of the district schools shall at a minimum:

- A. Provide assistance to parents/guardians in understanding New Jersey Student Learning Standards, the New Jersey Department of Education approved statewide proficiency assessments, school administered assessments, the requirements under federal law, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- B. Provide materials and training to help parents to work with their children to improve their children's achievement;
- C. Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- D. Coordinate and integrate parent involvement programs and activities to the extent feasible, with other Federal, State, and local programs, including public preschool programs, and conduct other activities, that support involvement;
- E. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
- F. Provide such reasonable support as requested by parents/guardians.

School-Parent Compact

High student achievement is a shared responsibility. Each school receiving Title I funds shall jointly develop a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards;
- B. Describe the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- C. Address the importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - 1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - 2. Frequent reports to parents on their children's progress;
  - 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - 4. Ensuring regular two-way, meaningful communication between family members and school staff, and



## TITLE I (continued)

to the extent practicable, in a language that family members can understand.

**Annual Evaluation**

An annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools shall be conducted with the meaningful involvement of parents and family members. The annual evaluation shall identify:

- A. Barriers to greater participation by parents in activities authorized with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
- B. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- C. Strategies to support successful school and family interactions.

The findings of the evaluation shall be used to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy.

**Comparability of Services**

*\*Note: This section shall not apply to a district that has only one building for each grade span.*

As a condition of receiving Title I funds, State and local funds shall only be used in the schools to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds. When all the schools of the district are served by Title I funds, the district will use State and local funds to provide services that, taken as a whole, are substantially comparable in each school. Comparability may be on a grade-span by grade-span basis or a school-by-school basis.

To be in compliance with the requirements of federal law the board of education shall establish a district-wide salary guide.

The board directs the chief school administrator to assign teachers, administrators, and other staff to the schools in such a way that equivalence of personnel is ensured among the schools. In addition, the board directs the chief school administrator to distribute curriculum materials and instructional supplies to the schools in such a way that equivalence is ensured among the schools.

**A. Equivalence**

In order to meet the requirements for equivalence the board shall file with the New Jersey Department of Education a written assurance that the following has been established and implemented in the district:

1. A district-wide salary schedule;
2. A policy to ensure equivalence among schools in teachers, administrators, and other staff; and
3. A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

**B. Determination of Expenditures**

In the determination of expenditures per pupil from State and local funds, or instructional salaries per pupil from State and local funds, staff salary differentials for years of employment shall not be included in such determinations.

TITLE I (continued)

C. Exclusion

Unpredictable changes in student enrollment or personnel assignments that occur after the beginning of a school year shall be excluded in determining comparability of services.

D. Procedures and Records

The chief school administrator shall develop procedures for compliance with these requirements and maintain records that are updated biennially documenting the district's compliance.

Supplement not Supplant

The South Amboy School District shall use Title I funds only to supplement and to the extent practical increase the level of funds that would, in the absence of Title I funds, be made available for the education of pupils participating in Title I or state compensatory education projects. In no case shall Title I funds be used to supplant those non-Title I or non-state compensatory education funds.

Maintenance of Effort

The board of education will maintain a combined fiscal effort per pupil or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than 90% of the required amount of the combined fiscal effort per pupil or the aggregate expenditures for the second preceding fiscal year.

Eligibility for State and Federal Funds

The chief school administrator shall ensure that all requirements for receiving state and federal funds shall be fulfilled in an accurate and timely manner.

Control over such funds and title to all equipment and supplies purchased with such funds shall remain with the board of education. Procurement, control, use and disposition of equipment and supplies purchased with state/federal funds shall be in full compliance with the law.

General

The chief school administrator shall direct appropriate administrative personnel to pursue vigorously all possible sources of funding, either state or federal, that support such compensatory services, and shall keep abreast of all changes in the law which restrict or expand the district's use of state or federal funds.

Programs especially designed for migrant children shall be provided as necessary.

Adopted: December 19, 2005  
NJSBA Review/Update: January 2010  
Readopted: June 14, 2010, January 29, 2018

Key Words

State/Federal Funds, Federal Funds, Compensatory Instruction, Basic Skills, Maintenance of Effort, Supplement not Supplant, Comparability, At-Risk Pupils

**Legal References:** N.J.S.A. 18A:35-4.9 Pupil promotion and remediation; policies and procedures  
N.J.S.A. 18A:59-1 through -3 Apportionment and distribution of federal funds; exceptions  
N.J.A.C. 6A:30-1.1et seq. Evaluation of the Performance of School Districts

42 U.S.C.A. 2000d - 2000d4 - Title VI of the Civil Rights Act of 1964

TITLE I (continued)

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

**Resources:** New Jersey Department of Education Every Student Succeeds (ESSA) Guidance Document located at: <http://www.state.nj.us/education/ESSA/guidance/njdoe/DistrictGuide.pdf> (Last accessed 1/2/2018.)

New Jersey Department Of Education Webinar: *An Introduction To Title I Targeted Assistance Programs*. Located at: <http://www.state.nj.us/education/title1/grants/> (Last accessed 1/2/2018.)

New Jersey Department Of Education Webinar: *Transition from a Targeted Assistance Title I Program of Schoolwide Program*. Located at: <http://www.state.nj.us/education/title1/grants/> (Last accessed 1/2/2018.)

**Possible**

**Cross References:**

*3220/3230	State funds; federal funds
*3514	Equipment
*5120	Assessment of individual needs
*5200	Nonpublic school pupils
*6122	Articulation
*6141	Curriculum design/development
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6171.1	Remedial instruction
*6171.4	Special education

\*Indicates policy is included in the Critical Policy Reference Manual.







# South Amboy Public Schools

240 John Street, South Amboy, New Jersey 08879  
Phone: 732-525-2100 • Fax: 732-727-0730

Jorge E. Diaz  
Superintendent

www.sapublicschools.com  
jdiaz@sapublicschools.com

**TO:** Board Members  
**FROM:** Jorge E. Diaz, Superintendent  
**DATE:** January 23, 2018  
**SUBJECT:** HIB Incident Report – January 29, 2018 Board Meeting

Attached please find HIB Investigation Report Form(s) for discussion/acceptance at the January 29, 2018 Board of Education Meeting. A 2017-2018 Investigation Summary Report has been below for your information.

If you require additional information please feel free to contact me.

<b>January 2018</b>			
School	# of Investigations	# of Bullying Incidents Occurring	# Bullying Incidents Did Not Occur
ES	3	1	2
MS	2	1	1
HS	0	0	0
Total	5	2	3

<b>2017 - 2018 Year to Date Investigation Summary</b>			
School	# of Investigations	# of Bullying Incidents Occurring	# Bullying Incidents Did Not Occur
ES	4	2	2
MS	2	1	1
HS	0	0	0
Total	6	3	3

JED:kms  
HIBReportCoverMemo0118  
Attachment(s)



