

**The Somerset Hills School District
Regular Meeting Minutes - May 10, 2023
Executive Session - 5:00 P.M.
Public Input & Action - 7:30 P.M.
Bernards High Media Center**

Call to Order & Welcome

Mrs. Frenda called the meeting to order 5:01 p.m.

Roll Call

Present:

Ms. Cooper
Mrs. deGrandpré
Mrs. Frenda
Ms. Gils
Mr. Joyce
Ms. Nathans
Mrs. Santoro
Mrs. Tober
Mrs. Wry

Absent:

Ms. Baker

Also Present:

Dr. Lydia Furnari
Dr. Coleen Butler
Mrs. Jinnee DeMarco
Mr. John Croot, Jr., Esq.

Executive Session

Mrs. Santoro moved the following at 5:35 p.m., Mrs. deGrandpré seconded.

WHEREAS the “Open Public Meetings Act.” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Mrs. Santoro moved to close Executive Session, Mrs. Wry seconded.

Pledge of Allegiance

Roll Call

Report of the Superintendent

1. Student Representatives’ Report - BMS representatives Fiona Dougherty and Lilly Greco gave their reports.
2. Recognition of Student Presenters

Names of BOE Mtg speakers from BHS getting certificates:

Max Lukes
Audrey Panik

Names of BOE Mtg speakers from BMS getting certificates:

Joe Isasi
Marlee Foster
Reagan DeLeon
Joe Sorge
Noah Pooler
David Hunscher
Nate DeNicola
Anakh Sawhney
Caroline Soell
Gracie Mongno
Sofia DeMasi
Saira Failey
James Gallagher
Jack Martin
Fiona Dougherty
Lilly Greco

3. Board Recognition - Retirees

a. WHEREAS, Patricia Hildebrandt has been employed from October 2007 through June 2023 as a Special Education Paraprofessional; and
WHEREAS, she exemplified expertise, commitment, and professionalism in her duties;
and

NOW THEREFORE BE IT RESOLVED, that the Somerset Hills School District and Board of Education recognize Patricia Hildebrandt's retirement effective July 1, 2023, and extend to her congratulations and best wishes for a happy, healthy, and enjoyable retirement.

b. WHEREAS, Michele Arthur has been employed from January 2020 through June 2023 as a Special Education Paraprofessional; and
WHEREAS, she exemplified expertise, commitment, and professionalism in her duties;
and

NOW THEREFORE BE IT RESOLVED, that the Somerset Hills School District and Board of Education recognize Michele Arthur's retirement effective July 1, 2023, and extend to her congratulations and best wishes for a happy, healthy, and enjoyable retirement

4. Presentation to Retirees

James Fulper
Michele Arthur
Patti Hildebrandt
Dianne Schaefer
Joe LaSpada
Anne Connor
Angela Callahan
Maddalena Violillo
Laurie Och
Cindy Riley
Laura Worstell

5. Student Performance Report - Dr. Furnari & Dr. Butler

Report of the Business Administrator**Public Comments for Actionable Agenda Items**

1. Grace Sharp - resident, former student - support of Mr. McCarron.
 2. Katie Sharp - resident, former student - support of Mr. McCarron.
 3. Dave Angri - former staff - support of Mr. McCarron.
 4. Jackie Highland - resident, parent - support of Mr. McCarron.
 5. Andrea Church - resident, parent - support of Mr. McCarron.
 6. Jessica Collins - resident, parent, staff - support of Mr. McCarron.
- Ms. Cooper moved to close public comments, Ms. Nathans seconded.

Approval of Minutes*

Mrs. Wry moved item #1, Mrs. Santoro seconded.

Item #1 was approved by roll call vote of 8-0-1. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Nathans, Santoro, Wry, Frenda. Absent: Baker
Tober abstained on April 26, 2022 minutes.

1. **Approval of Minutes***

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for April 26, 2023.

ORGANIZATIONAL ACTION ITEMS

Mrs. deGrandpré moved items #1-52, Mrs. Wry seconded.

Items #1-34,36,38,40,42,44,46,48,50,52 were approved by roll call vote of 9-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Nathans, Santoro, Tober, Wry, Frenda. Absent: Baker

Items #35,37,39,41,43,45,47,49,51 were approved by roll call vote of 8-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Santoro, Tober, Wry, Frenda. Absent: Baker

1. **Official Publications***

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, designates the Bernardsville News as the official publication and, Be It Further Resolved, that The Courier News and The Star Ledger be designated to receive official notices as required by law.

2. **Authorized Depositories***

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, designates the following financial institutions as official depositories:

a	Peapack/Gladstone Bank
b	Bank of America
c	JP Morgan Chase Bank
d	TD Bank

e	US Bancorp
f	First Hope Bank
g	US Bank, N.A.

3. Approve Authorized Signatures*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the authorized signatures on warrants as follows:

	Accounts	Signatures
a	Payroll	Board Secretary & Board President
b	Agency	Board Secretary & Board President
c	General	Board Secretary & Board President
d	Cafeteria	Board Secretary
e	Unemployment	Board Secretary
f	Flexible Spending	Board Secretary

4. Deferred Compensation Plans*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Deferred Compensation Plans 403(b), 457(b) and Roth providers:

	Plans
a	AXA Equitable
b	Lincoln Investment Planning
c	Metlife
d	T. Rowe Price
e	Valic
f	Vanguard Group

5. Approve PlanConnect, LLC As Third Party Administrator*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, hereby approves PlanConnect, LLC as the Third Party Administrator for its Section(s) 403(b) and 457(b) of the Internal Revenue Code of 1986, Plan(s), pursuant to the HoldHarmless and Third Party Administrative Agreement between Somerset Hills Board of Education and PlanConnect, LLC.

6. Payment of Bills*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, authorizes the Board Secretary to pay bills between Board Meetings and that all bills paid will be presented for Board approval at the next scheduled meeting.

7. Transfer of Interest*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the transfer of interest earned in the Capital Project fund to the General Fund for the 2023-2024 school year.

8. Extraordinary Unspecifiable Services (EUS) Professional Services Contract Awards**

Whereas the Somerset Hills Board of Education is in need of Extraordinary Unspecifiable Services exempt from competitive bids and awarded through the RFP process including technical criteria, management criteria, and cost criteria. And after determining that the following professionals best meet the needs of the Somerset Hills School District; Now Therefore be it Resolved, that the Board Secretary is authorized to execute contracts for the following EUS professional services for the 2023-2024 school year:

	Provider	Service	Est. Amount Not to Exceed
a	Phoenix Financial Advisors, Inc.	Financial Advisory Services	\$3,000
b	Brown & Brown Benefit Advisors, Inc.	Broker of Record	\$12,000
c	CBiz (includes fees to Utica, Travelers, Hanover, NJSIG & Bollinger)	Broker of Record	\$50,000

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the Courier News as required by law, within ten (10) days of its passage, stating its nature, duration, service, and amount and that the resolution and contract are on file in the Business Office.

9. Approve Additional Contract Awards*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the 2023-2024 contracts:

	Provider	Service	Est. Amount Not to Exceed
a	Wilentz Goldman & Spitzer, P.A.	Bond Counsel	\$10,000
b	Rullo & Juillet Associates, Inc.	Right to Know Consultant	\$6,750

10. Petty Cash Accounts*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, re-establishes the following Petty Cash accounts for the 2023-2024 school year in accordance with Board Policy 6620.

	Location	Amount	Maximum Single Expenditure	Responsible Administrator
a	Bedwell Elementary School	\$250.00	\$25	School Principal
b	Bernardsville Middle School	\$250.00	\$25	School Principal
c	Bernards High School	\$250.00	\$25	School Principal
d	Student Services	\$150.00	\$25	Director of Student Services
e	Superintendent's Office	\$200.00	\$25	Superintendent
f	Business Office	\$300.00	\$30	Business Administrator

11. Nonpublic Instructional Services*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the Non-Public Instruction Services Agreement with Educational Services Commission of New Jersey for Chapters 192/193, Non-Public IDEA, Non-Public Textbook, Technology, Nursing, Security and Home Instruction for the 2023-2024 school year.

12. Coordinated Transportation Agreements*

Resolved, that the “Resolution/Agreement” for participation in coordinated Transportation services with the Somerset County Educational Services Commission be approved for the 2023-2024 school year, and be it further

Resolved, that the “Resolution/Agreement” for participation in coordinated transportation services with the Morris-Union Jointure Commission be approved for the 2023-2024 school year, and be it further

Resolved, that the “Resolution/Agreement” for participation in coordinated transportation services with the Morris County Educational Services Commission be approved for the 2023-2024 school year, and be it further

Resolved, that the “Resolution/Agreement” for participation in coordinated transportation services with Sussex County Regional Cooperative be approved for the 2023-2024 school year, and be it further

Resolved, that the “Resolution/Agreement” for participation in coordinated transportation services with the Union County Educational Services Commission be approved for the 2023-2024 school year, and be it further

Resolved, that the “Resolution/Agreement” for participation in coordinated transportation services with the Educational Services Commission of New Jersey be approved for the 2023-2024 school year, and be it further

Resolved, that the “Resolution/Agreement” for participation in coordinated transportation services with the Lakeland Regional H.S. be approved for the 2023-2024 school year.

13. 2023-2024 Anticipated Contracts*

Resolved, that pursuant to PL 2015, Chapter 47 the Somerset Hills Board of Education, upon the recommendation of the Superintendent, intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

A. Use of State Contract Vendors

WHEREAS, the Somerset Hills Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Somerset Hills Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Somerset Hills Board of Education intends to enter into contracts with the New Jersey State Contract Vendors through this resolution and properly execute contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it RESOLVED, the Somerset Hills Board of Education, upon the recommendation of the Superintendent, authorizes the Purchasing Agent to purchase certain goods or services from approved New Jersey State Contract Vendors for the 2023-2024 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Somerset Hills Board of Education School Business Administrator, shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Somerset Hills Board of Education and the Referenced State Contract Vendors shall be from July 1, 2023 to June 30, 2024.

B. Hunterdon County Educational Services Commission Cooperative Purchasing
Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the Cooperative Pricing Resolution/Agreement for participation in cooperative purchasing services with the Hunterdon County Educational Services Commission for the 2023-2024 school year.

C. Educational Services Commission of New Jersey Cooperative Purchasing
Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the Cooperative Pricing Resolution/Agreement for participation in cooperative purchasing services with the Educational Services Commission of New Jersey for the 2023-2024 school year.

D. Approve Participation with PEPPM Technology Bidding and Purchasing Program
Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve participation in PEPPM Technology Bidding and Purchasing Program July 1, 2023-June 30, 2024.

E. Approve Participation with OMNIA Public Sector Cooperative Purchasing
Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve participation in OMNIA Public Sector Cooperative Purchasing Program July 1, 2023-June 30, 2024.

14. Preparation of Bid Specifications*

Resolved, that the Business Administrator be authorized to prepare bid specifications as needed, for the purchase of the following services and supplies for the 2023-2024 school year:

a	Asbestos removal
b	Boiler inspections and repairs
c	Carpet and floor tile replacements
d	Classroom furniture & instructional equipment
e	Computer/technology equipment
f	Copier paper
g	Custodial supplies
h	Custodial/Grounds Equipment
i	Door/window replacements
j	Electrical upgrades/supplies
k	Elevator maintenance
l	Energy Management
m	Fire protection services
n	Gym floor recoating
o	Grounds Maintenance
p	HVAC controls

q	Painting
r	Parking lot/Roadway repairs
s	Plumbing repairs
t	Roof repairs
u	Teaching supplies
v	Transportation services (as required)
w	Tree Maintenance

And, be it further

Resolved, that the Board Secretary be authorized to purchase the above services and supplies pursuant to the N.J. Public School Contracts Law.

15. Qualified Purchasing Agent and Designating Bid Threshold*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent designates its bid threshold at \$44,000 pursuant to N.J.S.A. 18A:18A-3a, and be it further

Resolved, that Business Administrator/Board Secretary, Jinnee DeMarco, possesses a Qualified Purchasing Agent (QPA) certificate;

Now, therefore be it resolved that the Somerset Hills Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Jinnee DeMarco, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

16. Approve Group Dental Insurance Proposal*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following proposal from Delta Dental and Flagship procured by Brown and Brown Insurance, Inc.:

Monthly premium rates for Delta Dental will have a 0% increase and for Flagship will be -an 11% decrease effective July 1, 2023 - June 30, 2024.

17. Medical, Prescription and Dental Benefits*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent approves the participation of the district with the Schools Health Insurance Fund (Aetna) for medical, Heartland Fidelity (Benecard) for prescription benefits, Delta Dental of NJ, and Flagship for dental benefits for the 2023-2024 school year.

18. Approve Data Management Support*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves Hands-On Tech, LLC for PowerSchool maintenance and support at the rate of \$100/hr.for the 2023-2024 school year not to exceed \$10,000.

19. New Jersey School Boards Association Membership*

Resolved, that the Somerset Hills Board of Education approve the annual membership in

the New Jersey School Boards Association for the 2023-2024.

20. Approve Standard Operating Procedures Manual*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve The Standard Operating Procedures Manual for the 2023-2024 school year.

21. Approve Purchasing Procedures Manual*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the Purchasing Procedures Manual for the 2023-2024 school year.

22. Approve Contract with CDW-G*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve technology upgrades, including laptops, chromebooks, wiring and supplies, as named in the 2023-2024 budget, through ESCNJ/AEPA-22G for an amount not to exceed \$150,000.00 during the 2023-2024 school year.

23. Approve Contract with Atra Janitorial Supply Co.*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve janitorial supplies, from Atra Janitorial Supply Co. in the 2023-2024 budget, through ESCNJ 21/22-18 for an amount not to exceed \$100,000 during the 2023-2024 school year.

24. Approve Contract with Open Systems*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve building access and security systems upgrades, repairs, and monitoring from Open Systems Integrators Inc. in the 2023-2024 budget, through ESCNJ 19/20-38 and 20/21-13 for an amount not to exceed \$150,000 for the 2023-2024 school year.

25. Appoint Affirmative Action Officers for 2023-2024*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Affirmative Action Officers for 2022-2023:

Coleen Butler- District
 Scott Neigel- Bernards High School
 Lisa Garofalo- Bernardsville Middle School
 Jazmyn Allen- Bedwell School

26. Appointment of Officers*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent appoints the following officers for the period of July 1, 2023 to June 30, 2024:

a	Jinnee DeMarco	Board Secretary, Custodian of Records, Health and Safety Officer, Public Agency Compliance Officer, School Safety Specialist
b	Judy Favino	Treasurer of School Monies
c	Jamie Koransky	DGP&P Liaison, Homeless Liaison, Nursing Coordinator, Early Childhood Coordinator
d	Doug Lucas	Right-to-know and A.H.E.R.A. Representative, Integrated Pest Management Coordinator

e	Coleen Butler	Affirmative Action Officer, Title IX Coordinator, ADA Officer
f	Jaime Walker	Anti-Bullying Coordinator, 504 Officer

27. Bedminster Send/Receive Tuition Agreement*

Resolved, that the Send/Receive Tuition Agreement with Bedminster for the sending of students to Somerset Hills School District to be approved for the 2023-2024 school year.

28. Authorize Superintendent Right of Appointment*

Resolved, that the Somerset Hills Board of Education authorize the Superintendent the right of appointment between Board Meetings for personnel.

29. Special Education Providers*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following service providers for the 2023-2024 school year and extended school year.

