

THE ENGLEWOOD BOARD OF EDUCATION

AGENDA – PUBLIC MEETING

August 30, 2016

6:30 p.m.

A Public Meeting of the Board of Education will be held this day opening in Room 311 at Dr. John Grieco Elementary School; immediately moving to closed session and returning to open session at 8:00 p.m. in the Cafeteria. The order of business and agenda for the meeting are:

I. CALL TO ORDER

II. OPEN PUBLIC MEETING STATEMENT – Board of Education President

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed and acted upon. In accordance with the provisions of this act, the Board of Education has caused notice of this meeting to be posted in the Board Office, City Clerk's Office, Public Library, and all Englewood public schools and e-mailed or faxed to the Record, Suburbanite, Co-Presidents of the ETA and EAA, Presidents of parent-teacher organizations and any person who has requested individual notice and paid the required fee.

III. ROLL CALL Stephen Brown, Junius Carter, Molly Craig-Berry, Carol Feinstein, Glenn Garrison, Betty Griffin, Henry Pruitt, George Garrison, III, Devry Pazant

IV. PLEDGE OF ALLEGIANCE

V. CLOSED SESSION AS NECESSARY *(Use this resolution to identify the qualified matters to be discussed)*

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-12, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one or more)

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*
- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*
- 8) *specific prospective or current employees unless all who could be adversely affected request an open session*
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss*

and be it

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

VI. BOARD SECRETARY REPORT:**TAB-1**

WHEREAS, in compliance with N.J.A.C. 6:23-2.2h, the Board of Education has received the report of the School Treasurer for the month of June 2016 and Board Secretary's report for the month of June 2016; and

FUND	CASH BALANCE		APPROPRIATIONS	ENCUMBRANCES	EXPENDITURES	FUND BALANCE
General Current Expense Fund	\$ 6,171,708.68		\$66,099,145.38	\$ 2,676,945.25	\$ 60,710,017.15	\$ 2,712,182.98
(10),(11),(18) Current Expense			\$64,325,829.76	\$ 2,096,273.25	\$ 59,582,010.84	\$ 2,647,545.67
(12) Capital Outlay			\$ 1,773,315.62	\$ 580,672.00	\$ 1,128,006.31	\$ 64,637.31
(13) Special Schools						
Capital Reserve						
(20) Special Revenue Fund	\$ (1,024,580.70)		\$ 4,824,556.68	\$ 437,399.23	\$ 3,899,624.91	\$ 487,532.54
(30) Capital Projects Fund	\$ 235,401.37		\$ 5,363,986.17	\$ 1,541,928.60	\$ 3,278,282.85	\$ 543,774.72
(40) Debt Service Fund	\$ 0.31		\$ 2,171,898.00	\$ -	\$ 2,171,898.14	\$ (0.14)
(50) Enterprise Fund	\$ 3,012.22					
(1) NET Payroll	\$ (10,270.49)					
(60) Enterprise Fund	\$ 71,651.83					
TOTAL	\$ 5,446,923.22		\$78,459,586.23	\$ 4,656,273.08	\$ 70,059,823.05	\$ 3,743,490.10

WHEREAS, in compliance with N.J.A.C.6: 23-2.11(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education, now, therefore, be it

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

FURTHER RESOLVED, in compliance with N.J.A.C.6: 23-2.11(c)4, the Board of Education certifies that, after review of the secretary's monthly financial report (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.6: 23-2.8(a)(1).

VII. SUPERINTENDENT'S REPORT

VIII. REVIEW OF CONSENT AGENDA

(The following resolutions are presented for your consideration pursuant to Board of Education Bylaw 164.)

Administration	17-A-14 through 17-A-16
Finance	17-F-24 through 17-F-27
Personnel	17-P-20 through 17-P-25

Section	Section	Topic	Page	Tab
Administration	17-A-14	Approval – Agreement with Bergen Community College	4	2
	17-A-15	Agreement with the JCC Thurnauer School Of Music	4	3
	17-A-16	Approval – Second Reading and Final Adoption of BOE Policies	4	4
Finance	17-F-24	Approval – Staff-BOE Travel	5	
	17-F-25	Approval – Line Item Transfers	5	5
	17-F-26	Approval – Settlement of Personnel Matter	6	
	17-F-27	Approval – Diamond Construction Change Order #2	6	
Personnel	17-P-20	Approval – 2016-2017 Contracted Appointments	7	
	17-P-21	Approval - 2015-2016 Employment of Personnel: Full-Time, Non-Guide, Part-Time Employees And Substitutes	7-12	
	17-P-22	2016-2017 Extra Compensation Positions	12-14	
	17-P-23	Approval – Student Teacher, Practicum or Internship Placement(S)	14-15	
	17-P-24	Approval – Organizational Chart	15	6
	17-P-25	Approval - Retirement, Resignations, Leaves Of Absence, Terminations	15-16	

IX. PRIVILEGE OF THE FLOOR**X. APPROVAL OF CONSENT AGENDA**

- a. Motion to approve the consent agenda: _____ Second: _____
- b. Board Discussion
- c. Vote

XI. OLD/NEW BUSINESS**XII. ADJOURNMENT**

ADMINISTRATION**17-A-14 APPROVAL – AGREEMENT WITH BERGEN COMMUNITY COLLEGE****TAB - 2**

WHEREAS, the Englewood Public School District has developed a partnership with Bergen Community College to provide dual credit and certification for high school students; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves the attached educational partnership with Bergen Community College and authorizes the Business Administrator to execute the agreement, pending attorney approval.

17-A-15 APPROVAL – AGREEMENT WITH JCC THURNAUER SCHOOL OF MUSIC**TAB - 3**

WHEREAS, the Englewood Public School District has created a partnership with the JCC Thurnauer School of Music to expand the music program for the elementary and middle schools; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves the attached agreement with the JCC Thurnauer School of Music and authorizes the Business Administrator to execute the agreement

17-A-16 APPROVAL – SECOND READING AND FINAL ADOPTION OF BOE POLICIES**TAB - 4**

WHEREAS, these policies has been presented at a public Board of Education meeting for review and comment by Board members and community members, be it

BE IT RESOLVED, that the Board of Education approves the following attached Board of Education policies:

Number	Policy
1140	AFFIRMATIVE ACTION PROGRAM
1523	COMPREHENSIVE EQUITY PLAN
R 5512	HARASSMENT, INTIMIDATION, AND BULLYING
R 2423	BILINGUAL AND ESL EDUCATION
2610	EDUCATIONAL PROGRAM EVALUATION
2622	PUPIL ASSESSMENT
5111	ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS
R 5111	ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS
3240	PROFESSIONAL DEVELOPMENT
R 3240	PROFESSIONAL DEVELOPMENT
R 4240	EMPLOYEE TRAINING
R 2200	CURRICULUM CONTENT
2422	HEALTH AND PHYSICAL EDUCATION
R 2411	GUIDANCE COUNSELING
1530	EQUAL EMPLOYMENT OPPORTUNITIES
R 1530	EQUAL EMPLOYMENT OPPORTUNITIES

FINANCE**17-F-24 APPROVAL – STAFF AND BOE TRAVEL**

WHEREAS, the Englewood Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, the Englewood Board of Education establishes, for regular district business day travel only, an annual school year threshold of \$1,000 per staff/Board member where prior Board approval shall not be required unless this threshold for a staff/Board member is exceeded in a given school year; and

RESOLVED, the Englewood Board of Education approves all travel not in compliance with N.J.A.C. 6A:23N-1.1 et seq. as being necessary and unavoidable as per noted below; and

FURTHER RESOLVED, the Englewood Board of Education approves the travel and related expense reimbursement as listed below..

PURPOSE	DESTINATION	DATE	NAME	BUDGET CODE	REGISTRATION	TRAVEL/ ACCOMODATIONS
Fiscal Updates to Procurement Under Federal Grant Programs and Homeless Education Costs	Rockaway, NJ	9/15/2016	Cheryl Balletto	11-000-251-890-63-000-000	\$350 for five programs	\$22.07
TBD	Rockaway, NJ	11/17/2016	Cheryl Balletto	11-000-251-890-63-000-000		\$22.07
Legal Program on Seniority, Tenure & Leaves of Absences Issues	Rockaway, NJ	1/19/2017	Cheryl Balletto	11-000-251-890-63-000-000		\$22.07
Purchasing	Rockaway, NJ	3/16/2017	Cheryl Balletto	11-000-251-890-63-000-000		\$22.07
Audit Program Update & Miscellaneous Financial Issues	Rockaway, NJ	4/25/2017	Cheryl Balletto	11-000-251-890-63-000-000		\$22.07

17-F-25 APPROVAL – LINE ITEM TRANSFERS**TAB - 5**

RESOLVED, the Englewood Board of Education approves the attached list of June 2016 budget transfers within the 2015-2016 budget pursuant to Policy 6422M.

17-F-26 APPROVAL – SETTLEMENT OF PERSONNEL MATTER

RESOLVED, that the Englewood Board of Education hereby approves the settlement agreement involving Employee #5108 and authorizes the Board President and Board Secretary to execute the agreement.

17-F-27 APPROVAL – DIAMOND CONSTRUCTION CHANGE ORDER #2

WHEREAS, the Englewood Public School District is in need to replace the concrete sidewalk in the back of the gym in order to match the grade of the new paved areas.

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves change order #2 in the amount of \$17,500 to Diamond Construction for such services.

PERSONNEL**17-P-20 APPROVAL – 2016-2017 CONTRACTED APPOINTMENTS**

WHEREAS, the Superintendent of Schools, after considering the recommendation of his administrative staff which included consideration of experience, credentials, and references for the following candidates for employment in the school district, has determined that the appointment of these individuals is appropriate and in the best interest of the school district, be it

RESOLVED, upon recommendation of the Superintendent of Schools, that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with terms of the employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

N = New

R = Replacement

RI = Reinstatement

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District (OOD)</i>	<i>Vince Lombardi (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Instructional Appointments

Name	Certification	Initial Loc	All salaries per annum unless noted	10/12 month	Effective Dates	Budget Code
Kim, Dana ¹ (R-J.G.)	CEAS: Teacher of Biology	(20)	BA, Step 1-2 \$54,060	10	08/31/16- 12/30/16	11-140-100-101-98-000-000
Qiao-McComas, Jie (N)	Standard: Teacher of Chinese	(20)	MA, Step 5-7 \$58,795	10	08/31/16- 06/30/17	11-140-100-101-77-101-000 11-140-100-101-98-000-000

¹Leave Replacement/Non-Tenurable Position

17-P-21 APPROVAL - 2015-2016 EMPLOYMENT OF PERSONNEL: FULL-TIME, NON-GUIDE, PART-TIME EMPLOYEES AND SUBSTITUTES

WHEREAS, the Superintendent of Schools, after considering the recommendation of his administrative staff which included consideration of experience, credentials, and references for the following candidates for employment in the school district, has determined that the appointment of these individuals is appropriate and in the best interest of the school district, be it

RESOLVED, upon recommendation of the Superintendent of Schools, that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with terms of the employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

Name	Position	Loc	Salary/Budget	Effective Dates
Acar, Enerolisa	Per-diem Substitute Teacher Standard: Preschool - Grade 3	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Agudelo, Olga	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Akridge, Gerald	Per-diem Substitute Teacher Standard: NJ Substitute	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17

	Credential			
Aleynik, Alexander	Per-diem Substitute Teacher Standard: Biology	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Ali, Mohammad	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Anandpara, Rita	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Anastasio, Theodore	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Bahadourian, Amy	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Bahrani, Djamilah	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Bambrough, Anthony	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Baskerville-Norris, Gail	Per-diem Substitute Teacher Standard: CE: Students with Disabilities	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Brown, Crystal	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Brown-Walker, Rowena	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Buckley, Cecilia	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Cardona, Sandra	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Carmona, Adriana	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Carrington, Cecilia	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Clarke, Edward	Per-diem Substitute Teacher Standard: School Business Administrator	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Cooper, Voncile	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Crane, Gerald	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Croce, Romina	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17

Cummings, Carlene	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Daley-Shaw, Jannette	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Delliquanti, Donald	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
DeSotto, Betsy	Per-diem Substitute Teacher CE: Elementary School Teacher K-6	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Diggs, Michelle	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Duchen, Miles	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Ellison, Shirleeta	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Fofana, Awa	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Gautam, Pushpa	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Gianetti, James	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Gianetti, Vincent	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Goldwire, Megan	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Gordon, Adele	Per-diem Substitute Teacher Standard: School Nurse	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Harrison, Kimberly	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Hewlett-Thomas, Elsie	Per-diem Substitute Teacher Standard: Elementary School Teacher	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Hillary, Tessa	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Horton, Dorothy	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Hoyos, Laura	Per-diem Substitute Teacher Standard: Teacher of Art	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Jardosh, Visita	Per-diem Substitute Teacher Standard: NJ Substitute	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17

	Credential			
Jimenez, Maryori	Per-diem Substitute Teacher Standard: Preschool through Grade 3	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Johnson, Beverly	Per-diem Substitute Teacher Standard: Elementary School Teacher	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Krajick, Barbara	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Latham, India	Per-diem Substitute Teacher Standard: School Counselor	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Levy, Brenda	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Lowery, Enid	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Luke, Arabelle	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Martinez, Valerie	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
McCain, Tracey	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Mercedes, Ana	Per-diem Substitute Teacher Standard: Teacher of Spanish	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Navarro, Leydi	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Nickelford, Margarette	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Ortega, Carmen	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Parker, Janet	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Petioni, Diane	Per-diem Substitute Teacher Standard: Teacher of Mathematics	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Pierre, Valerie	Per-diem Substitute Teacher Standard: School Counselor	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Prettypaul, Indeerah	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Richardson, Robin	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Robinson, Charles	Per-diem Substitute Teacher Standard: Teacher of Chemistry	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Rodas, Hamingia	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17

Ruiz, Edilberto	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Saaïd, Manal	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Sanchez, Nelson	Per-diem Substitute Teacher Standard: School Counselor	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Scott, Lucrecia	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Sellner, Robert	Per-diem Substitute Teacher Standard: Teacher of Art	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Shade, Gial- Andra	Per-diem Substitute Teacher Standard: Elementary School Teacher	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Shepard, Brittany	Per-diem Substitute Teacher CEAS: Elementary School Teacher K-6	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Singh, Roy	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Smilari, Carol	Per-diem Substitute Nurse Standard: School Nurse	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Smith-Wa Ngongo, Georgette	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Sohan, Karen	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Soria-Savva, Catherine	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Tavarez, Lucia	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Taylor, Charles	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Taylor, Deborah	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Thomas, Kyle	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Thomas, Mertice	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Truesdale, Mary	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Tyson, Jazmin	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16- 06/30/17
Ubiera, Juan	Per-diem Substitute Teacher	District	\$100 - \$110 per diem,	09/06/16-

	Standard: NJ Substitute Credential		Budget Code: Dependent upon location	06/30/17
Voorhis, Karen	Per-diem Substitute Teacher Standard: Elementary School Teacher	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Walker, Patricia	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Warren, Teshawn	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Washington, Myrna	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Wejnart, Louis	Per-diem Substitute Teacher Standard: Elementary School Teacher	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Williams-Bembry, Rhonda	Per-diem Substitute Teacher Standard: Business: Economics/Law/Finance	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Wilson, Kelly	Per-diem Substitute Teacher Standard: NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Worthy, Gwyn	Per-diem Substitute Teacher Standard: Elementary School Teacher K-6	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17
Yepes, Monica	Per-diem Substitute Teacher Standard: Teacher of Spanish	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	09/06/16-06/30/17

17-P-22 2016-2017 EXTRA COMPENSATION POSITIONS

WHEREAS, the Superintendent of Schools has recommended that certain Board of Education employees be compensated for additional duties or responsibilities, be it

RESOLVED, the Board of Education approves the following assignments and payments for services rendered as indicated:

2016-2017 Advisors / Admissions and Guidance

Name	Assignment	Rate	Max	Effective Dates	Budget Account
Johnson, Christina	AE Admissions Clerk	\$31.84 ph	300 hrs.	08/31/16-06/30/17	11-402-100-100-77-101-000
Ravitz, Mitchell	Future Business Leaders Advisor	Per ETA Guide	\$1,890	16-17 SY	11-140-100-101-67-103-000
Sanchez, Luis	Summer Guidance Assignment	\$30.50 ph	30 add'l hours	06/26/16 - 08/30/16	11-000-218-104-67-103-000

2016-2017 Home Instruction

Name	Assignment	Rate	Max	Effective Dates	Budget Account
Emont, Tamara	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Goolsarran, Jacqueline	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Marcellus, Martine	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000

Murphy, Theodora	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Oden, Lisa	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Ortiz, Albert	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Perry, Debby	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Peterkin, Claudette	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Sabella, Annette	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Salazar, Yolanda	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Salvatore, Nicholas	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Sanchez, Luis	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Santos, Rufi	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Walker, Authorine	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000
Weinberger, Judith	Home Instructor	\$30.50 ph	200 hrs.	09/06/16-06/30/17	11-150-100-101-40-101-000

After-Care Program Staff – All staff subject to hire contingent upon student enrollment.

Name	Assignment	Rate	Max	Effective Dates	Budget Account
Aitchinsen, Kristin	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Anandpara, Rita	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Anderson, Craig	Security After Care	\$19.55 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Anderson, Nadra	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Banas, Christine	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Cole, Juanita	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Dalrymple-Williams, Delores	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Fischer, Peyton	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Ghichlian, Rosine	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Hall, Kenneth	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Heredia, Diana	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Heslin, Stephanie	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Hicks, Larry	Security After Care	\$19.04 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Hincapie, Maribel	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000

Leary, Myron	Security After Care	\$19.04 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Lupardi, Amy	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Medina, Carlos	Security After Care	\$22.52 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Mitchell, Basheba	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Pazymino, Ysoris	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Perry, Debby	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Pretty paul, Inderah	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Robertson, Cathy	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Rosa, Elizabeth	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Salazar, Yolanda	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Thomas, Erin	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000
Vlantis, Marina	EPSD After School Child Care Program	\$30.50 ph	600 hrs.	09/06/16-06/30/17	60-057-100-100-000

17-P-23 APPROVAL – STUDENT TEACHER, PRACTICUM OR INTERNSHIP PLACEMENT(S)

WHEREAS, the principal and/or department director to the assigned school has recommended that the following student(s) be approved for a student teaching, practicum or internship, be it

RESOLVED, that the name(s) listed below be approved for a student teaching, practicum or internship placement, with no compensation, subject to the dates indicated.

RESOLVED the Board Secretary shall give notice to this student regarding this approval as soon as possible.

<u>NAME</u>	<u>COLLEGE</u>	<u>DATES</u>	<u>LOC</u>	<u>INSTRUCTOR</u>	<u>CONCENTRATION</u>	<u>TYPE</u>
Trimarchi, Leeann	Fordham University	September 6, 2016 - December 23, 2016	Grieco	Heather Mohn	Therapeutic Internship Special Services	Internship
Campus, Jah'Nique	Montclair State University	October 2016 - December 2016 January 2017 - May 2017	DMHS	Osia Knowles	Social Studies	Practicum Student
Mattesich, Renee	Montclair State University	October 2016 - December 2016 January 2017 - March 2017	Quarles	Carlos Gomez	Physical Education	Practicum Student
Meaghan, Lynch	Montclair State University	September 6, 2016 - December 23, 2016	DMHS	L. Adrian Bickham	Social Studies	Student Teacher
Thornton-Miller, Kia	Saint Peter's University	September 12, 2016 - December 16, 2016	Quarles	Tara Nukk / Loretta Carlen	Elementary K-3	Student Teacher
Doran, Ryanne	William Paterson University	September 19, 2016 - December 8, 2016	McCloud	Peyton Fischer	Elementary K-6	Practicum
Muñoz, Agostina	William Paterson University	September 19, 2016 - December 8, 2016	McCloud	Brandi Lewis	Elementary K-6	Practicum

Lee, Yeong	William Paterson University	September 6, 2016 - December 18, 2016	Grieco	Margaret De Luca / Avarelle Restituyo	Elementary K-6 Special Education	Student Teacher
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17-P-24 APPROVAL – UPDATED ORGANIZATIONAL CHART**TAB - 6**

WHEREAS, the Englewood Public School District has created a updated organizational chart for the 2016 - 2017 School Year. The new structure will address various needs throughout the district.

BE IT RESOLVED, upon the recommendation of the Superintendent, the Englewood Board of Education approves the updated attached Organizational Chart for the 2016 - 2017 School Year.

17-P-25 APPROVAL - 2016-2017 SALARY ADJUSTMENTS, RECLASSIFICATIONS & TRANSFERS

RESOLVED, upon recommendation of the Superintendent of Schools, that the following reclassification(s) be approved as provided by the budget:

Reclassifications will be effective as noted.

Name	From	To
Beck, Joanna	Teacher of Music, JDMS Budget Code: 11-130-100-101-76-101-000	Teacher of Music, McCloud Elementary School Budget Code: 11-120-100-101-74-101-000 Effective: 08/31/16-06/30/17
Clarke, Ryan ¹	Elementary School Teacher Leave of Absence Replacement (R-M.C.), McCloud Elementary School 08/31/16-04/28/17	Elementary School Teacher Leave of Absence Replacement (R-D.C.), McCloud Elementary School 08/31/16-06/30/17 Update of Resolution #17-P-13 08/11/16
DiVincent, Teresa	Start Date: 07/01/16	Start Date: 09/01/16
Murphy, David	Teacher, DMHS/AE Budget Code: 11-140-100-101-77-101-000	Vice-Principal 11-months, McCloud Elementary School CE: Principal ADM-VP, Year 1 \$123,025 pro rata Effective: 08/31/16-06/30/17 Budget Code: 11-000-240-103-73-101-000

¹Leave Replacement/Non-Tenurable Position

17-P-26 APPROVAL - RETIREMENT, RESIGNATIONS, LEAVES OF ABSENCE, TERMINATIONS

RESOLVED, that the Englewood Board of Education hereby approves the following:

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District</i>	<i>Vince Lombardi (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Leaves of Absence

Name	Notice/Position	Effective Date(s)
Arrieta, Shannon (20)	Unpaid Personal Leave of Absence, Teacher of Health and Physical Education	August 31, 2016 – October 31, 2016 Update of Res.#16-P-120 06/16/16
Carvajal, Dina (03)	Unpaid Personal Leave of Absence, Elementary School Teacher	August 31, 2016 – October 28, 2016

Connors, Maura (03)	Paid Medical Leave of Absence, Unpaid Medical Leave of Absence, Elementary School Teacher	August 31, 2016 - October 5, 2016 October 6, 2016 – November 25, 2016
Klose, Maria (20)	Paid Medical Leave of Absence, Parent Liaison	August 10, 2016 - September 29, 2016

Declinations/Resignations

Name	Notice/Position	Effective Date(s)
DeRosa, Melissa (03)	Teacher of the Handicapped, Resignation	October 14, 2016 (Inclusive of 60-day notice requirement)
Lu, Kejia (20)	Teacher of Chinese, Declination	2016-2017 School Year Original Board Approval Date: 08/11/16
Mattern, Shannon (20)	Teacher of Health and Physical Education,	2016-2017 School Year Original Board Approval Date: 07/26/16
Washington, Adiyah (04)	Elementary School Teacher, Resignation	October 17, 2016 (Inclusive of 60-day notice requirement)

**REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION**

District of Englewood

All Funds

For The Month Ending:

06/30/2016

CASH REPORT

FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
GOVERNMENTAL FUNDS				
General Fund - Fund 10	\$10,697,903.72	\$4,849,969.02	\$9,376,164.06	\$6,171,708.68
Special Revenue Fund - Fund 20	(\$24,939.09)	\$50,206.68	\$1,049,848.29	(\$1,024,580.70)
Capital Projects Fund - Fund 30	\$491,986.82	\$455,028.60	\$711,614.05	\$235,401.37
Debt Service Fund 40	(\$347,616.29)	\$347,616.60		\$0.31
Total Governmental Funds	\$10,817,335.16	\$5,702,820.90	\$11,137,626.40	\$5,382,529.66
Enterprise Fund - Fund 50	\$274,692.70	\$26,607.31	\$298,287.79	\$3,012.22
Enterprise Fund - Fund 60	\$232,240.33	\$37,397.34	\$197,985.84	\$71,651.83
Payroll Account (Net)	(\$8,551.59)	\$2,787,776.76	\$2,789,495.66	(\$10,270.49)
Total All Funds	\$11,315,715.60	\$8,554,602.31	\$14,423,395.69	\$5,446,923.22

Prepared and Submitted By:

Robert R. Brown, CPA

Robert R. Brown, CPA

Treasurer of School Moneys

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2016

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$4,170,763.79
102-107	Cash and cash equivalents	\$2,000,944.09
121	Tax levy receivable	\$4,480,411.00
	Accounts receivable:	
132	Interfund	\$9,872.99
141	Intergovernmental - State	\$4,196,993.42
142	Intergovernmental - Federal	\$34,332.05
143	Intergovernmental - Other	\$77,354.78
153,154	Other (net of est uncollectible of \$_____)	\$4,512,896.70
	Other Current Assets	\$2,500.00
--- R E S O U R C E S ---		
301	Estimated Revenues	\$62,426,284.00
302	Less Revenues	(\$63,489,052.61)
		(\$1,062,768.61)
	Total assets and resources	\$14,104,746.97