# South Amboy School District Expense Account Adjustment Analysis By Account#

...exaa1.082406

1/11/2017

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance	
<b>Current Appropriation Adjustments</b>									
1-000-100-566-10-65- -	TUITION - PRIV SP ED	MHS HVAC Emergency	000090	12/11/2017	PFRASCELLA	\$597,255.00	(\$15,000.00)	\$582,255.00	
		ABA Service	000095	12/11/2017	PFRASCELLA	\$582,255.00	(\$1,100.00)	\$581,155.00	
			Total For Account # 11-000-100-566-10-65- -						(\$16,100.00)
1-000-219-320-01-65-00-030	PROF SERVICES MHS	ABA Service	000095	12/11/2017	PFRASCELLA	\$6,095.00	\$1,100.00	\$7,195.00	
1-000-230-105-11-10- -	SAL - SUPT SECY	Mentoring Fee	000094	12/11/2017	PFRASCELLA	\$79,242.25	(\$550.00)	\$78,692.25	
1-000-230-332-01-00- -	AUDITOR	Audit ASSA	000096	12/11/2017	PFRASCELLA	\$28,000.00	\$1,500.00	\$29,500.00	
1-000-230-334-01-00- -	ARCHITECT/ENGINEER SVC	Audit ASSA	000096	12/11/2017	PFRASCELLA	\$5,800.00	(\$1,500.00)	\$4,300.00	
1-000-230-339-01-01- -	OTHER PURCHASED SVC	Mentoring Fee	000094	12/11/2017	PFRASCELLA	\$11,625.00	\$550.00	\$12,175.00	
1-000-230-590-01-00- -	INS - GENERAL LIABILITY	Student Accident Insurance	000092	12/11/2017	PFRASCELLA	\$84,025.00	\$100.00	\$84,125.00	
1-000-230-590-01-73- -	LEGAL ADS/NOTICES	Student Accident Insurance	000092	12/11/2017	PFRASCELLA	\$2,000.00	(\$100.00)	\$1,900.00	
1-000-261-420-02-71- -	MAINT REPAIRS MHS	Maint Transfer	000089	12/11/2017	PFRASCELLA	\$16,550.00	\$1,500.00	\$18,050.00	
		MHS HVAC Emergency	000090	12/11/2017	PFRASCELLA	\$18,050.00	\$15,000.00	\$33,050.00	
			Total For Account # 11-000-261-420-02-71- -						\$16,500.00
1-000-261-420-04-70- -	MAINT CONTRACTS ELEM	Maint Transfer	000089	12/11/2017	PFRASCELLA	\$35,805.00	(\$1,500.00)	\$34,305.00	
1-000-261-610-01-70- -	SUPPLIES - MAINT	New Snow Plow	000093	12/11/2017	PFRASCELLA	\$31,750.00	(\$5,100.00)	\$26,650.00	
1-000-270-162-11-01- -	SAL - FIELD TRIPS	Field Trip	000097	12/11/2017	PFRASCELLA	\$167.00	\$850.00	\$1,017.00	
1-000-270-162-11-13- -	SAL - BUS AIDES	Field Trip	000097	12/11/2017	PFRASCELLA	\$4,000.00	(\$850.00)	\$3,150.00	
1-190-100-500-04-01-00-060	ELEM 1STFL COPIER LEASE	Copier	000091	12/11/2017	PFRASCELLA	\$9,120.00	(\$650.00)	\$8,470.00	
1-190-100-500-04-03-00-060	COLOR COPY USAGE	Copier	000091	12/11/2017	PFRASCELLA	\$602.00	\$650.00	\$1,252.00	
2-000-261-730-01-00- -	NON INSTRU EQUIPMENT	New Snow Plow	000093	12/11/2017	PFRASCELLA	\$0.00	\$5,100.00	\$5,100.00	

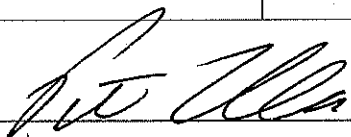
**Total Current Appr.**

**\$0.00**



# SOUTH AMBOY BOARD OF EDUCATION SUMMARY BOARD SECRETARY REPORT

**December 31, 2017**

	Beginning Cash	Cash Receipts	Disbursed	Ending Bal
General Fund 10	963,233.91	1,246,010.96	1,527,527.62	681,717.25
Special Revenue Fund 20	52,351.63	478,800.00	103,614.16	427,537.47
Capital Fund 30	823,946.83	327.32	-	824,274.15
Debt Service Fund 40	135,507.38	-	-	135,507.38
<b>Total Governmental Funds</b>	<b>1,975,039.75</b>	<b>1,725,138.28</b>	<b>1,631,141.78</b>	<b>2,069,036.25</b>
<b>TRUST &amp; AGENCY</b>				
Payroll - Net	-	472,826.76	472,826.76	-
Payroll Agency	4,765.25	501,971.24	425,402.53	81,333.96
Employee Summer Savings Plan	106,149.75	35,059.02	-	141,208.77
Flexible Spending/Dependent Care	6,731.71	2,341.64	554.42	8,518.93
SUI	101,180.80	305.21	-	101,486.01
<b>Total Trust &amp; Agency</b>	<b>218,827.51</b>	<b>1,012,503.87</b>	<b>898,783.71</b>	<b>332,547.67</b>
<b>ENTERPRISE FUNDS 60</b>	<b>81,894.59</b>	<b>69,584.33</b>	<b>40,336.12</b>	<b>111,142.80</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 2,056,934.34</b>	<b>\$ 1,794,722.61</b>	<b>1,671,477.90</b>	<b>\$ 2,180,179.05</b>
			<i>January 23, 2018</i>	
Peter Frascella, Business Administrator/Board Secretary			Date	

Form A - 149  
**REPORT OF THE TREASURER  
 TO THE BOARD OF EDUCATION**  
 South Amboy Board of Education  
 All Funds  
 For The Month Ending: December 2017

FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts DECEMBER	(3) Cash Disbursements DECEMBER	(4) Ending Cash Balances (1) + (2) - (3)
Fund 10 - General Fund	963,233.91	1,246,010.96	1,527,527.62	681,717.25
Fund 20 - Special Revenue Fund	52,351.63	478,800.00	103,614.16	427,537.47
Fund 30 - Capital Project Fund	823,946.83	327.32		824,274.15
Fund 40 - Debt Service Fund	135,507.38			135,507.38
Total Governmental Funds:	<u>1,975,039.75</u>	<u>1,725,138.28</u>	<u>1,631,141.78</u>	<u>2,069,036.25</u>
Payroll	-	472,826.76	472,826.76	-
Payroll Agency	4,765.25	501,971.24	425,402.53	81,333.96
Employee Summer Savings Plan	106,149.75	35,059.02		141,208.77
Flexible Spending/Dependent Care	6,731.71	2,341.64	554.42	8,518.93
Unemployment Trust	101,180.80	305.21		101,486.01
Total Trust and Agency Funds:	<u>218,827.51</u>	<u>1,012,503.87</u>	<u>898,783.71</u>	<u>332,547.67</u>
Enterprise Food Service Fund	81,894.59	69,584.33	40,336.12	111,142.80
<b>TOTAL ALL FUNDS:</b>	<u><u>2,056,934.34</u></u>	<u><u>1,794,722.61</u></u>	<u><u>1,671,477.90</u></u>	<u><u>2,180,179.05</u></u>

Prepared and Submitted By:

  
 Carrie Graifer, Admin Asst to BA

January 19, 2018  
 Date

DECEMBER 2017 BALANCES-GENERAL ORGANIZATION ACCOUNT

Accounts	Prior Month Balance	Monthly Changes	Current Balance	NOTES
COURTYARD COMM.	-	-	-	Deposits: N/A Payments: N/A
CLASS OF 2020	6,774.18	(1,391.63)	5,382.55	Deposits: Gertrude Hawk sale(\$119.00) Payments: Gertrude Hawk-candy sale(\$1,510.63)
CLASS OF 2021	1,399.51	(584.80)	814.71	Deposits: Popsocket sale(\$240.00); School Store sales(\$60.00); spirit week shirts(\$10.00) Payments: Nunzio's Kitchen-homecoming dance catering(\$370.00); Popsockets-popsocket fundraiser(\$312.30); Custom Ink-spirit week shirts(\$212.50)
CLASS OF 2022	3,263.30	340.00	3,603.30	Deposits: spirit week shirt(\$340.00) Payments: N/A
CLASS OF 2023	202.20	-	202.20	Deposits: N/A Payments: N/A
CLASS OF 2024	126.00	(72.92)	53.08	Deposits: Change from P.O.#G-0470(\$27.08) Payments: Colleen Partenope-spirit week supplies(\$100.00)
CLASS OF 2015	1,484.53	-	1,484.53	Deposits: N/A Payments: N/A
CLASS OF 2016	1,075.08	-	1,075.08	Deposits: N/A Payments: N/A
CLASS OF 2017	2,626.29	-	2,626.29	Deposits: N/A Payments: N/A
CLASS OF 2018	17,960.75	3,246.26	21,207.01	Deposits: FL Trip fees(\$3,250.00); spirit week shirts(\$60.00) Payments: Julia Ibarra-reimbursement for spirit week supplies(\$63.74)
CLASS OF 2019	9,410.73	148.85	9,559.58	Deposits: Pasta Sale(\$336.50); Candy Sale(\$300.00); Bertucci's % night(\$244.27); Change from P.O.#G-0448(\$45.48) Payments: Jacqueline's Florist-homecoming bouquets(\$40.00); Dolly Screen Printing-spirit week shirts(\$535.50); The Pasta Shoppe-pasta sale(\$201.90)
PLAY	11,277.09	(750.00)	10,527.09	Deposits: N/A Payments: Phyllis Stratton-Costume & set supplies(\$750.00)