	Provider	Service	Location	Cost	Not to Exceed Amount
a	360 Translations International, Inc.	Translation Services	Vineland, NJ	\$75 - \$182/hr	\$15,000
b	Bayada Nursing	Nursing Services	New Brunswick, NJ	\$50/hr - \$62/hr	\$30,000
c	Bergen County Special Services	Teacher of the Deaf	Paramus, NJ	\$165 - \$188/hr	\$30,000
d	Best Choice Home Care	Nursing Services	South Bend, IN	\$71/hr - \$85/hr	\$200,000
e	Data Group Central	Behavioral Services	Atlantic Highlands, NJ	\$80 - \$150/hr	\$20,000
f	Horizon Staffing Resources	All Services	Manalapan, NJ	\$60 - \$126/hr	\$40,000
g	Hunterdon County ESC	All Services	Califon, NJ	\$100 - \$900/each	\$20,000
h	JLMABA LLC	Behavioral Services	Ocean Twp, NJ	\$135/hr	\$60,000
i	Morris County ESC	All Services	Morristown, NJ	\$51 - \$110/hr \$400 - \$485/eval	\$20,000
j	Morris Union Jointure Commission	All Services	New Providence, NJ	\$195 - \$235/hr	\$75,000
k	Pediatric Workshop (Argiro, Cynthia)	Physical Therapy	Warren, NJ	\$71/hr - \$115/hr	\$75,000
l	P.G. Chambers	Occupational Therapy	Cedar Knolls, NJ	\$166/hr	\$20,000

30. Home Instruction and Bedside Instruction*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following home instruction and bedside instruction for the 2023-2024 school year and extended school year program:

	Provider	Service	Location	Cost	Not to Exceed Amount
a	Educere, LLC	Home & Bedside Instruction	Ambler, PA	\$29-\$999 per course	\$25,000
b	Learnwell	Home & Bedside Instruction	Woburn, MA	\$56.50/hr	\$20,000
c	Silvergate Prep	Home & Bedside Instruction	Bridgewater, NJ	\$55/hr	\$25,000

31. Special Education Evaluations*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following facilities to conduct evaluations services for the 2023-2024 school year:

	Provider	Service	Location	Cost	Not to Exceed Amount
a	Behavior Therapy Assoc.	Behavior Evals	Somerset, NJ	\$200 - \$320/eval	\$20,000
b	Center for Behavioral Health (Dr. Rajeswari Muthuswamy)	Psychological & Psychiatric Evals	E. Brunswick, NJ	\$575 - \$675/eval	\$25,000
c	Diamond, Marylou	Speech & Language Evals	Little Falls, NJ	\$130 - \$200/eval	\$20,000
d	Learning Tree Multicultural Evaluation and Consulting, Inc.	Bilingual Educational & Psychological Evaluations	Greenbrook, NJ	\$800 - \$850/eval	\$20,000
e	Pediatric Workshop (Argiro, Cynthia)	Physical Therapy Evaluations	Warren, NJ	\$340/eval	\$50,000
f	P.G. Chambers	Occup. Therapy Evals	Cedar Knolls, NJ	\$565 - \$1,350/eval	\$20,000
g	Speech & Hearing Associates	Audiological Evals & Consults	Westfield, NJ	\$300 - \$950/eval	\$20,000
h	Speech Therapy Consultants, LLC	Speech-Language Evaluations	Highland Park, NJ	\$150 - \$750/hr	\$20,000
i	Therapy Source	BCBA, OT & Speech Evaluations	Plymouth Meeting, PA	\$46/hr - \$115/hr \$550 per eval	\$75,000

32. Approve Parent Transportation Contracts*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following parent transportation contracts for the 2023-2024 Extended School Year and School Year.

	Provider	Service	Location	Cost
a	3191740990	GA-2023	Midland School - ESY	\$2,175.84
b	3191740990	GA-2324	Midland School - SY	\$13,055.04

c	2102757988	NB-2023	Matheny School – ESY	\$2,129.28
d	2102757988	NB-2324	Matheny School - SY	\$10,531.28
e	3576316201	JD-2023	MUJC – DLC Warren - ESY	\$1,655.82
f	3576316201	JD-2324	MUJC – DLC Warren - SY	\$9,934.92
g	1764996066	KL-2023	Limitless - ESY	\$1,904.40
h	1764996066	KL-2324	Celebrate the Children	\$14,723.31
i	4980445376	CW-2023	Hunterdon Prep – ESY	\$2,451.90
j	4980445376	CW-2324	Hunterdon Prep – SY	\$14,711.40

33. Approve Virtual Online Courses/Instructors *

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following facilities to conduct virtual online courses/instructors for the 2023-2024 school year:

	Provider	Service	Location
a	Educere, LLC	Virtual Online Courses	Ambler, PA
b	Proximity Learning	Virtual Online Courses/Instructors	Austin, TX
c	NJCTL (NJ Center for Teaching and Learning)	Virtual Online Courses/Instructors	Mahwah, NJ
d	APEX Learning	Virtual Online Courses	Seattle, WA
e	Stride Learning Solutions	Virtual Online Courses	Herndon, VA

34. Approve Salary Guide Level Advancement (2022-2023)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve salary guide level advancements for the following certificated staff for the 2022-2023 school year retroactive to September 1, 2022:

	Name	School	Current Level	New Level	Step/Salary Attachment A
a	Albanese Demair, Christine	BHS	MA	MA+15	Listed under approved salaries
b	Bale Pena, Matthew	BHS	MA+15	MA+30	Listed under approved salaries
c	Bracero, Jeannette	BHS	MA	MA+30	Listed under approved salaries
d	Hart, Amy	BHS	MA	MA+15	Listed under approved salaries
e	Lehnhoff, Robert	BHS	MA	MA+15	Listed under approved salaries
f	O'Connor, Leslie	BHS	MA+30	MA+45	Listed under approved salaries
g	Pasqua, Jaqlyn	BHS	MA	MA+45	Listed under approved salaries
h	Simoneau, Jon	BHS	MA+15	MA+30	Listed under approved salaries

35. Approve Salary Guide Level Advancement (2022-2023)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve salary guide level advancements for the following certificated staff for the 2022-2023 school year retroactive to September 1, 2022:

	Name	School	Current Level	New Level	Step/Salary Attachment A
--	-------------	---------------	----------------------	------------------	---------------------------------

a	Jaeger, Jamie	BES	MA+30	MA+45	Listed under approved salaries
b	Escobar-Chaffee, Salome	BMS	MA	MA+15	Listed under approved salaries
c	McCloskey, Heather	BES	MA	MA+15	Listed under approved salaries
d	O'Halloran, Anne	BMS	BA	MA	Listed under approved salaries

36. Approve Longevity Adjustments (2022-2023)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve longevity adjustments for the following staff members for the 2022-2023 school year retroactive to July 1, 2022 and September 1, 2022:

	Name	School	Job	Years	Paid 22-23	New 22-23	Step/Salary Attachment A
a	Brenner, Kevin	Olcott	Maintenance	7	0	786	Listed under approved salaries
b	Malzone, Emilia	BHS	Secretary	10	0	1,434	Listed under approved salaries
c	Pedota, Patricia	Olcott	Secretary	16	1,434	1,790	Listed under approved salaries
d	Rodenbach, Deborah	BHS	Secretary	10	0	1,434	Listed under approved salaries

37. Approve Longevity Adjustments (2022-2023)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve longevity adjustments for the following staff members for the 2022-2023 school year retroactive to July 1, 2022 and September 1, 2022:

	Name	School	Job	Years	Paid 22-23	New 22-23	Step/Salary Attachment A
a	Komsiri, Bhanca	BMS	Custodian	17	787	1,049	Listed under approved salaries
b	McMillan, Patricia	BMS	Teacher	20	0	750	Listed under approved salaries
c	Obert Thron, Karrie	BMS	Teacher	20	0	750	Listed under approved salaries
d	Rizzuto, Rosemarie	BMS	Teacher	20	0	750	Listed under approved salaries
e	Ryan, Suzanne	BMS	Nurse	20	0	750	Listed under approved salaries
f	Thepnarong, Supanee	BMS	Custodian	7	0	393	Listed under approved salaries
g	Ziolkowski, Maureen	BES	Teacher	20	0	750	Listed under approved salaries

38. Approve Salaries for Certificated Staff (2022-2023)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve salaries for certificated staff for the 2022-2023 school year retroactive to September 1, 2022: Attachment A

39. Approve Salaries for Certificated Staff (2022-2023)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve salaries for certificated staff for the 2022-2023 school year retroactive to September 1, 2022: Attachment A

40. Approve Overload Adjustments (2022-2023)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve overload adjustments for certificated staff for the 2022-2023 school year retroactive to September 1, 2022: Attachment A

41. Approve Overload Adjustments (2022-2023)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve overload adjustments for certificated staff for the 2022-2023 school year retroactive to September 1, 2022: Attachment A

42. Approve Salaries for Non-Certificated Staff (2022-2023)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve salaries for non-certificated staff for the 2022-2023 school year retroactive to July 1, 2022 and September 1, 2022: Attachment A

43. Approve Salaries for Non-Certificated Staff (2022-2023)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve salaries for non-certificated staff for the 2022-2023 school year retroactive to July 1, 2022 and September 1, 2022: Attachment A

44. Approve Longevity Adjustments (2023-2024)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve longevity adjustments for the following staff members for the 2023-2024 school year:

	Name	School	Job	Years	Longevity 23-24	Step/Salary Attachment B
a	Szostak, David	BHS	Teacher	25	\$1,000	Listed under approved salaries
b	Acuff, Ann	BHS	Secretary	21	\$2,146	Listed under approved salaries
c	Falzarano, Jeffery	BHS	Teacher	20	\$ 750	Listed under approved salaries
d	Rodaligo, Thomas	District	Maintenance	17	\$1,049	Listed under approved salaries

45. Approve Longevity Adjustments (2023-2024)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve longevity adjustments for the following staff members for the 2023-2024 school year:

	Name	School	Job	Years	Longevity 23-24	Step/Salary Attachment B
a	Hall, Kristine	BES	Teacher	25	\$1,000	Listed under approved salaries
b	Sands, Stephen	BMS	Teacher	25	\$1,000	Listed under approved salaries
c	Seelig, Mafalda (Sophia)	BES	Teacher	20	\$ 750	Listed under approved salaries
d	Tchorz, Valerie	BMS	Teacher	20	\$ 750	Listed under approved salaries

46. Approve Renewal & Salaries for Certificated Staff (2023-2024)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal and salaries for certificated staff for the 2023-2024 school year: Attachment B

47. Approve Renewal & Salaries for Certificated Staff (2023-2024)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal and salaries for certificated staff for the 2023-2024 school year: Attachment B

48. Approve Renewal & Salaries for Non-Certificated Staff (2023-2024)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal and salaries for non-certificated staff for 2023-2024: Attachment B

49. Approve Renewal & Salaries for Non-Certificated Staff (2023-2024)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal and salaries for the non-certificated staff for the 2023-2024 school year: Attachment B

50. Approve Renewal & Salaries for Administrators (2023-2024)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal and salaries for administrators for the 2023-2024: Attachment B

51. Approve Renewal & Salaries for Administrators (2023-2024)

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal and salaries for administrators for the 2023-2024 school year: Attachment B

52. Approve Renewal & Salaries for Transportation Staff (2023-2024)*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal and salaries for transportation staff for the 2023-2024: Attachment B

FINANCE

A. Committee Report & Discussion: Committee did not meet in May.

B. Finance Action Items: Ms. Nathans moved items #1-13, Mrs. Tober seconded.

Items #1,6-13 were approved by roll call vote of 9-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Nathans, Santoro, Tober, Wry, Frenda. Absent: Baker

Item #2-5 were approved by roll call vote of 8-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Santoro, Tober, Wry, Frenda. Absent: Baker

1. Payment of Bills*

WHEREAS, the Board Secretary has presented attached April 2023 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$2,159,956.69
(20) Special Revenue Fund	\$40,044.27
(30) Capital Projects Fund	–
(40) Debt Service Fund	–
(60) Cafeteria Fund	\$2,015.96
(90) Agency Fund	\$692,827.18
TOTAL	\$2,894,844.10

2. Approve Board Secretary Tax Request Authorization: Borough of Bernardsville

Resolved, that the amount of taxes hereby certified as \$26,523,955.00 for the General Fund is the amount required by the Somerset Hills Board of Education to meet its obligations during the 2023-2024 school year from the Borough of Bernardsville and, be it further

Resolved, that the amount of taxes hereby certified as \$2,130,091.00 for the Debt Service Fund is the amount required by the Somerset Hills Board of Education to meet its debt obligations during the 2023-2024 school year from the Borough of Bernardsville, and, be it further

Resolved, that the Borough of Bernardsville is required to deposit the funds with the Treasurer of School Moneys prior to the tenth of each month as indicated herein:

Month	General Fund	Debt Service	Total Amount Due
July	\$2,210,329.67	\$177,507.67	\$2,387,837.34
August	\$2,210,329.67	\$177,507.67	\$2,387,837.34

September	\$2,210,329.67	\$177,507.67	\$2,387,837.34
October	\$2,210,329.67	\$177,507.67	\$2,387,837.34
November	\$2,210,329.67	\$177,507.67	\$2,384,837.34
December	\$2,210,329.65	\$177,507.65	\$2,387,837.30
January	\$2,210,329.50	\$177,507.50	\$2,387,837.00
February	\$2,210,329.50	\$177,507.50	\$2,387,837.00
March	\$2,210,329.50	\$177,507.50	\$2,387,837.00
April	\$2,210,329.50	\$177,507.50	\$2,387,837.00
May	\$2,210,329.50	\$177,507.50	\$2,387,837.00
June	\$2,210,329.50	\$177,507.50	\$2,387,837.00
Total	\$26,523,955.00	\$2,130,091.00	\$28,654,046.00

3. Approve Board Secretary Tax Request Authorization: Borough of Far Hills

Resolved, that the amount of taxes hereby certified as \$1,829,828.00 for the General Fund is the amount required by the Somerset Hills Board of Education to meet its obligations during the 2023-2024 school year from the Borough of Far Hills and, be it further

Resolved, that the amount of taxes hereby certified as \$146,950.00 for the Debt Service Fund is the amount required by the Somerset Hills Board of Education to meet its debt obligations during the 2023-2024 school year from the Borough of Far Hills, and, be it further

Resolved, that the Borough of Far Hills is required to deposit the funds with the Treasurer of School Moneys prior to the tenth of each month as indicated herein:

Month	General Fund	Debt Service	Total Amount Due
July	\$152,485.67	\$12,245.83	\$164,731.50
August	\$152,485.67	\$12,245.83	\$164,731.50
September	\$152,485.67	\$12,245.83	\$164,731.50
October	\$152,485.67	\$12,245.83	\$164,731.50
November	\$152,485.67	\$12,245.83	\$164,731.50
December	\$152,485.65	\$12,245.85	\$164,731.50
January	\$152,485.67	\$12,245.83	\$164,731.50
February	\$152,485.67	\$12,245.83	\$164,731.50
March	\$152,485.67	\$12,245.83	\$164,731.50
April	\$152,485.67	\$12,245.83	\$164,731.50
May	\$152,485.67	\$12,245.83	\$164,731.50
June	\$152,485.65	\$12,245.85	\$164,731.50
Total	\$1,829,828.00	\$146,950.00	\$1,976,778.00

4. Approve Board Secretary Tax Request Authorization: Borough of Peapack-Gladstone

Resolved, that the amount of taxes hereby certified as \$6,263,962.00 for the General Fund is the amount required by the Somerset Hills Board of Education to meet its obligations during the 2023-2024 school year from the Borough of Peapack/Gladstone and, be it further

Resolved, that the amount of taxes hereby certified as \$503,048.00 for the Debt Service Fund is the amount required by the Somerset Hills Board of Education to meet its debt obligations during

the 2023-2024 school years from the Borough of Peapack/Gladstone, and, be it further Resolved, that the Borough of Peapack/Gladstone is required to deposit the funds with the Treasurer of School Moneys prior to the tenth of each month as indicated herein:

Month	General Fund	Debt Service	Total Amount Due
July	\$521,996.83	\$41,920.67	\$563,917.50
August	\$521,996.83	\$41,920.67	\$563,917.50
September	\$521,996.83	\$41,920.67	\$563,917.50
October	\$521,996.83	\$41,920.67	\$563,917.50
November	\$521,996.83	\$41,920.67	\$563,917.50
December	\$521,996.85	\$41,920.65	\$563,917.50
January	\$521,996.83	\$41,920.67	\$563,917.50
February	\$521,996.83	\$41,920.67	\$563,917.50
March	\$521,996.83	\$41,920.67	\$563,917.50
April	\$521,996.83	\$41,920.67	\$563,917.50
May	\$521,996.83	\$41,920.67	\$563,917.50
June	\$521,996.85	\$41,920.65	\$563,917.50
Total	\$6,263,962.00	\$503,048.00	\$6,767,010.00

5. Approve School Lunch Prices

Resolved, that the Somerset Hills Board of Education approve the 2023-2024 school lunch prices:

School	Current Price	Recommended 2023-2024 Price
Bedwell	\$3.50	\$4.00
Middle	\$3.60	\$4.10

6. Approve School Lunch Prices*

Resolved, that the Somerset Hills Board of Education approve the 2023-2024 school lunch price for Bernards High School:

School	Current Price	Recommended 2022-23 Price
High School	\$3.75	\$4.25

7. Approve Hunter Technologies Agreement*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve Hunter Technologies agreement to provide phone system for the district not to exceed \$46,000 for the 2023-2024 school year.