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2016

LIABILITIES AND FUND EQUITY

---	L I A B I L I T I E S ---	
421	Accounts Payable	(\$1,041,582.26)
	Other current liabilities	\$890,514.40
	TOTAL LIABILITIES	(\$461,067.86)

F U N D B A L A N C E

---	A p p r o p r i a t e d ---	
753	Reserve for Encumbrances - Current Year	\$2,676,371.52
754	Reserve for Encumbrance - Prior Year	\$573.73
	Reserved fund balance:	
761	Capital reserve account -	\$2,975,005.00
604	Add: Increase in capital reserve	\$9,000.00
		\$2,984,005.00
765	Reserve for Tuition Payments	\$700,000.00
		\$700,000.00
766	Reserve for Current Expense Emergencies	\$600,000.00
607	Add: Increase in Emergency Reserve	\$2,000.00
		\$602,000.00
764	Reserve for Maintenance	\$1,003,800.00
606	Add: Increase in Maintenance Reserve	\$3,900.00
		\$1,007,700.00
601	Appropriations	\$66,099,145.38
602	Less : Expenditures	\$60,710,017.15
603	Encumbrances	\$2,676,945.25 (\$63,386,962.40)
		\$2,712,182.98
	Total Appropriated	\$10,682,833.23
---	U n a p p r o p r i a t e d ---	
770	Unreserved Fund Balance -	\$7,045,447.31
303	Budgeted Fund Balance	(\$3,162,465.71)
		\$14,565,814.83
	TOTAL FUND BALANCE	\$14,565,814.83
	TOTAL LIABILITIES AND FUND EQUITY	\$14,104,746.97

Englewood Public School District
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2016

RECAPITULATION OF FUND BALANCE:			
	Budgeted	Actual	Variance
Appropriations	\$56,099,145.38	\$63,386,962.40	\$2,712,182.98
Revenues	(\$52,426,284.00)	(\$63,489,052.61)	\$1,062,768.61
	<u>\$3,672,861.38</u>	<u>(\$102,090.21)</u>	<u>\$3,774,951.59</u>
Change in Capital Reserve accounts:			
604 Plus - Increase in reserve	\$9,000.00		
Change in Tuition Reserve accounts:			
Change in Emergency Reserve account:			
607 Plus - Increase in reserve	\$2,000.00		
Change in Maintenance Reserve account:			
606 Plus - Increase in reserve	\$3,900.00		
	<u>\$14,900.00</u>	<u>\$14,900.00</u>	
Subtotal Reserve Adjustments			
Less: Adjust for prior year encumb.	(\$525,295.67)	(\$525,295.67)	
	<u>\$3,162,465.71</u>	<u>(\$612,485.88)</u>	<u>\$3,774,951.59</u>
Budgeted Fund Balance			
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$3,162,465.71	(\$612,485.88)	\$3,774,951.59
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
	<u>\$3,162,465.71</u>	<u>(\$612,485.88)</u>	<u>\$3,774,951.59</u>
TOTAL Budgeted Fund Balance			

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/2016

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$51,153,789.00	\$50,909,244.14		\$244,544.86
3XXX From State Sources	\$11,200,031.00	\$12,473,507.00		(\$1,273,476.00)
4XXX From Federal Sources	\$72,464.00	\$106,301.47		(\$33,837.47)
	<u>\$62,426,284.00</u>	<u>\$63,489,052.61</u>		<u>(\$1,062,768.61)</u>
TOTAL REVENUE/SOURCES OF FUNDS				
*** EXPENDITURES ***				

--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$16,873,401.91	\$16,165,535.51	\$53,900.21	\$653,866.19
11-2XX-100-XXX Special Education - Instruction	\$7,073,723.50	\$7,052,511.58	\$1,182.81	\$20,029.11
11-240-100-XXX Bilingual Education - Instruction	\$1,718,311.42	\$1,718,311.42	\$0.00	\$0.00
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$163,731.00	\$161,388.48	\$0.00	\$2,342.52
11-402-100-XXX School-Spons. Athletics - Instruction	\$780,250.00	\$522,670.60	\$43,946.00	\$213,633.40

--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$4,322,431.53	\$2,809,204.83	\$1,436,396.00	\$76,830.70
11-000-211-XXX Attendance and Social Work Services	\$741,872.22	\$734,014.07	\$1,393.21	\$6,464.94
11-000-213-XXX Health Services	\$583,468.16	\$571,363.43	\$0.00	\$12,104.73
11-000-216-XXX Speech, OT, PT & Related Svcs	\$1,287,341.04	\$1,171,960.81	\$115,379.46	\$0.77
11-000-217-XXX Other Support Serv - Students Extra Svcs	\$7,900.00	\$0.00	\$0.00	\$7,900.00
11-000-218-XXX Guidance	\$518,077.75	\$480,742.73	\$823.88	\$36,511.14
11-000-219-XXX Child Study Teams	\$1,430,224.64	\$1,387,020.42	\$9,043.71	\$34,160.51
11-000-221-XXX Improv of Inst. - Instruc Staff	\$757,634.40	\$678,365.96	\$72,000.00	\$7,268.44
11-000-222-XXX Educational Media Serv/School Library	\$1,959,273.05	\$1,561,691.13	\$141,873.05	\$235,718.87
11-000-223-XXX Instructional Staff Training Services	\$167,489.00	\$82,989.00	\$343.31	\$84,156.69
11-000-230-XXX Supp. Serv.-General Administration	\$1,344,235.51	\$1,106,494.28	\$129,803.32	\$107,937.91
11-000-240-XXX Supp. Serv.-School Administration	\$2,758,311.66	\$2,752,085.94	\$6,223.59	\$2.13
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$1,160,485.12	\$1,148,314.75	\$4,089.08	\$8,081.29
11-000-261-XXX Require Maint. for School Facilities	\$639,718.91	\$526,369.54	\$14,959.15	\$98,390.22
11-000-262-XXX Custodial Services	\$5,160,275.67	\$4,825,232.55	\$11,960.55	\$323,082.57
11-000-263-XXX Care and Upkeep of Grounds	\$48,986.00	\$46,889.46	\$1,800.00	\$296.54
11-000-266-XXX Security	\$701,159.83	\$639,715.74	\$0.00	\$61,444.09
11-000-270-XXX Student Transportation Services	\$3,787,986.29	\$3,738,830.33	\$49,155.92	\$0.04
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$8,217,842.12	\$7,686,878.01	\$2,000.00	\$528,964.11
	<u>\$62,204,130.73</u>	<u>\$57,568,570.57</u>	<u>\$2,096,273.25</u>	<u>\$2,539,286.91</u>
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS				

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Englewood Public School District
 GENERAL FUND - FUND 10
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 12 Month Period Ending 06/30/2016

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$101,627.09	\$101,481.91	\$0.00	\$145.18
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$1,671,688.53	\$1,026,524.40	\$580,672.00	\$64,492.13
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$1,773,315.62	\$1,128,006.31	\$580,672.00	\$64,637.31
10-000-100-56X Transfer of Funds to Charter Schools	\$2,121,699.03	\$2,013,440.27	.00	\$108,258.76
TOTAL GENERAL FUND EXPENDITURES	\$66,099,145.38	\$60,710,017.15	\$2,676,945.25	\$2,712,182.98

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 12 Month Period Ending 06/30/2016

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$49,783,095.00	\$49,783,095.00	.00
1320 Tuition from LEAs Within State	\$500,794.00	\$220,347.08	\$280,446.92
1420-1440 Transp Fees from Other LEAs		\$164,100.88	(\$164,100.88)
1910 Rents and Royalties	\$250,000.00	\$302,844.63	(\$52,844.63)
1999 Miscellaneous	\$619,900.00	\$438,856.55	\$181,043.45
TOTAL	\$51,153,789.00	\$50,909,244.14	\$244,544.86
--- STATE SOURCES ---			
3116 School Choice Aid	\$4,241,664.00	\$5,484,339.00	(\$1,242,675.00)
3121 Categorical Transportation Aid	\$685,463.00	\$685,463.00	.00
3131 Extraordinary Aid	\$460,000.00	\$460,000.00	.00
3132 Categorical Special Education Aid	\$1,782,777.00	\$1,782,777.00	.00
3177 Categorical Security	\$971,642.00	\$926,060.00	\$45,582.00
3178 Adjustment Aid	\$1,257,860.00	\$1,257,860.00	.00
3190 Other Unrestricted State Aid	\$1,800,625.00	\$1,877,008.00	(\$76,383.00)
TOTAL	\$11,200,031.00	\$12,473,507.00	(\$1,273,476.00)
--- FEDERAL SOURCES ---			
4200 Medicaid Reimbursement	\$72,464.00	\$106,301.47	(\$33,837.47)
TOTAL	\$72,464.00	\$106,301.47	(\$33,837.47)
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$62,426,284.00	\$63,489,052.61	(\$1,062,768.61)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$1,378,315.81	\$1,376,561.27	.00	\$1,754.54
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$4,176,688.09	\$4,120,317.23	\$2,979.54	\$53,391.32
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$3,105,960.48	\$3,021,080.52	.00	\$84,879.96
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$6,843,349.63	\$6,543,188.90	\$1,040.00	\$299,120.73
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$80,793.00	\$31,100.50	\$0.00	\$49,692.50
11-150-100-320 Purchased Prof.-Ed. Services	\$7,000.00	\$565.24	\$6,434.76	.00
11-150-100-610 General Supplies	\$1,000.00	.00	.00	\$1,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-320 Purchased Prof.-Ed. Services	\$13,750.00	\$7,860.00	\$2,640.00	\$3,250.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$642,410.42	\$541,278.59	\$11,208.06	\$89,923.77
11-190-100-610 General Supplies	\$473,850.35	\$403,652.30	\$26,200.10	\$43,997.95
11-190-100-640 Textbooks	\$138,284.13	\$108,430.96	\$3,397.75	\$26,455.42
11-190-100-800 Other Objects	\$12,000.00	\$11,500.00	.00	\$500.00
TOTAL	\$16,873,401.91	\$16,165,535.51	\$53,900.21	\$653,966.19
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$1,308,581.25	\$1,308,580.67	\$0.00	\$0.58
11-204-100-320 Purchased Prof.-Ed. Services	\$8,230.00	\$8,230.00	.00	.00
11-204-100-500 Other Purch. Serv. (400-500 series)	\$250,000.00	\$250,000.00	.00	.00
11-204-100-610 General Supplies	\$2,873.94	\$2,748.44	\$125.50	.00
11-204-100-800 Other Objects	\$608.00	\$607.80	.00	\$0.20
TOTAL	\$1,570,293.19	\$1,570,166.91	\$125.50	\$0.78
11-209-100-610 General supplies	\$481.51	.00	.00	\$481.51
TOTAL	\$481.51	\$0.00	\$0.00	\$481.51
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$947,803.28	\$947,803.28	\$0.00	\$0.00
11-212-100-320 Purchased Prof.-Ed. Services	\$170,000.00	\$169,823.50	.00	\$176.50
11-212-100-500 Other Purch. Serv. (400-500 series)	\$1,245,960.00	\$1,245,960.00	.00	.00
11-212-100-610 General supplies	\$4,253.87	\$4,253.87	.00	.00
TOTAL	\$2,368,017.15	\$2,367,840.65	\$0.00	\$176.50
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$1,895,581.83	\$1,895,581.83	\$0.00	\$0.00
11-213-100-500 Other Purch. Serv. (400-500 series)	\$300,000.00	\$300,000.00	.00	.00
11-213-100-610 General supplies	\$2,876.92	\$1,819.61	\$1,057.31	.00
TOTAL	\$2,198,458.75	\$2,197,401.44	\$1,057.31	\$0.00
11-214-100-500 Other Purch. Serv. (400-500 series)	\$19,093.44	.00	.00	\$19,093.44
11-214-100-610 General Supplies	\$246.83	.00	.00	\$246.83
TOTAL	\$19,340.27	\$0.00	\$0.00	\$19,340.27

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$590,132.63	\$590,132.63	\$0.00	\$0.00
11-216-100-500 Other Purch.Serv. (400-500 series)	\$327,000.00	\$326,969.95	.00	\$30.05
TOTAL	\$917,132.63	\$917,102.58	\$0.00	\$30.05
TOTAL SPECIAL ED - INSTRUCTION	\$7,073,723.50	\$7,052,511.58	\$1,182.81	\$20,029.11
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$1,504,203.27	\$1,504,203.27	\$0.00	\$0.00
11-240-100-500 Other Purch. Serv. (400-500 series)	\$188,970.09	\$188,970.09	.00	.00
11-240-100-610 General Supplies	\$25,138.06	\$25,138.06	.00	.00
TOTAL	\$1,718,311.42	\$1,718,311.42	\$0.00	\$0.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$124,855.00	\$123,354.75	.00	\$1,500.25
11-401-100-500 Purchased Services (300-500 series)	\$17,335.00	\$17,335.00	.00	.00
11-401-100-600 Supplies and Materials	\$21,541.00	\$20,698.73	.00	\$842.27
TOTAL	\$163,731.00	\$161,388.48	\$0.00	\$2,342.52
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$423,450.00	\$243,035.00	.00	\$180,415.00
11-402-100-500 Purchased Services (300-500 series)	\$220,300.00	\$186,075.82	\$18,537.73	\$15,686.45
11-402-100-600 Supplies and Materials	\$136,500.00	\$93,559.78	\$25,408.27	\$17,531.95
TOTAL	\$780,250.00	\$522,670.60	\$43,946.00	\$213,633.40
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$20,124.17	\$20,124.17	.00	.00
11-000-100-562 Tuition to Other LEAs within State Special	\$481,156.56	\$443,855.84	.00	\$37,300.72
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$234,854.96	\$234,297.16	.00	\$557.80
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$219,840.08	\$219,840.08	.00	.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$1,853,444.25	\$431,646.25	\$1,421,798.00	.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$1,495,016.91	\$1,456,044.73	.00	\$38,972.18
11-000-100-569 Tuition - Other	\$17,994.60	\$3,396.60	\$14,598.00	.00
TOTAL	\$4,322,431.53	\$2,809,204.83	\$1,436,396.00	\$76,830.70
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$38,431.14	\$36,054.24	.00	\$2,376.90
11-000-211-172 Sal.of Family Support Teams	\$533,314.55	\$530,857.41	.00	\$2,457.14
11-000-211-173 Sal. of Family Liaisons/Comm. Print Inv. Spec.	\$168,303.43	\$166,345.72	\$672.00	\$1,285.71
11-000-211-600 Supplies and Materials	\$1,823.10	\$756.70	\$721.21	\$345.19
TOTAL	\$741,872.22	\$734,014.07	\$1,393.21	\$6,464.94
--- Health services ---				
11-000-213-100 Salaries	\$419,170.16	\$413,327.55	.00	\$5,842.61
11-000-213-300 Purchased Prof. & Tech. Svc.	\$147,172.00	\$147,163.75	.00	\$8.25
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$2,345.00	\$1,585.00	.00	\$760.00
11-000-213-600 Supplies and Materials	\$12,981.00	\$9,067.13	.00	\$3,913.87
11-000-213-800 Other Objects	\$1,800.00	\$220.00	.00	\$1,580.00

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Speech, OT, PT & Related Svcs ---				
11-000-216-100 Salaries				
11-000-216-320 Purchased Prof. Ed. Services				
11-000-216-600 Supplies and Materials				
11-000-216-800 Other Objects				
TOTAL	\$583,468.16	\$571,363.43	\$0.00	\$12,104.73
--- Child Study Teams ---				
11-000-218-104 Salaries Other Prof. Staff				
11-000-218-320 Purchased Prof. - Ed. Services				
11-000-218-500 Other Purchased Services (400-500 series)				
11-000-218-600 Supplies and Materials				
11-000-218-800 Other Objects				
TOTAL	\$1,287,341.04	\$1,171,960.81	\$115,379.46	\$0.77
--- Other support services - Students - Extra Svcs				
11-000-217-320 Purchased Prof. Ed. Services				
TOTAL	\$7,900.00	.00	.00	\$7,900.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff				
11-000-218-320 Purchased Prof. - Ed. Services				
11-000-218-500 Other Purchased Services (400-500 series)				
11-000-218-600 Supplies and Materials				
11-000-218-800 Other Objects				
TOTAL	\$347,207.75	\$340,356.00	.00	\$6,851.75
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff				
11-000-219-105 Sal. Sec. & Clerical Asst.				
11-000-219-320 Purchased Prof. - Ed. Services				
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)				
11-000-219-600 Supplies and Materials				
11-000-219-800 Other Objects				
TOTAL	\$518,077.75	\$480,742.73	\$823.88	\$36,511.14
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.				
11-000-221-176 Sal. Facilitators/Math, Literacy Coaches				
11-000-221-500 Other Purchased Services (400-500 series)				
11-000-221-600 Supplies and Materials				
TOTAL	\$1,430,224.64	\$1,387,020.42	\$9,043.71	\$34,160.51
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries				
11-000-222-500 Other Purchased Services (400-500 series)				
11-000-222-600 Supplies and Materials				
TOTAL	\$757,634.40	\$678,365.96	\$72,000.00	\$7,268.44
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services				
11-000-223-500 Other Purchased Services (400-500 series)				
TOTAL	\$1,959,273.05	\$1,561,681.13	\$141,873.05	\$255,718.87
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services				
11-000-223-500 Other Purchased Services (400-500 series)				
TOTAL	\$167,489.00	\$82,989.00	\$343.31	\$84,156.69

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Support services-general administration ---				
11-000-230-100 Salaries	\$441,544.58	\$429,103.95	\$0.00	\$12,440.63
11-000-230-108 Salaries of Attorneys	\$142,800.00	\$142,800.00	.00	.00
11-000-230-331 Legal Services	\$67,000.00	\$33,916.24	\$21,056.53	\$12,027.23
11-000-230-332 Audit Fees	\$102,189.00	\$51,584.00	\$50,600.00	\$5.00
11-000-230-339 Other Purchased Prof. Svc.	\$83,496.00	\$59,013.50	.00	\$24,482.50
11-000-230-530 Communications/Telephone	\$254,391.05	\$161,436.88	\$36,834.65	\$56,119.52
11-000-230-585 BOE Other Purchased Prof. Svc.	\$7,690.00	\$5,558.80	.00	\$2,131.20
11-000-230-590 Other Purchased Services	\$46,664.88	\$45,184.79	\$914.95	\$565.14
11-000-230-610 General Supplies	\$8,873.00	\$7,099.94	\$1,647.76	\$123.30
11-000-230-820 Judgments Agst. School Dist.	\$113,000.00	\$113,000.00	.00	.00
11-000-230-890 Misc. Expenditures	\$51,677.00	\$32,884.47	\$18,749.43	\$43.10
11-000-230-895 BOE Membership Dues and Fees	\$24,912.00	\$24,911.71	.00	\$0.29
TOTAL	\$1,344,235.51	\$1,106,494.28	\$129,803.32	\$107,937.91
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$2,084,709.55	\$2,084,707.42	.00	\$2.13
11-000-240-105 Sal Secr. & Clerical Asst.	\$29,395.10	\$29,395.10	.00	.00
11-000-240-500 Other Purchased Services	\$589,574.12	\$589,574.12	.00	.00
11-000-240-600 Supplies and Materials	\$54,593.89	\$48,370.30	\$6,223.59	.00
11-000-240-800 Other Objects	\$39.00	\$39.00	.00	.00
TOTAL	\$2,758,311.66	\$2,752,085.94	\$6,223.59	\$2.13
--- Central Services ---				
11-000-251-100 Salaries	\$840,250.65	\$840,250.65	.00	.00
11-000-251-330 Purchased Prof. Services	\$32,180.00	\$32,180.00	.00	.00
11-000-251-340 Purchased Technical Services	\$80,780.43	\$77,565.23	\$3,215.20	.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$9,912.00	\$6,600.00	.00	\$3,312.00
11-000-251-600 Supplies and Materials	\$18,635.24	\$17,811.36	\$823.88	.00
11-000-251-89X Other Objects	\$15,535.85	\$10,716.56	\$50.00	\$4,769.29
TOTAL	\$997,294.17	\$985,123.80	\$4,089.08	\$8,081.29
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$163,190.95	\$163,190.95	.00	.00
TOTAL	\$163,190.95	\$163,190.95	\$0.00	\$0.00
TOTAL Cent. Svcs. & Admin IT	\$1,160,485.12	\$1,148,314.75	\$4,089.08	\$8,081.29
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$68,533.91	\$68,533.48	.00	\$0.43
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$571,185.00	\$457,836.06	\$14,959.15	\$98,389.79
TOTAL	\$639,718.91	\$526,369.54	\$14,959.15	\$98,390.22
--- Custodial Services ---				
11-000-262-1XX Salaries	\$126,646.77	\$126,646.56	\$0.00	\$0.21
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$2,023,000.00	\$1,944,295.46	\$474.00	\$78,230.54
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$338,427.26	\$333,447.32	.00	\$4,979.94
11-000-262-490 Other Purchased Property Svc.	\$276,300.00	\$240,142.78	\$1,953.65	\$34,203.57

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-520 Insurance	\$415,200.00	\$411,937.54	.00	\$3,262.46
11-000-262-590 Misc. Purchased Services	\$473,885.00	\$436,933.37	\$6,000.00	\$30,951.63
11-000-262-610 General Supplies	\$279,316.64	\$184,226.78	\$3,532.90	\$91,556.96
11-000-262-622 Energy (Electricity)	\$1,200,000.00	\$1,134,415.30	.00	\$65,584.70
11-000-262-8XX Other Objects	\$27,500.00	\$13,187.44	\$0.00	\$14,312.56
TOTAL	\$5,160,275.67	\$4,825,232.55	\$11,960.55	\$323,082.57
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$46,446.00	\$44,603.46	\$1,800.00	\$42.54
11-000-263-610 General Supplies	\$2,540.00	\$2,286.00	.00	\$254.00
TOTAL	\$48,986.00	\$46,889.46	\$1,800.00	\$296.54
--- Security ---				
11-000-266-100 Salaries	\$664,384.83	\$617,393.23	.00	\$46,991.60
11-000-266-300 Purchased Prof. & Tech. Svc.	\$10,000.00	\$120.25	.00	\$9,879.75
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$9,000.00	\$6,900.00	.00	\$2,100.00
11-000-266-610 General Supplies	\$17,775.00	\$15,302.26	.00	\$2,472.74
TOTAL	\$701,159.83	\$639,715.74	\$0.00	\$61,444.09
TOTAL Oper & Maint of Plant Services	\$6,550,140.41	\$6,038,207.29	\$28,719.70	\$483,213.42
--- Student transportation services ---				
11-000-270-160 Sal Pupil Trans (Bet Home & Sch) -reg	\$53,042.89	\$53,042.89	.00	.00
11-000-270-162 Sal Pupil Trans. Other than Bet Home & Sch	\$152,730.09	\$152,730.09	.00	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$45,598.86	\$45,598.86	.00	.00
11-000-270-511 Contract Svc (btw Home & Sch.) -vendors	\$1,573,564.70	\$1,573,564.70	.00	.00
11-000-270-512 Contract Svc (other btw home & sch) -vndrs	\$37,087.40	\$35,387.40	\$1,700.00	.00
11-000-270-514 Contract Svc (Sp Ed.) -vendors	\$285,558.13	\$285,558.13	.00	.00
11-000-270-515 Contract Svc (Sp Ed.) -joint agreements	\$994,184.28	\$950,338.32	\$43,845.92	\$0.04
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$241,275.79	\$241,275.79	.00	.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$400,000.00	\$400,000.00	.00	.00
11-000-270-615 Transportation Supplies	\$847.92	\$847.92	.00	.00
11-000-270-800 Misc. Expenditures	\$4,096.23	\$486.23	\$3,610.00	.00
TOTAL	\$3,787,986.29	\$3,738,830.33	\$49,155.92	\$0.04
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$458,800.00	\$394,943.41	.00	\$63,856.59
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$294,327.79	\$277,753.37	.00	\$16,574.42
11-XXX-XXX-248 Other Retirement - Deferred PERS	\$15,000.00	.00	.00	\$15,000.00
11-XXX-XXX-260 Workman's Compensation	\$361,000.00	\$360,955.84	.00	\$44.16
11-XXX-XXX-270 Health Benefits	\$6,852,170.12	\$6,418,681.18	.00	\$433,488.94
11-XXX-XXX-290 Other Employee Benefits	\$236,544.21	\$234,544.21	\$2,000.00	.00
TOTAL	\$8,217,842.12	\$7,686,878.01	\$2,000.00	\$528,964.11
Total Undistributed Expenditures	\$35,594,712.90	\$31,948,152.98	\$1,997,244.23	\$1,649,315.69
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$62,204,130.73	\$57,568,570.57	\$2,096,273.25	\$2,539,286.91
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$62,204,130.73	\$57,568,570.57	\$2,096,273.25	\$2,539,286.91