YEARBOOK	5,542.05	(5,095.52)	446.53	Deposits: Sales(\$255.00) Payments: Herff Jones-1st Payment(\$5,350.52)
STUDENT COUNCIL	3,343.31	130.97	3,474.28	Deposits: TGI Fridays % night(\$130.97) Payments: N/A
MISCELLANEOUS	9,089.31	87.20	9,176.51	Deposits: GSA Acct.-senior Aquino shirts(\$588.00) Payments: Image Market-GSA Acct.-senior Aquino shirts(\$500.80)
LIBRARY	710.63	-	710.63	Deposits: N/A Payments: N/A
NAT'L ART HONOR SOCIETY	1,482.77	185.50	1,668.27	Deposits: Ornament & Bake sale w/startup(\$235.50) Payments: Colleen Palmeri-bake & ornament sale start up(\$50.00)
PRINCIPAL'S ACCOUNT	13,946.29	-	13,946.29	Deposits: N/A Payments: N/A
PEER LEADERSHIP	-	-	-	Deposits: N/A Payments: N/A
ELEM. BAND	3,767.01	-	3,767.01	Deposits: N/A Payments: N/A
JUNIOR HONOR SOCIETY	3,304.32	161.00	3,465.32	Deposits: Game Night(\$161.00) Payments: N/A
SCHOLARSHIPS	-	-	-	Deposits: N/A Payments: N/A
M/HS BAND	5,524.38	(100.00)	5,424.38	Deposits: N/A Payments: Veronica Alcuri-winter concert start up(\$100.00)
ELEMENTARY SCHOOL YEARBOOK	7,783.53	-	7,783.53	Deposits: N/A Payments: N/A
NATIONAL HONOR SOCIETY	215.46	58.00	273.46	Deposits: Candy Cane sale(\$58.00) Payments: N/A
ELEM. PRINCIPAL'S ACCT	266.91	-	266.91	Deposits: N/A Payments: N/A
<b>TOTAL</b>	<b>110,575.63</b>	<b>(3,637.09)</b>	<b>106,938.54</b>	



DECEMBER 2017 BALANCES-ATHLETIC FUND ACCOUNT

Accounts	Prior Month Balance	Monthly Changes	Current Balance	NOTES
MISCELLANEOUS ATHLETIC	383.69	484.50	868.19	Deposits: Transfer from Basketball Game Admissions Acct.-tournament trophies & track meet registrations(\$500.00); Posters(\$288.00); Basketball Tournament Registration(\$325.00) Payments: Rebel Track Club-track meet registration(\$320.00); Trophy Depot-tournament trophies(\$308.50)
BASKETBALL GAME ADMISSIONS	7,508.39	(800.00)	6,708.39	Deposits: N/A Payments: Ken Blekeski-game admissions startup 2017-18(300.00); Transfer to Misc. Acct.-track meet registrations & basketball tournament trophies(\$500.00)
JIMMY V. FOUNDATION	-	-	-	Deposits: N/A Payments: N/A
BOYS BASKETBALL	1,036.40	-	1,036.40	Deposits: N/A Payments: N/A
BOYS BASEBALL	3,997.22	-	3,997.22	Deposits: N/A Payments: N/A
BOYS SOCCER	0.40	-	0.40	Deposits: N/A Payments: N/A
GIRLS BASKETBALL	3,050.73	(397.00)	2,653.73	Deposits: N/A Payments: C&C Embroidery Creations-apparel sale(\$397.00)
GIRLS CHEERLEADING	304.99	-	304.99	Deposits: N/A Payments: N/A
SOFTBALL	1,538.91	-	1,538.91	Deposits: N/A Payments: N/A
PURPLE AND GOLD	3,308.86	-	3,308.86	Deposits: N/A Payments: N/A
X-Country	284.00	(247.00)	37.00	Deposits: N/A Payments: Dream It Athletics-track meet registration(\$247.00)
Girls Tennis	544.90	(441.15)	103.75	Deposits: N/A Payments: Midwest Impressions-team pullovers(\$441.15)
MS Cheerleading *	-	152.00	152.00	Deposits: Bake Sale(\$152.00) Payments: N/A
Girls Soccer	24.96	-	24.96	Deposits: N/A Payments: N/A
MS Softball	314.85	-	314.85	Deposits: N/A Payments: N/A
<b>TOTAL</b>	<b>22,298.30</b>	<b>(1,248.65)</b>	<b>21,049.65</b>	
*MS Cheerleading Account opened 12/21/17				



**South Amboy Board of Education**  
**Expenditures 12/19/2017 - 1/29/2018**

<b>Bills For</b>	<b>Amount</b>
Regular Bills	518,571.55
12/15/17 Payroll	252,839.06
12/31/17 Payroll	219,987.70
<b>TOTAL</b>	<b>\$ 991,398.31</b>
December Agency	<u>425,402.53</u>

Certified Correct

The above claims were certified correct by the Board Secretary.

Signature/Board Secretary

  
\_\_\_\_\_

# South Amboy School District

## Check Register By Vendor Name

UnPosted Checks : Check Date is from 12/19/2017 to 01/29/2018

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check # Date	Check Description	Check Type
EDUCATIONAL CONSULTING, / 5045	52 11-000-230-339-01-01- -	180625	107	1,250.00	18200	01/29/2018	OTHER PURCHASED SVC	C
LELERO LEARNING NMOUTH/MIDDLESEX INC/ 5113	52 20-218-200-325-00-00-060	180626	11-17 SA	26,400.00	18201	01/29/2018	PEEA PUR SERV-HEAD START	C
LELERO LEARNING NMOUTH/MIDDLESEX INC/ 5113	52 20-218-200-325-00-00-060	180626	12-17 SA	26,400.00	18201	01/29/2018	PEEA PUR SERV-HEAD START	C
LELERO LEARNING NMOUTH/MIDDLESEX INC/ 5113	52 20-218-200-325-00-00-060	180626	01-18 SA	26,400.00	18201	01/29/2018	PEEA PUR SERV-HEAD START	C
Total For ACELERO LEARNING MONMOUTH/MIDDLESEX INC/ 5113				\$79,200.00				
ERICAN RED CROSS/ 3384	52 11-402-100-300-11-11-00-030	180512	22051003 09/27/17	209.00	18202	01/29/2018	PURCHASED SERVICES (300-	C
T OF SOUND, LLC/ 4786	52 11-000-216-600-01-38-00-060	180002	17-2069	688.00	18203	01/29/2018	SPEECH - SUPPLIES	C
ANTIC TOMORROWS OFFICE/ 8	52 11-190-100-500-04-03-00-060	180570	CNIN707070	649.02	18204	01/29/2018	COLOR COPY USAGE	C
NOS, GEORGE/ 4490	52 11-402-100-110-11-11-00-030	180610	B V BB	81.00	18205	01/29/2018	STIPEND - COACHES	C
NNETT, WARREN/ 4777	52 11-402-100-110-11-11-00-030	180603	B V BB	81.00	18206	01/29/2018	STIPEND - COACHES	C
NK, TONY/ 3223	52 11-402-100-110-11-11-00-030	180608	B V BB	81.00	18207	01/29/2018	STIPEND - COACHES	C
ASWELL, ZAID/ 5104	52 11-402-100-800-08-21-00-030	180556	V G BB 12/16/17	81.00	18208	01/29/2018	OFFICIALS FEES	C
ay School Supplies/ 1391	52 20-231-100-610-01-05-00-060	180363	156548-0	241.78	18209	01/29/2018	NCLB TITLE I -SUPPLIES	C
BLEVISION LIGHTPATH, INC./ 4358	52 11-190-100-340-06-04-00-030	180029	21966031 01/01/18	6,594.00	18210	01/29/2018	INTERNET SERVICES	C
LCO PARTNERSHIP/ 4546	50 11-000-230-530-01-00- -	180030	97990119730	92.16	18190	01/10/2018	TELEPHONE/COMMUNICATIONS C	C
LDREN'S CENTER OF MONMOUTH JNTY/ 1401	52 20-250-100-500-01-65-00-060	180169	18-125-12	7,297.92	18211	01/29/2018	OTHER PURCHASED SVC	C
Y OF SOUTH AMBOY/ 3233	50 11-000-261-800-01-71- -	180196	99997170-2 1/28	236.32	18191	01/10/2018	UTILITIES - WATER/SEWER	C
Y OF SOUTH AMBOY/ 3233	50 11-000-261-800-01-71- -	180196	99997170-3 1/28	64.55	18191	01/10/2018	UTILITIES - WATER/SEWER	C