8. Approve Superior Onsite Health Solutions Agreement*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve Superior Onsite Health Solutions agreement to provide On-site Drug screening for bus drivers in accordance with Department of Transportation 49 CFR 382 et seq. and 49 CFR 40 et seq not to exceed \$3,000.00 for the 2023-2024 school year.

9. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of April 2023 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$10,733,055.12	\$10,733,055.12
(20) Special Revenue Fund	(\$231,121.67)	(\$231,121.67)
(30) Capital Projects Fund	\$371,191.25	\$371,191.25
(40)Debt Service Fund	(\$547,853.07)	(\$547,853.07)
Total Government Funds	\$10,325,271.63	\$10,325,271.63

(1) From Secretary’s Report (2) From Treasurer’s Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it

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

FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary’s monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

10. Approve 2022-2023 Budget Transfers*

Resolved, that the Somerset Hills Board of Education approves the attached list of budget transfers for April 2023.

11. Approve Award of Contract*

Resolved, that the Somerset Hills Board of Education, upon recommendation of the Business Administrator approved the award of the FMSC base year contract with Maschio’s Food Service, Inc. for the 2023-2024 school year as follows:

- a) Management Fee: The Somerset Hills School District shall pay Maschio an annual management fee in the amount of \$18,562.50. The management fee shall be payable in monthly installments of \$1,856.25 per month commencing on September 1, 2023 and ending on June 30, 2024.
- b) Guarantee Return: Maschio guarantees a return to the Somerset Hills School District in the amount of \$0.00
- c) Total Cost of Contract: The total cost of contract is \$695,025.01.

12. Approve Student Settlement Agreement*

Resolved that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve an agreement for Student # 5781495767 for the 2022-2023 school year.

13. Approve Professional Service Contract*

Resolved that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following appointment for the 2022-2023 school year:

Provider	Service	Hrly Rate/Est Amount Not to Exceed

a	Methfessel & Werbel	Legal	\$165 p/hr; \$55 p/hr Not to exceed \$30,000
b	Busch Law Group LLC	Legal	\$175 p/hr; \$75 p/hr Not to exceed \$30,000

FACILITIES & OPERATIONS

- A. Committee Report & Discussion: Mrs. Santoro gave the report. The committee met on May 3, 2023.
 B. Action Items: Mrs. Santoro moved items #1-2, Mrs. Wry seconded

Items #2 was approved by roll call vote of 8-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Santoro, Tober, Wry, Frenda. Absent: Baker

Items #1 was approved by roll call vote of 8-0-1. Voting: Ayes: Cooper, deGrandpré, Gils, Nathans, Santoro, Tober, Wry, Frenda. Absent: Baker
 Joyce abstained #1.

1. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on April 26, 2023, and upheld the findings and/or consequences recommended by the Superintendent:

- BMS 2022-2023 #24, #25, #26, #27, #28, #29, #30, #31, #32

2. Interscholastic Athletic Association Membership*

Resolved, that the Somerset Hills Board of Education approve Bernards High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA for the 2023-2024 school year.

CURRICULUM

- A. Committee Report & Discussion: Committee did not meet in May.
 B. Action Items: Mrs. deGrandpré moved items #1-5, Mrs. Santoro seconded

Items #2,3,5 were approved by roll call vote of 9-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Nathans, Santoro, Tober, Wry, Frenda. Absent: Baker

Items #1,4 were approved by roll call vote of 8-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Santoro, Tober, Wry, Frenda. Absent: Baker

1. Approve Professional Development/School Business

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2022-2023 school year:

	School	Name	Workshop/Conference/School Business	Date(s)	Est. Cost
a	BES	Rokosky, Debbie	Field Trip Chaperone	5/19/23	\$0
b	BES	Davis, Emma	Field Trip Chaperone	5/19/23	\$0

c	BES	Riker, Joanna	Field Trip Chaperone	5/19/23	\$0
d	BES	Windisch, MaryClare	Field Trip Chaperone	5/19/23	\$0
e	BMS	Tchorz, Valerie	Field Trip Chaperone	6/7/23	\$0
f	BMS	Canny, Emma	Field Trip Chaperone	5/22/23	\$0
g	BMS	Walker, Carrie	Field Trip Chaperone	5/24/23	\$0

2. Approve Professional Development/School Business*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2022-2023 school year:

	School	Name	Workshop/Conference/School Business	Date(s)	Est. Cost
a	District	Barna, Lindsay	Cultivating Genius/Nurturing Language Composition in Young Writers	5/25/23	\$0
b	BHS	Pietroluongo, Jade	Field Trip Chaperone	5/16/23	\$0
c	BHS	Pietroluongo, Jade	Field Trip Chaperone	5/23/23	\$0
d	BHS	Samson, Alyssa	Field Trip Chaperone	5/23/23	\$0
e	BHS	Hunkele, Heather	Jostens Spring Covers Workshop	5/25/23	\$0
f	BHS	O'Brien Janice	Jostens Spring Covers Workshop	5/25/23	\$0
g	BHS	Garay, Janet	Spanish Language & Literacy Institute	6/26/23, 6/27/23, 6/29/23	\$665
h	BHS	Dolson, Peg	NJ State Library Digital Literacy Forum	5/11/23	\$0
i	BHS	Lavalle, Alexa	Field Trip Chaperone	6/1/23	\$0
j	BHS	Samson, Alyssa	Field Trip Chaperone	6/1/23	\$0
k	BHS	Kaplan, Dan	Field Trip Chaperone	5/23/23	\$0
l	BHS	Ciocco, Jared	Field Trip Chaperone	5/12/23	\$0

3. Approve Professional Development/School Business*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2023-2024 school year:

	School	Name	Workshop/Conference/School Business	Date(s)	Est. Cost
a	BHS	Mountney, Cassie	Rutgers University APSI-Chemistry	7/10/23-7/13/23	\$1237.44

4. Approve Field Trips

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following field trip:

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BMS	Bernards High School - Bernardsville, NJ	3	3	0

5. Approve Field Trips*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following field trip:

	School	Trip	# of Students	# of Faculty	# of Chaperones
--	--------	------	---------------	--------------	-----------------

a	BHS	Sri Venkateswara Community Center - Bridgewater, NJ	15	1	0
b	BHS	Bedwell Elementary School, Bernardsville, NJ	25	1	0

PERSONNEL

- A. Committee Report and Discussion. Mrs. deGrandpré gave the report. The committee met on May 4, 2023.
 B. Action Items: Mrs. deGrandpré moved items 1-15, Mrs. Wry seconded.

Mrs. Santoro left the meeting at 9:03 pm and Return at 9:10 pm.

Items #1-4,7,8,10,12,13 were approved by roll call vote of 8-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Nathans, Tober, Wry, Frenda. Absent: Baker, Santoro

Items #5,6,9,11,14,15 were approved by roll call vote of 7-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Tober, Wry, Frenda. Absent: Baker, Santoro

1. Amend Appointment Certificated Staff*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the appointment of the following non-tenured certificated staff for the 2023-2024 school year *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Shah, Shradha	BHS	Special Education Teacher	Nelson	MA+15	6-7	\$71,760 \$74,445	9/1/23 <i>Pending clearance</i>
b	Cameron, Bradley	BHS	Psychology Teacher	Fresco	MA	11	\$76,030 \$78,735	9/1/23 <i>Pending clearance</i>

2. Amend Appointment Non-Certificated Staff*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the appointment of the following non-certificated staff for the 2022-2023 school year *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Step	Salary	Effective
a	Tomza, Joseph	District	Maintenance/HVAC	Fulper	11	\$89,371 \$90,536	5/1/23

3. Amend Leave Replacement Teachers*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the appointment of the following Leave Replacement Teacher for the 2023-2024 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Alvez, Abigail	BHS	Leave Replacement Social Worker	9339	MA	8	\$70,725 \$73,270	9/1/23-6/30/24 <i>Pending clearance</i>

4. Approve Appointment Certificated Staff*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the

Superintendent, approve the appointment of the following non-tenured certificated staff for the 2023-2024 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Rodriguez, Brienne	BHS	ESL Teacher	vacant	MA+15	15	\$88,595	9/1/23 <i>Pending clearance</i>
b	Kane, Catherine	BHS	School Nurse (.7 FTE)	Worstel	MA	15	\$60,162	9/1/23 <i>Pending clearance</i>
c	Gomez, Melissa	BHS	School Nurse	Connor	BA	6	\$65,830	9/1/23

5. Approve Appointment Certificated Staff

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the appointment of the following non-tenured certificated staff for the 2023-2024 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Rivers, Denise	BES	Preschool Teacher	new	BA	2-3	\$63,770	9/1/23 <i>Pending clearance</i>
b	Haenny, Alexandra	BMS	Math Teacher	Ogden	BA	1	\$63,770	9/1/23 <i>Pending clearance</i>

6. Accepts Retirement

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, accepts the retirement of the following employees:

	Name	School	Position	Effective
a	Arthur, Michele	BES	Special Education Paraprofessional	7/1/23
b	Hildebrandt, Patricia	BES	Special Education Paraprofessional	7/1/23

7. Accepts Resignation*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, accepts the resignation of the following employee:

	Name	School	Position	Effective
a	Garcia, Paola	District	Custodian	5/28/23

8. Approve Resignation*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the resignation for the following employee:

	Employee #	School	Position	Effective
a	9600	BHS	Custodian	6/10/23

9. Approve Reduction in Force

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following reduction in force:

	Employee #	School	Position	Effective
a	9289	BES	LDTC	6/30/23

10. Approve Increment Withholding*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following increment withholding for the 2023-2024 school year:

	Employee #	School	Position	Effective
--	------------	--------	----------	-----------

a	8447	BHS	Teacher	9/1/2023
---	------	-----	---------	----------

11. Approve Leave of Absence

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following leave of absence:

	Employee	School	Position	Type of leave	Dated of Leave/Notes
a	8281	BES	Teacher	Disability/Sick days FMLA Anticipated Return	09/01/23 - 09/12/23 (paid; w/benefits) 09/13/23 - 12/06/23 (unpaid; w/benefits) 12/07/23

12. Amend Leave of Absence*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the following leave of absence:

	Employee	School	Position	Type of leave	Dated of Leave/Notes
a	9225	District	Supervisor	NJFLA Anticipated return	04/27/23 - 06/15/23 05/01/23 (unpaid w/benefits) 06/16/23 05/02/23

13. Approve Substitutes*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following substitutes for the 2022-2023 school year

subject to further investigation pursuant to law:

	Name	Position	Certification	Effective
a	Phochan, Sakniran	Custodian	n/a	5/11/23 <i>Pending clearance</i>
b	Donohue, Alisa	Teacher/Para	County Substitute Certificate	5/11/23 <i>Pending clearance</i>

14. Approve Administrative Leave of Absence

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following paid administrative leave of absence:

	Employee #	School	Position	Effective
a	8806	BES	Paraprofessional	5/8/23 - 6/15/23

15. Accepts Resignation

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, accepts the resignation of the following employee:

	Name	School	Position	Effective
b	Grau, Jianna	BES	Teacher	8/31/23

POLICY

A. Committee Report and Discussion. Mrs. deGrandpré gave the report. The committee met on May 4, 2023.

B. Action Items: Mrs. deGrandpré moved item 1, Mrs. Wry seconded.

Item #1 was approved by roll call vote of 9-0-0. Voting: Ayes: Cooper, deGrandpré, Gils, Joyce, Nathans, Santoro, Tober, Wry, Frenda. Absent: Baker

1. Second Reading*

Resolved, that the Somerset Hills Board of Education, upon recommendation of the Superintendent, approve the second reading of the following bylaw, policy & regulation:

Policy/Regulation #	Title
P0144	Board Member Orientation and Training (<i>Revised</i>)
P2520 & R2520	Instructional Supplies (M) (<i>Revised</i>)
P3217	Use of Corporal Punishment (<i>Revised</i>)
P4217	Use of Corporal Punishment (<i>New</i>)
P5305	Health Services Personnel (M) (<i>Revised</i>)
P5308 & R5308	Student Health Records (M) (<i>Revised</i>)
P5310 & R5310	Health Services (M) (<i>Revised</i>)
P6112	Reimbursement of Federal and Other Grant Expenditures (M) (<i>Revised</i>)
R6115.01	Federal Awards/Funds Internal Controls - Allowability of Costs (M) (<i>New</i>)
P6115.04	Federal Funds - Duplication of Benefits (M) (<i>New</i>)
P6311	Contracts for Goods or Services Funded by Federal Grants (M) (<i>Revised</i>)
P7440	School District Security (M) (<i>Revised</i>)
P9100	Public Relations (<i>Abolished</i>)
P9140	Citizens Advisory Committees (<i>Revised</i>)
R9140	Citizens Advisory Committee (M) (<i>Abolished</i>)

Public Comments

- Holl Clark-Emery - resident, parent - support of Mr. McCarron.
 - Anne Ferrante - resident, parent - support of Mr. McCarron.
- Mrs. Santoro moved to close public comments, Mrs. deGrandpré seconded.

Supplementary Matters

- Ms. Gils - BMS Sports - wrestling
- Mr. Joyce - Complemented BMS Music Concert, Signage around the BHS turf field.

Mrs. Wry moved the following at 9:26 p.m., Mrs. deGranpré seconded.

WHEREAS the "Open Public Meetings Act:" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances

where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Mrs. Santoro moved to close Executive Session, Mrs. Wry seconded.

Adjournment

Mrs. Santoro moved to adjourn at 10:30 p.m. Ms. Cooper seconded. The meeting was adjourned.