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

Appropriations	Expenditures	Encumbrances	Available Balance
_____	_____	_____	_____

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-110-100-730 Kindergarten	\$17,103.00	\$16,958.62	.00	\$144.38
Undistributed expenses				
12-000-100-730 Instruction	\$65,880.09	\$65,879.29	.00	\$0.80
12-000-261-730 Undist. Exp.-Reg. Maint. Schl Facilities	\$18,644.00	\$18,644.00	.00	.00
Non-instructional Services				
TOTAL	\$101,627.09	\$101,481.91	\$0.00	\$145.18
Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$5,010.00	\$4,929.50	.00	\$80.50
12-000-400-390 Other Purchased Prof. & Tech Services	\$18,115.00	\$17,485.27	.00	\$629.73
12-000-400-450 Construction Services	\$1,038,791.53	\$579,109.63	\$395,900.00	\$63,781.90
12-000-400-800 Other objects	\$184,772.00	.00	\$184,772.00	.00
Sub Total	\$1,246,688.53	\$601,524.40	\$580,672.00	\$64,492.13
12-000-400-931 Capital Rsv tfr to Capl Projects	\$425,000.00	\$425,000.00	.00	.00
TOTAL	\$1,671,688.53	\$1,026,524.40	\$580,672.00	\$64,492.13
TOTAL CAPITAL OUTLAY EXPENDITURES	\$1,773,315.62	\$1,128,006.31	\$580,672.00	\$64,637.31

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
10-000-100-56X Transfer of Funds to Charter Schls.	\$2,121,699.03	\$2,013,440.27	.00	\$108,258.76
TOTAL GENERAL FUND EXPENDITURES	\$66,099,145.38	\$60,710,017.15	\$2,676,945.25	\$2,712,182.98

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Englewood Public School District
General Fund - Fund 10

For 12 Month Period Ending 06/30/2016

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

_____	_____
Board Secretary/Business Administrator	Date

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/16

ASSETS AND RESOURCES

--- A S S E T S ---

101	Cash in bank		(\$1,024,580.70)
	Accounts receivable:		
141	Intergovernmental - State	\$0.06	
142	Intergovernmental - Federal	\$1,151,575.00	
143	Intergovernmental - Other	\$864.00	
			<u>\$1,152,439.06</u>

--- R E S O U R C E S ---

301	Estimated Revenues	\$5,047,288.07	
302	Less Revenues	(\$2,921,655.94)	
			<u>\$2,125,632.13</u>

Total assets and resources

\$2,253,490.49

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/16

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$84,341.00
412	Intergovernmental accounts payable - Federal	\$56,318.06
421	Accounts Payable	(\$1,395.69)
481	Deferred revenues	\$809,863.85
	Other current liabilities	\$152,874.75

TOTAL LIABILITIES

\$1,102,001.97

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$437,399.23
754	Reserve for encumbrances - Prior Year	\$3,825.36
601	Appropriations	\$4,824,556.68
602	Less: Expenditures	\$3,899,624.91
603	Encumbrances	\$437,399.23 (\$4,337,024.14)
		<u>\$487,532.54</u>

TOTAL FUND BALANCE

\$928,757.13

TOTAL LIABILITIES AND FUND EQUITY

\$2,030,759.10

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$54,777.50	\$60,781.35		(\$6,003.85)
3XXX From State Sources	\$1,935,847.57	\$1,763,375.59		\$172,471.98
4XXX From Federal Sources	\$3,056,663.00	\$1,097,499.00		\$1,959,164.00
TOTAL REVENUE/SOURCES OF FUNDS	\$5,047,288.07	\$2,921,655.94		\$2,125,632.13
*** EXPENDITURES ***				
LOCAL PROJECTS:				
STATE PROJECTS:				AVAILABLE BALANCE
Preschool Education Aid	\$113,505.24	\$70,610.71	\$2,911.64	\$39,982.89
Nonpublic textbooks	\$1,190,145.44	\$1,186,646.87	\$2,891.15	\$607.42
Nonpublic auxiliary services	\$104,151.00	\$92,969.66	\$2,575.99	\$8,605.35
Nonpublic handicapped services	\$18,212.00	\$7,271.55	\$9,559.66	\$1,380.79
Nonpublic nursing services	\$277,902.00	\$247,642.52	\$11,924.48	\$18,335.00
Nonpublic Technology Aid	\$183,510.00	\$183,360.59	.00	\$149.41
Other State Projects	\$47,424.00	\$46,302.92	\$308.81	\$812.27
	\$50,975.00	\$39,493.52	\$0.00	\$11,481.48
TOTAL STATE PROJECTS	\$1,872,319.44	\$1,803,697.63	\$27,260.09	\$41,371.72
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	\$945,416.00	\$698,011.99	\$39,700.60	\$207,703.41
I.D.E.A. Part B (Handicapped)	\$1,387,535.00	\$1,047,456.50	\$337,903.50	\$2,175.00
NCLB Title II - Part A/D	\$310,983.00	\$191,527.59	\$2,224.95	\$117,230.46
NCLB Title III - English Language Enhancement	\$148,473.00	\$86,962.79	\$5,638.45	\$55,871.76
Other Special Programs	\$11,713.00	.00	.00	\$11,713.00
Vocational Education	\$34,612.00	\$1,367.70	\$21,760.00	\$11,484.30
Other Federal Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FEDERAL PROJECTS	\$2,838,732.00	\$2,025,326.57	\$407,227.50	\$406,177.93
*** TOTAL EXPENDITURES ***	\$4,824,556.68	\$3,899,624.91	\$437,399.23	\$487,532.54

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 12 Month Period Ending 06/30/16

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$54,777.50	\$60,781.35	(\$6,003.85)
Total Revenues from Local Sources	<u>\$54,777.50</u>	<u>\$60,781.35</u>	<u>(\$6,003.85)</u>
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$1,190,145.44	\$1,052,190.00	\$137,955.44
32XX Other Restricted Entitlements	\$745,702.13	\$711,185.59	\$34,516.54
Total Revenue from State Sources	<u>\$1,935,847.57</u>	<u>\$1,763,375.59</u>	<u>\$172,471.98</u>
--- FEDERAL SOURCES ---			
4411-16 Title I	\$1,401,151.00	\$253,686.00	\$1,147,465.00
4491-94 Title III	\$233,365.00	\$45,312.00	\$188,053.00
4420-29 I.D.E.A. Part B (Handicapped)	\$1,387,535.00	\$781,168.00	\$606,367.00
4430-39 Vocational Education	\$34,612.00	\$17,333.00	\$17,279.00
Total Revenues from Federal Sources	<u>\$3,056,663.00</u>	<u>\$1,097,499.00</u>	<u>\$1,959,164.00</u>
TOTAL REVENUES/SOURCES OF FUNDS	<u>\$5,047,288.07</u>	<u>\$2,921,655.94</u>	<u>\$2,125,632.13</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$754,915.79	\$754,915.79	.00	.00
20-218-100-500 Other purchased servs. (400-500 series)	\$308,468.00	\$308,468.00	.00	.00
20-218-100-600 General Supplies	\$37,644.21	\$35,987.64	\$1,049.15	\$607.42
TOTAL Instruction	\$1,101,028.00	\$1,099,371.43	\$1,049.15	\$607.42
--- Preschool Education Aid - Support Services ---				
20-218-200-103 Salaries of Program Directors	\$25,286.00	\$25,286.00	.00	.00
20-218-200-511 Contr. Trans. Serv. (Ret. Home & Sch)	\$58,926.44	\$58,926.44	.00	.00
20-218-200-516 Contr. Trans. Serv. (Field Trips.)	\$4,905.00	\$3,063.00	\$1,842.00	.00
TOTAL Support Services	\$89,117.44	\$87,275.44	\$1,842.00	\$0.00
TOTAL PRESCHOOL EDUCATION AID	\$1,190,145.44	\$1,186,646.87	\$2,891.15	\$607.42
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
TOTAL OTHER STATE PROJECTS	\$1,190,145.44	\$1,186,646.87	\$2,891.15	\$607.42
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$3,634,411.24	\$2,712,978.04	\$434,508.08	\$486,925.12
TOTAL EXPENDITURE	\$4,824,556.68	\$3,899,624.91	\$437,399.23	\$487,532.54

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Englewood Public School District

Special Revenue Fund - Fund 20
For 12 Month Period Ending 06/30/16

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/16

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$235,401.37
	Accounts receivable:	
140	Intergovernmental - Accts. Recvble.	\$807,996.00
141	Intergovernmental - State	\$854,951.00
		<hr/>
		\$1,662,947.00
--- R E S O U R C E S ---		
301	Estimated Revenues	\$1,882,000.00
302	Less Revenues	(\$427,849.27)
		<hr/>
		\$1,454,150.73
		<hr/>
	Total assets and resources	<u>\$3,352,499.10</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/16

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$1,541,928.60
601	Appropriations	\$5,363,986.17
602	Less : Expenditures	\$3,278,282.85
603	Encumbrances	\$1,541,928.60 (\$4,820,211.45)

\$543,774.72

Total Appropriated

\$2,085,703.32

--- Unappropriated ---

770	Fund balance	\$2,323,210.95
303	Budgeted Fund Balance	(\$1,056,415.17)

TOTAL FUND BALANCE

\$3,352,499.10

TOTAL LIABILITIES AND FUND EQUITY

\$3,352,499.10

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,882,000.00	\$427,849.27		\$1,454,150.73
TOTAL REVENUE/SOURCES OF FUNDS	\$1,882,000.00	\$427,849.27		\$1,454,150.73
*** EXPENDITURES ***				
30-XXX-XXX-73X Equipment	\$53,170.15	.00	.00	\$53,170.15
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-331 Legal services	\$36,466.16	\$5,058.00	.00	\$31,408.16
30-000-4XX-334 Architectural/Engineering Services	\$75,000.00	\$38,000.00	\$12,000.00	\$25,000.00
30-000-4XX-390 Other purchased prof. & tech. serv.	\$62,719.90	\$4,901.00	.00	\$57,818.90
30-000-4XX-450 Construction services	\$5,125,013.65	\$3,230,323.85	\$1,529,928.60	\$364,761.20
30-000-4XX-610 Supplies & Materials	\$11,615.91	.00	.00	\$11,615.91
30-000-4XX-780 Infrastructure	\$0.40	.00	.00	\$0.40
Total fac.acq.and constr. serv.	\$5,310,816.02	\$3,278,282.85	\$1,541,928.60	\$490,604.57
TOTAL EXPENDITURES	\$5,363,986.17	\$3,278,282.85	\$1,541,928.60	\$543,774.72
*** TOTAL EXPENDITURES AND TRANSFERS	\$5,363,986.17	\$3,278,282.85	\$1,541,928.60	\$543,774.72

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Englewood Public School District

Capital Projects Fund - Fund 30

For 12 Month Period Ending 06/30/16

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Debt Service Fund - Fund 40
Interim Balance Sheet
For 12 Month Period Ending 06/30/16

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$0.31
--- R E S O U R C E S ---		
301	Estimated Revenues	\$2,085,700.00
302	Less Revenues	(\$2,085,700.00)
Total assets and resources		\$0.31

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District

Debt Service Fund - Fund 40
Interim Balance Sheet

For 12 Month Period Ending 06/30/16

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601 Appropriations	\$2,171,898.00	
602 Less : Expenditures	\$2,171,898.14	
	(\$2,171,898.14)	(\$0.14)

Total Appropriated

(\$0.14)

--- Unappropriated ---

770 Fund Balance	\$0.45
------------------	--------

TOTAL FUND BALANCE

\$0.31

TOTAL LIABILITIES AND FUND EQUITY

\$0.31

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$2,171,898.00	\$2,171,898.14	(\$0.14)
Revenues	(\$2,085,700.00)	(\$2,085,700.00)	\$0.00
--- Change in Maint. / Capital reserve account ---	\$86,198.00	\$86,198.14	(\$0.14)
Subtotal	\$86,198.00	\$86,198.14	(\$0.14)
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$86,198.00	\$86,198.14	(\$0.14)

LIABILITIES AND FUND EQUITY

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/16

*** REVENUES/SOURCES OF FUNDS ***

--- Local Sources ---

1210	Local tax levy	\$2,085,700.00	\$2,085,700.00			.00
	Total Local Sources	\$2,085,700.00	\$2,085,700.00			\$0.00
	TOTAL REVENUE/SOURCES OF FUNDS	\$2,085,700.00	\$2,085,700.00			\$0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/16

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
---	---	---	---
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$560,898.00	\$560,898.14	(\$0.14)
40-701-510-910 Redemption of Principal	\$1,611,000.00	\$1,611,000.00	.00
TOTAL	\$2,171,898.00	\$2,171,898.14	(\$0.14)
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$2,171,898.00	\$2,171,898.14	(\$0.14)
*** TOTAL USES OF FUNDS ***	\$2,171,898.00	\$2,171,898.14	(\$0.14)

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Englewood Public School District
Debt Service Fund - Fund 40

For 12 Month Period Ending 06/30/16

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

SHARED SERVICES AGREEMENT

THIS AGREEMENT made and entered into this day of 2016,
by and between the **BERGEN COMMUNITY COLLEGE BOARD OF TRUSTEES**, with
principal offices located at 400 Paramus Road, Paramus, New Jersey 07652 (hereinafter referred to
as "BCC" or "Bergen Community College") and the **ENGLEWOOD BOARD OF EDUCATION**
with principal offices located at 274 Knickerbocker Road, Englewood, New Jersey 07631
(hereinafter referred to as "EPSD"):

WITNESSETH:

WHEREAS, EPSD is a public board of education school district duly organized and
existing pursuant to N.J.S.A. 18A:54-1 *et seq.*; and

WHEREAS, BCC is a community college organized and existing pursuant to Title 18A
of the Revised New Jersey Statutes that furnishes education and educational services to a diverse
student population in a supportive and challenging academic environment, offers a
comprehensive set of accessible, affordable, high-quality credit and non-credit courses in degree
and non-degree programs, and provides life-long learning opportunities for all members of the
community; and

WHEREAS, the parties have determined that there exists a need in the area for a four (4)
year, full-time, alternative educational program that offers high-school level students a blend of
academic high school curriculum, college classes and hands-on technical training in the fields of
Culinary arts, media arts, child development, at BCC (Associate Applied Science Program); and

WHEREAS, the BCC and EPSD desire, under the authority of the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.*, to enter into an agreement with each other to provide for EPSD utilization of Bergen Community College properties now owned by the BCC located in the BCC Paramus Campus, together with certain instructional staff of BCC, for the purpose of operating the aforementioned four (4) year program to be known and referred to as the "EAGLE WINGS ACADEMY" (hereinafter referred to as the "Program"); and

WHEREAS, BCC shall permit EPSD to utilize classrooms and related school facilities, including but not limited to lockers, laboratories and shop facilities at BCC (hereinafter referred to as the "Property") and BCC staff for the purpose of facilitating and furthering the Program;

NOW, THEREFORE, based on the premises and mutual promises and covenants contained herein, the parties agree as follows:

I. Services to be Performed and Tuition Obligations

A. EPSD shall conduct and oversee the Program at the Property during the term(s) of this Agreement. Subject to BCC's needs and in consultation with EPSD, BCC shall permit the use, occupancy and operation of as many classrooms, laboratories and similar facilities on the Property as may be required to accommodate each and every class to be offered in connection with the Program, and all students who apply to and are accepted for admission into the Program. BCC's permission shall not be withheld unreasonably.

I. The Program shall be based on a four (4) year, full-time, year-long course scope and sequence based on the curriculum created by EPSD in collaboration with BCC as follows:

a. Over the course of the 4 years of the Program a graduating EPSD student must have earned a minimum of one hundred thirty (130) credits in courses designed to meet all of the New Jersey Student Learning Standards as outlined in Policy 5460 including, but not limited to, the following credits:

1. At least twenty (20) credits in language arts literacy aligned to grade nine through twelve standards;
2. At least fifteen (15) credits in mathematics, including Algebra I or the content equivalent ("content equivalent" is defined at N.J.A.C. 6A:8-1.3), including geometry or the content equivalent, and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers effective with the 2012-2013 grade nine class;
3. At least fifteen (15) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
4. At least fifteen (15) credits in science, including at least five credits in laboratory biology/life science or the content equivalent, including one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics, and including one additional laboratory/inquiry-based science course effective with 2012-2013 grade nine class;
5. Three and three-quarters (3 $\frac{3}{4}$) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
6. Ten (10) credits in visual and performing arts; Visual and Performing Arts Electives: At least 10 credits in art, music, theater, dance; may be acquired as 5 credits in visual and performing and 5 credits in practical arts or 10 credits in one content area.

7. Five (5) credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. Two and one-half (2.5) credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. Five (5) credits in 21st century life and careers, or career-technical education; and
11. Twenty-seven and one-half (27.5) electives as determined by the high school program.
12. Upon each student's successful completion of the Program, students may earn credits toward an industry approved credential, a certificate in a specific program/curriculum in Continuing Education and/or a for Credit Degree Program such as an Associate in Sciences (A.S. Degree), Associate in Arts (A.A. Degree) and Associate in Applied Sciences (A.A.S Degree). Students will benefit from the use of all College resources that will enhance the services that are also part of the EPSD Guidance Department.

B. Dual Credit Program Course Outline – See Appendix A

C. All students interested in enrolling in the Program shall be required to apply for admission. All decisions relating to admissions and enrollment into the Program shall be made by EPSD in its sole discretion, with input from the BCC. Nothing contained herein shall compromise, limit or infringe upon EPSD's discretionary application of its own policies, procedures and criteria in connection with its evaluation of applications for admission to the Program.

D. The parties shall each comply with all State and Federal statutes, rules and regulations applicable to the operation of the Program in the State of New Jersey, including but not limited to, those requiring the reporting of student enrollment to the New Jersey Department of Education.

E. The Program shall be offered by EPSD and shall operate pursuant to a valid and approved Classification of Instruction Program Code that has been obtained, and/or is in the possession of EPSD, from the New Jersey Department of Education. EPSD and BCC agree that the Program shall be a "full-time" program.

F. The parties hereto agree that the minimum number of students who shall be enrolled in the Program during any term of this Agreement shall be (40) students. In the event that less than 25 students are enrolled in the Program, at any time, EPSD may terminate and/or cancel this Agreement upon providing BCC with thirty (30) days' written notice of termination and/or cancellation.

G. EPSD and BCC shall provide such properly qualified and certificated Career and Technical Education Instructor(s) as may be required to serve as the instructor of the Program. In the event that EPSD and BCC are unable to locate and employ a properly certificated and qualified individual for this purpose, or in the event the individual employed to serve as the Career and Technical Education Instructor ceases to be employed by EPSD or BCC, for any reason whatsoever, a collaborative effort will be made to remedy the employment opening for such subject area. It is expected that BCC shall provide physical education, science, world languages and elective instructors.

H. BCC, in consultation with EPSD, shall provide such properly qualified faculty and instructors as may be required to properly staff the college-level components of the Program.

I. During the term(s) of this Agreement and for a period of one (1) year following

the termination, cancellation or expiration of this Agreement, BCC shall not, directly or indirectly, through or on behalf of any other individual or entity, induce or attempt to induce the Career and Technical Education Instructor to leave his or her employment with EPSD for any reason. BCC is also prohibited from employing EPSD CTE instructors, inducing the EPSD CTE instructors (directly or indirectly) to become employed by BCC or elsewhere, during the term(s) of this Agreement and for a period of no less than one (1) year following the termination, expiration or cancellation of this Agreement and/or discontinuance of the Program.

EPSD may terminate this Agreement without prior notice in the event of BCC's violation of this provision.

J. All staff member(s) provided by EPSD who are performing services under this Agreement shall be employees of EPSD and shall not be considered employee(s) of BCC and, thus, shall not be entitled to any reimbursement, compensation, payment and/or benefits that BCC may provide to its own staff members. In turn, any staff provided by BCC to perform any services related to this Agreement shall remain employees of BCC and shall not be considered employee(s) of EPSD and, thus shall not be entitled to any reimbursement, compensation, payment and/or benefits that EPSD may provide to its own staff members.

K. The agents, servants and employees of BCC performing services under this Agreement shall be subject to a criminal history record check as set forth in N.J.S.A. 18A:6-7.1 to 7.5. BCC shall furnish EPSD with verification of same. BCC shall bear the cost for the criminal history record check.

L. EPSD shall provide administration and oversight of the Program, including but not limited to, curriculum development and integration of the Program with academic subjects that are provided by the BCC teaching staff. EPSD shall possess sole discretion and authority in preparing

the curriculum for the Program. EPSD and BCC agree to work collaboratively in order to integrate the Program with the general education program at BCC with respect to scheduling and credit requirements.

M. Except as otherwise set forth herein, EPSD staff and administration shall work collaboratively with the BCC's staff and administration on matters relating to this Agreement, including but not limited to, disciplinary issues affecting or involving EPSD students.

N. Upon notice from and in consultation with the BCC, EPSD may terminate the participation and/or placement of any student in the Program in accordance with the provisions and procedures of applicable State statutes, regulations, and case law.

O. EPSD shall provide and assume the cost for instructional materials, textbooks, related supplies and equipment, including technology hardware and software required to meet the educational needs of Program students (hereinafter referred to as "Program materials"). EPSD shall not be responsible for providing any instructional materials, textbooks, related supplies and equipment, including technology hardware and software related to non-Program curriculum classes of any sort.

P. BCC shall provide Internet and computer network access on the Property for all students, faculty, staff, and administrators of the Program. At its sole expense, EPSD will provide the computer software and hardware to be installed by either EPSD or BCC, upon mutual agreement.

Q. All Program students, staff, administrators and personnel shall follow the Board calendar for EPSD.

R. EPSD shall maintain student records of those students enrolled in the Program in accordance with all applicable local, State, and Federal rules, statutes, regulations and

requirements.

S. BCC shall make available to the Program and students of the Program use of all shops and laboratory class space, and related school facilities, at BCC in connection with and in furtherance of the Program curriculum. The BCC and EPSD shall work collaboratively to arrive at a mutually acceptable usage schedule for such spaces.

T. At all times, students enrolled in the Program shall remain eligible to utilize all BCC school facilities and services as BCC students who are not enrolled in the Program, including but not limited to, first aid services, lunch/cafeteria, media room, library, common areas, gymnasium/physical education, etc. Nursing Services shall be provided by EPSD.

U. BCC shall provide, coordinate, and pay for the installation of phone lines and services to the Property necessary for the Program. EPSD shall be responsible for payment of Program telephone usage charges only.

V. BCC shall provide the Program with storage facilities, equipment, and supplies related to the Program's use and occupancy of the Property on an "as needed" basis.

W. BCC assumes no responsibility for the payment of any compensation, wages, benefits, cost of insurance coverage, or taxes by or on behalf of EPSD, its employees or others. EPSD shall be responsible for payment of compensation, wages, benefits, cost of insurance coverage, and all Federal and State taxes and Social Security liability that may result from the performance of, and compensation for, the individual EPSD employee(s) providing services pursuant to this Agreement. EPSD, in turn, assumes no responsibility for the payment of any compensation, wages, benefits, costs of insurance coverage, or taxes by or on behalf of BCC, its employees and others. BCC shall be responsible for payment of compensation, wages, benefits, cost of insurance coverage, and all Federal and State taxes and Social Security liability that may

result from the performance of, and compensation for, the individual BCC staff member(s) who may provide services in any way related to this Agreement.

X. Tuition (at the regular BCC per credit rate) and other Financial Obligations related to this Program will be specified in Appendix B.

II. Independent Contractor Relationship between BCC and EPSD

The parties are separate, independent legal entities and, except to the extent provided herein, or as required by the Shared Services Act, N.J.S.A. 40A:65-7, neither party shall have any agency authority to bind the other. The relationship between EPSD and BCC is one of independent contractor. Nothing in this Agreement shall be construed to establish any employer/employee, agency, joint venture or partnership arrangement between BCC and EPSD.

In discharging all duties and obligations hereunder, EPSD and its staff shall, at all times, remain in an independent contractor relationship with BCC. As such, the staff furnished by one party shall not be entitled to any fringe benefits that the other party normally extends to its employees. Each party shall be solely responsible for compliance with the applicable terms and conditions of any collective bargaining agreement which may exist between it and its employees, all State and Federal labor laws, payment of wages and salaries, including overtime payments, if any, deductions for Federal, State and local withholding taxes, if any, payroll deductions for Social Security and Medicare withholding and any and all contributions to the same required of the employer, Federal unemployment taxes and New Jersey State unemployment taxes, and any and all other payments and contributions, including contributions to a retirement system or plan. Nothing contained herein shall require either party to establish a retirement system or plan, and either party, at its sole discretion, may or may not elect to institute such a plan.