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Vendor Name/ Number	Bank Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
CITY OF SOUTH AMBOY/ 3233	50 11-000-261-800-01-71- -	180196	99997170-1 1/18	111.40	18191	01/10/2018	UTILITIES - WATER/SEWER	C
	50 11-000-261-800-01-71- -	180196	99999989-0 1/18	1,206.54	18191	01/10/2018	UTILITIES - WATER/SEWER	C
Total For CITY OF SOUTH AMBOY/ 3233				\$1,618.81				
CONTINENTAL PRESS, INC/ 4261	52 11-212-100-610-02-00-030	180508	639521	425.60	18212	01/29/2018	INSTR SUPP - LIFE SKILLS	C
	52 11-000-100-566-10-65- -	180280	DEC 2017	10,785.00	18213	01/29/2018	TUITION - PRIV SP ED	C
C BEHAVIORAL/HIGH POINT SCHOOLS/ 3125	52 20-231-100-610-01-05-00-060	180390	0279608	12,540.07	18214	01/29/2018	NCLB TITLE I-SUPPLIES	C
	52 11-402-100-800-07-22-00-030	180303	17-18 DUES	120.00	18215	01/29/2018	CLINICS, DUES, FEES, OTH	C
LANJ, INC/ 3856	50 11-000-291-270-01-80- -	180008	249614	7,945.98	18192	01/10/2018	EE HEALTH BENEFITS	C
	52 11-402-100-110-11-11-00-030	180617	B V BB	81.00	18216	01/29/2018	STIPEND - COACHES	C
DLTA DENTAL OF NJ/ 3930	52 11-000-262-621-01-70- -	180031	HS8438489	7,999.60	18217	01/29/2018	UTILITIES-NATURAL GAS	C
	52 11-402-100-800-08-21-00-030	180552	MS BB 12/14/17	116.00	18218	01/29/2018	OFFICIALS FEES	C
G & G EXTERMINATORS/ 3211	52 11-000-261-420-02-70- -	180081	431290 MHS	75.00	18219	01/29/2018	MAINT CONTRACTS MHS	C
	52 11-000-261-420-04-70- -	180081	431289 ES	75.00	18219	01/29/2018	MAINT CONTRACTS ELEM	C
Total For E & G EXTERMINATORS/ 3211				\$150.00				
ST MOUNTAIN SCHOOL/ 3628	52 11-000-100-566-10-65- -	180541	AUG 2017 RD	4,059.88	18220	01/29/2018	TUITION - PRIV SP ED	C
	52 11-000-100-566-10-65- -	180541	JUL 2017 RD	7,012.52	18220	01/29/2018	TUITION - PRIV SP ED	C
ST MOUNTAIN SCHOOL/ 3628	52 20-250-100-500-01-65-00-030	180166	DEC 2017	5,905.28	18220	01/29/2018	OTHER PURCHASED SERVICES	C
	Total For EAST MOUNTAIN SCHOOL/ 3628				\$16,977.68			
CNJ (BRIGHT BEGINNINGS ARNING CTR)/ 5017	52 11-000-100-565-10-65- -	180346	BBOT_M1017	416.00	18221	01/29/2018	TUITION -ESC SP ED	C
	52 11-000-100-565-10-65- -	180346	BBOT_M1117	468.00	18221	01/29/2018	TUITION -ESC SP ED	C
CNJ (BRIGHT BEGINNINGS ARNING CTR)/ 5017	52 11-000-100-565-10-65- -	180346	NOV 2017	5,166.00	18221	01/29/2018	TUITION -ESC SP ED	C
	52 11-000-100-565-10-65- -	180346	DEC 2017	4,592.00	18221	01/29/2018	TUITION -ESC SP ED	C

# South Amboy School District

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Vendor Name/ Number      Ba-      Account #      PO #      Invoice #      Check Amount      Check # Date      Check Description      Check Type

### POSTED CHECKS

ESCNJ / BRIGHT BEGINNINGS LEARNING CTR/ 5017		52 11-000-100-565-10-65- -	180346	BBOT_M1217	468.00	18221 01/29/2018	TUITION -ESC SP ED	C
<b>Total For ESCNJ (BRIGHT BEGINNINGS LEARNING CTR)/ 5017</b>					<b>\$11,110.00</b>			
ESCNJ / ACADEMY LEARNING NTER/ 4126		52 11-000-100-565-10-65- -	180347	ALCOT_M101 7	416.00	18222 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / ACADEMY LEARNING NTER/ 4126		52 11-000-100-565-10-65- -	180347	NOV 2017	10,332.00	18222 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / ACADEMY LEARNING NTER/ 4126		52 11-000-100-565-10-65- -	180347	ALCOT_M111 7	156.00	18222 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / ACADEMY LEARNING NTER/ 4126		52 11-000-100-565-10-65- -	180347	DEC 2017	9,184.00	18222 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / ACADEMY LEARNING NTER/ 4126		52 11-000-100-565-10-65- -	180347	ALCOT_M121 7	312.00	18222 01/29/2018	TUITION -ESC SP ED	C
<b>Total For ESCNJ / ACADEMY LEARNING CENTER 4126</b>					<b>\$20,400.00</b>			
ESCNJ / CENTER FOR LIFELONG LEARNING/ 4125		52 11-000-100-565-10-65- -	180350	DEC 2017	57,488.00	18223 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / CENTER FOR LIFELONG LEARNING/ 4125		52 11-000-100-565-10-65- -	180350	CLLOT_M101 7	1,768.00	18223 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / CENTER FOR LIFELONG LEARNING/ 4125		52 11-000-100-565-10-65- -	180350	NOV 2017	64,674.00	18223 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / CENTER FOR LIFELONG LEARNING/ 4125		52 11-000-100-565-10-65- -	180350	CLLOT_M111 7	1,196.00	18223 01/29/2018	TUITION -ESC SP ED	C
<b>Total For ESCNJ / CENTER FOR LIFELONG LEARNING/ 4125</b>					<b>\$125,126.00</b>			
ESCNJ / NUVIEW ACADEMY/ 4128		52 11-000-100-565-10-65- -	180176	NOV 2017	13,950.00	18224 01/29/2018	TUITION -ESC SP ED	C
ESCNJ / NUVIEW ACADEMY/ 4128		52 11-000-100-565-10-65- -	180176	DEC 2017	12,400.00	18224 01/29/2018	TUITION -ESC SP ED	C
<b>Total For ESCNJ / NUVIEW ACADEMY/ 4128</b>					<b>\$26,350.00</b>			
ESCNJ TRANSPORTATION/ 1250		52 11-000-270-517-10-65- -	180182	SOAMB DEC FY18	8,388.67	18225 01/29/2018	ESC & CTSA - REG ED	C
ESCNJ TRANSPORTATION/ 1250		52 11-000-270-518-10-65- -	180182	SOAMB DEC FY18	62,196.32	18225 01/29/2018	ESC & CTSA - SPEC ED	C