Respectfully submitted,



Jinnee DeMarco
Business Administrator/Board Secretary

***Note: The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.**

(cf: P.L.1996, c.103, s.1)

5. Approve Salaries for Certificated Staff (2022-2023)*

	Last Name	First Name	School	Job Title	Level	Step	Salary	Longevity	Total Salary
a	ACUNA	HEINER	BHS	Teacher	Teacher BA	7	\$ 65,495		\$ 65,495
b	ALBANESE-DEMAIR	CHRISTINE	BHS	Teacher	Teacher MA+15	11	\$ 79,760		\$ 79,760
c	BALE-PENA	MATTHEW	BHS	Teacher	Teacher MA+30	15	\$ 89,210		\$ 89,210
d	BOYCE	NICOLE	BHS	Teacher	Teacher BA	12-13	\$ 74,310		\$ 74,310
e	BRACERO	JEANNETTE	BHS	Teacher	Teacher MA+30	15	\$ 89,210		\$ 89,210
f	BROTHERS	DAVID	BHS	Teacher	Teacher MA+30	21	\$ 107,868		\$ 107,868
g	CAMUTO	LISA	BHS	Teacher	Teacher MA	12-13	\$ 79,310		\$ 79,310
h	CAREY	AMANDA	BHS	Teacher	Teacher BA	9	\$ 68,595		\$ 68,595
i	CHERNG	JONATHAN	BHS	Teacher	Teacher MA	12-13	\$ 79,310		\$ 79,310
j	CLARK	KELLY	BHS	Teacher	Teacher MA+15	21	\$ 105,345		\$ 105,345
k	CONNOR	ANNE	BHS	School Nurse	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
l	CRISMAN	GILLIAN	BHS	Teacher	Teacher MA+15	9	\$ 76,095		\$ 76,095
m	DABEN	JOSE	BHS	Teacher	Teacher MA+45	21	\$ 110,466		\$ 110,466
n	DIGIACOMO	ANGELINA	BHS	Teacher	Teacher MA	8	\$ 71,970		\$ 71,970
o	DOLSON	MARGARET	BHS	Media Specialist	Teacher MA+30	12-13	\$ 84,310		\$ 84,310
p	ELLIS	AMANDA	BHS	School Counselor	Teacher MA+60/Doc	12-13	\$ 89,310		\$ 89,310
q	FALLETTA	LUANN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
r	FALZARANO	JEFFREY	BHS	Teacher	Teacher MA+15	21	\$ 105,345		\$ 105,345
s	FERRARA	JAMES	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
t	FRESCO	ANGELA	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
u	GARAY	JANET	BHS	Teacher	Teacher MA+45	16	\$ 94,310		\$ 94,310
v	HART	AMY	BHS	Teacher	Teacher MA+15	5-6	\$ 71,845		\$ 71,845
w	HEMANS	NICHOLAS	BHS	Teacher	Teacher MA	16	\$ 86,968		\$ 86,968
x	HOGGE	JOHN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
y	HUNKELE	HEATHER	BHS	Teacher	Teacher MA+30	18	\$ 97,523		\$ 97,523
z	KAPLAN	DANIEL	BHS	Teacher	Teacher BA	8	\$ 66,970		\$ 66,970
aa	KOCH	KEVIN	BHS	Teacher	Teacher MA+30	12-13	\$ 84,310		\$ 84,310
ab	LA BRUNO	WENDI	BHS	LDTC	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
ac	LA PINE	MATTHEW	BHS	Teacher	Teacher MA+45	12-13	\$ 86,810		\$ 86,810
ad	LALLIS	JOHN	BHS	Teacher	Teacher MA+30	21	\$ 107,868	\$1,000	\$ 108,868
ae	LEMLEY	JUSTIN	BHS	Teacher	Teacher MA	3-4	\$ 42,772		\$ 42,772
af	MIRANDA	JENNIFER	BHS	School Psychologist	Teacher MA+60/Doc	9	\$ 83,595		\$ 83,595
ag	MURPHY	THERESA	BHS	Teacher	Teacher MA	12-13	\$ 79,310		\$ 79,310
ah	O'BRIEN	JANICE	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
ai	O'CONNOR	LESLIE	BHS	Teacher	Teacher MA+45	16	\$ 94,310		\$ 94,310
aj	PAIR	RANDALL	BHS	Teacher	Teacher BA	11	\$ 70,360		\$ 70,360
ak	PIETROLUONGO	JADE	BHS	Teacher	Teacher MA	12-13	\$ 79,310		\$ 79,310
al	REITZ	CAMERON	BHS	Teacher	Teacher MA	9	\$ 73,595		\$ 73,595
am	RYERSEN	KATHLEEN	BHS	Teacher	Teacher MA+45	21	\$ 110,466		\$ 110,466
an	SAMSON	ALYSSA	BHS	Teacher	Teacher MA+15	10	\$ 77,860		\$ 77,860
ao	SILVA	KAREN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$1,000	\$ 113,742
ap	SIMONEAU	JON	BHS	Teacher	Teacher MA+30	19	\$ 100,827	\$750	\$ 101,577
aq	SNYDER	ALLISON	BHS	Teacher	Teacher MA+60/Doc	12-13	\$ 89,310		\$ 89,310
ar	SOSELY	ANNA	BHS	School Counselor	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
as	STOLARZ	LIZABETH	BHS	School Counselor	Teacher MA+45	11	\$ 84,760		\$ 84,760
at	STYPOLKOWSKI	EMILY	BHS	Teacher	Teacher MA	5-6	\$ 69,345		\$ 69,345
au	SZAKIEL	PRZEMYSLAW	BHS	Teacher	Teacher MA	21	\$ 102,650		\$ 102,650
av	SZOSTAK	DAVID	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
aw	TEETS	ASHLEY	BHS	Teacher	Teacher MA	5-6	\$ 69,345		\$ 69,345
ax	THATCHER	STEPHANIE	BHS	Teacher	Teacher MA+45	11	\$ 84,760		\$ 84,760
ay	VENEZIO	MARIA	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
az	VIOLILLO	MADDALENA	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
ba	WAGNER	ALYSSA	BHS	Teacher	Teacher MA+30	8	\$ 76,970		\$ 76,970
bb	WELTLER	LYNN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
bc	WHITLOCK	CHRISTINE	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
bd	YOUNG	JOSEPH	BHS	Teacher	Teacher MA+15	8	\$ 74,470		\$ 74,470

Non Tenured Certificated Staff

	Last Name	First Name	Year	School	Job Title	Level	Step	Salary
be	CAVA	LAUREN	1	BHS	SAC	Teacher MA+30	12-13	\$ 84,310
bf	CHANG	NEWSTEIN	1	BHS	Teacher	Teacher MA	3-4	\$ 68,435
bg	HODSDEN	HEATHER	1	BHS	Teacher	Teacher MA+30	3-4	\$ 14,687
bh	JOHNSON	ALEC	1	BHS	School Counselor	Teacher MA+30	8	\$ 76,970
bi	MOUNTNEY	CASSANDRA	1	BHS	Teacher	Teacher MA	8	\$ 71,970
bj	NEWMAN	AMY	1	BHS	Teacher	Teacher MA+15	9	\$ 76,095
bk	ROBINSON	CARL	1	BHS	Teacher	Teacher MA	16	\$ 86,968
bl	SPAUTZ	DANIEL	1	BHS	Teacher	Teacher BA	8	\$ 66,970
bm	TAESLER	STEPHEN	1	BHS	Teacher	Teacher BA	3-4	\$ 39,647
bn	CIOCCO	JARED	2	BHS	Teacher	Teacher MA	5-6	\$ 69,345

bo	ELLIS	JUDGE	2	BHS	Teacher	Teacher MA+30	14	\$ 86,710	
bp	MEDINA	MARIA DEL PILAR	2	BHS	Teacher	Teacher BA	5-6	\$ 64,345	
bq	VOLOSIN	LAUREN	2	BHS	Teacher	Teacher MA	12-13	\$ 79,310	
br	ANDERSON	RICHARD	3	BHS	Teacher	Teacher MA	11	\$ 77,260	
bs	MATHUS	PETER	3	BHS	Teacher	Teacher MA	3-4	\$ 68,435	
bt	KAUFMAN	JUSTIN	4	BHS	Teacher	Teacher BA	5-6	\$ 64,345	
bu	LAVALLE	ALEXA	4	BHS	School Psychologist	Teacher MA+30	3-4	\$ 73,435	
bv	LEHNHOFF JR	ROBERT	4	BHS	Teacher	Teacher MA+15	9	\$ 76,095	
bw	O'BRIEN	KYLE	4	BHS	Teacher	Teacher MA	3-4	\$ 68,435	
bx	PASQUA	JACLYN	4	BHS	Teacher	Teacher MA+45	14	\$ 89,210	
by	TRIPP	AMANDA	4	BHS	Teacher	Teacher MA	18	\$ 92,912	

Leave Replacements

	Last Name	First Name	School	Job Title	Level	Step	Salary		
bz	PUGLIESE	RYAN	BHS	Teacher	Teacher MA	5-6	\$ 69,345		

6. Approve Salaries for Certificated Staff (2022-2023)

	Last Name	First Name	School	Job Title	Level	Step	Salary	Longevity	Total Salary
a	BOHR	JENNIFER	BES	Teacher	Teacher MA+15	12-13	\$ 81,810		\$ 81,810
b	BROOTEN	DARCEY	BES	Media Specialist	Teacher MA+60/Doc	16	\$ 96,810		\$ 96,810
c	COLLINS	JESSICA	BES	Teacher	Teacher MA	14	\$ 81,710		\$ 81,710
d	D'ANUNCIACAO	JESSICA	BES	Teacher	Teacher MA+45	8	\$ 79,470		\$ 79,470
e	DAVIS	EMMA	BES	Teacher	Teacher MA+30	14	\$ 86,710		\$ 86,710
f	DE ROBERTS	THERESA	BES	Teacher	Teacher MA+60/Doc	20	\$ 109,642	\$750	\$ 110,392
g	DE STEFANO	PHYLLIS	BES	Teacher	Teacher BA	21	\$ 96,310	\$1,000	\$ 97,310
h	DOOLEY	MEGAN	BES	School Counselor	Teacher MA	10	\$ 75,360		\$ 75,360
i	FALZARANO	SARAH	BES	Teacher	Teacher BA+15	14	\$ 79,360		\$ 79,360
j	FISCHER	DANA	BES	Teacher	Teacher BA+15	21	\$ 98,960	\$750	\$ 99,710
k	GELSINGER	ALLISON	BES	Teacher	Teacher MA+15	8	\$ 74,470		\$ 74,470
l	GRAU	JIANNA	BES	Teacher	Teacher MA	12-13	\$ 79,310		\$ 79,310
m	HALL	KRISTINE	BES	Teacher	Teacher MA+45	21	\$ 110,466	\$750	\$ 111,216
n	HEPPES	LAURIE	BES	Teacher	Teacher BA+15	21	\$ 98,960	\$1,000	\$ 99,960
o	JAEGER	JAMIE	BES	Teacher	Teacher MA+45	14	\$ 89,210		\$ 89,210
p	JASTRABEK	LINDA	BES	Teacher	Teacher BA+15	21	\$ 98,960	\$1,000	\$ 99,960
q	KLEBAUR	GRACE	BES	Teacher	Teacher MA	7	\$ 70,495		\$ 70,495
r	KOLETAR	JENNY	BES	Teacher	Teacher MA	12-13	\$ 79,310		\$ 79,310
s	KUSNIC	CASSANDRA	BES	Teacher	Teacher MA+15	7	\$ 72,995		\$ 72,995
t	LEONARD	MELISSA	BES	Teacher	Teacher MA+15	17	\$ 92,177		\$ 92,177
u	MARIANI	JESSICA	BES	Teacher	Teacher BA	18	\$ 87,310		\$ 87,310
v	MC CARRON	JAMES	BES	Teacher	Teacher MA	21	\$ 102,650	\$1,000	\$ 103,650
w	MC CLOSKEY	HEATHER	BES	Speech Therapist	Teacher MA+15	10	\$ 77,860		\$ 77,860
x	MCSHANE	SARAH	BES	Teacher	Teacher MA+15	8	\$ 74,470		\$ 74,470
y	MONGNO	MEGAN	BES	LDTC	Teacher MA+45	17	\$ 97,010		\$ 97,010
z	NOONAN	MARK	BES	Teacher	Teacher BA	21	\$ 96,310	\$750	\$ 97,060
aa	OCH	LAURIE	BES	Teacher	Teacher MA+30	21	\$ 107,868		\$ 107,868
ab	PALMIERI	JEREMY	BES	Teacher	Teacher MA	7	\$ 70,495		\$ 70,495
ac	PANE	PATRICIA	BES	School Nurse	Teacher BA	17	\$ 84,510		\$ 84,510
ad	PANIK	MEREDITH	BES	School Psychologist	Teacher MA+60/Doc	17	\$ 99,510		\$ 99,510
ae	PATERNO	AMY	BES	Teacher	Teacher MA+45	20	\$ 107,366	\$750	\$ 108,116
af	PATRYLOW	LAUREN	BES	Teacher	Teacher MA+15	10	\$ 77,860		\$ 77,860
ag	PUHAK	EMILY	BES	Teacher	Teacher MA	5-6	\$ 69,345		\$ 69,345
ah	REED	PATRICK	BES	Teacher	Teacher MA+60/Doc	16	\$ 96,810		\$ 96,810
ai	ROKOSKY	DEBBIE	BES	Teacher	Teacher MA+45	21	\$ 110,466	\$750	\$ 111,216
aj	ROLL	JILL	BES	OT	Teacher MA	21	\$ 102,650		\$ 102,650
ak	RUDIN	ELIZABETH	BES	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
al	SEELIG	MAFALDA	BES	Teacher	Teacher BA	18	\$ 87,310		\$ 87,310
am	SHEEHAN	CAROLYN	BES	Teacher	Teacher BA	9	\$ 68,595		\$ 68,595
an	SMITH	LAUREN	BES	Teacher	Teacher MA+15	16	\$ 89,310		\$ 89,310
ao	THURLOW	ALLEN	BES	Teacher	Teacher MA+30	15	\$ 89,210		\$ 89,210
ap	WINDISCH	MARY CLARE	BES	Teacher	Teacher MA	21	\$ 102,650		\$ 102,650
aq	ZABOROWSKI	DONNA	BES	Teacher	Teacher MA+45	21	\$ 110,466		\$ 110,466
ar	ZIOLKOWSKI	MAUREEN	BES	Teacher	Teacher BA+15	18	\$ 89,960	\$750	\$ 90,710
as	BOUDREAU	DEREK	BMS	Teacher	Teacher MA+30	11	\$ 82,260		\$ 82,260
at	CALABRESE	ERIC	BMS	Teacher	Teacher MA+15	15	\$ 86,710		\$ 86,710
au	CARREIRO	OLIVIA	BMS	Teacher	Teacher MA+15	8	\$ 74,470		\$ 74,470
av	CRAVER	MARCELLA	BMS	School Counselor	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
aw	FITZGERALD	MARIANNE	BMS	Teacher	Teacher BA+15	15	\$ 81,860		\$ 81,860
ax	FREDA	MICHELE	BMS	Teacher	Teacher MA	21	\$ 102,650		\$ 102,650
ay	FROYSLAND	MEGAN	BMS	Teacher	Teacher MA+30	9	\$ 78,595		\$ 78,595
az	GEORGIANA	MICHAEL	BMS	Teacher	Teacher MA+60/Doc	14	\$ 91,710		\$ 91,710
ba	GILLY	ZOLTAN	BMS	Teacher	Teacher MA+60/Doc	14	\$ 91,710		\$ 91,710