III. The Property

A. Use of the Property

1. During the term(s) of this Agreement, EPSD shall retain exclusive use of the Property, to wit, classrooms within the Property, as follows: Ender Hall, Rooms _____, to be determined at the discretion of BCC in consultation with EPSD, for purposes of conducting the Program. Bathrooms will be provided that are in compliance with New Jersey Department of Facilities Codes. During the term(s) of this Agreement, EPSD shall also have full use of all laboratory and shop classrooms at BCC. Use of all shops and laboratories at BCC, in connection with Program course offerings and curriculum, shall be coordinated and scheduled mutually by BCC and EPSD. BCC shall perform all required retrofitting of and renovation work to the classroom, shops and laboratories at the Property that will be utilized for Program purposes. BCC represents that the Property and all labs and shops to be utilized by the Program shall comply with all relevant regulations of the New Jersey Department of Education.
2. All classrooms at the Property designated to be utilized for the Program shall be used exclusively for the Program's students during each term of this Agreement, unless otherwise agreed in writing by both parties. Any change of use shall occur only with prior written consent and permission from BCC.
3. EPSD shall be responsible for the maintenance of all equipment, furniture and fixtures on the Property in conformity with Article III (B)(2) and as otherwise set forth herein. If EPSD shall make temporary modifications to the Program classroom, the continued maintenance and repair of those modifications shall be the exclusive responsibility of EPSD. Modifications to the Program classroom shall be the responsibility of EPSD. Any modification or addition to the equipment to labs and shops in connection with the Program shall be the responsibility of EPSD.

EPSD shall obtain BCC's consent prior to making any modifications or additions as set forth in this subsection.

4. EPSD, its faculty, staff and students shall observe and comply with all rules, policies, and regulations established by BCC relating to the safety, care and cleanliness of the Property and the building in which the Property is located, as well as the comfort, quiet and convenience of the other occupants of the building. BCC may prescribe, upon two (2) weeks-notice to EPSD, such other and further reasonable rules and regulations relating to the safety, care and cleanliness of the Property and the building in which the Property is located, as well as the comfort, quiet and convenience of the other occupants of the building.

5. If deemed necessary either BCC or EPSD in consultation with the other party, shall perform, and assume the cost and expense associated with any installation, work, extension or upgrade of electrical and telephone services for the Property, prior to the occupancy of the Property by EPSD.

B. Care and Repair of Property

1. BCC

a. BCC shall be responsible to pay for all utility costs attributable to the Property, including gas, electricity, water and heat. EPSD shall be responsible for payment of all Program telephone usage charges.

b. BCC shall be responsible for furnishing cleaning services for the Property in a manner and frequency consistent with the current practice for furnishing cleaning services in the building in which the Property is located.

2. EPSD

a. EPSD shall commit no act of waste and shall take good care of the Property and the furniture, fixtures, appurtenances, and equipment therein and shall, in its use and occupancy of the Property, conform to all statutes, orders, regulations, and requirements of the Federal, State and municipal governments or any of their departments. EPSD agrees to take good and reasonable care of the Property and surrender same upon termination of this Agreement in a condition as reasonable use and wear thereof will permit.

b. The BCC shall maintain and make all necessary repairs to the Property, except where the repair has been made necessary by misuse or neglect by EPSD or EPSD's employees, agents, servants, visitors or licensees. Consistent with Article III(B)(2)(a), EPSD shall maintain any equipment, furniture and fixtures that it may add to the Property pursuant to this Agreement. In the event of damage to the Property due to the misuse or neglect of EPSD or EPSD's employees, agents, servants, visitors or licensees, EPSD shall be responsible for the repair of same or, at BCC's option, payment of the reasonable cost of such repair to be performed by BCC.

c. EPSD shall not, without first obtaining the prior written consent of BCC or BCC's designated agent, make any alterations, renovations, additions and/or improvements in, to or about the Property. EPSD shall, at its sole cost and expense, however, perform limited

renovations to the classroom space. These limited renovations in the classroom space shall be made in accordance with plans that EPSD shall provide to BCC for approval or denial. Upon receipt of BCC's approval of said plans, EPSD shall commence renovations consistent with said plans. This provision applies specifically to the Program classroom and to all labs and shops to be utilized in connection with the Program.

d. All improvements to the Property made by EPSD which are so, or will become so, attached to the Property that they cannot be removed without material injury to the Property may only be made or installed with the prior written consent of BCC and shall become the property of the BCC upon installation.

e. Not later than the last day of the final term of this Agreement, including any renewal terms, EPSD shall, at EPSD's sole expense: (1) remove all of EPSD's property and those improvements made by EPSD, including but not limited to, trade fixtures, cabinet work, movable paneling, and partitions, provided that such property has not become the property of BCC pursuant to the terms of this Agreement; (2) repair all damages and/or injury done to the Property by or in connection with the installation or removal of EPSD's property and/or improvements; and (3) surrender the Property in its original condition as at the beginning of the term, with reasonable wear and tear not

due to the misuse or neglect by EPSD or EPSD's employees,
agents, servants, visitors or licensees.

IV. Duration

A. This Agreement shall be effective for the 2016-17, 2017-18, and 2018-19 and 2019-2020 school years (hereinafter, the "Term" or "Term of the Agreement"). Each individual school year comprising a portion of the Term shall be individually referred to as a "School Year". It is understood and agreed that each School Year shall run from July 1 through June 30 of the succeeding year.

B. EPSD shall be permitted to keep its property on the Property during the months of July and August between each term or renewal term of this Agreement.

V. Option to Renew

A. This Agreement may be renewed upon the mutual agreement of the parties for one (1) subsequent and successive Term of four (4) School Years, each School Year commencing on July 1 and terminating on June 30 of the respective year.

B. Each party agrees to give written notice to the other party of its intent to exercise the option to renew this Agreement no later than 150 school days prior to the expiration of the Term of the Agreement.

C. All other provisions, covenants, terms and conditions of this Agreement shall remain in full force and effect between EPSD and BCC during a renewal Term, unless otherwise modified in writing and signed by EPSD and the BCC.

VI. Termination and/or Cancellation

A. This Agreement shall continue in full force and effect during the aforementioned Terms and any renewal term, unless terminated and/or cancelled by either party as permitted under the applicable terms of this Agreement.

B. Except as otherwise set forth herein, during the initial Term of this Agreement, either party may cancel and/or terminate this Agreement by providing the other party with ninety (90) school days' prior written notification of that party's intent to cancel or terminate this Agreement.

C. Except as otherwise specified during this Agreement, during subsequent terms of this Agreement, including any renewal terms, cancellation may be effected by either party upon providing the other party with one hundred fifty (150) school days' prior written notification of its intent to cancel this Agreement.

D. Termination and/or cancellation shall be effective on the first day of July immediately following the timely written notice of a party's intent to cancel this Agreement.

VII. Remedies on Default

A. In the event that either party defaults in the performance of any of the covenants and conditions of this Agreement, the party not in default shall give the defaulting party written notice of such default without delay and the defaulting party shall cure any such default without delay.

B. Should the defaulting party fail to cure any default within thirty (30) days after being provided with written notice, the non-defaulting party may reasonably cure the default at its own cost and expense. The reasonable amount of all expenses incurred by the non-defaulting party, including but not limited to, attorney's fees, shall be payable by the defaulting party to the non-defaulting party, with the exception of either party's non-payment of fees, in which case the

Non-defaulting party may terminate the Agreement following the expiration of the thirty (30) day cure period set forth in this Section of the Agreement.

C. Liability

1. BCC and EPSD shall each be individually responsible for liabilities resulting from their own or their employees', agents', servants', visitors' or licensees' respective negligence, willful misconduct or omission.

2. EPSD shall obtain and maintain during the duration of the Agreement, at its own cost and expense, comprehensive general liability insurance with coverage limits of no less than one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) aggregate, insuring EPSD against any and all liability or claims arising out of, connected with or resulting directly from and during EPSD's use of the Property or operation of the Program. The policy shall name BCC as an additional insured. A copy of said certificate of liability insurance shall be attached to this Agreement.

3. EPSD shall also procure full and appropriate workers' compensation insurance in the appropriate statutory amount for all of its employees affiliated with the Program. A copy of said certificate of workers' compensation insurance shall be attached to this Agreement.

4. EPSD assumes all liability for, and agrees to indemnify and hold BCC and its employees, agents, servants, students, guests, licensees, and invitees harmless from and against any and all claims, losses, damages, injuries and expenses, including, but not limited to, reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any negligent or willful acts or omissions by EPSD, its employees, agents, or servants related to the performance of EPSD's obligations under the terms of this Agreement.

5. BCC assumes all liability for, and agrees to indemnify and hold EPSD and its employees, agents, servants, students, guests, licensees, and invitees harmless from and against any and all claims, losses, damages, injuries and expenses, including, but not limited to, reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any negligent or willful acts or omissions by the BCC, its employees, agents, or servants related to the BCC's obligation under the terms of this Agreement.

VIII. Confidentiality

A. BCC acknowledges that the services rendered are of confidential nature. Except as required by law, BCC and its employees, agents, and servants shall use its best efforts to maintain the confidentiality of the EPSD, its pupils, and its staff. Notwithstanding anything to the contrary contained herein, in the event that BCC shall receive a subpoena from a Court of competent jurisdiction to produce pupil and/or employee records, BCC shall immediately provide EPSD with said subpoena. BCC will not furnish any pupil records unless it receives prior approval from EPSD or until such time as an appropriate court order is furnished compelling the production of such pupil records. EPSD agrees to undertake any and all responsibility to take legal action or defensive efforts with respect to such subpoenas should EPSD deem such legal action appropriate. All costs and expenses for such legal action shall be borne and paid for by EPSD.

B. EPSD acknowledges that all information regarding the staff furnished by BCC pursuant to this Agreement is confidential in nature. Except as required by law, EPSD, therefore, agrees that it will use its best efforts to maintain confidentiality of such information. EPSD shall not furnish any employment records related to BCC's staff performing services under this Agreement without prior written consent and/or approval of BCC.

EPSPD agrees to immediately refer all subpoenas and requests for records pertaining to BCC's staff performing services under this Agreement to BCC for handling.

IX. Affirmative Action

The parties shall each comply with the anti-discrimination provisions of N.J.S.A. 10:2-1 et seq., the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq., N.J.A.C. 17:27-1.1 et seq., and N.J.A.C. 6A:7-1.1 et seq., as well as any other applicable State, Federal, and local statutes, rules, regulations, and requirements.

Neither party will discriminate against any employees or applicant for employment because of age, race, creed, color, national origin, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, each party will take affirmative action to ensure that such applicants are recruited and employed in a non-discriminatory manner, and that employees are treated equally during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Each party shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth the provisions of this nondiscrimination clause.

Each party will, in all solicitations or advertisements for employees placed by or on behalf of the respective party, state that all qualified applicants will receive consideration for employment without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

Each party, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or agreement, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the party's commitments under this act. Each party shall post copies of the notice in conspicuous places available to employees and applicants for employment in the Program.

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

Each party agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-2.5 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.1.

Each party shall revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-relating testing, as established by applicable New Jersey statutes, regulations, requirements and New Jersey court decisions, and as established by applicable Federal statutes, regulations, requirements and applicable Federal court decisions.

In conforming with the applicable employment goals, each party agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to employees' age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with applicable New Jersey statutes,

regulations, requirements and New Jersey court decisions and applicable Federal statutes, regulations, requirements and Federal court decisions.

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

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

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

X. Effect of Failure to Insist on Strict Compliance With Conditions

The failure of either EPSD or BCC to insist on strict performance of any covenant or condition of this Agreement, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance. This Agreement cannot be amended, added to, changed or terminated orally. Any amendment, addendum, change or termination of this Agreement must be done in writing in accordance with the provisions of this Agreement.

XI. Mechanic's Liens

EPSD shall, within thirty (30) days of its receipt of written notice from BCC, discharge any mechanic's liens for materials or labor claimed to have been furnished to the Property on EPSD's behalf.

XII. Notices

A. Any notice by either party to the other shall be in writing and shall be deemed to have been duly served only if delivered personally or sent by overnight, registered or certified mail in an addressed, postage paid envelope. Notice shall be deemed to be effective if delivered personally, upon delivery and, if mailed, upon the third (3rd) day after the mailing of such notice.

B. All written notices from the BCC to EPSD shall be served upon the following individual at the following address:

Mr. Robert Kravitz, Superintendent of Schools
Englewood Public School District
274 Knickerbocker Road,
Englewood, New Jersey 07631

C. All written notices from EPSD to BCC shall be served upon the following individual at the following address:

Dr. B. Kaye Walter, President
Bergen Community College
400 Paramus Road
Paramus, New Jersey 07652

XIII. Right to Inspection, Repair and Maintenance

BCC may enter the Property at any reasonable time, after providing adequate prior notice to EPSD (except in the case of emergency, where no notice need be given) for the purpose of inspection or the making of such repairs, replacements, or additions in, to, on and about the

Property or the building, as the BCC deems necessary or desirable. BCC shall endeavor to minimize all disturbances to the conduct of EPSD classes.

XIV. Interruption of Services or Use

Interruption or curtailment of any service(s) maintained in the building (i.e., utility services), if caused by labor strikes, mechanical difficulties, or any other causes beyond the BCC's control, whether similar or dissimilar to those enumerated in this Agreement, shall not entitle EPSD to any claim against BCC unless the BCC fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay.

XV. Effect on Other Representations

No representations or promises with respect to the Property or the Program shall be binding on the parties to this Agreement except where reduced in writing, signed and agreed upon by both EPSD and BCC.

XVI. Section Headings

The Section headings in this Agreement are intended for convenience only and shall not be taken into consideration in any construction or interpretation of this Agreement or any of its provisions.

XVII. Binding Effect of Successors and Assigns

A. Neither party may transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the other. Any attempt by either party to transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the other shall be null and void.

B. The provisions of this Agreement shall apply to, bind, and inure to the benefit of each of the parties hereto, and to their respective successors, assigns, and legal representatives.

XVIII. Governing Law

This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey as it applies to contracts made and performed in New Jersey. The Superior Court of the State of New Jersey, in the County of Bergen, shall have exclusive jurisdiction to hear and determine any claims or disputes pertaining directly or indirectly to this Agreement or to any matter arising therefrom, with the exception of any disputes which fall within the exclusive jurisdiction of the New Jersey Commissioner of Education, in which case the New Jersey Commissioner of Education shall have primary jurisdiction. EPSD and BCC hereby expressly submit and consent in advance to such jurisdiction in any action or proceeding commenced by the other in such court.

XIX. Severability

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

XX. Public Inspection

EPSD and BCC shall maintain a copy of this Agreement on file at their offices, which shall be open to the public for inspection.

XXI. Miscellaneous

This Agreement contains the entire understanding between the parties and may not be changed orally, but only by an agreement in writing signed by both EPSD, BCC and any party against whom enforcement of any modifications to or extension of this Agreement may be sought. If any portion of this Agreement is deemed unenforceable or illegal by a court of competent jurisdiction, then that portion of the Agreement so determined shall be stricken and the remainder of this Agreement shall remain in full force and effect.

A. All of the foregoing recitals and provisions are contractual terms of this agreement and are not merely recitals.

B. If any provisions herein contained are at variance with pertinent law, such variation shall be modified to conform to the appropriate pertinent governing law.

C. This Agreement represents and incorporates the complete and final understanding of EPSD and BCC. Any amendment and/or modification to this Agreement shall be effective only upon execution of a written agreement by the parties.

D. If any part of this Agreement, or the application thereof, to any person or circumstance, shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Agreement, which is hereby declared to be severable.

E. The parties hereto represent and acknowledge that they have had the right and opportunity to seek the advice of independent legal counsel with respect to the interpretation, meaning and legal effect of entering into this Agreement prior to executing same.

F. The failure of either party to exercise any right it may have under this Agreement shall not constitute a waiver of that right.

IN WITNESS WHEREOF, the parties have hereunto caused these presents to be signed by their proper officers and caused their proper corporate seals to be hereunto affixed, the day and year first above written.

ATTEST:

BERGEN COMMUNITY COLLEGE

By: _____

By: _____

B. Kaye Walter, Ph.D.
President

By: _____

By: _____

B. Carter Corriston
Chairman, Board of Trustees

Dated: _____

Dated: _____

ATTEST:

**ENGLEWOOD BOARD OF
EDUCATION**

By: _____

Cheryl Balletto
Business Administrator/Board Secretary

By: _____

Devry Pazant
Board President

Dated: _____

Dated: _____

APPENDIX A

LIST OF PROGRAMS

English 11
English 12
Spanish 1
Spanish 2
Physical education
Biology
Environmental science
Chemistry
Child development
Video production
Culinary arts

APPENDIX B

FEE SCHEDULE

Video production \$6000 per semester

Child development \$6200 for year and textbooks \$125 each

All other courses listed as dual enrollment \$69.25 per credit plus \$15.00 registration fee per student.

JCC Thurnauer School of Music/Kaplan JCC on the Palisades
Contracted Services for Music Discovery Partnership

The Contract for Music Education services is between
Englewood Public School District and JCC Thurnauer School of Music.

Dates of contractual services: **2016-17 School Year**

TSM services to be provided:

- YPC@T After School Choral Programs at Grieco and McCloud Schools
- YPC@T Choral Programs for JDMS students on Mondays or Thursdays at JCC
- MDP Explore Instrumental Assemblies at Grieco and/or McCloud Schools*
 - Pending YPC@T registration reimbursement to EPSD*

EPSD services to be provided:

- YPC@T Registration Fees and Financial Management
- Bus transportation for JDMS students to JCC
 - Mondays
 - Pick Up – 4:30pm; Return – 7:15pm
 - Thursdays
 - Pick Up – 4:30pm; Return – 6:30pm
- Rehearsal space at Grieco and McCloud Schools in designated music rooms, equipped with tuned piano and one music stand
 - Grieco School
 - Thursdays and Fridays; 3:00-4:30pm
 - McCloud School
 - Tuesdays and Thursdays; 3:00pm-5:00pm
- Performance space for YPC@T Assemblies
 - Monday, February 27, 2017 – 10am @ McCloud; 1:30pm @ Grieco
 - May 2017 date TBD - 10am @ McCloud; 1:30pm @ Grieco
- Reserved space for MDP Explore Assemblies at McCloud School
 - Pending YPC@T registration reimbursement to EPSD*
 - Tentative assembly dates:
 - Thursday, January 5th –1:30pm
 - Monday, February 13th –1:30pm
 - Tuesday, March 21st –1:30pm
 - Tuesday, April 11th –1:30pm
 - Tuesday, May 23rd –1:30pm

Compensation:

- Compensation will be in the amount of **\$103,752** for YPC@T program
 - *MDP Explore Assemblies at McCloud - \$9,900
- The method of payment: Check
- The process for billing the contractor: 3 equal payments of \$34,584 on September 1, December 1, and April 1

This partnership is “at will” and this offer letter does not constitute an employment contract with either organization. This contract is mutually agreed upon by:

Signature:

Signature:

Cheryl Balletto
Business Administrator, EPSD
Date: _____

Dorothy Kaplan Roffman
Director, Thurnauer School of Music
Date: _____

AFFIRMATIVE ACTION PROGRAM (M)

1140 AFFIRMATIVE ACTION PROGRAM (M)

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing For Equality And Equity In Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is an over representation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board

COMPREHENSIVE EQUITY PLAN (M)

1523 COMPREHENSIVE EQUITY PLAN (M)

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including students and teachers.

The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any organization, club, athletic association, or other league or group.

The Comprehensive Equity Plan shall include the following:

1. ~~A needs assessment that includes student assessment and behavioral data disaggregated by gender, race, ethnicity, Limited English Proficiency, Special Education, Migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group; staffing practices; quality of program data; and stakeholder satisfaction data~~ **An assessment of the school district's needs for achieving equity in educational programs. The assessment shall include staffing practices, quality-of-program data, stakeholder-satisfaction data, and student assessment and behavioral data disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, preschool through grade twelve promotion/retention data, preschool through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group;**
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;

COMPREHENSIVE EQUITY PLAN (M)

3. ~~Adequate yearly p~~Progress targets for closing the achievement gap;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and
5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.

A Comprehensive Equity Plan shall be ~~developed~~ **written** every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, or fails to report its progress annually, ~~or as required by the New Jersey Department of Education,~~ sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.9

Adopted: 20 November 2003
Revised: 21 July 2005
Revised 03 March 2011

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HARASSMENT, INTIMIDATION OR BULLYING INVESTIGATION PROCEDURE (M)

R 5512 HARASSMENT, INTIMIDATION OR BULLYING INVESTIGATION PROCEDURE (M)

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, ~~or~~ **and** bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the **verbal** report of the incident and shall be conducted by a school's Anti-Bullying Specialist, **in coordination with the Principal**.
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).

Investigation Procedure



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4. The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. Parents ~~or legal guardians~~ of **individual student offenders and targets/victims** ~~the pupils who are parties to the investigation~~ shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent ~~or legal guardian~~ may request a hearing before the Board of Education after receiving the information.
 - a. This hearing shall be held within ten **school** days of the request;
 - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the **students** ~~pupils~~; and
 - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.



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8. At the next **regularly scheduled** Board of Education meeting following its receipt of the **Superintendent's report on the results of each investigation to the Board or following a hearing in executive session**, the Board of Education shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
9. A parent, **student pupil**, ~~legal guardian~~, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

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R 2423 BILINGUAL AND ESL EDUCATION (M)

A. Definitions

1. "Bilingual education program" means a full-time program of instruction in all ~~these~~ courses or subjects ~~which~~ **that** a child is required by law or rule to receive, given in the native language of ~~the limited English proficient students~~ **English language learners (ELLs)** enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ~~the limited English proficient students~~ **ELLs** enrolled in the programs, **and** in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area ~~which~~ **that** is the native land of the parents of ~~limited English proficient students~~ **ELLs** enrolled in the program, and in the history and culture of the United States. ~~All students in bilingual education programs receive English as a second language instruction.~~
2. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
3. "Bilingual resource program" means a program alternative in which students receive daily instruction from a certified bilingual teacher in identified subjects and with specific assignments on an individual student basis.
4. "Bilingual tutorial program" means a program alternative in which students are provided one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.
5. "Dual-language bilingual education program" means a full-time program of instruction in elementary and secondary schools ~~which~~ **that** provides structured English language instruction and instruction in a second language in all content areas for ~~LEP~~ **ELL**



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students and for native English speaking students enrolled in the program.

6. "Educational needs" means the particular educational requirements of ~~students of limited English proficiency~~, **ELLs**; the fulfillment of which will provide them with equal educational opportunities.
7. "English as a second language (ESL) program" means a daily developmental second-language program of ~~up to two periods at least one period~~ of instruction based on student language proficiency which teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student's experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
8. ~~"English language fluency" means the ability to speak the language with sufficient structural accuracy; use vocabulary to participate effectively in most formal and informal conversations on practical, social, and school topics; read material for information; and complete forms and write essays and reports on familiar topics. Language fluency is not the same as language proficiency, which is the full command of language skills.~~

"English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.

9. **"English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency**



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in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.

910. "English language proficiency test" means a test **that** which measures English language skills in the areas of aural comprehension, speaking, reading, and writing.
1011. "English language services" means services designed to improve the English language skills of students of limited English proficiency **ELLs**. These services, provided in school districts with less than ten students of limited English proficiency **ELLs**, are in addition to the regular school program and have as their goal the development of **are designed to develop** aural comprehension, speaking, reading, and writing skills in English.
11. ~~"ESL standards for Pre-Kindergarten through grade twelve students" means the WIDA English Language Proficiency Standards for English Language Learners in Pre-Kindergarten through Grade Twelve, 2007 edition, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. These are the standards and language competencies limited English proficient students in Pre-Kindergarten programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects.~~
12. "Exit criteria" means the criteria ~~which~~ **that** must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
13. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
14. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of



Education. All students in an instructional program alternative receive English as a second language.

- ~~15.~~ "Limited English proficient (LEP) students" means students from Pre-Kindergarten through grade twelve whose native language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English. This term means the same as limited English speaking ability, the term used in N.J.S.A. 18A:35-15 to 26.
- ~~16~~15. "Native language" means the language first acquired by the student, the language most often spoken by the student, or the language most often spoken in the student's home, regardless of the language spoken by the student.
- ~~17~~16. "Parent(s)" **for the purposes of Policy and Regulation 2423** means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. ~~When~~ Where parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
- ~~18~~17. "Review process" ~~is~~ **means** the process established by the Board of Education to assess ~~limited English proficient students~~ **ELLs** for exit from a bilingual, ESL, or English language services programs.
- ~~19~~18. "Sheltered English instruction" ~~is~~ **means** an instructional approach used to make academic instruction in English understandable to ~~LEP~~ **ELLs** students. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for **ELLs** ~~LEP~~ students.

- B. Identification of Eligible ~~Limited English~~ **Language Learners (ELLs)** Proficient (~~LEP~~) Students



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1. The Superintendent of Schools will designate a teaching staff member(s) who _____ will determine the native language of each ~~ELL LEP~~ student at the time of enrollment of the student in the school district. The district _____ will:
 - a. Maintain a census indicating all students identified whose native language is other than English; and
 - b. Develop a screening process, initiated by a home-language survey, to determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing.

~~Report annually to the New Jersey Department of Education as part of the Fall LEP Enrollment Summary, the number of all LEP students whose native language is other than English and, of that group, the number who are LEP students.~~

- ~~2. The Board approved screening process, initiated by a home language survey, shall determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher and shall be designed to distinguish those students that are proficient English speakers and need no further testing.~~

32. The district shall determine the English language proficiency of all Kindergarten to grade twelve students, who are not screened out, **and** whose native language is other than English, by **administering** the ~~administration~~ of a Department of Education-approved English language proficiency test, assessing the level of

reading in English, reviewing the previous academic performance of students, **including their performance on** ~~as well as~~



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standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for **ELLs** ~~the limited English proficient students~~. Students who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator **shall be considered ELLs**, ~~are students of limited English proficiency~~. The district shall also use age-appropriate assessment methodologies to identify ~~limited English proficient~~ preschool **ELLs** ~~students in order to determine their individual language development needs~~.

C. **Bilingual Programs for ~~Limited English Proficient Students~~ Language Learners (ELLs)**

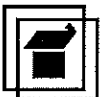
1. All Kindergarten through ~~twelfth~~ grade ~~twelve~~ ~~LEP~~ students **ELLs** enrolled in the district **pursuant to N.J.S.A. 18A:7F-46** will be **provided with all** ~~receive~~ required courses and support services outlined in a. through g. below to prepare ~~LEP~~ students **ELLs** to meet the Core Curriculum Content Standards for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by **ELLs** ~~LEP~~ students. The district shall also provide appropriate instructional programs to eligible pre-school ~~LEP~~ students **ELLs** based on need according to the New Jersey Preschool **Program Implementation Guidelines, 2015 Teaching and Learning Expectations: Standards of Quality** (2004). **The guidelines provide developmentally appropriate recommendations** ~~These standards are guidelines for good practice and are intended for school districts that provide preschool programs.~~

- a. **The Board of Education shall establish** English language services designed to improve ~~the~~ English language proficiency of **ELLs** ~~LEP~~ students whenever there are **at least one or more**, but fewer than ten ~~LEP~~ students **ELLs** enrolled ~~within the schools of~~ **in the school** district. English language services shall be **provided** in addition to the regular school program.
- b. **The Board of Education shall establish** ~~a~~ **An** ESL program that provides **at least one** ~~up to two~~ periods of



ESL instruction based on student language proficiency whenever there are ten or more ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district.

- (1) ~~An The~~ ESL curriculum that addresses the WIDA English ~~I~~Language **development** ~~Proficiency~~ ~~s~~Standards as ~~amended and supplemented~~ shall be developed and adopted by the Board to address the instructional needs of **ELLs** ~~LEP students~~.
 - (2) The ESL curriculum will be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas ~~being~~ taught.
- c. **The Board of Education shall establish** A bilingual education programs ~~will be established~~ whenever there are twenty or more ~~limited English proficient students~~ **ELLs** in any one-language classification enrolled in the **school** district pursuant to N.J.S.A. 18A:35-18. The bilingual education programs shall:
- (1) Be designed to prepare ~~LEP students~~ **ELLs** to acquire sufficient English skills and content knowledge to meet the Core Curriculum Content Standards. All ~~LEP students~~ **ELLs** participating in the bilingual programs **shall** ~~will~~ also receive ESL instruction;
 - (2) Include a ~~bilingual program~~ curriculum that addresses the Core Curriculum Content Standards, the WIDA English ~~I~~Language **development** ~~s~~Standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
 - (3) Include a full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the **school** district.



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- d. ~~ELLs LEP students will~~ **shall** be provided **with** equitable instructional opportunities to participate in all non-academic courses necessary to meet the Core Curriculum **Content** Standards, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. ~~The~~ These instructional opportunities shall be designed to assist ~~LEP students~~ **ELLs** to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- e. The **Board of Education** ~~district~~ shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ~~LEP students~~ **ELLs** to meet the Core Curriculum Content Standards for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, **the Board shall develop** plans ~~shall be developed~~ in consultation with and approved by the New Jersey Department of Education to meet the needs of the students.
- f. **The Board of Education shall design** ~~a~~Additional programs and services ~~shall be designed~~ to meet the special needs of eligible ~~LEP students~~ **ELLs** and will include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
- g. The **Board of Education** may establish dual-language bilingual education programs in ~~its~~ the schools and may make provisions for the coordination of instruction and services with the ~~school~~ district's ~~w~~World ~~L~~anguages program. **Dual-language bilingual education programs** ~~This program, if established by the Board, shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. To the extent necessary, instruction shall, to the extent necessary, be in all courses or subjects of study that allow~~ allowing students to meet all grade promotion and



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graduation standards. Where possible, ~~these classes in~~ **dual-language bilingual programs shall** ~~will be~~ comprised of approximately equal numbers ~~of students of~~ **limited English proficiency and of ELLs and of** students whose native language is English.

2. The Board of Education may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process **Provided by Statute**

The school district may request a waiver from **N.J.A.C. 6A:15-1.4(d)** ~~establishing a bilingual education program, pursuant to N.J.S.A. 18A:35-18,~~ to establish **annually** an instructional program alternative ~~on an annual basis~~ with the approval of the Department of Education when there are twenty or more students eligible for the bilingual education program in Kindergarten through grade twelve, and the **school** district is able to demonstrate **that it would be impractical to provide a full-time bilingual program** ~~that due to age range, grade span, and/or geographic location of eligible students, it would be impractical to provide a full-time bilingual program.~~

1. ~~Any~~ Instructional program alternatives shall be developed in consultation with and approved annually by the Department of Education after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ~~LEP students~~ **ELLs** to develop sufficient English skills and subject-matter skills to meet the Core Curriculum Content Standards.
2. The instructional program alternatives **that shall** ~~to be established~~ **shall** include, but are not limited to: **the** bilingual part-time component;; **the** bilingual resource program;; **the** bilingual tutorial program;; **the** sheltered English instruction program;; and **the** high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.



E. Department of Education Approval of Bilingual, ESL, or English Language Services Programs

1. **Each school district providing a** ~~The school district's bilingual program, ESL program, or English language services program plans shall be submitted a plan every three years to the New Jersey Department of Education every three years for approval. At its discretion, the Department of Education may request modifications, as appropriate. Plans submitted by the school district for approval shall include information on the following~~ **The plans will include the following information:**

- a. Identification of students;
- b. Program description;
- c. Number of certified staff hired for the program;
- d. Bilingual and ESL curriculum development;
- e. Evaluation design;
- f. Review process for exit; and
- g. A budget for bilingual and ESL programs ~~and/or~~ **or** English language services programs. ~~The budget must indicate how the bilingual categorical aid funds are directly related to the bilingual/ESL program instructional services and materials.~~

2. **The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.**

~~The district shall annually submit data on the number of LEP students served, exit data for the LEP students enrolled in the district, and data on the number of immigrant students enrolled in the district.~~



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3. ~~The district's bilingual/ESL programs will be monitored and evaluated by the New Jersey Department of Education.~~
4. ~~A school that fails to make progress in meeting the New Jersey Department of Education's annual measurable achievement objectives, must separately inform the parent(s) or legal guardian(s) of an LEP student of the school's failure no later than thirty days after the failure occurs.~~

F. Supportive Services

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the **school** district.
2. To the extent that it is administratively feasible, supportive services to **ELLs** ~~LEP students~~, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of **the ELLs** ~~LEP students~~ and their parents.

G. In-service Training

1. **A plan shall be developed for in-service training will be provided for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall based on their needs and to include instructional strategies and appropriate assessments to help LEP students ELLs meet the Core Curriculum Content Standards and the WIDA English IIanguage development Proficiency sStandards. All ESL and bilingual teachers shall will receive training in the use of the ESL curriculum.**
2. The Professional Development Plan of the **school** district shall include the needs of bilingual and ESL teachers, **which** ~~that~~ shall be addressed through in-service training.



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H. Certification of Staff

All teachers in these programs will hold the following certifications:

1. Bilingual Classes - a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education **pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.**
2. ESL Classes - a valid New Jersey instructional certificate in **ESL English as a second language pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.**
3. English Language Services - a valid New Jersey instructional certificate.

I. Bilingual, **English as a Second Language** ESL, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

1. All **ELLs** ~~LEP students~~ from Kindergarten through ~~twelfth~~ grade **twelve** shall be enrolled in the bilingual, ESL, or English language services program **established by the Board of Education as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), and P.L. 1995, c. 59 and c. 327.**
2. Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually **using** ~~with~~ a Department of Education-approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program.
3. **ELLs** ~~LEP students~~ enrolled in **the bilingual, ESL, or English language services program** ~~one of these programs~~ shall be placed in a monolingual English program when they have demonstrated readiness to function successfully in an English-only program. **The This process to determine the readiness or inability of the individual student to function successfully in the English-only**



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program shall be initiated by the student's level of English proficiency as measured by a Department of Education-established

standard on an English language proficiency test. ~~The and the~~ readiness of the student shall be further assessed on the basis of multiple indicators ~~that which~~ shall **include**, at a minimum; ~~include~~ classroom performance;; the student's reading level in English;; the judgment of the teaching staff member or members responsible for the educational program of the student;; and performance on achievement tests in English ~~according to P.L. 1991, c.12.~~

4. A parent(s) ~~or legal guardian(s)~~ may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.

5. ~~Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually to determine their progress in achieving English language proficiency goals and readiness for exiting the program.~~

65. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:

- a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher, ~~with the approval of the Building Principal,~~ may recommend retesting **with the approval of the Principal.**
- b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
- c. The recommendation for retesting ~~shall will~~ be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the



teacher; and/or comprehend basic verbal and written materials.

- d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the students.
- e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.

76. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, **the district shall notify by mail the student's parent(s) or legal guardian(s) shall be informed by mail of the placement determination of placement.** If the parent(s), legal guardian(s) or teaching staff member disagrees with the placement, he/she may appeal the **placement** decision in writing to the **Superintendent or designee _____**, who will provide a written explanation for the decision within **_____ seven** working days **of receiving the written appeal.** The complainant may appeal this decision in writing to the Board of Education **within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision.** The Board will review the appeal and respond in writing **to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board.** Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.

J. Graduation Requirements for ~~Limited English Proficient~~ Students
Language Learners

All **ELLs** ~~LEP~~ students must satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).

K. Location of Programs



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All bilingual, ESL, and English language services programs shall be conducted within classrooms ~~approved by the Executive County Superintendent of Schools~~ within the regular school buildings of the school district ~~per~~ pursuant to N.J.S.A. 18A:35-20.

L. Notification to Parents/Legal Guardians

1. The school district will notify **by mail** the parents(s) or legal guardian(s) of the LEP student of **ELLs by mail of the fact** ~~no later than thirty days after the beginning of the school year~~ that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. **The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:** ~~The parent(s) or legal guardian(s) must be notified within two weeks of the student's placement in a bilingual, ESL, or English language services program, if the student has not been identified as a LEP student prior to the beginning of the school year.~~
 - a. **Why** ~~The notice shall inform the parent(s) or legal guardian(s) why~~ the student was identified as **an ELL;**
 - b. **Why LEP** ~~and why~~ the student needs to be placed in a **language instructional educational program that will help him or her develop and attain English proficiency and meet State academic standards** ~~bilingual, ESL, or English language services program;~~
 - bc. ~~The notice will include the student's level of English proficiency, how~~ **the such level of English proficiency** was assessed, and the student's academic level;
 - ed. ~~The notice will include the method of instruction~~ **the school district will use** ~~that will be used~~ to serve the



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student, including a description of other ~~methods~~ of instruction **methods** available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;

- de. ~~The notice will inform the parent(s) or legal guardian(s)~~
How the program will meet the **student's** specific needs of the student in attaining English and meeting State standards;
- ef. The **program's** notice will include the exit requirements, the expected rate of transition into a classroom not tailored for **ELLs** ~~LEP students~~, and, in the case of high school students, the expected rate of graduation; **and**
- fg. ~~The notice will inform the parent(s) or legal guardian(s)~~
How the instructional program will meet the objectives of **the an individualized** education program of a student with a disability;
- g. ~~The notice will include written guidance on the rights that parents have to remove their child from a bilingual, ESL, or English language services program upon their request, in accordance with N.J.A.C. 6A:15-1.13, or to choose another program or method of instruction, if available, and how the parent(s) or legal guardian(s) will be provided assistance in selecting the best program to serve their child;~~
- h. ~~The notice will inform the parent(s) or legal guardian(s) they have the option of declining enrollment if they choose by providing notice to the district no later than ten days after receiving the eligibility notice;~~
- i. ~~The notice shall be in writing and in the language of which the child of the parent(s) or legal guardian(s) so notified possesses a primary speaking ability, and in English; and~~
- j. ~~Whenever the district determines, on the basis of a student's level of English proficiency, that a student should~~



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~~exit from a program of bilingual education, the district shall notify the parent(s) or legal guardian(s) of the student by mail.~~

2. **The school district shall send progress reports to** ~~The parent(s) or legal guardian(s)~~ of students enrolled in a bilingual, ESL, or English language services programs ~~shall receive progress reports~~ in the same manner and frequency as progress reports are sent to ~~parent(s) and legal guardian(s)~~ of other students enrolled in the school district.
3. Progress reports shall be written in English and in the native language of the ~~parent(s) or legal guardian(s)~~ of students enrolled in the bilingual **and** ~~or~~ ESL program unless **the school district** it can be demonstrated and documented in the three-year plan **required in N.J.A.C. 6A:15-1.6(a)** that ~~the~~ this requirement would place an unreasonable burden on the district.
4. The **school** district shall notify the ~~parent(s) or legal guardian(s)~~ when ~~a~~ students meets the exit criteria and ~~are~~ **is** placed in a monolingual English program. The notice shall be in English and in the language in which the ~~parent(s) or legal guardian(s)~~ possesses a primary speaking ability.

M. Joint Programs

~~With The school district may join with any other school districts, with the approval of the Executive County Superintendent of Schools, on a case-by-case basis, a school district may join with another Board of Education to provide bilingual, ESL, or English language services programs.~~

N. Parental Involvement

1. The **Superintendent or designee** _____ will provide for **the** maximum practicable involvement of parent(s) ~~or legal guardian(s)~~ of ~~LEP students~~ **ELLs** in the development and review of program objectives and dissemination of information to



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and from the **district** Boards of Education and communities served by the bilingual, ESL, or English language services education programs.

- ~~2. A parent(s) or legal guardian(s) will be informed on how they can become involved in the education of their child and how they can actively participate in helping their child learn English, achieve at high levels in the core academic subjects, and meet State standards.~~
32. A **school** district that implements a bilingual education program shall establish a parent advisory committee on bilingual education **of** ~~on~~ which the majority will be parents ~~or legal guardians of~~ students of **ELLs** ~~limited English proficiency~~.

Issued: 16 March 2007
Revised: 27 January 2011
Revised: 10 February 2012



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ENGLEWOOD BOARD OF EDUCATION

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EDUCATIONAL PROGRAM EVALUATION (M)

2610 EDUCATIONAL PROGRAM EVALUATION (M)

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. To this end, the Superintendent shall employ such tests and methods as may be indicated by sound professional judgment. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board during the school year. Findings of the assessment program may be used to evaluate the progress of students and the effectiveness of staff members. The Board will annually make available to the public the collective progress of students toward the goals of the district.

The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6:8-3.2; 6A:8-4.1 et seq.

N.J.A.C. 6A:19-2.6 [**vocational districts**]

Adopted: 28 August 2006

2622 STUDENT ASSESSMENT (M)

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with Federal and State law.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

Student Accommodations/Modifications

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in

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N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.

N.J.S.A. 18A:7C-1

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted: 28 August 2006
Revised: 19 November 2015

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

M

The Englewood Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 et seq.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 ~~this provision~~ if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the **Board of Education** ~~district~~, a sworn statement that he or she: is domiciled within the **school** district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease, **or a mortgage or tax bill if an owner.** Pursuant to N.J.S.A. 18A:38-1.(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school **in this school district** free of charge pursuant to N.J.S.A. 18A:38-1.(b) if the student is kept in the home of a person domiciled in the **school district, who is not other than** the parent or guardian; ~~where~~ **and** the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in **the United States armed forces** in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year **during which** ~~upon~~ the parent or guardian's returns from active military duty.

A student is eligible to attend school **in this school district** free of charge pursuant to N.J.S.A. 18A:38-1.(d) if the student's parent or guardian temporarily resides within the **school district** and elects to have the student attend **the school** in the district of temporary residence, notwithstanding the existence of a domicile elsewhere. ~~When~~ **Where** required by the **Board of Education** ~~district~~, the parent or guardian shall demonstrate ~~that such~~ **the** temporary residence is not solely for purposes of a student attending **the school** ~~within the~~ district of temporary residence. ~~When~~ **Where** one of a student's parents or guardians temporarily resides in the **school district** while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend **this school** ~~in the~~ district free of charge:

1. If the student's parent or guardian moves to another **school district** as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed **by court order** ~~in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e))~~ or by a society, agency, or institution **in the home of a school district resident** pursuant to N.J.S.A. 18A:38-2;



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

3. If the student had previously resided in the **school** district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the **school** district, pursuant to N.J.S.A. 18A:38-3.(b). The **school** district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by tThe physical condition of an applicant's housing; or his or her an applicant's compliance with local housing ordinances; or terms of lease shall not affect eligibility to attend school.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Proof of Eligibility

The ~~district~~ **Board of Education** shall accept a **combination of** forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the ~~school~~ district in accordance with **the provisions of N.J.A.C. 6A:22-3.4 et seq.** The **Board of Education** ~~district~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form ~~of documentation~~, or a ~~particular~~ subset of documents, without regard to other evidence presented.

The ~~district~~ **Board of Education** shall not **condition enrollment on the receipt of require or request** any information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as **outlined in N.J.A.C. 6A:22-3.4(d).** **The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant.** ~~However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, The district Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.~~

Registration Forms and Procedures for Initial Assessment and Enrollment

Registration, ~~and~~ initial determinations of eligibility, ~~and enrollment~~ will be in accordance with N.J.A.C. 6A:22-4.1 et seq. The ~~district~~ **Board of Education** shall use **Commissioner-provided** registration forms ~~provided by the Commissioner of Education~~ or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level ~~school~~ administrator designated by the Superintendent **shall** ~~will~~ be available ~~and~~ clearly identified to applicants; ~~and~~ **available** to assist persons who ~~experience~~ **are experiencing** difficulties with the registration/enrollment process.



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Initial ~~determinations~~ of eligibility **determinations** shall be made upon presentation of an **enrollment** application, ~~for enrollment~~ and enrollment shall take place immediately ~~in all cases except in cases~~ those of clear, uncontested denials. **Enrollment shall take place immediately when** Where an applicant has provided incomplete, unclear, or questionable information, ~~enrollment shall take place immediately,~~ but the applicant **shall be notified that the student will be removed from the school district** ~~will be placed on notice that removal will result~~ if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.

When a student ~~Where an applicant~~ appears ineligible based on the information provided in the initial application, **the school district shall issue** a preliminary written notice of ineligibility ~~shall be provided,~~ including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and **an intent to appeal to the Commissioner of Education. An applicant whose student is** ~~A student~~ enrolled pursuant to this provision shall be notified that **the student** ~~he or she~~ will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When ~~Where~~ enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. **When the student is between the ages of six and sixteen, applicants also shall** ~~In this case, the parent(s) or guardian(s) shall, where the student is between the ages of six and sixteen,~~ be asked to complete a written statement **indicating** that the student will be attending school in another **school district,** ~~attending or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of event this written statement, is not provided, the district level administrator designated by the Superintendent~~ **designated staff shall report to** ~~shall notify~~ the school district of actual domicile or residence, or the Department of Children and Families, ~~to report a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, pursuant to N.J.S.A. 9:6-1.~~ **Staff shall provide the school district or the Department of Children and Families** with the student's name, the name(s) of the parent/guardian/resident, **and** the student's address to the extent known. **Staff** ~~and shall also~~ indicate that admission to the **school district** has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Enrollment or attendance at ~~in~~ the school district shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, although actual attendance at school may be deferred until the student complies with student as necessitated by compliance with rules regarding immunization rules set forth in of students, N.J.A.C. 8:57-4.1 et seq.

When enrollment in the school district, attendance at school, or the receipt of educational services where attendance in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised that the initial educational placement of the student student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student by the district.

Notice of Ineligibility

When a student is found If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the student's initial application initially submitted is found to be deficient upon subsequent review or investigation, the school district notice shall immediately shall provide be provided to the applicant notice that is consistent with sample form(s) to be provided by the Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing;; in English and in the native language of the applicant;; issued by the Superintendent; and directed to the address at which the applicant claims to reside. The Notices of ineligibility shall be provided and shall include information as outlined required in accordance with N.J.A.C. 6A:22-4.2 et seq.



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this ~~P~~policy shall preclude the Board of Education from ~~identifying~~ seeking to identify, through further investigation or periodic requests for ~~current~~ revalidation of ~~previously determined~~ eligibility status, students enrolled in the **school** district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student, ~~who is~~ enrolled and attending school ~~in the district~~ based on an initial **eligibility** determination ~~of eligibility~~, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal ~~of the student~~ in accordance with the provisions of N.J.A.C. 6A:22-4.3(b). No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) ~~as the case may be~~, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", ~~as the case may be~~, does not respond to the Superintendent's notice within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility ~~or ineligibility~~ and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. The ~~H~~hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal ~~The district's determination that a student is ineligible to attend the schools of the district may be appealed to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools by the parent, guardian, adult student or resident keeping an "affidavit student", as the case may be.~~ **Appeals** Such appeals shall be initiated by petition which shall be filed ~~proceed~~ in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.(b)(1), appeals of "affidavit student" eligibility determinations ~~shall must~~ be filed by the resident keeping the student.



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a **an ineligibility** determination of ~~ineligibility~~, the Board of Education may assess tuition for ~~any period of a student's ineligible attendance~~, for **up to one year of a student's ineligible attendance**, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. **If the responsible party does not pay the tuition assessment**, ~~the Board of Education district~~ may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident **student** ~~child~~ to school free of charge must be approved by the Board. No **student** ~~child~~ otherwise eligible shall be denied admission on the basis of the **student's** ~~child's~~ race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Children Who Anticipate Moving to or from the District

A nonresident **student** ~~child~~ otherwise eligible for attendance whose parent(s) or guardian(s) anticipates **school** district residency and has entered a contract to buy, build, or rent a residence in this **school** district may be enrolled **without** payment of tuition for a period of time not greater than six (6) weeks prior to the anticipated date of residency. If any such student does not become a resident of the district within six (6) weeks after admission to school, tuition will be charged for attendance commencing the beginning of the seventh (7th) week and until such time as the student becomes a resident or withdraws from school.

Students whose parent(s) or guardian(s) have moved away from the school district on or after commencement of the third trimester and twelfth grade students have moved parent(s) or guardian(s) away from the school district on or after commencement of the third trimester will be permitted to finish the school year in this school district without payment of tuition.

Children of Board of **Education** employees who do not reside in this school district may be admitted to school in this district **without** payment of tuition, provided that the educational program of such children can be provided within **school** district facilities without substantial additional cost to the district, and at the discretion of the Superintendent.

N.J.S.A. 18A:38-1 et seq.; **18A:38-3; 18A:38-3.1**

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: 28 August 2006

Revised: 14 October 2010



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R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

A. Definitions

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.(b) and N.J.A.C. **6A:22-3.2(a)** ~~6A:22-3.4(a)2.~~
2. ~~"Appeal to the Commissioner"~~ or ~~"appeal"~~ means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, **Controversies and Disputes.**
3. **"Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.**
43. "Commissioner" means the Commissioner of Education or his/her designee.
54. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district **unless it can be proven** ~~subject to a rebuttable presumption that the child does not actually live is actually living~~ with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.(e).
5. ~~"Parent" means the natural or adoptive parent, foster parent, and surrogate parent.~~

B. Eligibility to Attend School – Students Domiciled in the District

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
 - a. A student is domiciled in the **school** district when he or she is living with a parent or guardian whose **permanent home**

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domicile is located within the **school** district. ~~A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it; notwithstanding the existence of homes or residences elsewhere.~~

- (1) **When** ~~Where~~ a student's parents or guardians are domiciled within different **school** districts; and ~~where~~ there is no court order or written agreement between the parents designating the **school** district **of attendance** ~~for school attendance~~, the student's domicile is the **school** district of the parent or guardian with whom the student lives for the majority of the school year;. **This provision shall apply** regardless of which parent has legal custody.
- (2) **When** ~~Where~~ a student's physical custody is shared on an equal-time, alternating week/month or other similar basis ~~so such that~~ the student is not living with one parent or guardian for a majority of the school year; and ~~where~~ there is no court order or written agreement between the parents designating the **school** district **of** ~~for school~~ attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the **application** date ~~of the application~~.
 - (a) **When** If a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. **When** ~~Where~~ the parents or guardians do not designate; or cannot agree upon; the student's likely residence as of that date, or if on that date the student is not residing

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with the parent or guardian previously indicated, the student ~~shall will~~ attend school in the **school** district of **domicile** of where the parent or guardian with whom the student **actually lives** ~~is actually living~~ as of the last school day prior to October 16 is domiciled.

(b) **When** ~~Where~~ the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.

(3) **When** ~~Where~~ a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's **right** ~~entitlement~~ to attend school in the parent or guardian's **school** district of domicile pursuant to the provisions of N.J.A.C. 6A:22.

(4) **No school** ~~The~~ district shall ~~not~~ be required to provide transportation for a student residing outside the **school** district for all or part of the school year, ~~other than that~~ **unless transportation is** based upon the home of the parent or guardian domiciled within the **school** district **or otherwise** ~~to the extent~~ required by law, ~~as a result of being the district of domicile for school attendance purposes pursuant to the provisions of N.J.A.C. 6A:22.~~

b. A student is domiciled in the **school** district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a **domicile** ~~permanent home~~ within the **school** district. ~~A home is permanent when the student intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.~~

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- c. A student is domiciled in the **school** district when the student has come from outside the State and is living with a person domiciled in the **school** district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-30(e) **2A:34-54 ("home state" definition)** and **2A:34-65.a(1)** N.J.S.A. ~~2A:34-31~~. However, a ~~any~~ such student may later be subject to removal proceedings if application for legal guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
 - d. A student is domiciled in the **school** district when his or her parent or guardian resides within the **school** district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the **school** district if the Department of Children and Families is acting as the student's guardian and has placed the student in the **school** district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the **school** district of domicile for school attendance purposes shall be that of the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the **dwelling's** or unit's property tax is paid ~~by the owner of a multi-unit dwelling~~.
- a. ~~When Where~~ property tax is paid in equal amounts to two or more municipalities, and ~~where~~ there is no established assignment for students residing in the affected dwellings, the **school** district of domicile for school attendance purposes ~~shall will~~ be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
 - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend

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~~the school in the district prior to the provision's initial promulgation on December 17, 2001.~~

3c. ~~When~~ Where a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 ~~is intended to foreclose a~~ **shall exclude a** student's **right** entitlement to attend ~~the school in the~~ district of domicile **although** notwithstanding that the student is qualified to attend **a different** school ~~in a different~~ district pursuant to N.J.S.A. 18A:38-1.(b) or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.(d).

3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-1.~~b(b)~~ if that student is kept in the home of a person other than the student's parent or guardian, **and** ~~where~~ the person is

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domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.

a. A student is not eligible to attend **this** school ~~in this~~ district pursuant to this provision unless:

(1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and

(2) The person keeping the student has filed, if so required by the **Board of Education** ~~district~~:

(a) A sworn statement that he or she is domiciled within the **school** district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student **pertaining** ~~relative~~ to school requirements; and

(b) A copy of his or her lease if a tenant, ~~or~~ a sworn landlord's statement if residing as a tenant without a written lease, ~~or a mortgage or tax bill if an owner.~~

b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained, ~~where~~ **when** evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).

c. A student shall not be deemed ineligible under this provision **when** ~~where~~ evidence is presented that the student has no home or possibility of school attendance

other than with a **school** district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.

- d. A student shall not be deemed ineligible under this **provision** section solely because a parent or guardian gives **occasional** gifts or makes limited contributions, financial or otherwise, toward the **student's** welfare of the student, provided the resident keeping the student receives **from the parent or guardian** no payment or other remuneration from the parent or guardian for regular maintenance of the student.
 - e. Pursuant to N.J.S.A. 18A:38-1.c(e), any person who fraudulently allows a child of another person to use his or her residence, **and** is not the primary financial supporter of that child, and **any person** who fraudulently claims to have given up custody of his or her child to a person in another **school** district commits a disorderly persons offense.
- 2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in the **this school** district pursuant to N.J.S.A. 18A:38-1.b(b) if the student is kept in the home of a person domiciled in the **school** district, **who is not the parent or guardian** other than **and** the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under this provision shall cease at the end of the current school year **during which** upon the parent or **guardian** guardian's returns from active military duty.
 - 3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to

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attend school **in this school district** ~~in the district~~ pursuant to N.J.S.A. 18A:38-1.(d) if the student's parent or guardian temporarily resides within the **school** district and elects to have the student attend **the school** ~~in the district~~ of temporary residence, notwithstanding the existence of a domicile elsewhere.

- a. **When required by the Board of Education,** ~~The parent or guardian, when required by the district,~~ shall demonstrate ~~that such~~ **the** temporary residence is not solely for purposes of **the** a student's attending **the school** ~~within the district~~ of temporary residence;
 - b. **When** ~~Where~~ one of a student's parents or guardians temporarily resides in ~~the a~~ **school** district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a **school** district unless the parent or guardian demonstrates, **if** ~~when~~ required by the **Board of Education,** ~~district, that such the~~ temporary residence is not solely for purposes of a student's attending **the school** ~~within the district~~.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in **the this school** district pursuant to N.J.S.A. 18A:38-1.(f) if the student's parent or guardian moves to another **school** district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
 5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in **the this school** district pursuant to N.J.S.A. 18A:38-2 if the student is placed ~~in the home of a district resident~~ by court order or by a society, agency, or institution **in the home of a school district resident pursuant to N.J.S.A. 18A:38-2** as

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~~referenced in that statute. As used in this section, "court order"~~
~~as used in this paragraph shall~~ does not encompass orders of residential custody; under which claims of entitlement to attend a school in a district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.

6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-3.b(b) if the student ~~had~~ previously resided in the **school** district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the **school** district. A **school** district admitting a student pursuant to N.J.S.A. 18A:38-3.b(b) shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend ~~the~~ school in ~~the~~ district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.

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- a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
 - (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to

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N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.

- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to

the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
- (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
- (3) If the Executive County Superintendent determines the situation does not constitute a

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family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.

- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
 - (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.

 - (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
 - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
 - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs

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incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status

1. **A student's eligibility to attend school shall not be affected by** ~~t~~The physical condition of an applicant's housing, or **his or her** an applicant's compliance with local housing ordinances or terms of lease ~~shall not affect eligibility to attend school.~~
2. **Except as set forth in a. below,** immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the **school** district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.
 - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the **school** district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa²).

{Optional

3. F-1 Visa Students

~~Option 1~~ [Select One Option

— The **school** district will **permit the attendance of** ~~accept~~ F-1 Visa students into the **school** district **with the payment of tuition with a signed tuition contract that may require advance payment of tuition before providing the requested I-20 form.**

— The school district will permit the attendance of F-1 Visa students into the school district without the payment of tuition.

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~~_____~~ **The school district will not permit the attendance of F-1 Visa students into the school district.]**

~~_____~~ with the payment of tuition with a tuition contract to be signed before the district will provide the requested I-20 Form.

~~_____~~ without the payment of tuition.

~~_____~~ **Option 2**

~~_____~~ The district will not accept F-1 Visa students into the district.]

E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.(a).

F. Proof of Eligibility

1. The ~~district~~ **Board of Education** shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the **school** district:
 - a. Property tax bills;; deeds;; contracts of sale;; leases;; mortgages;; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
 - b. Voter registrations;; licenses;; permits;; financial account information;; utility bills;; delivery receipts;; and other evidence of personal attachment to a particular location;
 - c. Court orders;; State agency agreements; and other evidence of court or agency placements or directives;
 - d. Receipts;; bills;; cancelled checks;; insurance claims or payments;; and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student;

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- e. Medical reports;; counselor or social worker assessments;; employment documents;; unemployment claims;; benefit statements;; and other evidence of circumstances demonstrating, ~~where applicable,~~ family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The **Board of Education** district may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by **an applicant** ~~a person seeking to enroll a student.~~
3. The **Board of Education** district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form ~~of documentation,~~ or ~~a particular~~ subset of documents; without regard to other evidence presented.
4. The **Board of Education** district shall not ~~require or request, as a condition of enrollment on the receipt of in-school,~~ any information or documents protected from disclosure by law, or pertaining to criteria ~~that which~~ are not a legitimate ~~bases~~ **basis** for determining eligibility to attend school. ~~They~~ These include, but are not limited to:
- a. Income tax returns;

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- b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
 - 5. **The Board of Education may consider, in a manner consistent with Federal law, documents or information of the type referenced in 4. above, or pertinent parts thereof, may be considered by the district if voluntarily disclosed by the applicant seeking enrollment.** However, the **Board of Education** district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
 - 6. **In the case of a dispute between the school district and the parents or guardians of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.**
- G. **Registration Forms and Procedures for Initial Assessment and Enrollment**
- 1. **The Board of Education** district shall use **Commissioner-provided** registration forms ~~provided by the Commissioner,~~ or locally developed forms that:
 - a. Are consistent with the forms provided by the Commissioner;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;

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- c. Summarize, **for the applicant's reference**, the criteria for attendance set forth in N.J.S.A. 18A:38-1 ~~for applicant reference~~, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose, ~~in relation to such criteria~~, for which **the** requested information is being sought **in relation to the criteria**; and
 - e. **Notify applicants that an** ~~Provide notice to applicants that~~ any initial **eligibility** determination ~~of eligibility~~ is subject to a more thorough review and **evaluation** ~~re-evaluation~~, and that ~~there is a potential for an~~ assessment of tuition is **possible** ~~in the event that if~~ an initially admitted applicant is later found ineligible.
2. **The Board of Education** ~~The district shall~~ **make available** ~~ensure~~ that sufficient numbers of registration forms; and ~~sufficient numbers of trained registration staff, are available to ensure prompt~~ **eligibility** determinations ~~of eligibility~~ and enrollment. **Enrollment** ~~Applications for enrollment may be taken by appointment, but such appointments shall must be promptly scheduled and shall may not unduly defer a student's attendance at school.~~
- a. If the **school** district uses separate forms for "affidavit student" applications; rather than a single form for all types of ~~application for enrollment~~, **affidavit student** such forms shall comply in all respects with the provisions of G.1. above. **When affidavit student** ~~Where such forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if whether or not they are specifically requested.~~
- (1) **The Board of Education or its agents** ~~district shall~~ not demand or suggest that guardianship or custody

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must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian, since such student may qualify as an "affidavit student".

- (2) **The Board of Education or its agents** ~~nor shall the not district demand or suggest that "affidavit student" proofs be produced by an applicant seeking to enroll a student of whom the applicant has guardianship or custody~~ **produce affidavit student proofs.**

- b. A district-level school administrator designated by the Superintendent shall be ~~available, and~~ clearly identified to applicants **and available**, to assist persons who are ~~experiencing~~ **experience** difficulties with the enrollment process.

3. Initial **eligibility** determinations ~~of eligibility~~ shall be made upon presentation of an **enrollment** application, ~~for enrollment, and~~ enrollment shall take place immediately ~~in all cases except in cases~~ those of clear, uncontested denials.

- a. **Enrollment shall take place immediately when** ~~Where an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district enrollment shall take place immediately, but the applicant shall be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.~~

- b. ~~Where an applicant~~ **When a student** appears ineligible based on information provided in the initial application, **the school district shall issue** a preliminary written notice of ineligibility ~~shall be provided~~, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant

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clearly indicates disagreement with the **school** district's determination and intent to appeal to the Commissioner.

- (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

4. **When** ~~Where~~ enrollment is denied and no intent to appeal is indicated, applicants shall be advised ~~that~~ they shall comply with compulsory education laws. ~~When and shall, where~~ the student is between the ages of six and sixteen, **applicants also shall** be asked to complete a written statement indicating the student will be attending school in another **school** district, ~~attending or~~ a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement **that the student will be attending school in**

another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to ~~from the parent or guardian, the district level school administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families, to report a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, pursuant to N.J.S.A. 9:6-1 ("willfully failing to provide regular school education as required by law").~~ **Staff** ~~The administrator designated by the Superintendent shall provide the school district or the Department of Children and Families, as the case may be, with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known.~~ **Staff and shall also indicate that admission to the school district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.**

5. **Enrollment or attendance in the school district** ~~Where enrollment is denied and an intent to appeal is indicated, or where~~

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~~enrollment is provisional subject to further review or information;~~
~~enrollment or attendance at school shall not be conditioned on~~
~~advance payment of tuition in whole or part~~ **when enrollment is**
denied and an intent to appeal is indicated, or when enrollment
is provisional and subject to further review or information.

6. **The Board of Education** ~~The Superintendent or designee,~~ shall ensure that ~~information suggesting an applicant may be homeless is identified during the registration process;~~ **identifies information suggesting an applicant may be homeless** so that, ~~where appropriate,~~ procedures may **be implemented** ~~ensue~~ in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the **school** district shall not be denied based upon absence of ~~the~~ **a** certified copy of **the student's** birth certificate or other proof of ~~a student's~~ **his or her** identity **as** required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
8. Enrollment in the **school** district shall not be denied based upon absence of student medical information. **However,** although actual attendance at school may be deferred **until the student complies with student immunization rules set forth in** ~~as necessitated by compliance with rules regarding immunization of students,~~ N.J.A.C. 8:57-4.4 et seq.
9. **When** ~~e~~Enrollment in the **school** district, attendance at school, or **the receipt of** educational services ~~where attendance in the regular education program appears inappropriate,~~ **the student** shall not be denied based upon **the** absence of a student's prior educational record. However, the applicant shall be advised that **the student's** initial educational placement ~~of the student~~ may be subject to revision upon **the school district's** receipt of records or further assessment of the student ~~by the district.~~

H. Notice of Ineligibility

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1. **When a student is found** ~~If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22 or the student's initial application initially submitted is found to be deficient upon subsequent review or investigation, the school district notice shall immediately~~ **provide notice** ~~be provided to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq. provided by the Commissioner.~~
 - a. Notices shall be in writing;; in English and in the native language of the applicant;; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made;:
 - (1) **The description shall be** sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; **and**
 - (2) **The description** ~~Such description~~ shall identify the specific **subsection** ~~section~~ of N.J.S.A. 18A:38-1 under which the application was decided;.
 - b. In cases of provisional eligibility, a clear description of the missing documents or information that **still must** ~~shall~~ be provided ~~in order to attain~~ **before a** final eligibility status **can be attained** under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the ~~date of the notice~~ **date**, along with an informational document provided by the Commissioner describing how to file an appeal;

- d. A clear statement ~~of that~~ the student's **right** ~~is entitled to~~ attend school for the twenty-one day period during which an appeal can be made to the Commissioner. **It also shall state** ~~but that, if missing information is not provided or an appeal is not filed,~~ the student will not be permitted to attend school beyond the **twenty-first** 21st day following the **notice** ~~date of the notice if missing information is not provided or an appeal is not filed;~~
- e. A clear statement ~~that~~ ~~of the student's right is entitled to~~ continue attending school **while an appeal to the Commissioner is pending** ~~during the pendency of an appeal to the Commissioner;~~
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's **right** ~~entitlement to~~ attend the ~~schools of the~~ **school** district, or the applicant **withdraws** ~~abandons~~ the appeal through withdrawal, **fails** ~~failure to prosecute or~~ **abandons the appeal** by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
 - (1) If removal is based on the student's **move** ~~having moved~~ from the **school** district, the notice of ineligibility shall also provide information as to whether district ~~P~~policy permits continued attendance, with or without tuition, for students who move from the **school** district during ~~the course of~~ the school year.

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- h. The name of a contact person in the **school** district who can ~~provide assistance~~ **assist** in explaining the **notice's** contents of the notice; and
- i. ~~When Notice that, where no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws;. In and that, in the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, attending a nonpublic school, or receiving instruction elsewhere than at a school, the school district staff level administrator designated by the Superintendent shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. ("willfully failing to provide regular school education as required by law"). Such staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission to the district based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere, for~~ **For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.**

I. Removal of Currently Enrolled Students

- 1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from **identifying** ~~seeking to identify~~, through further investigation or periodic requests for ~~current~~ **revalidation** of ~~previously determined~~ eligibility status, students enrolled in the **school** district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

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2. When a student, **who is** enrolled and attending school in the district based on an initial **eligibility** determination of ~~eligibility~~, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for **the student's** removal of the student.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, ~~such~~ **the** notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
 3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," ~~as the case may be~~, has been informed of his or her entitlement to a hearing before the Board of Education.
 4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," ~~as the case may be~~, does not respond to the Superintendent's notice within the designated time frame **to the Superintendent's notice** or appear for **the** hearing, the Board of Education shall make a prompt determination of the student's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2.
 5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by **the full Board of Education or a Board committee**, at the discretion of the full Board. **If the hearing is conducted by a Board Committee, the Committee** ~~which~~ shall make a recommendation to the full Board for action. **However, n**No student **shall may** be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.
- J. Appeal to the Commissioner
1. **An applicant may appeal** ~~A district determination that a student is ineligible to attend the schools of the district may be appealed to the Commissioner of Education a school district determination~~

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that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed by the parent, guardian, adult student or resident keeping an "affidavit student," as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.

- a. Pursuant to N.J.S.A. 18A:38-1.b(1)(b)1, appeals of "affidavit student" ~~ineligibility~~ eligibility determinations shall be filed by the resident keeping the student.

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or **school** district resident keeping an "affidavit student" following notice of a **an ineligibility** determination of ~~ineligibility~~, the Board of Education may assess tuition for **up to one year** ~~any period~~ of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or **school** district resident keeping an "affidavit student", ~~where~~ **and** the petitioner does not sustain the burden of demonstrating **the student's right** ~~entitlement~~ to attend the schools of the district, or **the petitioner withdraws** ~~abandons~~ the appeal, through withdrawal, failure **fails** to prosecute, or **abandons the appeal** by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may ~~assess order assessment of~~ tuition for **any for the period** of a student's ineligible attendance in a district, ~~including the twenty-one day period for filing of an appeal and the period during which the hearing and decision on appeal were pending,~~ **and for up to one year of a student's**

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ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.

- a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for **up to one year** the period of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) **plus the period of ineligible attendance after the appeal was filed.** However, ~~If~~ the record of the appeal includes a calculation reflecting the **tuition** rate(s) ~~of tuition~~ for the year(s) at issue, the per diem **tuition** rate ~~of tuition~~ for the current year, and the date on which the student's ~~ineligibility~~ **ineligible attendance** began, the Commissioner may order payment of tuition as part of his or her decision. **In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error.** If the record does not include such a calculation, ~~and but~~ the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
 - b. An order of the Commissioner assessing tuition is enforceable through recording, **upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12,** on the judgment docket of the Superior Court, Law Division, **in accordance with** ~~pursuant to~~ N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, **up to one year,** by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23-3.1 **6A:23A-17.1.** The individual student's record of daily attendance shall not ~~impact on such~~ **affect the** calculation.
 4. Nothing in N.J.A.C. 6A:22 **shall** precludes an equitable determination, by the Board of Education or the Commissioner, ~~that, when the particular circumstances of a matter so warrant,~~

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tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district **when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.**

Issued: 16 March 2007

Revised: 1 September 2011

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS
AND SCHOOL LEADERS

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

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

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

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. ~~6A:9-8, 10, 11, and 13~~ **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. ~~6A:9-12~~ **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. ~~6A:9-15.1~~ **6A:9C-4.1** et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for

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Teachers in N.J.A.C. 6A:9-3 **6A:9-3.3** and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 **6A:9C-3.3**. The PDP shall be effective for one year, **updated annually**, and shall include, at least the minimum requirements outlined in N.J.A.C. 6A:9-15.4(e) **6A:9C-4.4(c)**.

District-level and School-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9-15.5 **6A:9C-4.2**. ~~District-level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.~~

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9-15.7 and 15.8 **6A:9C-4.3**.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9-15.9 **6A:9C-4.4**.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 **6A:9C-4.1** et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

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

N.J.A.C. 6A:9-3.3; 6A:13-2.1; **6A:9B-12**; 6A:9-15.1 et seq.

6A:9C-3.3; 6A:9C-4.1 et seq.; 6A:9C-8 through 11 and 13

Adopted: 26 August 2004

Revised: 18 March 2010

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R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND
SCHOOL LEADERS

A. **Definitions (N.J.A.C. 6A:9C-2.1)**

1. **The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.**

BA. **Components of Professional Development – Definition (N.J.A.C. ~~6A:9-15.2~~ 6A:9C-3.2)**

1. Professional development shall **align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for** ~~be comprised of professional learning in N.J.A.C. 6A:9C-3.3, opportunities aligned with student learning and educator development needs, and school, school district, and/or State improvement goals.~~
2. ~~Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).~~
23. Professional development shall **encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, include participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:**
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of ~~these data~~ **on student performance.**



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34. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as including** job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
45. Professional **learning development** may be supported by external expert assistance or additional activities that:
 - a. Address defined student and educator learning goals;
 - b. Advance primarily ongoing school-based professional **learning development**; and
 - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
6. ~~Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.~~

CB. Standards for Professional Learning (N.J.A.C. 6A:9-15.3 6A:9C-3.3)

1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;



- c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
- d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
- e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
- f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
- g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.

~~2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.~~

DC. Requirements for **and Implementation of Teachers' Individual Teacher Professional Development Plans Planning and Implementation** (N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**)

- 1. ~~To meet the professional development requirement, Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences activities. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including reduced by a pro rata share reflecting the use of family or medical leave.~~
- 2. The content of each **individual** PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**.



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3. The **individual** PDP shall be effective for one year, **updated annually**, and **modified during the year, as necessary**, and shall specify, at **least a minimum**:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
 - b. ~~As appropriate, an additional~~ **One** area for development of professional practice **derived from individual**, aligned to the teacher's role as a member of his or her collaborative professional learning team, **school, or school district improvement goals** in accordance with N.J.A.C. 6A:9-15.2;.
 - c. ~~As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. 6A:9-15.5~~ **6A:9C-4.2 and 15.6; and**
 - d. ~~Any requirements for professional development stipulated elsewhere in statute or regulation.~~
4. The ~~P~~**progress of on the individual PDP** shall be discussed at the **annual summary conference**, pursuant to N.J.A.C. 6A:10-2.4, **but may occur more frequently throughout the year** each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.
5. Evidence of ~~p~~**Progress toward meeting the requirements of the teacher's on the individual PDP** may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of **each annual summary conference** ~~must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.~~
6. ~~Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.~~



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- ~~7. The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.~~
68. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
- ~~9. The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.~~
740. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. ~~6A:9-15~~ 6A:9C-4 et seq.
811. Additional hours of qualifying **experiences** activities may be required for teachers in low-performing schools, as determined by the Commissioner of Education.
9. **The teacher's designated supervisor shall:**
- a. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
 - b. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.



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10. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.

ED. Requirements for School-Level Plans for Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.5 6A:9C-4.2)

1. The Principal shall oversee the development and implementation of a plan for school-level professional development **and shall ensure:**
 - a2. The school-level professional development plan shall include a description of school-level and team-based professional learning aligned with identified school goals, and **includes** teacher and student learning needs; and
 - b. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).
23. The school-level plan shall become part of the **school district plan** for district's professional development plan **overseen and reviewed by the Superintendent of Schools Board of Education** pursuant to N.J.A.C. 6A:9-15.6.
4. ~~The school-level professional development plan shall go into effect for the 2013-2014 school year.~~
5. ~~The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. 6A:9-15.4(a).~~



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FE. Requirements for District-Level **Plans for Professional Development Planning and Implementation** (N.J.A.C. ~~6A:9-15.6~~ **6A:9C-4.2**)

1. **The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.**
24. The Superintendent of Schools or designee shall oversee the development and implementation of **the school district** plans to address the school district's professional development needs **and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.** ~~School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.~~
32. **When overseeing and reviewing the school district plan, the Superintendent or designee** ~~The Superintendent shall:~~
 - a. Review school-level professional development plans;
 - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
 - c. Plan, support, and implement professional development **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. ~~6A:9-3~~ **6A:9-3**; **and**
 - d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS, new** ~~teachers~~ in accordance with N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.3**;



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- e. **Present the plan to the Board of Education to review for fiscal impact; and**
 - f. **Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.**
4. **School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.**
3. ~~The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.~~
4. ~~The school district plan shall provide information on school-level and district-wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.~~
5. ~~The school district plan shall include any professional development required by statute or regulation.~~
6. ~~The Superintendent shall be responsible for the content and implementation of the district professional development plan. The Superintendent shall present the plan to the Board of Education to review for fiscal impact.~~
- GF. **Requirements for and Implementation of School Leaders' the Professional Development Plans Requirement for School Leaders (N.J.A.C. 6A:9-15.7 6A:9C-4.3)**
1. ~~The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.~~



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- ~~2. The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.~~
13. **Each school leader** ~~The Superintendent, Principals, and Supervisors shall~~ **create, implement, and complete an** ~~fulfill the professional development requirement through the creation, implementation, and completion of a~~ **individual** professional development plan **PDP** that:
 - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**;
 - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the **school leader** ~~Superintendent, Principals, or Supervisors~~;
 - c. Identifies professional **learning** goals that address specific individual, school, or school district goals; and
 - d. Grounds professional **learning** ~~development activities~~ in objectives related to improving teaching, learning, and student achievement, and **aligns to the** ~~in support of the school and/or school district~~ **plan for** professional development plan; and
 - e. **Includes training on:** school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.
2. **The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:**



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- a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.
 - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.
 - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.
3. Leaders whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who do not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with the Superintendent or designee an individual PDP and shall provide evidence of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:
 - a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;



- b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and
 - c. Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.
- 4. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:
 - a. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
 - b. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.
- 5. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.
- ~~4. Each active school leader shall be required to provide evidence of progress toward fulfillment of his or her plan. Evidence shall include:~~



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- a. ~~A narrative account detailing plan goals and their achievement; and~~
- b. ~~Documentation of professional growth activities such as school-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.~~
5. ~~Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
6. ~~Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
7. ~~The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school administrators at mid-year to assess progress toward completion or modification of the plan.~~
8. ~~The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.~~
9. ~~The Superintendent shall develop a professional development plan for review by the Board of Education.~~
10. ~~The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.~~



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11. ~~In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.~~

G. ~~Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)~~

1. ~~All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.~~

H. ~~Monitoring and Assistance (N.J.A.C. 6A:9-15.9 6A:9C-4.1)~~

1. ~~The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans. monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.~~
2. ~~The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.~~
3. ~~To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.~~



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4. ~~It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.~~
5. ~~It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.~~
6. ~~The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.~~
7. ~~If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.~~

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8. ~~If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.~~

Issued: 2 November 2007



POLICY

ENGLEWOOD BOARD OF EDUCATION

Program
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(M)
4240 EMPLOYEE TRAINING

4240 EMPLOYEE TRAINING

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The _____ shall prepare rules for employee participation in programs of job skill improvement. The rules will include methods of reporting and verifying claims for participation in such activities.

The Board will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the _____

Optional

[and the costs of participation do not exceed \$_____ per program.]

Adopted:

R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children **regardless** of ~~different~~ races, colors, creeds, sexes, **age, marital status, affectional or** sexual orientations, **gender, gender identity or expression, religion,** ancestryies, national origins, ~~social or~~ socioeconomic status, and/or disabilityies.

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. When instructional material contains stereotypes or discriminatory statements, staff should help students identify the stereotypes or discriminatory statement(s) and discuss with students the consequences of repeated stereotyping and discriminatory statements.
- B. If a particular instructional material is highly objectionable, staff should not use it, ~~N.J.A.C. 6:4-1.3(f)~~; such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
- C. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials, ~~N.J.A.C. 6:4-1.3(f)~~.
- D. Community involvement when developing instructional programs and attendant materials shall be encouraged.

Issued: 19 October 2007



HEALTH AND PHYSICAL EDUCATION (M)

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education Core Curriculum Content Standards (CCCS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the CCCS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community. The mission of the CCCS for comprehensive health and physical education is knowledge of health and physical education concepts and skills to empower students to assume lifelong responsibility to develop physical, social, and emotional wellness.

The CCCS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the CCCS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires instruction in accident and fire prevention. Regular courses of instruction in accident prevention and fire prevention shall be given in every public and private school in New Jersey. Instruction shall be adapted to the understanding of students at different grade levels.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires instruction on breast self-examination. The Board of Education shall operate an educational program for students in grades seven through twelve with instruction in breast self-examination. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide school districts with sample activities that may be used to support implementation of the instructional requirement.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs. The school district is encouraged to establish bullying prevention programs and other initiatives involving school staff, students, administrators,



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volunteers, parents, law enforcement, and community members. To the extent funds are appropriated for these purposes, the school district shall: (1) provide training on the school district's Harassment, Intimidation, or Bullying Policy to school employees and volunteers who have significant contact with students; and (2) develop a process for discussing the district's Harassment, Intimidation, or Bullying Policy with students. Information regarding the school district Policy against harassment, intimidation, or bullying shall be incorporated into the school's employee training program.

4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness. The Commissioner of Education, in consultation with the State school Boards, shall develop a cancer awareness program appropriate for school-aged children.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve. The school district shall incorporate dating violence education that is age appropriate into the health education curriculum as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education for students in grades seven through twelve. The dating violence education shall include, but not be limited to, information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse. The Board of Education may include instruction on the problems of domestic violence and child abuse in an appropriate place in the curriculum of elementary school, middle school, and

high school students. The instruction shall enable students to understand the psychology and dynamics of family violence, dating violence, and child abuse; the relationship of alcohol and drug use to such violence and abuse; the relationship of animal



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cruelty to such violence and abuse; and to learn methods of nonviolent problem-solving.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students. A Board of Education that operates an educational program for elementary school students shall offer instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide the school district with sample materials that may be used to support implementation of the instructional requirement.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week. Every student, except Kindergarten students, attending the public schools, insofar as he or she is physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades. The conduct and attainment of the students shall be marked as in other courses or subjects, and the standing of the student in connection therewith shall form a part of the requirements for promotion or graduation. The time devoted to such courses shall aggregate at least two and one-half hours each school week, or proportionately less when holidays fall within the week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines. Instructional programs on the nature of

drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances, as defined in Section 2 of P.L.1970, c.226 (C.24:21-2), and their physiological, psychological, sociological,



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and legal effects on the individual, the family, and society shall be taught in the public school and in each grade from Kindergarten through grade twelve in a manner adapted to the age and understanding of the students. The programs shall be based upon the curriculum guidelines established by the Commissioner of Education and shall be included in the curriculum for each grade in such a manner as to provide a thorough and comprehensive treatment of the subject.

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1) requires the development of Lyme disease curriculum guidelines. The guidelines shall emphasize disease prevention and sensitivity for victims of the disease. The Commissioner of Education shall periodically review and update the guidelines to insure that the curriculum reflects the most current information available.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve. The goals of the instruction shall be to:
 - a. Emphasize the benefits of organ and tissue donation to the health and well-being of society generally and to individuals whose lives are saved by organ and tissue donations, so that students will be motivated to make an affirmative decision to register as donors when they become adults.
 - b. Fully address myths and misunderstandings regarding organ and tissue donation.
 - c. Explain the options available to adults, including the option of designating a decision-maker to make the donation decision on one's behalf.
 - d. Instill an understanding of the consequences when an individual does not make a decision to become an organ donor and does not register or otherwise record a designated decision-maker.

The instruction shall inform students that, beginning five years from the date of enactment of P.L.2008, c.48 (C.26:6-66 et al.), the



HEALTH AND PHYSICAL EDUCATION (M)

New Jersey Motor Vehicle Commission will not issue or renew a New Jersey driver's license or personal identification card unless a prospective or renewing licensee or card holder makes an acknowledgement regarding the donor decision pursuant to Section 8 of P.L.2008, c.48 (C.39:3-12.4). The Commissioner of Education, through the non-public school liaison in the Department of Education, shall make any related instructional materials available to private schools educating students in grades nine through twelve, or any combination thereof. Such schools are encouraged to use the instructional materials at the school; however, nothing in N.J.S.A. 18A:7F-4.3 shall be construed to require such schools to use the materials.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program. The Department of Education in consultation with the advisory committee shall develop and establish guidelines for the teaching of sexual assault prevention techniques for utilization by local school districts in the establishment of a sexual assault prevention education program. Such program shall be adapted to the age and understanding of the students and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence. Any sex education that is given as part of any planned course, curriculum, or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and sexual values, human sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, regardless of whether such instruction is described as, or incorporated into, a description of "sex education," "family life education," "family health education," "health education," "family living," "health," "self esteem," or any other course, curriculum program, or goal of



HEALTH AND PHYSICAL EDUCATION (M)

education, and any materials including, but not limited, to handouts, speakers, notes, or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases, and of avoiding pregnancy, shall stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.

14. Suicide Prevention (N.J.S.A. 18A:6-111) requires instruction in suicide prevention in public schools. Instruction in suicide prevention shall be provided as part of any continuing education that public school teaching staff members must complete to maintain their certification; and inclusion of suicide prevention awareness shall be included in the CCCS in Comprehensive Health and Physical Education.
15. Cardiopulmonary Resuscitation (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires instruction in the use of automated external defibrillator for students. Instruction shall be provided in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student in a public school that includes grades nine through twelve prior to graduation as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education. The instruction provided shall be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally recognized association and shall include a hands-on learning component.
16. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the New Jersey Department of Education's CCCS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the



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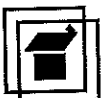
Program
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HEALTH AND PHYSICAL EDUCATION (M)

course where such instruction is being given and no penalties as to credit or graduation shall result.

A copy of the CCCS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

Adopted: 28 August 2006



REGULATION

ENGLEWOOD BOARD OF EDUCATION

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GUIDANCE AND COUNSELING (M)

R 2411 GUIDANCE AND COUNSELING

A. Counseling Services

1. The purpose of guidance and counseling services is to assist students in self-examination, self-evaluation, and analysis of alternatives so that each student can benefit most fully from his/her education and life experiences.
2. Counseling services will include:
 - a. Career awareness and exploration, and academic planning through consideration of personal interests, past and potential performance, and present opportunities,
 - b. Personal/social development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and
 - c. Crisis counseling to assist students undergoing extreme emotional reactions that disrupt immediate functioning, including post-crisis planning and referral for treatment as necessary.
3. All counseling services shall be free of bias on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

B. Career Awareness and Exploration

In fulfillment of the New Jersey Core Curriculum Content Standards, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all students which shall be designed to:

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ENGLEWOOD BOARD OF EDUCATION

PROGRAM
R 2411/Page 2 of 3
GUIDANCE AND COUNSELING (M)

1. Assist students in making informed educational and occupational choices;
2. Encourage students to maintain portfolios consisting of accomplishments related to the Cross Content Workplace Readiness Standards;
3. Develop student competency in self management, educational and occupational exploration and career planning;
4. Make students aware of the relationship among personal qualities, education, training and the world of work; and
5. Acquaint students with the relationship between achieving academic standards and the attainment of career goals.

C. Consulting Services

1. The purpose of consulting services is the improvement of the instructional program and the delivery of educational services by the collaboration of those staff members responsible for the instructional program and the development of individual students.
2. Consulting services will include:
 - a. Identification of the needs of students,
 - b. Identification, evaluation, and program implementation of students with special needs,
 - c. Development and implementation of preventive and supportive programs to address such problems as student attendance, violence, and suicide,
 - d. Alerting professional staff to the purposes, functions, and availability of guidance and counseling services,

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ENGLEWOOD BOARD OF EDUCATION

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GUIDANCE AND COUNSELING (M)

- e. Encouragement of cooperation among teaching staff members and ~~parent(s) or legal guardian(s)~~ in resolving individual student problems and addressing student needs,
- f. Establishment and maintenance of fruitful relationships with State and local agencies for the purpose of professional referral and the sharing of experiences,
- g. Cooperation with business and industry to facilitate student job placement and vocational training, and
- h. Maintenance of a library of occupational and educational information.

D. Evaluation

The program of guidance and counseling will be reviewed annually to determine its strengths and weaknesses. The following information may be gathered and analyzed in that review:

1. Annual record of graduate placements in post-secondary situations;
2. Assessments of past graduates as to the effectiveness of guidance services received in the high school;
3. Results of surveys of ~~parent(s) or legal guardian(s)~~ and staff evaluations of guidance services;
4. Analysis of the efficacy of outside referrals;
5. Assessments by persons not employed in the school district and expert in the field of guidance and counseling; and
6. The personal evaluations of the guidance and counseling staff members to identify weaknesses in the administration of the program.

Issued: 16 March 2007

EQUAL EMPLOYMENT OPPORTUNITIES (M)

1530 EQUAL EMPLOYMENT OPPORTUNITIES (M)

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not enter into a contract with a person, agency, or organization that discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to students or employees, pursuant to N.J.A.C. 6A:7-1.1.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

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BOARD OF EDUCATION

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1530/Page 2 of 2

EQUAL EMPLOYMENT OPPORTUNITIES (M)

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2
N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 20 November 2003
Revised: 21 July 2005

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ENGLEWOOD BOARD OF EDUCATION

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EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy No. 1530, guaranteeing “equal access to all categories of employment without regard to the candidate’s race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability.”
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

B. Definitions

1. “Board of Education” means the Board of Education of the Englewood School District.
2. “Complaint” means an alleged discriminatory act or practice.
3. “Complainant” means a staff member who alleges a discriminatory act or practice.
4. “Day” means a working or calendar day as identified.

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EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy No. 1530.

6. "School district" means the Englewood School District.

C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - a. The complainant's name and address,
 - b. The specific act or practice that the complainant complains of,
 - c. The school employee, if any, responsible for the allegedly discriminatory act,
 - d. The results of discussions conducted in accordance with paragraph C.1., and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.

5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint,
 - b. The response to the complaint,
 - c. The Superintendent's decision,
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.

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ENGLEWOOD BOARD OF EDUCATION

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EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the:
 - a. Commissioner of Education
New Jersey State Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500
Telephone: (877) 900-6960 or the
 - b. New Jersey Division on Civil Rights
Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
Telephone: (609) 292-4605

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

Issued: 16 March 2007

Revised: 1 September 2011

	BUDGET TRANSFER			
	JUNE, 2016			
DATE	ACCOUNT	FROM	TO	
06/30/16	11-000-270-503-30-000-000	\$ 2,600.00		Student Transportation Services - Contracted Services - Aid in Lieu of Payments for Non-public School Students
06/30/16	11-000-270-800-63-000-000		\$ 2,600.00	Student Transportation Services - Other Objects
06/30/16	11-000-211-172-60-000-000	\$ 2,719.00		Attendance and Social Work Services - Salaries of Family Support Team
06/30/16	11-000-211-172-76-000-000		\$ 1,882.00	Attendance and Social Work Services - Salaries of Family Support Team
06/30/16	11-000-211-172-77-000-000		\$ 837.00	Attendance and Social Work Services - Salaries of Family Support Team
06/30/16	11-000-211-173-67-103-000	\$ 2,555.00		Attendance and Social Work Services - Salaries of Family/Parent Liaison and Community Parent Involvement Specialists
06/30/16	11-000-211-173-60-101-000		\$ 2,555.00	Attendance and Social Work Services - Salaries of Family/Parent Liaison and Community Parent Involvement Specialists
06/30/16	11-000-219-104-67-103-000	\$ 6,223.00		Child Study Teams - Salaries of Other Professional Staff
06/30/16	11-000-222-100-60-101-000		\$ 3,152.00	Educational Media/Library Services - Personnel Services - Salaries
06/30/16	11-000-222-100-73-101-000		\$ 821.00	Educational Media/Library Services - Personnel Services - Salaries
06/30/16	11-000-222-100-74-101-000		\$ 710.00	Educational Media/Library Services - Personnel Services - Salaries
06/30/16	11-000-222-100-76-101-000		\$ 759.00	Educational Media/Library Services - Personnel Services - Salaries
06/30/16	11-000-222-100-77-101-000		\$ 781.00	Educational Media/Library Services - Personnel Services - Salaries
06/30/16	11-000-266-100-60-101-000	\$ 1,344.00		Security - Personnel Services - Salaries
06/30/16	11-000-261-100-71-101-000		\$ 1,344.00	Required Maintenance for School Facilities - Personnel Services - Salaries
06/30/16	11-000-270-162-60-000-000	\$ 1,026.00		Student Transportation - Salaries for Pupil Transportation (Between Home and School)
06/30/16	11-000-270-160-60-000-000		\$ 1,026.00	Student Transportation - Salaries for Pupil Transportation (Between Home and School) - Regular
06/30/16	11-120-100-101-80-102-000	\$ 14,290.00		Grades 1-5 - Instruction - Salaries of Teachers
06/30/16	11-110-100-101-80-102-000		\$ 424.00	Kindergarten - Instruction - Salaries of Teachers
06/30/16	11-110-100-101-85-101-000		\$ 5,575.00	Kindergarten - Instruction - Salaries of Teachers
06/30/16	11-120-100-101-67-103-000		\$ 6,362.00	Grades 1-5 - Instruction - Salaries of Teachers
06/30/16	11-120-100-101-74-101-000		\$ 1,929.00	Grades 1-5 - Instruction - Salaries of Teachers
06/30/16	11-204-100-101-67-103-000	\$ 77.00		Learning and/or Language Disabilities - Instruction - Salaries of Teachers
06/30/16	11-204-100-101-40-101-000		\$ 77.00	Learning and/or Language Disabilities - Instruction - Salaries of Teachers
06/30/16	11-402-100-100-76-101-000	\$ 4,350.00		School Sponsored Athletics - Instruction - Personnel Services - Salaries
06/30/16	11-401-100-100-76-101-000		\$ 4,350.00	School Sponsored Co-curricular and Extra-curricular Activities
06/30/16	11-000-251-330-69-000-000	\$ 2,000.00		Central Services - Other Purchased Professional Services
06/30/16	11-000-251-600-60-203-000	\$ 4,000.00		Central Services - Supplies and Materials
06/30/16	11-000-251-890-63-000-000	\$ 5,783.00		Central Services - Miscellaneous Expenditures
06/30/16	11-000-251-100-63-000-000		\$ 7,081.00	Central Services - Personnel Services - Salaries
06/30/16	11-000-251-100-69-000-000		\$ 4,702.00	Central Services - Personnel Services - Salaries
06/30/16	11-000-291-270-63-450-000	\$ 30,872.00		Personnel Services - Unallocated Employee Benefits - Health Benefits
06/30/16	11-000-291-290-60-132-000		\$ 30,872.00	Personnel Services - Unallocated Employee Benefits - Other Employee Benefits
06/30/16	11-000-100-561-63-000-000	\$ 14,028.00		Instruction - Tuition to Other LEAs within the State - Regular
06/30/16	11-000-100-561-63-241-000		\$ 188.00	Instruction - Tuition to Other LEAs within the State - Regular
06/30/16	11-000-100-565-40-000-000		\$ 11,460.06	Instruction - Tuition to County Special Services Districts and Regional Day Schools
06/30/16	11-000-100-562-40-000-000	\$ 9,055.60		Instruction - Tuition to Other LEAs within the State - Special Education
06/30/16	11-000-100-563-77-000-000	\$ 5,145.04		Instruction - Tuition to County Vocational School Districts - Regular
06/30/16	11-000-100-564-40-000-000	\$ 2,218.99		Instruction - Tuition to County Vocational School Districts - Special
06/30/16	11-000-100-569-40-227-000	\$ 1,005.40		Instruction - Tuition - Other
06/30/16	10-000-100-561-63-238-000	\$ 2,968.97		Instruction - Tuition to Other LEAs within the State - Regular - Charter School
06/30/16	11-000-100-566-40-000-000		\$ 22,773.94	Instruction - Tuition to Private Schools for the Disabled within the State

	BUDGET TRANSFER			
	JUNE, 2016			
DATE	ACCOUNT	FROM	TO	
06/30/16	11-000-222-600-10-000-000	\$ 925.00		Educational Media/Library Services - Supplies and Materials
06/30/16	11-000-222-100-60-104-000		\$ 925.00	Educational Media/Library Services - Personnel Services - Salaries
06/30/16	11-000-251-600-63-000-000	\$ 703.36		Central Services - Supplies and Materials
06/30/16	11-000-251-100-63-000-000		\$ 516.75	Central Services - Personnel Services - Salaries
06/30/16	11-000-251-100-69-000-000	\$ 0.93		Central Services - Personnel Services - Salaries
06/30/16	11-000-251-330-63-000-000	\$ 20.00		Central Services - Other Purchased Professional Services
06/30/16	11-000-251-340-63-000-000	\$ 0.57		Central Services - Purchased Technical Services
06/30/16	11-000-251-600-60-203-000	\$ 2,161.40		Central Services - Supplies and Materials
06/30/16	11-000-251-890-63-000-000	\$ 800.15		Central Services - Miscellaneous Expenditures
06/30/16	11-000-252-100-63-000-000		\$ 3,169.66	Administrative Information Technology - Personnel Services - Salaries
06/30/16	11-000-261-420-71-523-000	\$ 151.00		Required Maintenance for School Facilities - Cleaning Repairs and Maintenance Services
06/30/16	11-000-261-420-71-524-000		\$ 151.00	Required Maintenance for School Facilities - Cleaning Repairs and Maintenance Services
06/30/16	11-000-291-241-63-000-000	\$ 3,673.00		Personnel Services - Unallocated Employee Benefits - Other Retirement Contributions - PERS
06/30/16	11-000-291-290-60-132-000		\$ 3,673.00	Personnel Services - Unallocated Employee Benefits - Other Employee Benefits
06/30/16	11-190-100-610-05-000-000	\$ 39.00		Regular Programs - Instruction - General Supplies
06/30/16	11-190-100-610-02-000-000		\$ 39.00	Regular Programs - Instruction - General Supplies
06/30/16	11-000-100-566-40-000-000	\$ 26,715.00		Instruction - Tuition to Private Schools for the Disabled within the State
06/30/16	11-000-100-565-40-000-000		\$ 26,715.00	Instruction - Tuition to County Special Services Districts and Regional Day Schools
06/30/16	11-000-216-100-67-103-000	\$ 6,515.00		Speech/Occupational Therapy/Physical Therapy and Related Services - Personnel Services - Salaries
06/30/16	11-216-100-101-40-101-000	\$ 25,462.37		Preschool Disabilities - Full Time - Instruction - Salaries of Teachers
06/30/16	11-216-100-101-67-103-000	\$ 1,500.00		Preschool Disabilities - Full Time - Instruction - Salaries of Teachers
06/30/16	11-216-100-610-40-000-000	\$ 1,000.00		Preschool Disabilities - Full Time - Instruction - General Supplies
06/30/16	11-216-100-800-40-000-000	\$ 400.00		Preschool Disabilities - Full Time - Instruction - Other Objects
06/30/16	11-240-100-101-67-103-000	\$ 18,750.00		Bilingual Education - Instruction - Salaries of Teachers
06/30/16	11-240-100-101-73-101-000	\$ 14,127.00		Bilingual Education - Instruction - Salaries of Teachers
06/30/16	11-240-100-101-74-101-000	\$ 2,607.75		Bilingual Education - Instruction - Salaries of Teachers
06/30/16	11-240-100-101-76-101-000	\$ 303.28		Bilingual Education - Instruction - Salaries of Teachers
06/30/16	11-240-100-101-77-101-000	\$ 56.68		Bilingual Education - Instruction - Salaries of Teachers
06/30/16	11-240-100-500-63-723-000	\$ 11,029.91		Bilingual Education - Instruction - Other Purchased Services
06/30/16	11-240-100-500-64-101-000	\$ 22,000.00		Bilingual Education - Instruction - Other Purchased Services
06/30/16	11-240-100-610-64-000-000	\$ 22,962.56		Bilingual Education - Instruction - General Supplies
06/30/16	11-240-100-610-64-101-000	\$ 9,611.31		Bilingual Education - Instruction - General Supplies
06/30/16	11-214-100-101-67-103-000	\$ 1,500.00		Autism - Instruction - Salaries of Teachers
06/30/16	11-214-100-610-40-000-000	\$ 899.30		Autism - Instruction - General Supplies
06/30/16	11-213-100-101-40-101-000	\$ 22,604.40		Resource Room/Resource Center - Instruction - Salaries of Teachers
06/30/16	11-213-100-101-67-103-000	\$ 2,500.00		Resource Room/Resource Center - Instruction - Salaries of Teachers
06/30/16	11-213-100-610-40-000-000	\$ 54.20		Resource Room/Resource Center - Instruction - General Supplies
06/30/16	11-209-100-610-40-000-000	\$ 1,518.49		Behavioral Disabilities - Instruction - General Supplies
06/30/16	11-204-100-101-67-103-000	\$ 1,423.00		Learning and/or Language Disabilities - Instruction - Salaries of Teachers
06/30/16	11-204-100-320-40-000-000	\$ 7,770.00		Learning and/or Language Disabilities - Instruction - Purchased Professional - Educational Services
06/30/16	11-204-100-610-40-000-000	\$ 59.93		Learning and/or Language Disabilities - Instruction - General Supplies
06/30/16	11-212-100-500-63-723-000	\$ 16,690.56		Multiple Disabilities - Instruction - Other Purchased Services

	BUDGET TRANSFER			
	JUNE, 2016			
DATE	ACCOUNT	FROM	TO	
06/30/16	11-000-216-320-40-000-000		\$ 191,345.74	Speech/Occupational Therapy/Physical Therapy and Related Services - Purchased Professional - Educational Services
06/30/16	11-000-222-500-20-000-000	\$ 193.00		Educational Media/Library Services - Other Purchased Services
06/30/16	11-000-222-100-60-104-000		\$ 193.00	Educational Media/Library Services - Personnel Services - Salaries
06/30/16	11-000-240-103-98-101-000	\$ 47,239.49		School Administration - Salaries of Principals/Assistant Principals/Program Directors
06/30/16	11-000-240-105-60-101-000	\$ 5,604.90		School Administration - Salaries of Secretarial and Clerical Assistants
06/30/16	11-000-240-500-10-000-000	\$ 101.00		School Administration - Other Purchased Services
06/30/16	11-000-240-500-20-000-000	\$ 500.00		School Administration - Other Purchased Services
06/30/16	11-000-240-580-03-000-000	\$ 1,000.00		School Administration - Travel
06/30/16	11-000-240-580-05-000-000	\$ 631.98		School Administration - Travel
06/30/16	11-000-240-580-20-000-000	\$ 66.26		School Administration - Travel
06/30/16	11-000-240-600-02-000-000	\$ 1,666.09		School Administration - Supplies and Materials
06/30/16	11-000-240-600-03-000-000	\$ 2,531.92		School Administration - Supplies and Materials
06/30/16	11-000-240-600-05-000-000	\$ 28.60		School Administration - Supplies and Materials
06/30/16	11-000-240-600-07-000-000	\$ 22.56		School Administration - Supplies and Materials
06/30/16	11-000-240-600-10-000-000	\$ 20.10		School Administration - Supplies and Materials
06/30/16	11-000-240-600-20-000-000	\$ 177.05		School Administration - Supplies and Materials
06/30/16	11-000-240-600-98-000-000	\$ 994.96		School Administration - Supplies and Materials
06/30/16	11-000-240-800-03-000-000	\$ 300.00		School Administration - Other Objects
06/30/16	11-000-240-800-10-000-000	\$ 142.00		School Administration - Other Objects
06/30/16	11-000-240-800-20-000-000	\$ 765.00		School Administration - Other Objects
06/30/16	11-000-240-800-98-000-000	\$ 961.00		School Administration - Other Objects
06/30/16	11-000-240-500-63-722-000		\$ 62,752.91	School Administration - Other Purchased Services
06/30/16	11-000-291-241-63-000-000	\$ 1,999.21		Personnel Services - Unallocated Employee Benefits - Other Retirement Contributions - ERIP
06/30/16	11-000-291-290-60-132-000		\$ 1,999.21	Personnel Services - Other Employee Benefits
06/30/16	11-190-100-500-07-000-000	\$ 419.50		Regular Programs - Instruction - Other Purchased Services
06/30/16	11-190-100-500-10-000-000		\$ 419.50	Regular Programs - Instruction - Other Purchased Services
06/30/16	11-000-100-566-40-000-000	\$ 48,922.00		Instruction - Tuition to Private Schools for Disabled within the State
06/30/16	11-000-240-500-63-722-000		\$ 48,922.00	School Administration - Other Purchased Services
06/30/16	11-190-100-610-20-413-000	\$ 5,070.00		Regular Programs - Instruction - General Supplies
06/30/16	11-190-100-500-10-000-000		\$ 5,070.00	Regular Programs - Instruction - Other Purchased Services
06/30/16	11-190-100-500-64-000-000	\$ 115,000.00		Regular Programs - Instruction - Other Purchased Services
06/30/16	11-190-100-610-05-000-000	\$ 10,000.00		Regular Programs - Instruction - General Supplies
06/30/16	11-190-100-640-98-000-000	\$ 39,635.00		Regular Programs - Instruction - Textbooks
06/30/16	11-190-100-640-60-000-000	\$ 20,396.00		Regular Programs - Instruction - Textbooks
06/30/16	11-190-100-500-20-000-000	\$ 4,109.94		Regular Programs - Instruction - Other Purchased Services
06/30/16	11-000-270-162-60-000-000	\$ 31,025.17		Student Transportation Services - Salaries for Pupil Transportation (Other than Between Home and School)
06/30/16	11-000-270-420-63-000-000	\$ 300.14		Student Transportation Services - Cleaning, Repair and Maintenance Services
06/30/16	11-000-270-503-30-000-000	\$ 9,131.15		Student Transportation Services - Contracted Services - Aid In Lieu of Payment for Non-public School Students
06/30/16	11-000-270-511-63-000-000	\$ 21,025.59		Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors
06/30/16	11-000-270-511-63-223-000	\$ 5,188.09		Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors
06/30/16	11-000-270-511-74-000-000	\$ 76.80		Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors
06/30/16	11-000-270-511-76-000-000	\$ 1,120.00		Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors

	BUDGET TRANSFER			
	JUNE, 2016			
DATE	ACCOUNT	FROM	TO	
06/30/16	11-000-270-511-77-000-000	\$ 4,344.50		Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors
06/30/16	11-000-270-511-84-000-000	\$ 22,380.22		Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors
06/30/16	11-000-270-511-98-000-000	\$ 26,224.60		Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors
06/30/16	11-000-270-512-02-220-000	\$ 1,030.00		Student Transportation Services - Contracted Services - (Other Than Between Home and School) - Vendors
06/30/16	11-000-270-512-03-220-000	\$ 3,000.00		Student Transportation Services - Contracted Services - (Other Than Between Home and School) - Vendors
06/30/16	11-000-270-512-10-220-000	\$ 890.00		Student Transportation Services - Contracted Services - (Other Than Between Home and School) - Vendors
06/30/16	11-000-270-512-98-221-000	\$ 468.60		Student Transportation Services - Contracted Services - (Other Than Between Home and School) - Vendors
06/30/16	11-000-270-514-40-000-000	\$ 8,524.43		Student Transportation Services - Contracted Services (Special Education Students) - Vendors
06/30/16	11-000-270-593-63-000-000	\$ 4,235.00		Student Transportation Services - Miscellaneous Purchased Services - Transportation
06/30/16	11-000-270-615-63-000-000	\$ 4,152.08		Student Transportation Services - Transportation Supplies
06/30/16	11-000-270-800-63-000-000	\$ 3.77		Student Transportation Services - Other Objects
06/30/16	11-000-270-160-60-000-000	\$ 0.20		Student Transportation Services - Salaries for Pupil Transportation (Between Home and School) - Regular
06/30/16	11-000-270-515-40-000-000		\$ 332,261.28	Student Transportation Services - Contracted Services (Special Education Students) - Joint Agreements
06/30/16	11-000-100-566-40-000-000	\$ 1.45		Instruction - Tuition to Private Schools for the Disabled within the State
06/30/16	11-000-240-500-63-722-000		\$ 1.45	School Administration - Other Purchased Services
06/30/16	11-000-222-600-68-000-000	\$ 51,662.09		Educational Media/Library Services - Supplies and Materials
06/30/16	11-000-222-500-68-000-000	\$ 8,000.00		Educational Media/Library Services - Other Purchased Services
06/30/16	12-000-100-730-68-000-000		\$ 59,662.09	Capital Outlay - Instruction - Equipment
06/30/16	11-000-261-420-71-513-000	\$ 11,923.00		Required Maintenance for School Facilities - Cleaning, Repair and Maintenance Services
06/30/16	11-000-270-515-40-000-000		\$ 11,923.00	Student Transportation Services - Contracted Services (Special Education Students)
06/30/16	11-212-100-500-63-723-000	\$ 98,256.00		Multiple Disabilities - Instruction - Other Purchased Services
06/30/16	11-000-216-320-40-000-000		\$ 98,256.00	Speech/Occupational Therapy/Physical Therapy and Related Services - Purchased Professional - Educational Services
06/30/16	11-000-230-530-71-615-000	\$ 24,000.00		General Administration - Communications/Telephone
06/30/16	11-000-230-339-63-000-000		\$ 24,000.00	General Administration - Other Professional Services
06/30/16	11-209-100-101-40-101-000	\$ 75,390.00		Behavioral Disabilities - Instruction - Salaries of Teachers
06/30/16	11-214-100-101-40-101-000	\$ 69,115.00		Autism - Instruction - Salaries of Teachers
06/30/16	11-212-100-101-40-101-000		\$ 144,505.00	Multiple Disabilities - Instruction - Salaries of Teachers
06/30/16	11-209-100-500-63-723-000	\$ 250,000.00		Behavioral Disabilities - Instruction - Other Purchased Services
06/30/16	11-214-100-500-63-723-000	\$ 556,906.56		Autism - Instruction - Other Purchased Services
06/30/16	11-212-100-500-63-723-000		\$ 806,906.56	Multiple Disabilities - Instruction - Other Purchased Services
06/30/16	11-214-100-610-40-000-000	\$ 553.87		Autism - Instruction - General Supplies
06/30/16	11-212-100-610-40-000-000		\$ 553.87	Multiple Disabilities - Instruction - General Supplies
06/30/16	11-214-100-500-63-723-000	\$ 54,000.00		Autism - Instruction - Other Purchased Services
06/30/16	11-212-100-500-63-723-000		\$ 54,000.00	Multiple Disabilities - Instruction - Other Purchased Services
06/30/16	20-245-100-600-66-000-000	\$ 968.70		Title III - Immigrant - Instruction - Supplies and Materials
06/30/16	20-245-100-100-66-000-000		\$ 900.00	Title III - Immigrant - Instruction - Personnel Services - Salaries
06/30/16	20-245-200-200-66-000-000		\$ 68.70	Title III - Immigrant - Support - Personnel Services - Employee Benefits
06/30/16	20-044-200-200-66-000-000	\$ 1.25		Confucius Classroom - Support - Personnel Services - Employee Benefits
06/30/16	20-044-100-100-66-000-000		\$ 1.25	Confucius Classroom - Instruction - Personnel Services - Salaries

	BUDGET TRANSFER			
	JUNE, 2016			
DATE	ACCOUNT	FROM	TO	
06/30/16	60-057-100-100-02-000-000	\$ 1,181.95		2015-2016 After School Program - Instruction - Personnel Services - Salaries
06/30/16	60-057-100-100-03-000-000	\$ 2,542.65		2015-2016 After School Program - Instruction - Personnel Services - Salaries
06/30/16	60-057-291-220-02-000-000		\$ 1,181.95	2015-2016 After School Program - Personnel Services - Unallocated Employee Benefits - Social Security Contributions
06/30/16	60-057-100-100-05-000-000		\$ 564.19	2015-2016 After School Program - Instruction - Personnel Services - Salaries
06/30/16	60-057-291-220-03-000-000		\$ 620.33	2015-2016 After School Program - Personnel Services - Unallocated Employee Benefits - Social Security Contributions
06/30/16	60-057-291-220-05-000-000		\$ 1,358.13	2015-2016 After School Program - Personnel Services - Unallocated Employee Benefits - Social Security Contributions
	TOTAL	\$ 1,994,916.57	\$ 1,994,916.57	

Englewood Public School District

Monthly Transfer Report

va_s1701
06/30/2016

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	18,670,657.77	3,574.61	18,674,232.38	1,867,423.24	(1,800,830.47)	-9.64	66,592.77	653,966.19
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	7,690,543.60	4,347.62	7,694,891.22	769,489.12	2,392,384.74	31.09	3,161,873.86	27,929.88
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	955,605.00	0.00	955,605.00	95,560.50	(11,624.00)	-1.22	83,936.50	215,975.92
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		27,316,806.37	7,922.23	27,324,728.60					897,871.99
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	4,357,137.27	0.00	4,357,137.27	435,713.73	(34,705.74)	-0.80	401,007.99	76,830.70
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	5,374,690.33	1,944.99	5,376,635.32	537,663.53	(143,719.50)	-2.67	393,944.03	344,960.19
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	907,853.00	850.00	908,703.00	90,870.30	16,420.40	1.81	107,290.70	91,425.13
General Administration	1X-000-230-XXX	1,195,494.58	52,106.88	1,247,601.46	124,760.15	96,634.05	7.75	221,394.20	107,937.91
School Administration	1X-000-240-XXX	2,274,056.00	3,250.40	2,277,306.40	227,730.64	481,005.26	21.12	708,735.90	2.13
Central Services & Administrative Information Technology	1X-000-25X-XXX	1,007,297.29	3,312.00	1,010,609.29	101,060.93	149,875.83	14.83	250,936.76	8,081.29
Operation and Maintenance of Plant Services	1X-000-26X-XXX	6,565,567.77	18,736.64	6,584,304.41	658,430.44	(34,164.00)	-0.52	624,266.44	483,213.42
Student Transportation Services	1X-000-270-XXX	3,327,798.25	0.00	3,327,798.25	332,779.83	460,188.04	13.83	792,967.87	0.04

va_s1701
06/30/2016

Englewood Public School District

Monthly Transfer Report

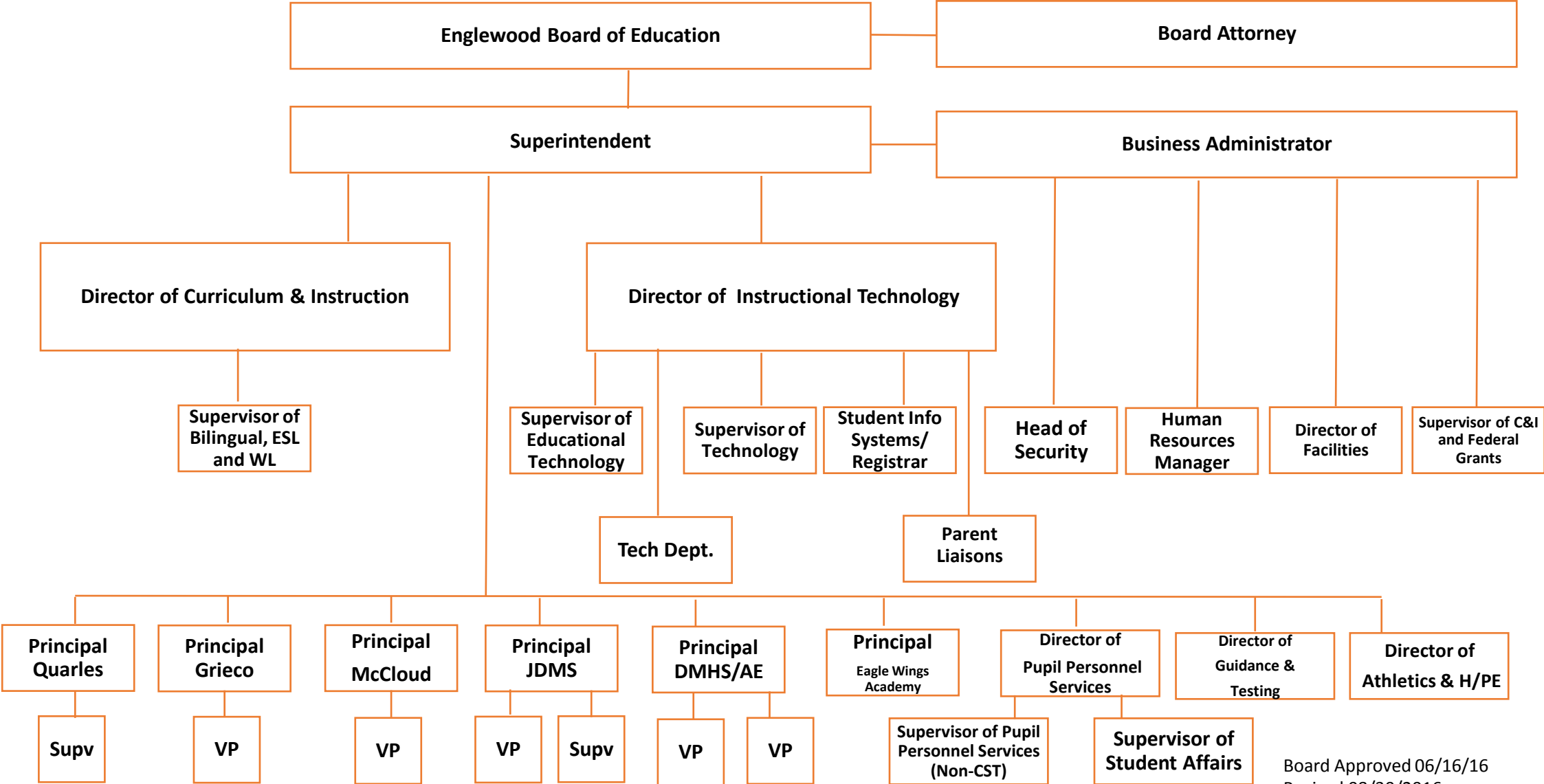
Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	8,939,659.00	0.00	8,939,659.00	893,965.90	(721,816.88)	-8.07	172,149.02	528,964.11
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL CURRENT EXPENSE		33,949,553.49	80,200.91	34,029,754.40					1,641,414.92
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	15,195.00	0.00	15,195.00	1,519.50	86,432.09	568.82	87,951.59	145.18
Facilities Acquisition and Construction Services	12-000-4XX-XXX	415,222.00	437,172.53	852,394.53	0.00	394,294.00	46.26	394,294.00	64,492.13
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	425,000.00	0.00	425,000.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		430,417.00	437,172.53	867,589.53					64,637.31
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	2,036,998.00	0.00	2,036,998.00	203,699.80	84,701.03	4.16	288,400.83	108,258.76
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		63,733,774.86	525,295.67	64,259,070.53					2,712,182.98

School Business Administrator Signature

Date

ENGLEWOOD BOARD OF EDUCATION
2016-2017 Organizational Chart

TAB 6





Prestige

프레스티지학원

2016

SAT PROGRAM

SAT A: 3PM – 5PM

SAT B: 3PM – 5PM

SAT N: 6PM – 8PM

Dwight Morrow High School

Fall (09.06 – 01/27)

Spring (01.30 – 1/27)

Tel. 201.840.PREP(7737)

725 Grand Ave. #301

Ridgefield, NJ 07657

www.prestigei.com

Info@prestigei.com

2016 Prestige Institute SAT Program

Class	Date	Time					
Fall/Spring							
SAT A	9/6 – 1/27	3PM – 5PM					
SAT B		3PM – 5PM					
SAT N		6PM – 8PM					
Time Schedule							
	Monday		Tuesday		Wednesday		Thursday
3PM – 4PM	Math	Writing	Math	Reading	Math	Reading	R/W/M Review
4PM – 5PM	Writing	Math	Reading	Math	Reading	Math	
6PM - 8PM	Math						Writing/Reading

✂ Schedules are subject to change.



Reading	Chapter	Topic
1	Information & Ideas	Citing Textual Evidence
2	Information & Ideas	Explicit Meaning
3	Information & Ideas	Implicit Meaning
4	Information & Ideas	Words in Context
5	Information & Ideas	Understanding Relationships
6	Information & Ideas	Central Ideas and Themes
7	Information & Ideas	Cause and Effect
8	Information & Ideas	Comparing and Contrasting
9	Rhetoric	Analyzing Claims and Counterclaims
10	Rhetoric	Overall Text Structure
11	Rhetoric	Part-to-Whole Text Structure
12	Rhetoric	Analyzing Purpose
13	Rhetoric	Arguments - Reasoning
14	Rhetoric	Arguments - Analyzing Evidence
15	Rhetoric	Analogical Reasoning
16	Rhetoric	Point of View
17	Rhetoric	Analyzing Word Choice
18	Synthesis	Analyzing Multiple Texts
19	Synthesis	Analyzing Quantitative Information

Writing	Chapter	Topic
1	Standard English Conventions	Fragments, Run-Ons, and Comma Splices
2	Standard English Conventions	Coordination and Subordination
3	Standard English Conventions	Subject-Verb Agreement
4	Standard English Conventions	Commas, Semicolons, and Colons
5	Standard English Conventions	Pronoun Errors
6	Standard English Conventions	Misplaced Modifiers
7	Standard English Conventions	Parallelism
8	Standard English Conventions	Other Punctuation Errors
9	Standard English Conventions	Possession Errors
10	Standard English Conventions	Frequently Confused Words
11	Standard English Conventions	Logical Comparisons
12	Expression of Ideas	Effective Language Use-Concision and Precision
13	Expression of Ideas	Main Ideas and Topic Sentences
14	Expression of Ideas	Logical Sequence
15	Expression of Ideas	Introductions, Conclusions, and Transitions
16	Expression of Ideas	Support and Focus
17	Expression of Ideas	Quantitative Information
18	Expression of Ideas	Effective Language Use - Style and Tone

Math	Chapter	Topic
	1 Heart of Algebra	Solving One-Variable Equations
	2 Heart of Algebra	One-Variable Word Problems
	3 Heart of Algebra	One-Variable Inequalities and Word Problems
	4 Probability & Data Analysis	Solving Scale, Ratios, Proportions, Rate, Unit Conversions
	5 Probability & Data Analysis	Percentages
	6 Probability & Data Analysis	Introduction to Data Collection and Analysis
	7 Probability & Data Analysis	Introduction to Measures of Center and Spread
	8 Probability & Data Analysis	Linear Scatter Plots
	9 Passport to Advanced Math	Introduction to Functions
	10 Passport to Advanced Math	Graphing Linear Functions
	11 Passport to Advanced Math	Solving Systems of Linear Equations
	12 Passport to Advanced Math	Systems of Linear Equations Word Problems
	13 Passport to Advanced Math	Polynomial Arithmetic
	14 Passport to Advanced Math	FOILing and Factoring
	15 Passport to Advanced Math	Exponents and Radicals
	16 Additional Topics in Math	Properties of Angles and Lines
	17 Additional Topics in Math	Properties of Triangles
	18 Additional Topics in Math	Pythagorean Theorem, Distance Formula, and Midpoint
	19 Additional Topics in Math	Introduction to Trigonometric Ratios and Radians
	20 Additional Topics in Math	Circles - Area and Circumference

Englewood Board of Education

Board Agenda

August 30, 2016

Administration Addendum

17-A-17

APPROVAL – PURCHASED SERVICES 2016 – 2017

TAB-7

WHEREAS, the district requires specialized services to satisfy educational and business requirements,

BE IT RESOLVED, the Englewood Board of Education authorizes the president and secretary to enter into agreement with the listed individuals and/or organizations, subject to attorney review of any applicable agreement both as to content and form:

Name	Service / Dates	Budget	Max. Fees
Prestige Institute	2016 SAT Prep Class Dwight Morrow High School Fall 9/6/16 – 1/27/16 Spring 1/30/17 – 6/2/17	11-190-100-500-20-000-000	\$22,000.00

17-A-18

APPROVAL – APPOINTMENT OF COMPLIANCE OFFICERS

Compliance Position	Employee
Affirmative Action Officer	Michael Brown

Englewood Board of Education

Agenda

August 30, 2016

PERSONNEL - ADDENDUM

17-P-27 APPROVAL – 2016-2017 CONTRACTED APPOINTMENTS

WHEREAS, the Superintendent of Schools, after considering the recommendation of his administrative staff which included consideration of experience, credentials, and references for the following candidates for employment in the school district, has determined that the appointment of these individuals is appropriate and in the best interest of the school district, be it

RESOLVED, upon recommendation of the Superintendent of Schools, that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with terms of the employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

N = New

R = Replacement

RI = Reinstatement

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District (OOD)</i>	<i>Vince Lombardi (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Instructional Appointments

Name	Certification	Initial Loc	All salaries per annum unless noted	10/12 month	Effective Dates	Budget Code
Bank, Justin (R-A.W.)	Standard: Teacher of English	(03)	MA, Step 5-7 \$58,795	10	08/31/16-06/30/17	11-130-100-101-73-101-000
Drumgoole, Kate (N)	Standard: School Counselor & Substance Awareness Coordinator	(20)	MA+30, Step 5-7 \$70,045 pro rata	10	10/01/16-06/30/17	11-000-211-172-60-000-000
Ghizzone, Marisol (R-M.D.)	Standard: Elementary School Teacher K-6	(03)	MA, Step 5-7 \$58,795	10	08/31/16-06/30/17	11-120-100-101-73-101-000
Katsogiannos, Casandra ¹ (R-M.C.)	CEAS: Elementary School Teacher K-6	(03)	BA, Step 1-2 \$54,060 pro rata	10	08/31/16-11/30/16	11-120-100-101-73-101-000

¹Leave Replacement/Non-Tenurable Position

17-P-28 2016-2017 EXTRA COMPENSATION POSITIONS

WHEREAS, the Superintendent of Schools has recommended that certain Board of Education employees be compensated for additional duties or responsibilities, be it

RESOLVED, the Board of Education approves the following assignments and payments for services rendered as indicated:

Fall Athletic Coaches					
Name	Assignment	Rate	Max	Effective Dates	Budget Account
Romba, Jillian	Coaches Aide – Volleyball	n/a	n/a	16-17 Season	n/a

17-P-29 APPROVAL - RETIREMENT, RESIGNATIONS, LEAVES OF ABSENCE, TERMINATIONS

RESOLVED, that the Englewood Board of Education hereby approves the following:

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District</i>	<i>Vince Lombardi (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Leaves of Absence

Name	Notice/Position	Effective Date(s)
Robinson, Lisa (20)	Unpaid Personal Leave of Absence, Teacher of the Handicapped	August 31, 2016 - September 30, 2016
Elbert, Pete (20)	Paid Medical Leave of Absence, Principal	September 1, 2016 – October 13, 2016

Resignation

Name	Notice/Position	Effective Date(s)
Zeman, Barbara (10)	Teacher of Physics, Resignation	October 14, 2016 (Inclusive of 60-day notice requirement)

17-P-30 APPROVAL - 2016-2017 SALARY ADJUSTMENTS, RECLASSIFICATIONS & TRANSFERS

RESOLVED, upon recommendation of the Superintendent of Schools, that the following reclassification(s) be approved as provided by the budget:

Reclassifications will be effective as noted.

Name	From	To
Beck, Joanna	Teacher of Music, JDMS Budget Code: 11-130-100-101-76-101-000	Teacher of Music, .5 McCloud Elementary School, .5 JDMS Budget Code: 11-120-100-101-74-101-000 .5 Budget Code: 11-130-100-101-76-101-000 .5 Effective: 08/31/16-06/30/17
Joseph Armental	Vice-Principal DMHS Budget code: 11-000-240-100-101-77-101-000	Acting Principal DMHS Effective: 9/1/2016-10/13/2016 Salary Differential Step 1 Principal \$135,000.00 'pro rata'