# South Amboy School District Check Register By Vendor Name

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Vendor Name/Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>								
Total For ESCNJ TRANSPORTATION/ 1250								
ESNJ/ NUVIEW ACADEMY ANNEX/ 2	52 11-000-100-565-10-65-	180277	DEC 2017	\$70,584.99				
				4,544.00	18226	01/29/2018	TUITION -ESC SP ED	C
Total For EVANEGO, GEORGE/ 3888								
EVANEGO, GEORGE/ 3888	52 11-402-100-110-11-11-00-030	180613	G V BB	81.00	18227	01/29/2018	STIPEND - COACHES	C
EVANEGO, GEORGE/ 3888	52 11-402-100-110-11-11-00-030	180614	GMC	58.00	18227	01/29/2018	STIPEND - COACHES	C
			SUBVARSITY					
Total For FREENEY, ROBERT/ 3580								
RTTIG'S, INC./ 3765	52 11-000-262-610-01-71-	180249	1951803	144.00	18228	01/29/2018	SUPPLIES - UNIFORMS	C
FREENEY, ROBERT/ 3580	52 11-402-100-110-11-11-00-030	180611	B V BB	81.00	18229	01/29/2018	STIPEND - COACHES	C
FREENEY, ROBERT/ 3580	52 11-402-100-800-08-21-00-030	180551	V B BB	81.00	18229	01/29/2018	OFFICIALS FEES	C
			12/16/17					
Total For GIACKETTE, GARY/ 3535								
GIACKETTE, GARY/ 3535	52 11-402-100-110-11-11-00-030	180615	G MS BB	58.00	18230	01/29/2018	STIPEND - COACHES	C
GIACKETTE, GARY/ 3535	52 11-402-100-110-11-11-00-030	180602	MS BB	58.00	18230	01/29/2018	STIPEND - COACHES	C
GIACKETTE, GARY/ 3535	52 11-402-100-110-11-11-00-030	180602	JV BB	58.00	18230	01/29/2018	STIPEND - COACHES	C
Total For NEMANN/ 4093								
NEMANN/ 4093	52 11-190-100-610-04-00-060	180153	6799284	1,051.60	18231	01/29/2018	WORKBOOKS - ELEM	C
Total For RY, TOM/ 4580								
RY, TOM/ 4580	52 11-000-219-500-01-65-00-030	180531	MILEAGE	24.18	18232	01/29/2018	TRAVEL - MHS	C
Total For MEYER, DIANE/ 4882								
MEYER, DIANE/ 4882	52 11-000-219-500-01-65-00-060	180524	MILEAGE	32.24	18233	01/29/2018	TRAVEL - ELEM	C
			12/8/17					
Total For HOLMDEL BOARD OF EDUCATION/ 6								
HOLMDEL BOARD OF EDUCATION/ 6	52 11-000-100-562-10-65-	180448	18-00024	5,462.20	18234	01/29/2018	TUITION -OTHR LEA SP ED	C
HOLMDEL BOARD OF EDUCATION/ 6	52 11-000-100-562-10-65-	180448	18-00034	5,462.20	18234	01/29/2018	TUITION -OTHR LEA SP ED	C
Total For HOLMDEL BOARD OF EDUCATION/ 4796								
HOLMDEL BOARD OF EDUCATION/ 4796	50 11-000-261-420-01-71-	180581	1015215	27.44	18193	01/10/2018	MAINT REPAIRS BD	C
HOLMDEL BOARD OF EDUCATION/ 4796	50 11-000-261-420-01-71-	180581	593854	-13.98	18193	01/10/2018	9231180 CM	C
HOLMDEL BOARD OF EDUCATION/ 4796	50 11-000-261-420-01-71-	180581	593854	28.94	18193	01/10/2018	MAINT REPAIRS BD	C
HOLMDEL BOARD OF EDUCATION/ 4796	50 11-000-261-420-01-71-	180581	9593901	29.92	18193	01/10/2018	MAINT REPAIRS BD	C
HOLMDEL BOARD OF EDUCATION/ 4796	50 11-000-261-420-02-71-	180581	592788	6.63	18193	01/10/2018	MAINT REPAIRS MHS	C

# South Amboy School District

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Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
<b>POSTED CHECKS</b>								
HOME DEPOT/ 3656	50 11-000-261-420-02-71- -	180581	5123721	-25.98	18193	01/10/2018	2223338 CM	C
HOME DEPOT/ 3656	50 11-000-261-420-02-71- -	180581	5123721	122.07	18193	01/10/2018	MAINT REPAIRS MHS	C
HOME DEPOT/ 3656	50 11-000-261-420-02-71- -	180581	2025046	54.62	18193	01/10/2018	MAINT REPAIRS MHS	C
HOME DEPOT/ 3656	50 11-000-261-420-02-71- -	180581	2563211	25.98	18193	01/10/2018	MAINT REPAIRS MHS	C
HOME DEPOT/ 3656	50 11-000-261-420-04-71- -	180581	8593428	5.85	18193	01/10/2018	MAINT REPAIRS ELEM	C
HOME DEPOT/ 3656	50 11-000-261-610-01-70- -	180581	1015213	41.91	18193	01/10/2018	SUPPLIES - MAINT	C
Total For HOME DEPOT/ 3656				\$303.40				
&L/ 2806	50 11-000-262-622-01-70- -	180028	10001014706 2 12/17	9,208.58	18194	01/10/2018	UTILITIES-ELECTRICITY	C
&L/ 2806	50 11-000-262-622-01-70- -	180028	10000974312 9 12/17	282.51	18194	01/10/2018	UTILITIES-ELECTRICITY	C
&L/ 2806	50 11-000-262-622-01-70- -	180028	10000974168 5 12/17	7,822.34	18194	01/10/2018	UTILITIES-ELECTRICITY	C
Total For JCP&L/ 2806				\$17,313.43				
PEPPER & SON, INC./ 1025	52 11-190-100-610-04-00-00-060	180395	O1S71178	905.13	18235	01/29/2018	WORKBOOKS - ELEM	C
PEPPER & SON, INC./ 1025	52 11-190-100-610-04-00-00-060	180395	O1S74277	30.00	18235	01/29/2018	WORKBOOKS - ELEM	C
Total For JW PEPPER & SON, INC./ 1025				\$935.13				
ONOWSKI, GREG/ 3137	52 11-402-100-110-11-11-00-030	180597	B V BB	81.00	18236	01/29/2018	STIPEND - COACHES	C
MAR GAS CO / DELTA/ 2830	52 11-000-261-610-01-74- -	180232	DECEMBER 2017	198.00	18237	01/29/2018	SUPPLIES/REPAIR - TRUCK	C
MAR GAS CO / DELTA/ 2830	52 11-000-270-615-01-75- -	180232	DECEMBER 2017	216.59	18237	01/29/2018	BUS FUEL & REPAIRS	C
Total For KUMAR GAS CO / DELTA/ 2830				\$415.59				
RTZ BROS./ 3253	52 11-190-100-610-02-18-00-030	180144	37151.00	66.82	18238	01/29/2018	INSTR SUPPLIES - MHS	C
MASTER ELECTRICAL, LLC./ 4333	52 11-000-261-420-02-71- -	180563	11-000-261-42 0-02-71	4,720.50	18239	01/29/2018	MAINT REPAIRS MHS	C
NEY, JOHN/ 5108	52 11-402-100-110-11-11-00-030	180605	G MS BB	81.00	18240	01/29/2018	STIPEND - COACHES	C
NGE, GARY/ 2990	52 11-402-100-110-11-11-00-030	180592	B V BB	81.00	18241	01/29/2018	STIPEND - COACHES	C
NGE, GARY/ 2990	52 11-402-100-800-08-21-00-030	180559	MS BB 12/14/17	116.00	18241	01/29/2018	OFFICIALS FEES	C
Total For LANGE, GARY/ 2990				\$197.00				