bb	GORI	MICHELLE	BMS	Teacher	Teacher BA	5-6	\$ 64,345		\$ 64,345
bc	HABERMAS	CHRISTOPHER	BMS	School Counselor	Teacher MA+45	16	\$ 94,310		\$ 94,310
bd	HEYDT	JAIMIE	BMS	Teacher	Teacher MA	12-13	\$ 79,310		\$ 79,310
be	KIMMEL	MELISSA	BMS	Teacher	Teacher MA+30	8	\$ 76,970		\$ 76,970
bf	KING	BRIAN	BMS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
bg	KLEINSTEIN	MARY	BMS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
bh	LACHAC	LUKE	BMS	Teacher	Teacher BA	8	\$ 66,970		\$ 66,970
bi	LASPADA	JOSEPH	BMS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$1,000	\$ 113,742
bj	MARASHLIAN	NICOLE	BMS	Teacher	Teacher MA+60/Doc	18	\$ 102,310		\$ 102,310
bk	MC MILLAN	PATRICIA	BMS	Teacher	Teacher BA	21	\$ 96,310	\$750	\$ 97,060
bl	MCGOVERN	COURTNEY	BMS	Teacher	Teacher MA	8	\$ 71,970		\$ 71,970
bm	MCGOVERN	DANIELLE	BMS	Teacher	Teacher BA	9	\$ 68,595		\$ 68,595
bn	OBERT-THORN	KARRIE	BMS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
bo	O'HALLORAN	ANNE	BMS	Teacher	Teacher MA	10	\$ 75,360		\$ 75,360
bp	PORTER	SHANE	BMS	Teacher	Teacher MA	16	\$ 86,968		\$ 86,968
bq	RIZZUTO	ROSEMARIE	BMS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
br	ROUNSAVILLE	JULIE-ANN	BMS	Teacher	Teacher MA	11	\$ 77,260		\$ 77,260
bs	RUSSO	DAWN	BMS	Teacher	Teacher MA	16	\$ 86,968		\$ 86,968
bt	RYAN	SUZANNE	BMS	School Nurse	Teacher MA+30	21	\$ 107,868	\$750	\$ 108,618
bu	SANDS	STEPHEN	BMS	Teacher	Teacher MA+60/Doc	21	\$ 112,742	\$750	\$ 113,492
bv	SNYDER	JASON	BMS	Teacher	Teacher MA+60/Doc	15	\$ 94,210		\$ 94,210
bw	ST. OURS	ELIZABETH	BMS	Teacher	Teacher MA+45	16	\$ 94,310		\$ 94,310
bx	TCHORZ	VALERIE	BMS	Teacher	Teacher MA+45	19	\$ 103,125		\$ 103,125
by	TRESSLAR	KRISTENE	BMS	Teacher	Teacher MA+45	14	\$ 89,210		\$ 89,210
bz	TYNAN	JESSICA	BMS	Teacher	Teacher MA	14	\$ 81,710		\$ 81,710
ca	VENEZIA	DAVID	BMS	Teacher	Teacher MA	5-6	\$ 69,345		\$ 69,345
cb	WALKER	CARRIE	BMS	Teacher	Teacher MA+60/Doc	16	\$ 96,810		\$ 96,810
cc	WELLS	CAROLYN	BMS	Teacher	Teacher MA+45	19	\$ 103,125	\$750	\$ 103,875

Non Tenured Certificated Staff

	Last Name	First Name	Year	School	Job Title	Level	Step	Salary
cd	ADAMS	JENNIFER	1	BES	Teacher	Teacher MA	5-6	\$ 69,345
ce	DOOLEY	MICHELLE	1	BES	Teacher	Teacher BA	17	\$ 84,510
cf	FISCHER	TAYLOR	1	BES	Teacher	Teacher MA	5-6	\$ 69,345
cg	NISCH	CHRISTINE	1	BES	Teacher	Teacher BA	5-6	\$ 64,345
ch	ACUNA	MARIXZA	2	BES	Teacher	Teacher BA	3-4	\$ 63,435
ci	SAKIN	JORDAN	3	BES	Teacher	Teacher MA	3-4	\$ 68,435
cj	STROHMAN	ELIZABETH	3	BES	Speech Therapist	Teacher MA	12-13	\$ 79,310
ck	MIRANDO	STEPHAN	4	BES	Teacher	Teacher MA	5-6	\$ 69,345
cl	ANDINO	ALEX	1	BMS	Teacher	Teacher BA	3-4	\$ 63,435
cm	COX	BRETT	1	BMS	Teacher	Teacher MA+30	17	\$ 94,510
cn	MAHLIK	PHILIP	1	BMS	Teacher	Teacher BA	1-2	\$ 62,530
co	OLIVEIRA	ASHELY	1	BMS	Teacher	Teacher BA	8	\$ 66,970
cp	PASQUARELLI	JACLYN	1	BMS	Mental Health Counselor	Teacher MA	12-13	\$ 79,310
cq	PERSICO	JACQUELINE	1	BMS	School Psychologist	Teacher MA+45	8	\$ 79,470
cr	REILLY	KATHRYN	1	BMS	Teacher	Teacher BA	1-2	\$ 62,530
cs	SHEMON	EILEEN	1	BMS	Teacher	Teacher BA	14	\$ 76,710
ct	GEYER	JULIE	2	BMS	Teacher	Teacher MA	5-6	\$ 69,345
cu	INCLEDON	CASSANDRA	2	BMS	Social Worker	Teacher MA	1-2	\$ 67,530
cv	KUPPER	PATRICIA	2	BMS	Teacher	Teacher MA	11	\$ 67,603
cw	ANDREWS WRIGHT	REBECCA	3	BMS	Teacher	Teacher MA	8	\$ 71,970
cx	GASH	ADRIANE	3	BMS	Media Specialist	Teacher MA	11	\$ 77,260
cy	ESCOBAR-CHAFFEE	SALOME	4	BMS	Teacher	Teacher MA+15	5-6	\$ 71,845
cz	FABREGAS	KELLY	4	BMS	Teacher	Teacher MA	8	\$ 71,970
da	WERTMAN	SUZANNE	4	BMS	Teacher	Teacher MA	3-4	\$ 68,435

Leave Replacements

	Last Name	First Name	School	Job Title	Level	Step	Salary
db	RIKER	JOANNA	BES	Teacher	Teacher BA	1-2	\$ 62,530
dc	RODRIGUEZ	TATIANA	BES	Teacher	Teacher MA	1-2	\$ 67,530
dd	SARAN	SWATI	BMS	Teacher	Teacher MA+15	3-4	\$ 70,935

7. Approve Overload Adjustments (2022-2023)*

	Name	Location	Assgn	Time	Dates	Retro amount
a	Anderson, Richard	BHS	Math	5	1/17/23-2/24/23	\$ 71.00
b	Bale Pena, Matt	BHS	PE	5	11/17/22-4/24/23	\$ 538.77
c	Brothers, David	BHS	PE	5	11/17/22-4/24/23	\$ 126.28
d	Carey, Amanda	BHS	Sp Ed	5	MP 1,2,3,4	\$ 478.43
e	Chang, Newstein	BHS	BIO	3	FY	\$ 123.03
f	Crisman, Gillian	BHS	Art	5	2/1/23-6/30/23	\$ 239.21
g	Falzarano, Jeff	BHS	English	5	FY	\$ 250.05
h	Fresco, Angela	BHS	Sp Ed	5	MP 1,2,3,4	\$ 250.05

i	Garay, Janet	BHS	ESL	5	MP 1,2,3,4	\$ 689.31		
j	Hart, Amy	BHS	ESL	5	MP 1,2,3,4	\$ 386.74		
k	Hunkele, Heather	BHS	English	5	FY	\$ 778.16		
l	Kaufman, Justin	BHS	Math	5	1/17/23-2/24/23	\$ 107.23		
m	Lehnoff, Robert	BHS	Sp Ed	5	MP 1,2,3,4	\$ 895.18		
n	Medina, Pilar	BHS	ESL	5	MP 1,2,3,4	\$ 356.74		
o	Murphy, Theresa	BHS	Fin Lit	2	FY	\$ 218.72		
p	O'Brien, Janice	BHS	English	5	9/1/22-1/30/23	\$ 125.03		
q	O'Brien, Kyle	BHS	Math	5	1/17/23-2/24/23	\$ 48.05		
r	Pair, Randall	BHS	ESL	5	MP 1,2,3,4	\$ 209.21		
s	Pasqua, Jaclyn	BHS	ESL	5	MP 1,2,3,4	\$ 1,852.87		
t	Samson, Alyssa	BHS	PE	5	11/17/22-4/24/23	\$ 254.23		
u	Silva, Karen	BHS	Science	5	FY	\$ 83.35		
v	Snyder, Allison	BHS	Sp Ed	5	MP 1,2,3,4	\$ 546.78		
w	Spautz, Dan	BHS	PE	5	11/17/22-4/24/23	\$ 104.81		
x	Stypolkowski, Emily	BHS	Sp Ed	1	MP 1,2,3,4	\$ 356.74		
y	Teets, Ashley	BHS	Sp Ed	5	MP 1,2,3,4	\$ 356.74		
z	Thatcher, Stephanie	BHS	French	5	FY	\$ 525.94		
aa	Venezio, Maria	BHS	ESL	5	MP 1,2,3,4	\$ 250.05		
ab	Wagner, Alyssa	BHS	Physics	5	MP 3 & 4	\$ 225.88		

8. Approve Overload Adjustments (2022-2023)

	Name	Location	Assgn	Time	Dates	Retro amount
a	Boudreau, Derek	BMS	LAL	2	9/27/22-12/23/22	\$ 63.11
b	Kimmel, Melissa	BMS	LAL	5	9/27/22-12/23/22	\$ 135.53
c	O'Halloran, Anne	BMS	Math	5	FY	\$ 1,336.94
d	Russo, Dawn	BMS	LAL	5	9/27/22-12/23/22	\$ 214.69

9. Approve Salaries for Non Certificated Staff (2022-2023)*

	Last Name	First Name	School	Job Title	Step	Salary	Longevity	Total Salary
a	BARRON	MARIA	BHS	Custodial	6	\$ 37,530	\$ 393	\$ 37,923
b	COCOZELLO	ERIC	BHS	Custodial	10	\$ 41,600		\$ 41,600
c	DI EGIDIO	LOUIS	BHS	Custodial	16	\$ 48,600		\$ 48,600
d	GARCIA	PAOLA	BHS	Custodial	3	\$ 35,175		\$ 35,175
e	GIRALDO	LUZ	BHS	Custodial	6	\$ 37,530	\$ 393	\$ 37,923
f	GONZALEZ	DIDIER	BHS	Custodial	19	\$ 52,825		\$ 52,825
g	GUARNEROS	SUSAN	BHS	Custodial	17	\$ 49,880		\$ 49,880
h	LLINAS ZAMBRANO	MARIA PAULA	BHS	Custodial	6	\$ 18,765		\$ 18,765
i	MORALES	KYLE	BHS	Custodial	6	\$ 37,530		\$ 37,530
j	PHETKON	PREEDA	BHS	Custodial	10	\$ 41,600		\$ 41,600
k	PHETWIANG	SURIYA	BHS	Custodial	5	\$ 36,590		\$ 36,590
l	PHOMMACHANH	LITA	BHS	Custodial	12 (.5 FTE)	\$ 21,905		\$ 21,905
m	PRICE JR.	DARRYL	BHS	Custodial	4	\$ 35,675		\$ 35,675
n	RITTIPUN	SUGUNYA	BHS	Custodial	11	\$ 42,690		\$ 42,690
o	VINYUVAT	JAYONT	BHS	Custodial	11	\$ 42,690		\$ 42,690
p	WANNARUT	SIRIPHAN	BHS	Custodial	16	\$ 48,600		\$ 48,600
q	ZAMBRANO	GABRIELA	BHS	Custodial	6	\$ 37,530		\$ 37,530
r	BRENNER	KEVIN	CENTRAL	Maintenance	9	\$ 85,146	\$ 786	\$ 85,932
s	FULPER	JAMES	CENTRAL	Maintenance	11	\$ 87,382	\$ 2,097	\$ 89,479
t	PEDRICK	DAVID	CENTRAL	Maintenance	11	\$ 84,910		\$ 84,910
u	RODALIGO	THOMAS	CENTRAL	Maintenance	11	\$ 66,930	\$ 1,574	\$ 68,504
v	TOMZA	JOSEPH	CENTRAL	Maintenance	11	\$ 90,536		\$ 90,536
w	COHELEACH	ILONA	BHS	Para-Spec Ed A Hrly	11	\$ 23.73		\$ 23.73
x	LANDERS	KARI	BHS	Para-Spec Ed A Hrly	11	\$ 23.73		\$ 23.73
y	RILEY	CINDY	BHS	Para-Spec Ed A Hrly	11	\$ 23.73		\$ 23.73
z	ROLLINS	RONALD	BHS	Para-Spec Ed B Hrly	7	\$ 19.09		\$ 19.09
aa	WORSTELL	LAURA	BHS	Registered Nurse PT	3	\$ 40,062		\$ 40,062
ab	ACUFF	ANN	BHS	Secretary	18	\$ 68,550	\$ 1,790	\$ 70,340
ac	GRUTERS	ANNIKA	BHS	Secretary	9	\$ 58,875		\$ 58,875
ad	MALZONE	EMILIA	BHS	Secretary	18	\$ 68,550	\$ 1,434	\$ 69,984
ae	NORTON	LISA	BHS	Secretary	17	\$ 50,531	\$ 1,790	\$ 52,321
af	PEDOTA	PATRICIA	CENTRAL	Secretary	18	\$ 68,550	\$ 1,790	\$ 70,340
ag	POTTHEISER	DANA	BHS	Secretary	6	\$ 56,100		\$ 56,100
ah	RODENBACH	DEBORAH	BHS	Secretary	14	\$ 64,000	\$ 1,434	\$ 65,434
ai	RUSSONIELLO	LUCY	CENTRAL	Secretary	18	\$ 68,550	\$ 2,146	\$ 70,696

10. Approve Salaries for Non Certificated Staff (2022-2023)

	Last Name	First Name	School	Job Title	Step	Salary	Longevity	Total Salary
a	CARDONA	OLIMPIA	BES	Custodial	6	\$ 37,530	\$ 393	\$ 37,923
b	CHANDARA	SOUKAN	BMS	Custodial	20	\$ 54,480	\$ 1,311	\$ 55,791

c	JACOBS	DAO	BES	Custodial	4	\$ 35,675		\$ 35,675
d	KOMSIRI	BHANCA	BMS	Custodial	20	\$ 54,480	\$ 1,049	\$ 55,529
e	PANYANOUVONG	HONG	BES	Custodial	20	\$ 54,480	\$ 787	\$ 55,267
f	PRICE	STEPHEN	BMS	Custodial	17	\$ 49,880		\$ 49,880
g	SINGSONGKHAM	KHAMBONE	BES	Custodial	20	\$ 54,480	\$ 1,311	\$ 55,791
h	SYSONGDETH	MANASWEE	BMS	Custodial	20	\$ 54,480	\$ 1,311	\$ 55,791
i	THEPNARONG	SUPANEE	BMS	Custodial	6	\$ 37,530	\$ 393	\$ 37,923
j	VONGVILAY	BOBKNUCK	BES	Custodial	20	\$ 54,480	\$ 1,311	\$ 55,791
k	VONGVILAY	WANNAPHA	BMS	Custodial	20	\$ 54,480	\$ 1,049	\$ 55,529
l	KLOCINSKI	LISA	BES	Para-Reg Ed A Hrly	11	\$ 22.49	n/a	\$ 22.49
m	AKERVIK	MOLLY	BES	Para-Reg Ed B Hrly	1	\$ 16.69	n/a	\$ 16.69
n	FINNIGAN	SHAWNA	BES	Para-Reg Ed B Hrly	2	\$ 16.89	n/a	\$ 16.89
o	GARRIGAN	LOIS	BES	Para-Reg Ed B Hrly	2	\$ 16.89	n/a	\$ 16.89
p	JAMES	SHARON	BES	Para-Reg Ed B Hrly	2	\$ 16.89	n/a	\$ 16.89
q	McGEARY	MAURA	BES	Para-Reg Ed B Hrly	1	\$ 16.69	n/a	\$ 16.69
r	TRAYNOR	AMY	BES	Para-Reg Ed B Hrly	7	\$ 17.88	n/a	\$ 17.88
s	CARMON	DAVID	BMS	Para-Spec Ed A Hrly	11	\$ 23.73	n/a	\$ 23.73
t	HILDEBRANDT	PATRICIA	BES	Para-Spec Ed A Hrly	11	\$ 23.73	n/a	\$ 23.73
u	ARTHUR	MICHELE	BES	Para-Spec Ed B Hrly	4	\$ 18.49	n/a	\$ 18.49
v	BROWN	LAUREN	BMS	Para-Spec Ed B Hrly	10	\$ 19.69	n/a	\$ 19.69
w	CANNY	EMMA	BMS	Para-Spec Ed B Hrly	7	\$ 19.09	n/a	\$ 19.09
x	CRONIN	SARA	BES	Para-Spec Ed B Hrly	1	\$ 17.91	n/a	\$ 17.91
y	DISABATO	FELICIA	BES	Para-Spec Ed B Hrly	10	\$ 19.69	n/a	\$ 19.69
z	GEBBIA	JANINE	BMS	Para-Spec Ed B Hrly	5	\$ 18.69	n/a	\$ 18.69
aa	GOPINATH	GEETHA	BES	Para-Spec Ed B Hrly	7	\$ 19.09	n/a	\$ 19.09
ab	HABIBI	SAMA	BES	Para-Spec Ed B Hrly	8	\$ 19.29	n/a	\$ 19.29
ac	HENNESSEY	DIANA	BMS	Para-Spec Ed B Hrly	4	\$ 18.49	n/a	\$ 18.49
ad	HUNASHIMARAD	DEEPA	BES	Para-Spec Ed B Hrly	4	\$ 18.49	n/a	\$ 18.49
ae	JACOBS DEUTSCH	JENNIFER	BES	Para-Spec Ed B Hrly	5	\$ 18.69	n/a	\$ 18.69
af	JOHNSON	KIMBERLY	BES	Para-Spec Ed B Hrly	10	\$ 19.69	n/a	\$ 19.69
ag	KAUR-SARULLO	DALBIR	BMS	Para-Spec Ed B Hrly	6	\$ 18.89	n/a	\$ 18.89
ah	MAQUEDA	CLARE	BES	Para-Spec Ed B Hrly	10	\$ 19.69	n/a	\$ 19.69
ai	MORIN	JACKIE	BES	Para-Spec Ed B Hrly	8	\$ 19.29	n/a	\$ 19.29
aj	NISCH	CHRISTINE	BMS	Para-Spec Ed B Hrly	7	\$ 19.09	n/a	\$ 19.09
ak	PERNASELLI	MARJORIE	BES	Para-Spec Ed B Hrly	8	\$ 19.29	n/a	\$ 19.29
al	PETRIE	GEORGE	BMS	Para-Spec Ed B Hrly	2	\$ 18.11	n/a	\$ 18.11
am	PRICE	CAITLIN	BES	Para-Spec Ed B Hrly	2	\$ 18.11	n/a	\$ 18.11
an	SCHAEFER	DIANNE	BES	Para-Spec Ed B Hrly	10	\$ 19.69	n/a	\$ 19.69
ao	STANEK	CARY	BES	Para-Spec Ed B Hrly	8	\$ 19.29	n/a	\$ 19.29
ap	TIETZE	FRED	BMS	Para-Spec Ed B Hrly	4	\$ 18.49	n/a	\$ 18.49
aq	VILLAGRA	CRYSTAL	BES	Para-Spec Ed B Hrly	1	\$ 17.91	n/a	\$ 17.91
ar	KOTZ	LISA	BES	Receptionist/Clerk	3	\$ 22,450.00	n/a	\$ 22,450.00
as	GOMEZ	MELISSA	BES	Registered Nurse PT	3	\$ 40,062.00	n/a	\$ 40,062.00
at	GALLO	LARA	BES	Secretary	9	\$ 58,875.00		\$ 58,875.00
au	HAYNES	ROSEMARY	BMS	Secretary	5	\$ 55,225.00		\$ 55,225.00
av	MC DONNELL ROEHR	DOLORES	BES	Secretary	12	\$ 61,875.00	\$ 1,434.00	\$ 63,309.00
aw	MEYER	DEBORAH	BMS	Secretary	18	\$ 68,550.00	\$ 1,790.00	\$ 70,340.00
ax	DERNER	GLEN	BES	Technology	18	\$ 69,670.00		\$ 69,670.00
ay	MACHADO	BRYAN	BES	Technology	4	\$ 55,670.00		\$ 55,670.00

13. Approve Renewal & Salaries for Certificated Staff (2023-2024) <i>** achieved tenure status</i>									
	Last Name	First Name	School	Job Title	Level	Step	Salary	Longevity	Total Salary
a	ACUNA	HEINER	BHS	Teacher	Teacher BA	8	\$ 67,305		\$ 67,305
b	ALBANESE-DEMAIR	CHRISTINE	BHS	Teacher	Teacher MA+15	12	\$ 83,435		\$ 83,435
c	BALE-PENA	MATTHEW	BHS	Teacher	Teacher MA+30	16	\$ 93,975		\$ 93,975
d	BOYCE	NICOLE	BHS	Teacher	Teacher BA	13-14	\$ 77,350		\$ 77,350
e	BRACERO	JEANNETTE	BHS	Teacher	Teacher MA+30	16	\$ 93,975		\$ 93,975
f	BROTHERS	DAVID	BHS	Teacher	Teacher MA+30	21	\$ 109,418		\$ 109,418
g	CAMUTO	LISA	BHS	Teacher	Teacher MA	13-14	\$ 83,315		\$ 83,315
h	CAREY	AMANDA	BHS	Teacher	Teacher BA	10	\$ 70,720		\$ 70,720
i	CHERNG	JONATHAN	BHS	Teacher	Teacher MA	13-14	\$ 83,315		\$ 83,315
j	CLARK	KELLY	BHS	Teacher	Teacher MA+15	21	\$ 106,895		\$ 106,895
k	CRISMAN	GILLIAN	BHS	Teacher	Teacher MA+15	10	\$ 79,335		\$ 79,335
l	DABEN	JOSE	BHS	Teacher	Teacher MA+45	21	\$ 112,016		\$ 112,016
m	DIGIACOMO	ANGELINA	BHS	Teacher	Teacher MA	9	\$ 74,895		\$ 74,895
n	DOLSON	MARGARET	BHS	Media Specialist	Teacher MA+30	13-14	\$ 88,615		\$ 88,615
o	ELLIS	AMANDA	BHS	School Counselor	Teacher MA+60/Doc	13-14	\$ 93,850		\$ 93,850
p	FALLETTA	LUANN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360		\$ 114,360
q	FALZARANO	JEFFREY	BHS	Teacher	Teacher MA+15	21	\$ 106,895	\$750	\$ 107,645
r	FERRARA	JAMES	BHS	Teacher	Teacher MA+60/Doc	21	\$ 112,742		\$ 112,742
s	GARAY	JANET	BHS	Teacher	Teacher MA+45	17	\$ 99,455		\$ 99,455
t	HART	AMY	BHS	Teacher	Teacher MA+15	6-7	\$ 74,445		\$ 74,445
u	HEMANS	NICHOLAS	BHS	Teacher	Teacher MA	17	\$ 91,505		\$ 91,505
v	HOGGE	JOHN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360	\$750	\$ 115,110
w	HUNKELE	HEATHER	BHS	Teacher	Teacher MA+30	19	\$ 102,765		\$ 102,765
x	KAPLAN	DANIEL	BHS	Teacher	Teacher BA	9	\$ 68,930		\$ 68,930
y	KAUFMAN**	JUSTIN	BHS	Teacher	Teacher BA	6-7	\$ 65,830		\$ 65,830
z	KOCH	KEVIN	BHS	Teacher	Teacher MA+30	13-14	\$ 88,615		\$ 88,615
aa	LA BRUNO	WENDI	BHS	LDTC	Teacher MA+60/Doc	21	\$ 114,360		\$ 114,360
ab	LA PINE	MATTHEW	BHS	Teacher	Teacher MA+45	13-14	\$ 91,265		\$ 91,265
ac	LALLIS	JOHN	BHS	Teacher	Teacher MA+30	21	\$ 109,418	\$1,000	\$ 110,418
ad	LAVALLE**	ALEXA	BHS	School Psychologist	Teacher MA+30	4-5	\$ 75,945		\$ 75,945
ae	LEHNHOFF JR**	ROBERT	BHS	Teacher	Teacher MA+15	10	\$ 79,335		\$ 79,335
af	MURPHY	THERESA	BHS	Teacher	Teacher MA	13-14	\$ 83,315		\$ 83,315
ag	O'BRIEN	JANICE	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360		\$ 114,360
ah	O'BRIEN**	KYLE	BHS	Teacher	Teacher MA	4-5	\$ 70,645		\$ 70,645
ai	O'CONNOR	LESLIE	BHS	Teacher	Teacher MA+45	17	\$ 99,455		\$ 99,455
aj	PAIR	RANDALL	BHS	Teacher	Teacher BA	12	\$ 74,820		\$ 74,820
ak	PASQUA**	JACLYN	BHS	Teacher	Teacher MA+45	15	\$ 93,895		\$ 93,895
al	PIETROLUONGO	JADE	BHS	Teacher	Teacher MA	13-14	\$ 83,315		\$ 83,315
am	REITZ	CAMERON	BHS	Teacher	Teacher MA	10	\$ 76,685		\$ 76,685
an	RYERSEN	KATHLEEN	BHS	Teacher	Teacher MA+45	21	\$ 112,016		\$ 112,016
ao	SAMSON	ALYSSA	BHS	Teacher	Teacher MA+15	11	\$ 81,835		\$ 81,835
ap	SILVA	KAREN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360	\$1,000	\$ 115,360
aq	SIMONEAU	JON	BHS	Teacher	Teacher MA+30	20	\$ 106,188	\$750	\$ 106,938
ar	SNYDER	ALLISON	BHS	Teacher	Teacher MA+60/Doc	13-14	\$ 93,850		\$ 93,850
as	SOSELY	ANNA	BHS	School Counselor	Teacher MA+60/Doc	21	\$ 114,360		\$ 114,360
at	STOLARZ	LIZABETH	BHS	School Counselor	Teacher MA+45	12	\$ 88,735		\$ 88,735
au	STYPOLKOWSKI	EMILY	BHS	Teacher	Teacher MA	6-7	\$ 71,795		\$ 71,795
av	SZAKIEL	PRZEMYSLAW	BHS	Teacher	Teacher MA	21	\$ 104,200		\$ 104,200
aw	SZOSTAK	DAVID	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360	\$1,000	\$ 115,360
ax	TEETS	ASHLEY	BHS	Teacher	Teacher MA	6-7	\$ 71,795		\$ 71,795
ay	THATCHER	STEPHANIE	BHS	Teacher	Teacher MA+45	12	\$ 88,735		\$ 88,735
az	TRIPP**	AMANDA	BHS	Teacher	Teacher MA	19	\$ 97,465		\$ 97,465
ba	VENEZIO	MARIA	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360		\$ 114,360
bb	WAGNER	ALYSSA	BHS	Teacher	Teacher MA+30	9	\$ 80,195		\$ 80,195
bc	WELTLER	LYNN	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360		\$ 114,360
bd	WHITLOCK	CHRISTINE	BHS	Teacher	Teacher MA+60/Doc	21	\$ 114,360	\$750	\$ 115,110
be	YOUNG	JOSEPH	BHS	Teacher	Teacher MA+15	9	\$ 77,545		\$ 77,545

Non Tenured Certificated Staff									
	Last Name	First Name	Year	School	Job Title	Level	Step	Salary	
bf	ANDERSON	RICHARD	4	BHS	Teacher	Teacher MA	12	\$ 80,785.00	
bg	CAVA	LAUREN	2	BHS	SAC	Teacher MA+3	13-14	\$ 88,615.00	
bh	CHANG	NEWSTEIN	2	BHS	Teacher	Teacher MA	4-5	\$ 70,645.00	
bi	CIOCCO	JARED	3	BHS	Teacher	Teacher MA	6-7	\$ 71,795.00	
bj	ELLIS	JUDGE	3	BHS	Teacher	Teacher MA+3	15	\$ 91,245.00	
bk	JOHNSON	ALEC	2	BHS	School Counselor	Teacher MA+3	9	\$ 80,195.00	
bl	MATHUS	PETER	4	BHS	Teacher	Teacher MA	4-5	\$ 70,645.00	
bm	MEDINA	MARIA DEL PILAR	3	BHS	Teacher	Teacher BA	6-7	\$ 65,830.00	
bn	MOUNTNEY	CASSANDRA	2	BHS	Teacher	Teacher MA	9	\$ 74,895.00	
bo	NEWMAN	AMY	2	BHS	Teacher	Teacher MA+1	10	\$ 79,335.00	
bp	ROBINSON	CARL	2	BHS	Teacher	Teacher MA	17	\$ 91,505.00	
bq	SPAUTZ	DANIEL	2	BHS	Teacher	Teacher BA	9	\$ 68,930.00	
br	TAESLER	STEPHEN	2	BHS	Teacher	Teacher BA	4-5	\$ 64,680.00	
bs	VOLOSIN	LAUREN	3	BHS	Teacher	Teacher MA	13-14	\$ 83,315.00	