# South Amboy School District

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Vendor Name/ Number	Bank Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
BOFF, SHARI/ 4648	52 11-000-219-500-01-65-00-060	180522	MILEAGE	81.22	18242	01/29/2018	TRAVEL - ELEM	C
NGSTON PARK NURSERY/ 5107	52 12-000-261-730-01-00- -	180579	41787	5,100.00	18243	01/29/2018	NON INSTRU EQUIPMENT	C
GRAV HILL SCHOOL EDUCATION CUP/1168	52 11-190-100-640-02-00-00-030	180321	99950126001	3,434.40	18244	01/29/2018	TEXTBOOKS - MHS	C
GRAV HILL SCHOOL EDUCATION CUP/1168	52 11-190-100-640-02-00-00-030	180322	99964318001	819.87	18244	01/29/2018	TEXTBOOKS - MHS	C
Total For MCGRAW HILL SCHOOL EDUCATION GROUP/ 1168				\$4,254.27				
L PRINTING SOLUTIONS/ 1900	52 11-000-251-600-01-00- -	180370	151630	575.00	18245	01/29/2018	SUPPLIES	C
LER, GEORGE/ 4823	52 11-402-100-800-08-21-00-030	180558	MSJV BB 12/15/17	116.00	18246	01/29/2018	OFFICIALS FEES	C
GLINO, LOU/ 4023	52 11-402-100-110-11-11-00-030	180596	B V BB	81.00	18247	01/29/2018	STIPEND - COACHES	C
NMOUTH UNIV/PRINCIPAL'S PROF /ACAD/ 4608	52 11-000-100-561-10-65- -	180308	180308	350.00	18248	01/29/2018	TUITION -OTHR LEA GN ED	C
NTELEONE, JOSEPH/ 5103	52 11-402-100-800-08-21-00-030	180557	MSJV BB 12/15/17	116.00	18249	01/29/2018	OFFICIALS FEES	C
NTGOMERY, ERIC/ 4999	52 11-402-100-800-08-21-00-030	180553	V B BB 12/16/17	81.00	18250	01/29/2018	OFFICIALS FEES	C
SKAL, DENNIS/ 4024	52 11-402-100-800-08-21-00-030	180560	V B BB 12/15/17	81.00	18251	01/29/2018	OFFICIALS FEES	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-000-218-390-02-62-00-060	180053	12371020118	550.00	18195	01/10/2018	COPIER LEASE MHS	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-000-219-390-08-65-00-060	180053	12371020118	185.00	18195	01/10/2018	COPIER LEASE	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-000-221-600-01-65-00-060	180053	12371020118	416.00	18195	01/10/2018	CURRICULUM SUPPLIES	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-000-230-339-01-02- -	180053	12371020118	250.00	18195	01/10/2018	SUPT COPIER LEASE	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-000-240-390-02-01-00-030	180053	12371020118	184.23	18195	01/10/2018	MHS COPIER LEASE	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-000-240-390-04-01-00-060	180053	12371020118	345.00	18195	01/10/2018	ELEM 2NDFL COPIER LEASE	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-000-251-340-01-00- -	180053	12371020118	298.00	18195	01/10/2018	COPIER LEASE	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-190-100-500-02-01-00-030	180053	12371020118	1,195.00	18195	01/10/2018	MHS COPIER LEASE	C
NICIPAL CAPITAL FINANCE/ 5061	50 11-190-100-500-04-01-00-060	180053	12371020118	550.00	18195	01/10/2018	ELEM 1STFL COPIER LEASE	C
Total For MUNICIPAL CAPITAL FINANCE/ 5061				\$3,973.23				

# South Amboy School District

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1/1/2017

Vendor Name/ Number	Pa- ch Account #	PO #	Invoice #	Check Amount	Check #	Check # Date	Check Description	Check Type
<b>UNPOSTED CHECKS</b>								
dlesex Water Company/ 1210	50 11-000-261-800-01-71- -	180026	00427 11/29	252.25	18196	01/10/2018	UTILITIES - WATER/SEWER	C
dlesex Water Company/ 1210	50 11-000-261-800-01-71- -	180026	37817 11/29	120.80	18196	01/10/2018	UTILITIES - WATER/SEWER	C
dlesex Water Company/ 1210	50 11-000-261-800-01-71- -	180026	10427 11/29	185.19	18196	01/10/2018	UTILITIES - WATER/SEWER	C
dlesex Water Company/ 1210	50 11-000-261-800-01-71- -	180026	54327 11/28	419.14	18196	01/10/2018	UTILITIES - WATER/SEWER	C
dlesex Water Company/ 1210	50 11-000-261-800-01-71- -	180026	05217 11/28	120.80	18196	01/10/2018	UTILITIES - WATER/SEWER	C
dlesex Water Company/ 1210	50 11-000-261-800-01-71- -	180026	74327 11/28	531.26	18196	01/10/2018	UTILITIES - WATER/SEWER	C
Total For Middlesex Water Company/ 1210				\$1,629.44				
SSCO/ 1088	52 11-190-100-610-02-18-00-030	180106	653438	1,011.11	18252	01/29/2018	INSTR SUPPLIES - MHS	C
SSCO/ 1088	52 11-190-100-610-02-18-00-030	180106	669445	403.88	18252	01/29/2018	INSTR SUPPLIES - MHS	C
SSCO/ 1088	52 11-190-100-610-02-18-00-030	180106	695059	231.40	18252	01/29/2018	INSTR SUPPLIES - MHS	C
SSCO/ 1088	52 11-190-100-610-02-18-00-030	180106	801213	37.76	18252	01/29/2018	INSTR SUPPLIES - MHS	C
SSCO/ 1088	52 11-190-100-610-02-18-00-030	180140	577106	8.67	18252	01/29/2018	INSTR SUPPLIES - MHS	C
SSCO/ 1088	52 11-190-100-610-02-18-00-030	180140	535789	322.20	18252	01/29/2018	INSTR SUPPLIES - MHS	C
SSCO/ 1088	52 11-190-100-610-02-18-00-030	180140	691885	8.93	18252	01/29/2018	INSTR SUPPLIES - MHS	C
Total For NASCO/ 1088				\$2,023.95				
SA/ 2112	52 11-000-219-800-12-65-00-060	180003	NJPSA	820.00	18253	01/29/2018	NJPSA	C
SA/ 2112	52 11-190-100-610-02-18-00-030	180208	ID#12207 17-18 YEARLY DUES	1,145.00	18254	01/29/2018	NJPSA	C
Total For NJPSA/ 2112				\$1,965.00				
CON, INC./ 4741	52 11-000-240-600-02-00-00-030	180366	INV5841629	267.00	18255	01/29/2018	SUPPLIES - MHS	C
PEARSON CLINICAL ASSESSMENT/ 7	52 11-000-219-600-01-65-00-030	180453	11427343	684.97	18256	01/29/2018	SUPPLIES - DIST. TEST	C
PEARSON CLINICAL ASSESSMENT/ 7	52 11-000-219-600-01-65-00-030	180361	11426690	127.00	18256	01/29/2018	SUPPLIES - DIST. TEST	C
Total For PEARSON CLINICAL ASSESSMENT/ 4227				\$811.97				
RULLO, MIKE/ 4767	52 11-402-100-800-08-21-00-030	180554	V B BB 12/16/17	81.00	18257	01/29/2018	OFFICIALS FEES	C
EVENTION SPECIALISTS, INC/ 8	52 11-000-291-290-01-01- -	180438	25625	194.00	18258	01/29/2018	OTHER BENEFITS	C

# South Amboy School District

## Check Register By Vendor Name

UnPosted Checks : Check Date is from 12/19/2017 to 01/29/2018

Check Type

Check Description

Check # Date

Check Amount

Invoice #

PO #

Account #

Vendor Name/Number

### POSTED CHECKS

Vendor Name/Number	Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
PRIDE LANDSCAPE SUPPLY/ 2846	52 11-000-262-420-01-70- -	180562	783113	349.92	18259 01/29/2018	SERVICES - GROUNDS	C
PRIDE LANDSCAPE SUPPLY/ 2846	52 11-000-262-610-01-72- -	180561	783114	312.86	18259 01/29/2018	SUPPLIES - GROUNDS	C
PRIDE LANDSCAPE SUPPLY/ 2846	52 11-000-262-610-01-72- -	180546	783092	747.50	18259 01/29/2018	SUPPLIES - GROUNDS	C
Total For PRIDE LANDSCAPE SUPPLY/ 2846				\$1,410.28			
E&G/ 1213	52 11-000-262-621-01-70- -	180027	50310003406 6 9/17	309.04	18260 01/29/2018	UTILITIES-NATURAL GAS	C
E&G/ 1213	52 11-000-262-621-01-70- -	180027	50310003420 7 9/17	309.04	18260 01/29/2018	UTILITIES-NATURAL GAS	C
E&G/ 1213	52 11-000-262-621-01-70- -	180027	50310003420 7 10/17	307.20	18260 01/29/2018	UTILITIES-NATURAL GAS	C
E&G/ 1213	52 11-000-262-621-01-70- -	180027	50310003430 2 10/17	616.24	18260 01/29/2018	UTILITIES-NATURAL GAS	C
E&G/ 1213	52 11-000-262-621-01-70- -	180027	50310003430 2 11/17	2,695.95	18260 01/29/2018	UTILITIES-NATURAL GAS	C
E&G/ 1213	52 11-000-262-621-01-70- -	180027	50310003510 8 11/17	3,312.19	18260 01/29/2018	UTILITIES-NATURAL GAS	C
E&G/ 1213	52 11-000-262-621-01-70- -	180027	50310003510 8 12/17	5,217.41	18260 01/29/2018	UTILITIES-NATURAL GAS	C
Total For PSE&G/ 1213				\$12,767.07			
PRINTING COMPANY/ 2878	52 11-190-100-610-04-19-00-060	180571	18012 01/15/17	155.00	18261 01/29/2018	PRINTER SUPPLIES - ELEM	C
ADY REFRESH BY NESTLE/ 4834	52 11-000-251-600-01-00- -	180065	08A04441889 57	25.13	18262 01/29/2018	SUPPLIES	C
OS, ANDY/ 3578	52 11-402-100-110-11-11-00-030	180616	B JV BB	58.00	18263 01/29/2018	STIPEND - COACHES	C
TGERS UBHC/ 4622	52 11-000-100-562-10-65- -	180001	DEC 2017	6,283.00	18264 01/29/2018	UNIV. BEHAVIORAL HEALTHCARE	C
YREVILLE BD OF ED/ 4299	52 11-000-100-562-10-65- -	180447	SEP 2017 TG	1,817.50	18265 01/29/2018	Tuition - Other LEA SP ED	C
YREVILLE BD OF ED/ 4299	52 11-000-100-562-10-65- -	180447	OCT 2017 TG	1,817.50	18265 01/29/2018	Tuition - Other LEA SP ED	C
YREVILLE BD OF ED/ 4299	52 11-000-100-562-10-65- -	180447	NOV 2017 TG	1,817.50	18265 01/29/2018	Tuition - Other LEA SP ED	C
Total For SAYREVILLE BD OF ED/ 4299				\$5,452.50			

# South Amboy School District Check Register By Vendor Name

UnPosted Checks : Check Date is from 12/19/2017 to 01/29/2018

Vendor Name/Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>								
ELASTIC CLASSROOM & COMM	52 11-190-100-610-02-18-00-030	180107	M6199554	220.22	18266	01/29/2018	INSTR SUPPLIES - MHS	C
SCHOOL SPECIALTY, INC./1315	52 11-000-219-600-00-65-00-060	180518	20811974757 4	176.44	18267	01/29/2018	School Specialty	C
SCHOOL SPECIALTY, INC./1315	52 11-212-100-610-04-35-00-030	180518	20811974757 4	8.47	18268	01/29/2018	School Specialty	C
SCHOOL SPECIALTY, INC./1315	52 11-215-100-610-04-37-00-060	180518	20811974757 4	200.01	18269	01/29/2018	School Specialty	C
Total For SCHOOL SPECIALTY, INC./1315				\$384.92				
SCIENTIFIC WATER CONDITIONING,	52 11-000-261-420-04-70- -	180041	44109	187.50	18270	01/29/2018	MAINT CONTRACTS ELEM	C
Total For SD GAMEDAY, LLC/4875				\$2,085.00				
GAMEDAY, LLC/4875	52 11-402-100-300-11-11-00-030	180194	9878	1,205.00	18271	01/29/2018	PURCHASED SERVICES (300-	C
GAMEDAY, LLC/4875	52 11-402-100-300-11-11-00-030	180194	9882 01/16/18	880.00	18271	01/29/2018	PURCHASED SERVICES (300-	C
Total For ANNON GONZALES/5116				62.66				
ANNON GONZALES/5116	52 11-000-230-895-01-00- -	180638	FINGERPRIN TING 1/18	62.66	18272	01/29/2018	MISC EXP - BOARD	C
Total For O, TODD/5021				81.00				
O, TODD/5021	52 11-402-100-110-11-11-00-030	180604	B V BB 12/20/17	81.00	18273	01/29/2018	STIPEND - COACHES	C
Total For WITH, BRANDON/5023				81.00				
WITH, BRANDON/5023	52 11-402-100-110-11-11-00-030	180595	B V BB	81.00	18274	01/29/2018	STIPEND - COACHES	C
Total For WITH, GLENN/5109				58.00				
WITH, GLENN/5109	52 11-402-100-110-11-11-00-030	180606	G MS BB	58.00	18275	01/29/2018	STIPEND - COACHES	C
Total For WITH, PETER/4779				81.00				
WITH, PETER/4779	52 11-402-100-110-11-11-00-030	180598	B V BB	81.00	18276	01/29/2018	STIPEND - COACHES	C
Total For WITH AMBOY PLUMBING SUPPLY				201.17				
WITH AMBOY PLUMBING SUPPLY	52 11-000-261-610-01-70- -	180070	S1313744.001	201.17	18277	01/29/2018	SUPPLIES - MAINT	C
Total For JUTHERN COMPUTER				389.70				
JUTHERN COMPUTER	52 11-000-252-600-06-00- -	180550	000472501	389.70	18278	01/29/2018	SUPPLIES - TECH COORD	C
REHOUSE INC./4535	52 11-000-252-600-06-00- -	180550	000472558	54.81	18278	01/29/2018	SUPPLIES - TECH COORD	C
Total For SOUTHERN COMPUTER WAREHOUSE				\$444.51				
INC./4535								

# South Amboy School District Check Register By Vendor Name

UnPosted Checks : Check Date is from 12/19/2017 to 01/29/2018

Vendor Name/Number	Ba- fch Account #	PO #	Invoice #	Check Amount	Check #	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>								
NCER, LARRY/ 5110	52 11-402-100-110-11-11-00-030	180607	G V BB	81.00	18279	01/29/2018	STIPEND - COACHES	C
SIK, TOM/ 2947	52 11-402-100-800-08-21-00-030	180555	V G BB 12/16/17	81.00	18280	01/29/2018	OFFICIALS FEES	C
LONGE & ASSOCIATES, LLC/ 4513	52 11-000-230-890-01-71- -	180281	17-177	465.00	18281	01/29/2018	DUES, FEES, OTHER	C
MUNWASSER, LAUREN/ 4392	52 11-000-219-500-01-65-00-060	180523	MILEAGE	38.75	18282	01/29/2018	TRAVEL - ELEM	C
ACCESS FOR ALL FOUNDATION, / 3797	52 20-218-200-329-01-00-00-060	180364	217927	2,450.00	18283	01/29/2018	PURCHASE SERVICES	C
TZER, ROBERT/ 3164	52 11-402-100-110-11-11-00-030	180594	G V BB	81.00	18284	01/29/2018	STIPEND - COACHES	C
TZER, ROBERT/ 3164	52 11-402-100-110-11-11-00-030	180593	B V BB	81.00	18284	01/29/2018	STIPEND - COACHES	C
				<u>\$162.00</u>				
LOR, STEVE/ 4900	52 11-402-100-110-11-11-00-030	180601	G MS V BB	81.00	18285	01/29/2018	STIPEND - COACHES	C
JAMES/ 4901	52 11-402-100-110-11-11-00-030	180609	G MS BB	58.00	18286	01/29/2018	STIPEND - COACHES	C
JAMES/ 4901	52 11-402-100-110-11-11-00-030	180609	B JV BB	58.00	18286	01/29/2018	STIPEND - COACHES	C
JAMES/ 4901	52 11-402-100-110-11-11-00-030	180600	B MS BB	58.00	18286	01/29/2018	STIPEND - COACHES	C
JAMES/ 4901	52 11-402-100-110-11-11-00-030	180600	G MS BB 12/18/17	58.00	18286	01/29/2018	STIPEND - COACHES	C
JAMES/ 4901	52 11-402-100-110-11-11-00-030	180600	B JV BB 12/20/17	58.00	18286	01/29/2018	STIPEND - COACHES	C
				<u>\$290.00</u>				
KO, JACK/ 3192	52 11-402-100-110-11-11-00-030	180591	B V BB	81.00	18287	01/29/2018	STIPEND - COACHES	C
KO, JACK/ 3192	52 11-402-100-110-11-11-00-030	180591	B V BB 2	81.00	18287	01/29/2018	STIPEND - COACHES	C
KO, JACK/ 3192	52 11-402-100-110-11-11-00-030	180590	B V BB 12/28/17	81.00	18287	01/29/2018	STIPEND - COACHES	C
				<u>\$243.00</u>				
TOTS THERAPY, INC/ 4134	52 11-000-219-320-07-65-00-060	180175	20147290	4,182.00	18288	01/29/2018	PROF SERV OT/PT	C
INE U.S., INC./ 4239	52 11-000-261-420-02-71- -	180548	38672179	1,130.00	18289	01/29/2018	MAINT REPAIRS MHS	C
INE U.S., INC./ 4239	52 11-000-261-420-02-71- -	180549	38722724	3,090.00	18289	01/29/2018	MAINT REPAIRS MHS	C
				<u>\$4,220.00</u>				

# South Amboy School District

## Check Register By Vendor Name

UnPosted Checks : Check Date is from 12/19/2017 to 01/29/2018

Vendor Name/ Number	Check Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
BANK EQUIPMENT FINANCE/	50 11-000-230-590-01-72-	180151	347518607	1,889.72	18197	01/10/2018	LEASE/TECH EQUIP	C
/ 1674	52 11-000-230-530-01-00-	180460	210AY507	26.25	18290	01/29/2018	DISTRICT POSTAGE	C
con/ 1461	50 11-000-230-530-01-00-	180032	7219594 12/28	78.48	18198	01/10/2018	TELEPHONE/COMMUNICATIONS	C
con/ 1461	52 11-000-230-530-01-00-	180032	5253224 1/8-2/2/18	116.66	18291	01/29/2018	TELEPHONE/COMMUNICATIONS	C
con/ 1461	52 11-000-230-530-01-00-	180032	3167676 1/8-2/2/18	244.36	18291	01/29/2018	TELEPHONE/COMMUNICATIONS	C
con/ 1461	52 11-000-230-530-01-00-	180032	5251526 1/7-2/1/18	34.71	18291	01/29/2018	TELEPHONE/COMMUNICATIONS	C
	<b>Total For Verizon/ 1461</b>			<b>\$474.21</b>				
MASON/ 3923	52 11-000-230-600-01-00-	180547	50746899	35.99	18292	01/29/2018	SUPPLIES - SUPT OFFICE	C
MASON/ 3923	52 11-000-230-895-01-00-	180517	50603956	178.11	18292	01/29/2018	MISC EXP - BOARD	C
MASON/ 3923	52 11-000-240-600-02-00-030	180506	50746171	1,061.50	18292	01/29/2018	SUPPLIES - MHS	C
MASON/ 3923	52 11-000-251-600-01-00-	180547	50746899	9.65	18292	01/29/2018	SUPPLIES	C
MASON/ 3923	52 11-000-251-600-01-00-	180500	50738525	-17.35	18292	01/29/2018	4904374 CM	C
MASON/ 3923	52 11-000-251-600-01-00-	180500	50738525	25.53	18292	01/29/2018	SUPPLIES	C
MASON/ 3923	52 20-231-100-610-01-05-00-060	180340	49286154	271.44	18292	01/29/2018	NCLB Title I Supplies	C
MASON/ 3923	52 20-231-100-610-01-05-00-060	180340	149476770	17.99	18292	01/29/2018	NCLB Title I Supplies	C
MASON/ 3923	52 20-231-100-610-01-05-00-060	180340	50174201	10.32	18292	01/29/2018	NCLB Title I Supplies	C
	<b>Total For W.B. MASON/ 3923</b>			<b>\$1,613.18</b>				
BAJEE/ 5099	52 11-402-100-110-11-11-00-030	180599	B V BB	81.00	18293	01/29/2018	STIPEND - COACHES	C
ND, NICOLE/ 4428	52 11-402-100-110-11-11-00-030	180612	G V BB	81.00	18294	01/29/2018	STIPEND - COACHES	C
COMMUNICATIONS/ 2855	50 11-000-230-530-01-00-	180033	NOV 2017	53.53	18199	01/10/2018	TELEPHONE/COMMUNICATIONS	C
COMMUNICATIONS/ 2855	50 11-000-230-530-01-00-	180033	DEC 2017	53.97	18199	01/10/2018	TELEPHONE/COMMUNICATIONS	C
	<b>Total For XTEL COMMUNICATIONS/ 2855</b>			<b>\$107.50</b>				
	<b>Total Unposted Checks</b>			<b>\$518,571.55</b>				

# South Amboy School District

## Check Register By Vendor Name

UnPosted Checks : Check Date is from 12/19/2017 to 01/29/2018

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$405,536.75				\$405,536.75
10	12	\$5,100.00				\$5,100.00
Fund 10	TOTAL	\$410,636.75				\$410,636.75
20	20	\$107,934.80				\$107,934.80
GRAND	TOTAL	\$518,571.55	\$0.00	\$0.00	\$0.00	\$518,571.55

nd Summary

\* Total Prior Cycle Checks Voided in selected cycle(s): \$0.00  
 Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

DATE	NUM	CLEARED	DESCRIPTION	CHECK AMOUNT	DEPOSIT AMOUNT	\$ 4,765.25
12/11/17		DEC	PAYROLL		114,438.00	
12/11/17		DEC	PAYROLL		141,088.50	
12/11/17		DEC	SUI	192.69		
12/15/17	8362	DEC	AIG RETIREMENT	425.00		
12/15/17	8363	DEC	AXA EQUITABLE	15,840.00		
12/15/17	8364	DEC	CENTRAL JERSEY CREDIT UNION	1,050.00		
12/15/17	8365	DEC	LINCOLN INVESTMENT PLANNING, INC	1,550.00		
12/15/17	8366	DEC	MG TRUST COMPANY	600.00		
12/15/17	8367	DEC	OFI TRUST COMPANY, TRUSTEE	1,000.00		
12/15/17	8368	DEC	PRUDENTIAL RETIREMENT	437.81		
12/15/17	8369	DEC	VOYA RETIREMENT & ANNUITY CO.	50.00		
12/15/17		DEC	STATE TAXES	15,554.19		
12/15/17		DEC	FEDERAL TAXES	125,042.66		
12/19/17		DEC	SUI	112.52		
12/19/17		DEC	PAYROLL		114,430.45	
12/19/17		DEC	PAYROLL		132,014.29	
12/22/17		DEC	FEDERAL TAXES	110,244.88		
12/22/17		DEC	STATE TAXES	14,843.66		
12/22/17		DEC	INCORRECT DCRP 12/22/17	6,661.71		
12/22/17	8408		AFLAC	1,979.20		
12/22/17	8409		AIG RETIREMENT	425.00		
12/22/17	8410	DEC	AXA EQUITABLE	15,840.00		
12/22/17	8411	DEC	CENTRAL JERSEY CREDIT UNION	1,050.00		
12/22/17	8412	DEC	Jamie Kelly, Trustee Superior Court	827.68		
12/22/17	8413	DEC	Jamie Kelly, Trustee Superior Court	65.50		
12/22/17	8414	DEC	LINCOLN INVESTMENT PLANNING, INC	1,550.00		
12/22/17	8416		NJEA	13,204.76		
12/22/17	8417		OFI TRUST COMPANY, TRUSTEE	1,000.00		
12/22/17	8418	DEC	PRUDENTIAL	4,936.60		
12/22/17	8419	DEC	PRUDENTIAL RETIREMENT	190.65		
12/22/17	8420	DEC	SOUTH AMBOY BOE SUMMER SAVINGS	35,059.02		
12/22/17	8421	DEC	SOUTH AMBOY BOE FLEX SPENDING	2,341.64		
12/22/17	8422	DEC	SOUTH AMBOY BOE-PR	52,677.36		
12/22/17	8423	DEC	VOYA RETIREMENT & ANNUITY CO.	50.00		
12/22/17	8415	DEC	MG TRUST COMPANY	600.00		
				<u>425,402.53</u>	<u>501,971.24</u>	<u>\$ 81,333.96</u>
12/31/2017			STATEMENT	98,008.42		
			December Outstanding Checks	16,674.46		
				<u>81,333.96</u>		