14. Approve Renewal & Salaries for Certificated Staff (2023-2024) ** achieved tenure status									
	Last Name	First Name	School	Job Title	Level	Step	Salary	Longevity	Total Salary
a	BOHR	JENNIFER	BES	Teacher	Teacher MA+15	13-14	\$ 85,965.00		\$ 85,965.00
b	BOUDREAU	DEREK	BMS	Teacher	Teacher MA+30	12	\$ 86,085.00		\$ 86,085.00
c	BROOTEN	DARCEY	BES	Media Specialist	Teacher MA+60/Doc	17	\$ 102,040.00		\$ 102,040.00
d	CALABRESE	ERIC	BMS	Teacher	Teacher MA+15	16	\$ 91,325.00		\$ 91,325.00
e	COLLINS	JESSICA	BES	Teacher	Teacher MA	15	\$ 85,945.00		\$ 85,945.00
f	CRAVER	MARCELLA	BMS	School Counselor	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 750.00	\$ 115,110.00
g	D'ANUNCIACAO	JESSICA	BES	Teacher	Teacher MA+45	9	\$ 82,845.00		\$ 82,845.00
h	DAVIS	EMMA	BES	Teacher	Teacher MA+30	15	\$ 91,245.00		\$ 91,245.00
i	DE ROBERTS	THERESA	BES	Teacher	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 750.00	\$ 115,110.00
j	DE STEFANO	PHYLLIS	BES	Teacher	Teacher BA	21	\$ 97,860.00	\$ 1,000.00	\$ 98,860.00
k	DOOLEY	MEGAN	BES	School Counselor	Teacher MA	11	\$ 78,735.00		\$ 78,735.00
l	ESCOBAR-CHAFFEE**	SALOME	BMS	Teacher	Teacher MA+15	6-7	\$ 74,445.00		\$ 74,445.00
m	FABREGAS**	KELLY	BMS	Teacher	Teacher MA	9	\$ 74,895.00		\$ 74,895.00
n	FALZARANO	SARAH	BES	Teacher	Teacher BA+15	15	\$ 82,630.00		\$ 82,630.00
o	FISCHER	DANA	BES	Teacher	Teacher BA+15	21	\$ 100,510.00	\$ 750.00	\$ 101,260.00
p	FITZGERALD	MARIANNE	BMS	Teacher	Teacher BA+15	16	\$ 85,360.00		\$ 85,360.00
q	FREDA	MICHELE	BMS	Teacher	Teacher MA	21	\$ 104,200.00		\$ 104,200.00
r	FROYSLAND	MEGAN	BMS	Teacher	Teacher MA+30	10	\$ 81,985.00		\$ 81,985.00
s	GEORGIANA	MICHAEL	BMS	Teacher	Teacher MA+60/Doc	15	\$ 96,480.00		\$ 96,480.00
t	GILLY	ZOLTAN	BMS	Teacher	Teacher MA+60/Doc	15	\$ 96,480.00		\$ 96,480.00
u	GORI	MICHELLE	BMS	Teacher	Teacher BA	6-7	\$ 65,830.00		\$ 65,830.00
w	HABERMAS	CHRISTOPHER	BMS	School Counselor	Teacher MA+45	17	\$ 99,455.00		\$ 99,455.00
x	HALL	KRISTINE	BES	Teacher	Teacher MA+45	21	\$ 112,016.00	\$ 1,000.00	\$ 113,016.00
y	HEPPES	LAURIE	BES	Teacher	Teacher BA+15	21	\$ 100,510.00	\$ 1,000.00	\$ 101,510.00
z	HEYDT	JAIMIE	BMS	Teacher	Teacher MA	13-14	\$ 83,315.00		\$ 83,315.00
aa	JABLONSKI	HOLLY	BES	Teacher	Teacher MA+45	16	\$ 96,625.00		\$ 96,625.00
ab	JAEGER	JAMIE	BES	Teacher	Teacher MA+45	15	\$ 93,895.00		\$ 93,895.00
ac	JASTRABEK	LINDA	BES	Teacher	Teacher BA+15	21	\$ 100,510.00	\$ 1,000.00	\$ 101,510.00
ad	KIMMEL	MELISSA	BMS	Teacher	Teacher MA+30	9	\$ 80,195.00		\$ 80,195.00
ae	KING	BRIAN	BMS	Teacher	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 750.00	\$ 115,110.00
af	KLEBAUR	GRACE	BES	Teacher	Teacher MA	8	\$ 73,720.00		\$ 73,720.00
ag	KOLETAR	JENNY	BES	Teacher	Teacher MA	13-14	\$ 83,315		\$ 83,315
ah	KLEINSTEIN	MARY	BMS	Teacher	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 750.00	\$ 115,110.00
ai	KUSNIC	CASSANDRA	BES	Teacher	Teacher MA+15	8	\$ 75,920.00		\$ 75,920.00
aj	LACHAC	LUKE	BMS	Teacher	Teacher BA	9	\$ 68,930.00		\$ 68,930.00
ak	LEONARD	MELISSA	BES	Teacher	Teacher MA+15	18	\$ 97,085.00		\$ 97,085.00
al	MARASHLIAN	NICOLE	BMS	Teacher	Teacher MA+60/Doc	19	\$ 108,000.00		\$ 108,000.00
am	MARIANI	JESSICA	BES	Teacher	Teacher BA	19	\$ 91,500.00		\$ 91,500.00
an	MC CARRON	JAMES	TBD	Teacher	Teacher MA	21	\$ 104,200.00	\$ 1,000.00	\$ 105,200.00
ao	MC CLOSKEY	HEATHER	BES	Speech Therapist	Teacher MA+15	11	\$ 81,385.00		\$ 81,385.00
ap	MC MILLAN	PATRICIA	BMS	Teacher	Teacher BA	21	\$ 97,860.00	\$ 750.00	\$ 98,610.00
aq	MCGOVERN	COURTNEY	BMS	Teacher	Teacher MA	9	\$ 74,895.00		\$ 74,895.00
ar	MCGOVERN	DANIELLE	BMS	Teacher	Teacher BA	10	\$ 70,720.00		\$ 70,720.00
at	MCSHANE	SARAH	BES	Teacher	Teacher MA+15	9	\$ 77,545.00		\$ 77,545.00
au	MIRANDO**	STEPHAN	BES	Teacher	Teacher MA	6-7	\$ 71,795.00		\$ 71,795.00
av	NOONAN	MARK	BES	Teacher	Teacher BA	21	\$ 97,860.00	\$ 750.00	\$ 98,610.00
aw	O'HALLORAN	ANNE	BMS	Teacher	Teacher MA	11	\$ 78,735.00		\$ 78,735.00
ax	OBERT-THORN	KARRIE	BMS	Teacher	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 750.00	\$ 115,110.00
ay	PALMIERI	JEREMY	BES	Teacher	Teacher MA	8	\$ 73,720.00		\$ 73,720.00
az	PANE	PATRICIA	BES	Teacher	Teacher BA	18	\$ 88,470.00		\$ 88,470.00
ba	PANK	MEREDITH	BES	School Psychologist	Teacher MA+60/Doc	18	\$ 104,970.00		\$ 104,970.00
bb	PATERNO	AMY	BES	Teacher	Teacher MA+45	21	\$ 112,016.00	\$ 750.00	\$ 112,766.00
bc	PATRYLOW	LAUREN	BES	Teacher	Teacher MA+15	11	\$ 81,385.00		\$ 81,385.00
bd	PORTER	SHANE	BMS	Teacher	Teacher MA	17	\$ 91,505.00		\$ 91,505.00
be	REED	PATRICK	BES	Teacher	Teacher MA+60/Doc	17	\$ 102,040.00		\$ 102,040.00
bf	RIZZUTO	ROSEMARIE	BMS	Teacher	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 750.00	\$ 115,110.00
bg	ROKOSKY	DEBBIE	BES	Teacher	Teacher MA+45	21	\$ 112,016.00	\$ 750.00	\$ 112,766.00
bh	ROLL	JILL	BES	OT	Teacher MA	21	\$ 104,200.00		\$ 104,200.00
bi	ROUNSAVILLE	JULIE-ANN	BMS	Teacher	Teacher MA	12	\$ 80,785.00		\$ 80,785.00
bj	RUDIN	ELIZABETH	BES	Teacher	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 750.00	\$ 115,110.00
bk	RUSSO	DAWN	BMS	Teacher	Teacher MA	17	\$ 91,505.00		\$ 91,505.00
bl	RYAN	SUZANNE	BMS	School Nurse	Teacher MA+30	21	\$ 109,418.00	\$ 750.00	\$ 110,168.00
bm	SANDS	STEPHEN	BMS	Teacher	Teacher MA+60/Doc	21	\$ 114,360.00	\$ 1,000.00	\$ 115,360.00
bn	SEELIG	MAFALDA	BES	Teacher	Teacher BA	19	\$ 91,500.00	\$ 750.00	\$ 92,250.00
bo	SHEEHAN	CAROLYN	BES	Teacher	Teacher BA	10	\$ 70,720.00		\$ 70,720.00
bp	SMITH	LAUREN	BES	Teacher	Teacher MA+15	17	\$ 94,155.00		\$ 94,155.00
bq	SNYDER	JASON	BMS	Teacher	Teacher MA+60/Doc	16	\$ 99,210.00		\$ 99,210.00
br	ST. OURS	ELIZABETH	BMS	Teacher	Teacher MA+45	17	\$ 99,455.00		\$ 99,455.00
bs	TCHORZ	VALERIE	BMS	Teacher	Teacher MA+45	20	\$ 108,786.00	\$ 750.00	\$ 109,536.00
bt	THURLOW	ALLEN	BES	Teacher	Teacher MA+30	16	\$ 93,975.00		\$ 93,975.00
bu	TRESSLAR	KRISTENE	BMS	Teacher	Teacher MA+45	15	\$ 93,895.00		\$ 93,895.00
bv	TYNAN	JESSICA	BMS	Teacher	Teacher MA	15	\$ 85,945.00		\$ 85,945.00
bw	VENEZIA	DAVID	BMS	Teacher	Teacher MA	6-7	\$ 71,795.00		\$ 71,795.00
bx	WALKER	CARRIE	BMS	Teacher	Teacher MA+60/Doc	17	\$ 102,040.00		\$ 102,040.00

by	WELLS	CAROLYN	BMS	Teacher	Teacher MA+45	20	\$ 108,786.00	\$ 750.00	\$ 109,536.00
bz	WERTMAN**	SUZANNE	BMS	Teacher	Teacher MA	4-5	\$ 70,645.00		\$ 70,645.00
ca	WINDISCH	MARY CLARE	BES	Teacher	Teacher MA	21	\$ 104,200.00		\$ 104,200.00
cb	ZABOROWSKI	DONNA	BES	Teacher	Teacher MA+45	21	\$ 112,016.00		\$ 112,016.00
cc	ZIOLKOWSKI	MAUREEN	BES	Teacher	Teacher BA+15	19	\$ 94,150.00	\$ 750.00	\$ 94,900.00

Non Tenured Certificated Staff

cd	Last Name	First Name	Year	School	Job Title	Level	Step	Salary	
ce	ACUNA	MARIXZA	3	BES	Teacher	Teacher BA	4-5	\$ 64,680.00	
cf	ANDINO	ALEX	2	BMS	Teacher	Teacher BA	4-5	\$ 64,680.00	
cg	ANDREWS WRIGHT	REBECCA	4	BMS	Teacher	Teacher MA	9	\$ 74,895.00	
ch	COX	BRETT	2	BMS	Teacher	Teacher MA+3	18	\$ 99,735.00	
ci	DOOLEY	MICHELLE	2	BES	Teacher	Teacher BA	18	\$ 88,470.00	
cj	FISCHER	TAYLOR	2	BES	Teacher	Teacher MA	6-7	\$ 71,795.00	
ck	GASH	ADRIANE	4	BMS	Media Specialist	Teacher MA	12	\$ 80,785.00	
cl	GEYER	JULIE	3	BMS	Teacher	Teacher MA	6-7	\$ 71,795.00	
cm	INCLEDON	CASSANDRA	2	BMS	Social Worker	Teacher MA	2-3	\$ 69,735.00	
cn	KUPPER	PATRICIA	3	BMS	Teacher	Teacher MA (.8	12	\$ 70,687.00	
co	MAHLIK	PHILIP	2	BMS	Teacher	Teacher BA	2-3	\$ 63,770.00	
cp	NISCH	CHRISTINE	2	BES	Teacher	Teacher BA	6-7	\$ 65,830.00	
cq	OLIVEIRA	ASHLEY	2	BMS	Teacher	Teacher BA	8	\$ 67,305.00	
cr	PASQUARELLI	JACLYN	2	BMS	Mental Health Counselor	Teacher MA	13-14	\$ 88,315.00	
cs	PERSICO	JACQUELINE	2	BMS	School Psychologist	Teacher MA+4	9	\$ 82,845.00	
ct	REILLY	KATHRYN	2	BMS	Teacher	Teacher BA	2-3	\$ 63,770.00	
cu	SAKIN	JORDAN	4	BES	Teacher	Teacher MA	4-5	\$ 70,645.00	
cv	SHEMON	EILEEN	2	BMS	Teacher	Teacher BA	15	\$ 79,980.00	
cw	STROHMAN	ELIZABETH	4	BES	Speech Therapist	Teacher MA	13-14	\$ 83,315.00	

15. Approve Renewal & Salaries for Non Certificated Staff (2023-2024)*

	Last Name	First Name	School	Job Title	Step	Salary	Longevity	Custodial Differential - night shift & Para increase	Total Salary
a	BARRON	MARIA	DISTRICT	Custodial	7	\$ 39,545	\$ 393	\$ 1,620	\$ 41,558
b	CARDONA	OLIMPIA	DISTRICT	Custodial	7	\$ 39,545	\$ 393	\$ 1,440	\$ 41,378
c	CHANDARA	SOUKAN	DISTRICT	Custodial	20	\$ 55,505	\$ 1,311	\$ 1,800	\$ 58,616
d	COCOZELLO	ERIC	DISTRICT	Custodial	11	\$ 43,715			\$ 43,715
e	DI EGIDIO	LOUIS	DISTRICT	Custodial	17	\$ 50,905			\$ 50,905
f	GIRALDO	LUZ	DISTRICT	Custodial	7	\$ 39,545	\$ 393	\$ 1,440	\$ 41,378
g	GONZALEZ	DIDIER	DISTRICT	Custodial	20	\$ 55,505		\$ 1,440	\$ 56,945
h	GUARNEROS	SUSAN	DISTRICT	Custodial	18	\$ 52,220		\$ 1,800	\$ 54,020
i	KOMSIRI	BHANCA	DISTRICT	Custodial	20	\$ 55,505	\$ 1,049		\$ 56,554
j	PHOMMACHANH	LITA	DISTRICT	Custodial	13 (.5 FTE)	\$ 22,993			\$ 22,993
k	PRICE	STEPHEN	DISTRICT	Custodial	18	\$ 52,220		\$ 1,080	\$ 53,300
l	RITTIPUN	SUGUNYA	DISTRICT	Custodial	12	\$ 44,835		\$ 1,800	\$ 46,635
m	SINGSONGKHAM	KHAMBONE	DISTRICT	Custodial	20	\$ 55,505	\$ 1,311		\$ 56,816
n	SYSONGDETH	MANASWEE	DISTRICT	Custodial	20	\$ 55,505	\$ 1,311	\$ 1,440	\$ 58,256
o	THEPNARONG	SUPANEE	DISTRICT	Custodial	7	\$ 39,545	\$ 393	\$ 1,440	\$ 41,378
p	VINYUVAT	JAYONT	DISTRICT	Custodial	12	\$ 44,835		\$ 1,800	\$ 46,635
q	VONGVILAY	BOBKNUCK	DISTRICT	Custodial	20	\$ 55,505	\$ 1,311	\$ 1,440	\$ 58,256
r	VONGVILAY	WANNAPHA	DISTRICT	Custodial	20	\$ 55,505	\$ 1,049	\$ 1,440	\$ 57,994
s	WANNARUT	SIRIPHAN	DISTRICT	Custodial	17	\$ 50,905		\$ 1,800	\$ 52,705
t	ZAMBRANO	GABRIELA	DISTRICT	Custodial	7	\$ 39,545		\$ 1,800	\$ 41,345
u	ACUFF	ANN	BHS	Secretary	18	\$ 69,840	\$ 2,146		\$ 71,986
v	GRUTERS	ANNIKA	BHS	Secretary	10	\$ 61,140			\$ 61,140
w	MALZONE	EMILIA	BHS	Secretary	18	\$ 69,840	\$ 1,434		\$ 71,274
x	NORTON	LISA	BHS	Secretary	18 (.75 FTE)	\$ 52,380	\$ 1,790		\$ 54,170
y	PEDOTA	PATRICIA	CENTRAL	Secretary	18	\$ 69,840	\$ 1,790		\$ 71,630
z	POTTHEISER	DANA	BHS	Secretary	7	\$ 58,290			\$ 58,290
aa	RODENBACH	DEBORAH	BHS	Secretary	15	\$ 66,390	\$ 1,434		\$ 67,824
ab	RUSSONIELLO	LUCY	CENTRAL	Secretary	18	\$ 69,840	\$ 2,146		\$ 71,986
ac	BRENNER	KEVIN	CENTRAL	Maintenance 66,788 Systems Maintenance 16,774 Plaster Mason 1,830 Boiler License 1,206 Lock Smith 1,206	10	\$ 87,804	\$ 786		\$ 88,590
ad	PEDRICK	DAVID	CENTRAL	Maintenance 68,188 Systems Maintenance 16,774 Boiler License 1,206	11	\$ 86,168			\$ 86,168
ae	RODALIGO	THOMAS	CENTRAL	Maintenance 68,188	11	\$ 68,188	\$ 2,097		\$ 70,285
af	TOMZA	JOSEPH	CENTRAL	Maintenance HVAC 68,188 Systems Maintenance 16,774 Heating Controls Mechanic 5,002 Plaster Mason 1,830	11	\$ 91,794			\$ 91,794
ag	KLOCINSKI	LISA	DISTRICT	Para-Reg Ed A Hrly	11	\$ 26.04	n/a	\$ 3.00	\$ 29.04
ah	AKERVIK	MOLLY	DISTRICT	Para-Reg Ed B Hrly	2	\$ 20.41	n/a	\$ 3.00	\$ 23.41
ai	JAMES	SHARON	DISTRICT	Para-Reg Ed B Hrly	3	\$ 20.61	n/a	\$ 3.00	\$ 23.61
aj	McGEARY	MAURA	DISTRICT	Para-Reg Ed B Hrly	2	\$ 20.41	n/a	\$ 3.00	\$ 23.41
ak	TRAYNOR	AMY	DISTRICT	Para-Reg Ed B Hrly	8	\$ 21.63	n/a	\$ 3.00	\$ 24.63
al	CARMON	DAVID	DISTRICT	Para-Spec Ed A Hrly	12	\$ 27.28	n/a	\$ 3.00	\$ 30.28
am	COHELEACH	ILONA	DISTRICT	Para-Spec Ed A Hrly	12	\$ 27.28	n/a	\$ 3.00	\$ 30.28

an	LANDERS	KARI	DISTRICT	Para-Spec Ed A Hrly	12	\$ 27.28	na	\$ 3.00	\$ 30.28
ao	BROWN	LAUREN	DISTRICT	Para-Spec Ed B Hrly	11	\$ 23.24	n/a	\$ 3.00	\$ 26.24
ap	CANNY	EMMA	DISTRICT	Para-Spec Ed B Hrly	8	\$ 22.84	n/a	\$ 3.00	\$ 25.84
aq	CRONIN	SARA	DISTRICT	Para-Spec Ed B Hrly	2	\$ 21.61	n/a	\$ 3.00	\$ 24.61
ar	HENNESSEY	DIANA	DISTRICT	Para-Spec Ed B Hrly	5	\$ 22.23	n/a	\$ 3.00	\$ 25.23
as	JACOBS DEUTSCH	JENNIFER	DISTRICT	Para-Spec Ed B Hrly	6	\$ 22.64	n/a	\$ 3.00	\$ 25.64
at	JOHNSON	KIMBERLY	DISTRICT	Para-Spec Ed B Hrly	11	\$ 23.24	n/a	\$ 3.00	\$ 26.24
ay	KAUR-SARULLO	DALBIR	DISTRICT	Para-Spec Ed B Hrly	7	\$ 22.64	n/a	\$ 3.00	\$ 25.64
av	MAQUEDA	CLARE	DISTRICT	Para-Spec Ed B Hrly	11	\$ 23.24	n/a	\$ 3.00	\$ 26.24
aw	MORIN	JACKIE	DISTRICT	Para-Spec Ed B Hrly	9	\$ 23.04	n/a	\$ 3.00	\$ 26.04
ax	PERNASELLI	MARJORIE	DISTRICT	Para-Spec Ed B Hrly	9	\$ 23.04	n/a	\$ 3.00	\$ 26.04
ay	PETRIE	GEORGE	DISTRICT	Para-Spec Ed B Hrly	3	\$ 21.81	n/a	\$ 3.00	\$ 24.81
az	ROLLINS	RONALD	DISTRICT	Para-Spec Ed B Hrly	8	\$ 22.84	n/a	\$ 3.00	\$ 25.84
ba	VILLAGRA	CRYSTAL	DISTRICT	Para-Spec Ed B Hrly	2	\$ 21.61	n/a	\$ 3.00	\$ 24.61

16. Approve Renewal & Salaries for Non Certificated Staff (2023-2024)

	Last Name	First Name	School	Job Title	Step	Salary	Longevity	Total Salary
a	KOTZ	LISA	BES	Receptionist/Clerk	3	\$ 22,870	n/a	\$ 22,870
b	GALLO	LARA	BES	Secretary	10	\$ 61,140		\$ 61,140
c	HAYNES	ROSEMARY	BMS	Secretary	6	\$ 57,390		\$ 57,390
d	MC DONNELL ROEHR	DOLORES	BES	Secretary	13	\$ 64,215	\$ 1,434	\$ 65,649
e	MEYER	DEBORAH	BMS	Secretary	18	\$ 69,840	\$ 1,790	\$ 71,630
f	DERNER	GLEN	BES	Technology	18	\$ 70,980		\$ 70,980
g	MACHADO	BRYAN	BES	Technology	5	\$ 58,980		\$ 58,980

17. Approve Renewal & Salaries for Administrators (2023-2024)* ***denotes tenure status*

	Last Name	First Name	School	Job Title	Salary
a	BARNA	LINDSAY	DISTRICT	Supervisor of Language Arts Literacy, Arts & Media Relations	\$ 113,132
b	CATELLI**	MICHAEL	DISTRICT	Supervisor of Social Studies, ESL & World Languages	\$ 119,289
c	CORBETT**	MICHAEL	BHS	Assistant Principal	\$ 172,245
d	EDGERTON**(7/2/23)	OLGA	DISTRICT	Supervisor of Math, Science & Technology	\$ 140,191
e	HOPPE**	MICHAEL	BHS	Assistant Principal/Athletic Director	\$ 182,959
f	KORANSKY	JAMIE	DISTRICT	Director of Student Services	\$ 138,321
g	NEIGEL**	SCOTT	BHS	Principal	\$ 191,937
h	WALKER**(8/13/23)	JAIME	DISTRICT	Director of Guidance	\$ 138,719

18. Approve Renewal & Salaries for Administrators (2023-2024) ***denotes tenure status*

	Last Name	First Name	School	Job Title	Salary
a	ALLEN	JAZMYN	BES	Principal	\$ 136,818
b	GAROFALO**	LISA	BMS	Principal	\$ 149,832
c	KERI	CHRISTOPHER	BES	Assistant Principal	\$ 105,927
d	KOELLHOFFER	KEITH	BMS	Assistant Principal	\$ 115,286

19. Approve Renewal & Salaries for Transportation Staff (2023-2024)*

	Last Name	First Name	School	Job Title	Salary per hour
a	AIELLO	ANDREW	DISTRICT	Transportation Driver	\$32/hour
b	BARTOW	LILLIAN	DISTRICT	Transportation Driver	\$32/hour
c	DASILVA	VINCENT	DISTRICT	Transportation Driver	\$32/hour
d	DELAPAZ	MANUEL	DISTRICT	Transportation Driver	\$32/hour
e	GAMARRA	MARIANELLA	DISTRICT	Transportation Driver	\$32/hour
f	GODARD	STERNE	DISTRICT	Transportation Driver	\$32/hour
g	GRASSO	LORIANN	DISTRICT	Transportation Driver	\$32/hour
h	MILLER	TRACI	DISTRICT	Transportation Driver	\$32/hour
i	MORENO	CARLOS	DISTRICT	Transportation Driver	\$32/hour
j	PALTAN	MONIKA	DISTRICT	Transportation Driver	\$32/hour
k	BRADLEY	SANDRA	DISTRICT	Transportation Para	\$20.47/hour
l	CLARKE	ELLEN	DISTRICT	Transportation Para	\$19.92/hour

BYLAW GUIDE

0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each Board member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member to acquire information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of

Choose one or more of the following:

- the Board of Education Bylaw and Policy Manual,
- the manual of administrative regulations,
- each negotiated agreement,
- the current budget statement and audit report,
- the most recent long range facilities plan, and
- other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member shall complete a training program to be prepared and offered by the New Jersey School Boards Association. The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.



BYLAW GUIDE

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under N.J.S.A. 18A:37-13 et seq. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.
N.J.A.C. 6A:28-4.1

Adopted:



POLICY GUIDE

2520 INSTRUCTIONAL SUPPLIES (M)

The Board of Education shall provide staff members with the supplies and materials necessary for the successful implementation of the instructional program and provide students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this Policy such clothing or personal equipment as may be required for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of their financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent or designee shall develop procedures for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7

N.J.S.A. 18A:34-1

N.J.S.A. 18A:54-20 [vocational districts]

Adopted:



REGULATION GUIDE

R 2520 INSTRUCTIONAL SUPPLIES (M)

A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the successful implementation of the instructional program.

B. Supply Procedures

1. Each staff member will be able to request supplies by submitting a request to the Principal or designee.
2. Supplies will be kept in a secure location. The Principal or designee will be responsible to approve the request of supplies for their school and staff.
3. The staff member’s request will be retained by the staff member and the Principal or designee.
4. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee.
5. The Principal will encourage all staff members to suggest additional supplies and/or replacements for the supplies used.

C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for the safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards and may recommend a suitable vendor for the clothing or equipment.



REGULATION GUIDE

2. Where a student enrolled in a class or activity in which an item is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the Principal or designee and the moneys collected will be deposited with the Business Office.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.
5. Staff members shall report to the Principal or designee any student who is suspected of being unable to pay for supplies.

Issued:



POLICY GUIDE

3217 USE OF CORPORAL PUNISHMENT

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any teaching staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:



POLICY GUIDE

4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:



POLICY GUIDE

5305 HEALTH SERVICES PERSONNEL (M)

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is contracted by the Board. The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) and Policy and Regulation 5310;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;



POLICY GUIDE

6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) and Policy and Regulation 5310;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy and Regulation 5310.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational services certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and

Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.



POLICY GUIDE

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and Policy and Regulation 5310 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and 18A:40A-12 and Policy and Regulation 5530;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, and Policy and Regulation 5308;
4. Recommending to the Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 and Policy and Regulation 5330;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;



POLICY GUIDE

10. Classroom instruction in areas related to health education, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3;
16. Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse provided a non certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.a. and a non certified nurse is limited to providing services only as permitted under a non certified nurse's license issued by the State Board of Nursing in accordance with N.J.A.C. 6A:16-2.3(c).



POLICY GUIDE

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;
18A:40-12.14; 18A:40-41.7
N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;
6A:16-2.2; 6A:16-2.3

Adopted:



POLICY GUIDE

5308 STUDENT HEALTH RECORDS (M)

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7 and 6A:16-2.4. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7. Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.9 and N.J.A.C. 6A:32-7.5.

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.



POLICY GUIDE

Access to and disclosure of information in a student health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7- Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4 or in this Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

N.J.S.A. 18A:40-3.4

N.J.A.C. 6A:16-2.4; 6A:32-7.1; 6A:32-7.4;
6A:32-7.5; 6A:32-7.8

Adopted:



REGULATION GUIDE

R 5308 STUDENT HEALTH RECORDS (M)

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated Student Health Records

1. The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records:
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

B. Maintenance and Security of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. Student health records may be stored electronically or in paper format.
 - (1) When student health records are stored electronically, proper security and backup procedures shall be administered;



REGULATION GUIDE

b. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l).

(1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

c. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.

a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.

b. Information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2.



REGULATION GUIDE

- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to Student Health Records

1. Access to and disclosure of information in the student health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g and 34 CFR Part 99 as amended and supplemented, and N.J.A.C. 6A:32-7 – Student Records.
2. The school district shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
 - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.
3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy 5308 and this Regulation shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

Adopted:



POLICY GUIDE

5310 HEALTH SERVICES (M)

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting by the following authorized individuals (Policy and Regulation 5330):
 - a. The school physician;
 - b. A certified school nurse or non certified nurse;
 - c. A substitute school nurse employed by the school district;
 - d. The student's parent;
 - e. A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;
 - f. Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and
 - g. Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);



POLICY GUIDE

4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via an epinephrine auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, Occupational Safety and Health Bloodborne Pathogens Standards (Policy and Regulation 7420);



POLICY GUIDE

8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening illness or life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.

N.J.S.A. 18A:35-4.8; 18A:40-4; 18A:40-12;
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;
18A:40-41a.; 18A:40-41b.

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted:



REGULATION GUIDE

R 5310 HEALTH SERVICES (M)

A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as either an advanced practice nurse or a nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an educational services certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider’s practice site chosen by the student’s parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
6. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.



REGULATION GUIDE

8. School physician – means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.
- B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)
1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician’s office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.
 2. The findings of required examinations under N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G. below shall include the following components:
 - a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
 3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
 - a. In an unlocked location on school property, with an appropriate identifying sign;
 - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and



REGULATION GUIDE

- c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
 4. The Board of Education shall make accessible information regarding the NJ FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
 5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.
 6. Pursuant to N.J.S.A. 18A:40-4, a student who presents a statement signed by their parents that such required examinations interfere with the free exercise of their religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or to determine their fitness to participate in any health, safety, or physical education course required by law.
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for Students Enrolled in Any Grades Six to Twelve (N.J.A.C. 6A:16-2.2(h)1.)
 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grades six to twelve.
 - a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.
 - b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/reco>



REGULATION GUIDE

rds/athleticphysicalsform.pdf, in accordance with N.J.S.A. 18A:40-41.7.

- (1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.
 - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
 - (2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
 - (3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.



REGULATION GUIDE

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
 - (2) Sustained a concussion, been unconscious; or lost memory from a blow to the head;
 - (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
 - (4) Fainted or blacked out;
 - (5) Experienced chest pains, shortness of breath, or heart racing;
 - (6) Had a recent history of fatigue and unusual tiredness;
 - (7) Been hospitalized, visited an emergency room, or had a significant medical illness;
 - (8) Started or stopped taking any over the counter or prescribed medications; or
 - (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e. The Board shall not permit a student enrolled in grades six to twelve to participate on a school-sponsored



REGULATION GUIDE

interscholastic or intramural athletic team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.

- f. The school district shall distribute to a student-athlete and the student-athlete's parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
 - (1) A student-athlete and the student-athlete's parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.
 - (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
 - (3) The Commissioner shall distribute the pamphlet, at no charge, to the school district, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

- 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and upon enrollment in school.
 - a. The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.
 - b. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).



REGULATION GUIDE

- c. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
 - d. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).
- E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)
 - 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.
 - 2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
 - 3. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
 - 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive child study team evaluation, pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)
 - 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence



REGULATION GUIDE

of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.

2. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.
3. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings (N.J.A.C. 6A:16-2.2(l))

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are



REGULATION GUIDE

functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.

Adopted:



POLICY GUIDE

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

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

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21st Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

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

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

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment



POLICY GUIDE

application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

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

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:



REGULATION GUIDE

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
 2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
 - a. Complete the grant application for approval by the Superintendent and the Board of Education;
 - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
 - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
 - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
 3. Upon approval and funding of the Federal grant program, the grant administrator will:
 - a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;



REGULATION GUIDE

- b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
 - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:



POLICY GUIDE

6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS (M)

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated



POLICY GUIDE

non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or canceled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:



POLICY GUIDE

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at www.sam.gov maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.



POLICY GUIDE

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200
2 CFR §3485.220
2 CFR §180.210

Adopted:



POLICY GUIDE

7440 SCHOOL DISTRICT SECURITY (M)

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

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

As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

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

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.



POLICY GUIDE

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

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 and this Policy and Regulation 7440.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 and this Policy and Regulation 7440. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 and this Policy and Regulation 7440. The School Safety Specialist shall also serve as the school district liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

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

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

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

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

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.



POLICY GUIDE

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;
18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



POLICY GUIDE

9140 CITIZENS ADVISORY COMMITTEES

The Board of Education encourages communication between the school district and the community at large. Citizens advisory committees may be useful in keeping the Board and the administration informed with regard to community opinion and in representing the community.

The Board may establish a citizens advisory committee to provide input to the Board and the administration from the community for funded programs as the law requires and as the Board sees fit.

In creating a new citizens advisory committee, the Board may appoint: members of the community who are able and interested in the subject and concerned about the schools; members who represent a wide range of community interests and backgrounds; a chairperson; one or more Board members; and school staff members. The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.

In charging a new citizens advisory committee, the Board shall define the citizens advisory committee assignment in writing, set a date for report(s) to the Board, and establish a budget, if needed. Expenditures of district funds by a citizens advisory committee shall be made upon the approval of the Superintendent.

Recommendations of a citizens advisory committee shall not reduce the responsibility of the Board, which may accept, reject, or modify a citizens advisory committee's recommendation(s) in the exercise of its statutory discretion.

Meetings of a citizens advisory committee that are attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act.

Choose only one of the following:

but shall

and need not

be open to the public, except as expressly permitted by the Board.

Adopted:

