WOODBRIDGE TOWNSHIP BOARD OF EDUCATION
AGENDA
JANUARY 6, 2026

REORGANIZATION MEETING

1. Roll Call
2. Salute to the Flag
3. Results of the Election
4. Nominations for the Office of President
5. Nominations for the Office of Vice President
6. Open Public Session – Agenda Items Only
7. Items for Discussion:
    A. Communication, Policy & Planning
    B. Finance & Insurance
    C. Personnel
8. Open Public Session
9. Adjournment

January 6, 2026

The **Communication, Policy and Planning Committee,** on recommendation of the Superintendent of Schools, presents the following recommendations:

1. That the Board of Education adopt the newly revised Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and Board Attorney to act as the parliamentarians for the 2026-2027 school year.

2. That the Board of Education authorize that The Home News Tribune, Woodbridge, New Jersey, and Star-Ledger, Newark, New Jersey, be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2026-2027 school year.

3. That the Board of Education adopt the existing policies and regulations as set forth in the Woodbridge Township School District Policy Manual and the Woodbridge Township Regulation Manual.

4. That the Board of Education adopt all policies and regulations in accordance with Part B of the IDEA and N.J.A.C. 6A:14j-1.2(b).

5. That the Board of Education adopt the existing job descriptions as set forth in the Woodbridge Township School District Job Description Manual.

6. **WHEREAS**, the New Jersey State Board of Education adopted N.J.A.C. 6A:32-3.2 which requires, that each district board of education discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 18A:12-21 et seq., at a regularly scheduled public meeting annually; and procedures regarding the training of district board of education members in understanding the Code of Ethics; and provide documentation that each member of the district board of education has received and reviewed the Code of Ethics.

   NOW, THEREFORE, BE IT RESOLVED, that the School Board Members serving the Woodbridge Board of Education acknowledge that they have received the previously submitted copy of the Code of Ethics for School Board Members and understand the responsibilities they are undertaking as members of the Woodbridge Board of Education.

7. That the Board of Education approve the attached Public Meetings Calendar for 2026. The notice of the meetings of the Board of Education will be posted at the Woodbridge Board of Education Administration Office and on the District website.

8. That the Board of Education adopt the following revised mandated policy:

Policy No.	**Description**
5131	Conduct/Discipline (2nd Reading)

9. That the Board of Education adopt the following mandated policies:

Policy No.	**Description**
8.2415	Every Student Succeeds Act (1st Reading)
8.2415.02	Title I – Fiscal Responsibilities (1st Reading)
8.6112	Reimbursement of Federal and Other Grant Expenditures (1st Reading)
8.6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (1st Reading)
8.6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (1st Reading)
8.6311	Contracts for Goods or Services Funded by Federal Grants (1st Reading)
8.6350	Competitive Contracting (1st Reading)
8.6360	Political Contributions (1st Reading)
8.6471	School District Travel (1st Reading)

I move for the adoption of the foregoing.

Motion by: _____

Seconded by: _____

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION

PUBLIC MEETINGS

2026 Dates	*Meeting*	*Time*	*Location*
January 15	Regular Meeting	6:00 P.M.	Ross Street School #11
February 19	Regular Meeting	6:00 P.M.	Ross Street School #11
March 12	Regular Meeting	6:00 P.M.	Ross Street School #11
April 23	Regular Meeting	6:00 P.M.	Ross Street School #11
May 7	Open Public Finance	6:00 P.M.	Ross Street School #11
May 14	Final Budget Adoption / Regular Meeting	6:00 P.M.	Ross Street School #11
June 18	Regular Meeting	6:00 P.M.	Ross Street School #11
July 16	Regular Meeting	6:00 P.M.	Ross Street School #11
August 13	Regular Meeting	6:00 P.M.	Ross Street School #11
August 27	Regular Meeting	6:00 P.M.	Ross Street School #11
September 17	Regular Meeting	6:00 P.M.	Ross Street School #11
October 15	Regular Meeting	6:00 P.M.	Ross Street School #11
November 19	Regular Meeting	6:00 P.M.	Ross Street School #11
December 17	Regular Meeting	6:00 P.M.	Ross Street School #11

2027 Dates	*Meeting*	*Time*	*Location*
January 5	Reorganization Meeting	6:00 P.M.	Ross Street School #11
January 21	Regular Meeting	6:00 P.M.	Ross Street School #11

Each meeting will commence at 6:00 PM, at which time the Board will immediately retire to Closed Session. The public portion of each meeting will commence at the conclusion of Closed Session.

**If a Closed Session is required at the Reorganization Meeting, it will be held immediately following the election of new officers.*

Curriculum presentations will be made when required.

Adopted: January 6, 2026

CONDUCT/DISCIPLINE

The Woodbridge Township Board of Education ("Board") believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board approved code of student conduct is established to achieve the following purposes:

A. Foster the health, safety, and social and emotional well-being of students;

B. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning;

C. Promote achievement of high academic standards;

D. Prevent the occurrence of problem behaviors;

E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and

F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as appropriate.

The board of education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The board of education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The chief school administrator shall establish the degree of order necessary to the educational program in which students are engaged.

Code of Conduct

The superintendent shall oversee the development of and the board shall approve a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The code of conduct may be based on parent/guardian~~,~~ and student. The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

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

The board requires each student of this district to adhere to the Code of Student Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. Conform to reasonable standards of socially acceptable behavior;

B. Respect the person and property of others;

C. Preserve the degree of order necessary to the educational program in which they are engaged;

D. Respect the rights of others;

E. Obey constituted authority and respond to those who hold that authority; and

F. Respect diversity and value equity.

The content of the Code of Student Conduct, at a minimum, shall include:

A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance;

B. A description of behaviors that will result in suspension or expulsion;

C. A description of the students' rights to:

1. Advance notice of behaviors that will result in suspensions or expulsions;
2. Education that supports student development into productive citizens;
3. Attendance in safe and secure school environment;
4. Attendance in school irrespective of marriage, pregnancy, or parenthood;
5. Due process and appeal procedures in accordance with law and board policy;
6. Parent notifications consistent with board policy and law for law enforcement interviews (5145.11 Questioning and Apprehension), short-term and long-term suspension (5114 Suspension and Expulsion), due process and appeal procedures, and attendance (5113 Attendance, Absences and Excuses);
7. Records and privacy protections (5125 Student Records).

D. A description of comprehensive behavioral supports that promote positive student development and assist each student in fulfilling the district behavioral expectations established including:

1. Positive reinforcement for good conduct and academic success;
2. Supportive interventions and referral services;
3. Remediation of problem behavior that takes into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and
4. Behavioral interventions and supports for students with an IEP or accommodation plans.

CONDUCT/DISCIPLINE (continued)

E. A description of responses to violations of behavioral expectations that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors that shall:

   1. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
   2. Be consistent with other responses as required by law for serious offences including firearms, weapons and assault offenses;
   3. Ensure that the code of student conduct is applied equitably without regard to race, color, religion, ancestry, national origin, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil-union, mental, physical, or sensory disability, or any other distinguishing characteristic;
   4. Be consistent with the provisions of N.J.S.A. 18A:6-1 regarding the corporal punishment of pupils.

F. Expectations and consequences consistent board policies and procedures 5113 Attendance, Absences and excuses and 5131.1 Harassment, Intimidation and Bullying;

G. A current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

A student may be denied privileges such as participation in extracurricular activities, school functions, sports, graduation exercises or other privileges as disciplinary sanctions in order to maintain the order and integrity of the school environment.

Student Discipline, Suspension And Expulsion

Students who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

The chief school administrator or his or her designee shall take appropriate measures to ensure that minority and male students shall not be disproportionately represented in detentions, suspensions, and expulsions.

The Code of Student Conduct shall provide for degrees of discipline including detention, an alternative class setting program, out-of-school suspension, behavioral probation, and expulsion.

In addition to any penalty that the board may impose, students may have criminal charges brought against them by the board or its administrators if the misconduct warrants such action.

A. Pursuant to N.J.S.A. 18A:37-1 et seq., causes for suspension or expulsion of a student include, among others:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over him;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from his presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by the board, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by the board;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Any conduct or behavior that threatens the safety of the students, staff, or other school personnel and/or disrupts the educational environment.

B. Acts of violence or threats of physical harm to staff members or their property cannot be tolerated; therefore, disciplinary action up to and including expulsion may be taken against students guilty of such acts in accordance with the following:

1. Any student who threatens physical harm to staff members or their property will be subject to immediate suspension from the school setting consistent with the student's due process rights.
2. Any student who physically attacks a staff member or willfully damages a staff member's personal property will be subject to immediate suspension from school consistent with the student's due process rights and a recommendation made to the Superintendent that an expulsion hearing be conducted by the board.
3. In any case involving an assault upon a staff member by a student, a police complaint will be signed against the student.

C. In situations where a student has exhibited aggressive behavior towards his/her peers, **or** where a student has committed a bias act, appropriate action to be taken may include:

1. Discipline;
2. Loss of privilege(s);
3. Referral to a Child Study Team;
4. Notification to the Director of Student Access & Engagement; and/or
5. Removal from the assigned school and assignment to another educational setting.
   (See also: Harassment, Intimidation, and Bullying Prevention.)

D. In any disciplinary action, the student is entitled to due process. The procedures for student suspension and expulsion are set forth in policy 5114. In general, a student's due process rights include:

1. A statement in writing by the teacher or individual making the complaint of the reason or reasons for the proposed discipline;
2. Presentation to the student by an administrator of the allegations made against him/her;
3. A full opportunity given to the student to state his/her position;
4. Contact with the student's parent(s) or guardian(s) by telephone **or** by letter;
5. A conference with parents, student, and administrator.

E. Students suspended for a long term suspension (more than 10 school days) shall be afforded a formal hearing before the board.

1. The formal hearing before the board shall be conducted by the board or delegated by the board to a board committee or to a school administrator for the purpose of determining facts and/or making recommendations. The board as a whole shall receive and consider either a transcript or detailed report on such hearing before taking final action. The hearing shall:

    a. Include the opportunity for the student to confront and cross-examine witnesses, when there is a question of fact, and present his or her own defense and produce oral testimony or written supporting affidavits.
    b. Take place no later than 30 calendar days following the day the student is suspended from the general education program;
    c. Not be subject to the provisions of the "Open Public Meetings Act;" and
    d. Result in a decision by the board, which at a minimum, shall be based on the preponderance of competent and credible evident.

2. The board shall provide a written statement to the student's parents of the board's decision within five school days after the close of the hearing that includes, at a minimum:

    a. The charges considered;
    b. A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the board at the hearing;
    c. Factual findings relative to each charge and the board's determination of each charge;
    d. Identification of the educational services to be provided to the student;
    e. The terms and conditions of the suspension; and
    f. The right to appeal the board's decision regarding the student's general education program to the Commissioner of Education.

3. The board shall ensure the student's immediate return to the general education program if at any time it is found that the general education student is not guilty of the offense;
4. For a student with a disability found not guilty of the offense, the student's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14-1.1 et seq. ("Special Education"); and
5. At the completion of a long-term suspension, the board shall return the general education student to the general education program.

F. Suspension of general education students may not be continued beyond the board's second regular meeting following the suspension, unless the board so determines.

1. The board shall determine whether or not to continue the suspension based on the following criteria:

    a. The nature and severity of the offense;
    b. The board's removal decision;
    c. The results of any relevant testing, assessments or evaluations of the student; and
    d. The recommendation of the superintendent, principal or director of the alternative educational program or home or other out-of-school instruction program in which the student has been placed.

2. In the event of cancellation of the first or second regular board meeting, action on the continuation of the suspension shall be considered at the next board meeting.
3. When the board votes to continue the suspension of a general education student, the board, in consultation with the superintendent, shall review the case at each subsequent board meeting for the purpose of determining:

    a. The status of the student's suspension;
    b. The appropriateness of the current educational program for the suspended student; and
    c. If the suspended student's current placement should continue or if the student should return to the general education program.

CONDUCT/DISCIPLINE (continued)

4. When the board votes to continue the suspension of a general education student, the board, in consultation with the superintendent, shall make the final determination on:

   a. When the student is prepared to return to the general education program;
   b. Whether the student shall remain in an alternative education program or receive home or other in-school or out-of-school instruction; or
   c. Whether to initiate expulsion proceedings.

G. The board shall make decisions regarding the appropriate educational program and support services for the suspended general education student, at a minimum, based on the following criteria:

   1. A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate;
   2. The results of any relevant testing, assessments or evaluations of the student;
   3. The student's academic, health and behavioral records;
   4. The recommendation of the superintendent, principal or other relevant school or community resource; or
   5. Consultation with the Intervention and Referral Services team, as appropriate.

H. The board shall provide a general education student suspended under this section with an appropriate educational program or appropriate educational services until the student graduates from high school or reaches the age of 20.

   1. The educational program shall be consistent with the regulations of the State Board of Education concerning regular or special education students, whichever is applicable; or
   2. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments.

I. For a student with a disability who receives a long-term suspension, the board shall proceed in accordance with N.J.A.C. 6A:14-2.8 in determining or changing the student's educational placement to an interim or alternate educational setting.

   1. All procedural protections set forth in N.J.A.C. 6A:14-1.1 et seq. shall be afforded to each student with a disability who is subjected to a long-term suspension.
   2. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
   3. The provisions of F through H above shall not apply to students with disabilities.

J. The length of suspension depends upon the nature of the infraction. The Office of the Superintendent shall be informed monthly of all suspensions of five days or less duration. No suspension may exceed five days unless the superintendent has been informed and has given his/her consent.

K. No suspended student may leave the building to go home unless permission to leave has been granted by a parent or a parent takes the student home. If the administrator has been unable to contact the parents, the student must remain in school until dismissal.

L. From the time a student is notified of the suspension he/she shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students suspended shall not be eligible for attendance at any other school, with the exception of an alternate educational program, for the duration of such disciplinary action, unless otherwise determined by the Office of Special Services. The student is considered to be reinstated at the beginning of the school day following the last day of the suspension.

M. Every student has the right to make-up the class work missed during the period of his/her suspension. The record of absence during the period of suspension shall be made part of the student's permanent attendance record.

CONDUCT/DISCIPLINE (continued)

N. Students may be disciplined for conduct that occurs away from school grounds, including, but not limited to, on a school bus or at a school-sponsored function consistent with the board's Code of Student Conduct. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5131.6 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Hazing - Definitions

"Hazing" means conduct in connection with an initiation of applicants to or members of a student or fraternal organization where a person knowingly or recklessly:

A. Causes, coerces, or otherwise induces another person to commit an act that violates federal or State criminal law;

B. Causes, coerces, or otherwise induces another person to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the person to a risk of emotional or physical harm or is otherwise deleterious to the person's health;

C. Subjects another person to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;

D. Subjects another person to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;

E. Subjects another person to abuse, mistreatment, harassment, or degradation of a sexual nature; or

F. Subjects another person to any other activity that creates a reasonable likelihood of bodily injury to the person.

Hazing shall not include any reasonable and customary athletic, law enforcement, or military training; contests; competitions; or events (section 1 of P.L.1980, c.169 N.J.S.A. 2C:40-3).

"Organization" means a fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students, or alumni of the organization.

Hazing - Policy

Hazing activities of any type are prohibited at all times regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, permit, condone, ignore, or tolerate any form of hazing.

CONDUCT/DISCIPLINE (continued)

The board shall ensure that students are informed of this anti-hazing policy, including the rules, penalties, and program of enforcement under the policy. The policy shall be posted on the accessible district Internet website.

Reporting Hazing

Hazing is a disorderly persons offense. However, hazing is a crime of the third degree if an actor commits an act defined by law (section 1 of P.L.1980, c.169 N.J.S.A. 2C:40-3) which results in death or serious bodily injury to another person and is a crime of the fourth degree if the actor commits an act which results in bodily injury to another person. Local law enforcement shall be contacted.

In addition to any other sanctions or penalties that the district and/or local law enforcement may impose, a student or fraternal organization, that knowingly or recklessly promotes or facilitates a person to commit an act of hazing prohibited by board policy and law, shall be subject to a fine of not less than $1,000 or more than $5,000 for an initial violation, and a fine of not less than $5,000 or more than $15,000 for each subsequent violation.

Students, parents/guardians, administrators, coaches, volunteers, and district employees should immediately report hazing conduct to the building principal or their designee. All complaints of hazing shall be investigated promptly by the chief school administrator or his or her designee.

A person, student or fraternal organization, and another person acting in concert with the person, organization, or institution, shall be immune from prosecution if the person, or an employee, officer, or other agent acting on behalf of the organization or institution, as the case may be:

A. Called 9-1-1, or otherwise contacted school security, police, or emergency services, and reported that a person was in need of medical assistance due to an act of hazing;

B. The caller provided the caller's name and, if applicable, the name of the person acting in concert with the caller to the 9-1-1 operator or other recipient of the emergency contact;

C. The caller was the first to make the 9-1-1 report or other emergency report; and

D. The caller and, if applicable, the person acting in concert with the caller remained on the scene with the person in need of medical assistance until assistance arrived and cooperated with the emergency services on the scene.

In addition to any other applicable immunity or limitation on civil liability, a law enforcement officer or other official empowered to act as an officer for the arrest of offenders against the laws of this State, or a prosecutor, who, acting in good faith, arrested or charged a person who is thereafter determined to be entitled to immunity from prosecution shall not be subject to any civil liability for the wrongful arrest or charge.

CONDUCT/DISCIPLINE (continued)

Discipline

Individuals and/or groups found to have committed or participated in hazing another student or students shall be subject to disciplinary action.

The penalties for violations of the hazing policy may include:

A. The withholding of diplomas or transcripts pending compliance with the rules;

B. The rescission of permission for the organization or group, whose student members are being penalized under the anti-hazing policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and

C. The imposition of probation, suspension, dismissal, or expulsion.

A penalty imposed on a student found to have committed or participated in hazing another student or other students shall be in addition to penalties imposed for violating the code of student conduct or any other school rule which the violator may be subject to. This policy shall apply to each act conducted on or off school property if the acts are deemed to constitute hazing.

Harassment, Intimidation, And Bullying

A. The board acknowledges that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, demonstrating traits of good character and refusing to tolerate harassment, intimidation or bullying.

B. The board prohibits any student from engaging in any act or behavior of harassment, intimidation, or bullying towards other students in accordance with policy 5131.1.

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

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

2. Has the effect of insulting or demeaning any student or group of students; or

3. Creates a hostile educational environment by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus**,** or is communicated or circulated during school by either the original student or other students.

CONDUCT/DISCIPLINE (continued)

C. The board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

D. The board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the board and community property on the part of students, staff and community members.

E. The board believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' ability to grow in self-discipline.

F. The board is committed to a policy that identifies those students who become involved in any act or behavior of harassment, intimidation, or bullying. In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the age, developmental and maturity levels of the parties involved, the degrees of harm, the surrounding circumstances, the nature and severity of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. In determining remedial measures, school administrators should consider various personal and environmental factors. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that appropriate consequences and remedial responses should be determined, consistent with the case law, Federal and State statutes, regulations and policies and board policies and procedures.

G. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response at the classroom, school building or school district levels or by law enforcement officials.

H. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the conduct and the school's response to the conduct, in the context of acceptable student behavior and the consequences of such conduct, and to involvement of law enforcement officers, including school resource officers, as appropriate.

I. Parents and students may anonymously report an incident of harassment, intimidation, or bullying. Disciplinary action may not be based solely on the basis of an anonymous report.

J. The board will not tolerate any reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. School employees, students, and volunteers must not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who provides reliable information about an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and Board policies and procedures.

K. The board prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Appropriate remedial action takes into account the nature of the

behavior, the developmental age of the student, the student's history of problem behaviors and performance, and may include the following:

1. A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate; and
2. Supportive interventions and referral services, including those at N.J.A.C. 6A:16-8;

L. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance.
M. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall include discipline in accordance with board policies, procedures and agreement.
N. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
O. Notice of the board's policy will appear in any board publication that sets forth the comprehensive rules, procedures, and standards of conduct for schools within the school district and in any student handbook. Provisions shall be made for informing parents/ guardians whose primary language is other than English.
P. The superintendent may in his or her discretion establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.
Q. The board shall:

1. Annually review the training needs of district staff for the effective implementation of the harassment, intimidation and bullying policies, procedures, programs and initiatives of the board and implement staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the Code of Student Conduct, as determined appropriate by the board.

   Information regarding the board's policy against harassment, intimidation, or bullying shall be incorporated into the board's employee training program.

2. Develop a process for annually discussing the board's harassment, intimidation or bullying policy with students; and
3. Annually review the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district and implement programmatic or other responses, if determined appropriate by the board.

   The programs or other services shall be planned in consultation with parents, students and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students and school administrators, as appropriate.

Threatening Behavior Prevention

The board recognizes that school personnel must take seriously all suggestions, demonstrations, or communications of threatening behavior. When confronted with an actual situation in which threatening behavior or ideation is present, immediate mobilization of all appropriate resources is paramount.

Racial and Bias Incidents

The building principal will report racial and bias harassment incidents to Student Access & Engagement and the County Prosecutor as appropriate.

Authority of School Personnel

CONDUCT/DISCIPLINE (continued)

The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the superintendent and to the student's due process rights to notice, hearing, and appeal. Teaching staff members and other employees of this board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of the board.

Detaining Students

No student is to be detained at the elementary school or middle school level after the close of the regular school day unless the student's parent(s) have been contacted and informed that the student is going to be detained. Notification to parent(s) is the responsibility of school personnel. Notification should be made prior to the departure of school buses. If parent cannot be contacted, the student should be detained on another day. It shall be the responsibility of the superintendent to promulgate guidelines to implement this policy.

Students with Disabilities

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

A. The student's behavior is not primarily caused by his/her educational disability;

B. The program that is being provided meets the student's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Student Behavioral Infractions

Students who display chronic behavioral or academic problems may be referred to the child study team by the principal for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Weapons Offenses

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program

and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this board.

Policy and Procedure Development, Review and Dissemination

The standards and procedures developed to implement this policy shall be aligned with the board approved code of student conduct and accepted board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

This policy shall be reviewed annually and updated along with the code of student conduct. This process shall include:

A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;

B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Student Safety Data System (SSDS).

Implementation

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

The board shall review and update the code of student conduct annually. The code of student conduct shall be disseminated annually to all school staff, students and parents/guardians.

The chief school administrator shall report as required by law to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Student Safety Data System (SSDS).
Employees shall receive annual training on the code of student conduct, including training on the prevention, intervention, and remediation of student conduct that violates the code of student conduct. Information on the code of student conduct shall be incorporated into the orientation for new employees.

Adopted:	December 21, 1978
Revised:	August 20, 2003; September 20, 2007; February 16, 2017, May 17, 2018; September 24, 2020; March 10, 2022: May 19, 2022, January 6, 2026
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014; May 17, 2018; March 10, 2022, May 19, 2022

Key Words

Conduct, Discipline, Student Conduct, Weapons, Vandalism, Harassment, Intimidation, Bully, Bullying,

CONDUCT/DISCIPLINE (continued)

Legal References:

N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:12-1	Definition of assault
N.J.S.A. 2C:33-19	Paging devices, possession by students
N.J.S.A. 2C:39-5	Unlawful possession of weapons
N.J.S.A. 18A:6-1	Corporal punishment of students
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:25-2	Authority over students
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:37-1 et seq.	Discipline of Students
See particularly:	
N.J.S.A. 18A:37-13.2, -14	
N.J.S.A. 18A:37-15 et seq.	
N.J.S.A. 18A:40A-1 et seq.	Substance Abuse
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-1.4,-2.4	
-4.1, -5.1, -5.4, -5.6, -5.7, -6.1, -6.2,	
-7.1 through -7.5	

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997

Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)

Hazelwood v. Kuhlmeier 484 U.S. 260 (1988)

Honig v. Doe, 484 U.S. 305 (1988)

See also Commissioners' Decisions indexed under "Students – Punishment of" in Index to N.J. School Law Decisions

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

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References:

*1220	Ad hoc advisory committees
*1410	Local units
3517	Security
*3541.33	Transportation safety
*4131/4131.1	Staff development; inservice education/visitation conferences
4138/4238	Employee protection
*4231/4231.1	Staff development; inservice education/visitation conferences
5000	Concepts and roles in student personnel
5010	Personal goals and objectives for students

CONDUCT/DISCIPLINE (continued)

*5020	Role of parents/guardians
*5113	Absences and excuses
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5127	Commencement activities
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
5132	Dress and grooming
5145	Rights
5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure
*5145.11	Questioning and apprehension
*5145.12	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

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

8.2415 EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English Language Learner (ELL) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a School-wide Title I program.

School-wide Program

High-poverty schools (a school with at least 40% poverty or any school below 40% poverty with a waiver issued by the New Jersey Department of Education) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children in the school. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.

Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE. In addition, the district will ensure all paraprofessionals meet the requirements as established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.

Parent and Family Engagement

The district will comply with the requirements as outlined in Policy 2415.04 – Title I – District-Wide Parent and Family Engagement and Policy 2415.50 – Title I – School Parent and Family Engagement as applicable in accordance with the NJDOE and the ESSA.

Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.



Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

Evaluation

The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: January 6, 2026 (1st Reading)

8.2415.02 TITLE I – FISCAL RESPONSIBILITIES

The Board of Education will comply with the requirements of the Elementary and Secondary Education Act (ESEA) of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act (ESSA).

Maintenance of Effort

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education will maintain either a combined fiscal effort per student or aggregate expenditures of State and local funds with respect to the provision of the free public education by the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

Comparability with Multiple Schools

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.

Comparability of Materials and Supplies

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: January 6, 2026 (1st Reading)

8.6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

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

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

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

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

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

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

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

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

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

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – January 2023

Adopted: Adopted: January 6, 2026 (1st Reading)

8.6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, conflict of interests, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.

2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).

3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

4. The Superintendent or designee must disclose in writing any potential conflict of interest to the Federal agency or pass-through entity in accordance with the established Federal agency policies.

B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose, in writing, to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five-year period; and

c. Is one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in E. below;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

(3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

(a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;

(b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and

(c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.

2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.

2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For purposes of this Policy:

a. "Administrative proceeding" for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. "Conviction" for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:

(1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113; §200.212

Adopted: January 6, 2026 (1st Reading)

8.6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

    a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and



2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted: January 6, 2026 (1st Reading)

8.6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.214~~3~~ – Suspension and Debarment.

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

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

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

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

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

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

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

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

Adopted: January 6, 2026 (1st Reading)

8.6350 COMPETITIVE CONTRACTING

Competitive contracting may be used in lieu of public bidding for specialized goods or services that exceed the bid threshold provided the process is administered by a purchasing agent, by legal counsel of the Board of Education, or by the School Business Administrator and pursuant to N.J.S.A. 18A:18A-4.1. et seq. Competitive contracting may only be used for the purposes provided in N.J.S.A. 18A:18A-4.1. Unless an exception is provided for under N.J.S.A. 18A:18A-42 permitting a longer contract duration, contracts awarded under competitive contracting may be for a term not to exceed five years.

The purchasing agent will prepare a request for proposal documentation, which will include all requirements deemed appropriate and necessary to allow for full and free competition between vendors, information necessary for potential vendors to submit a proposal, and a methodology by which the Board will evaluate and rank proposals received from vendors. The methodology for the awarding of competitive contracts will be based on an evaluation and ranking and will be developed in a way that is intended to meet the specific needs of the district and where such criteria will not unfairly or illegally discriminate against or exclude otherwise capable vendors. The methodology for awarding competitive contracts will comply with such rules and regulations as the Director of the Division of Local Government Services in the Department of Community Affairs may adopt in accordance with N.J.S.A. 18A-4.4.

Request for Proposal documentation will be published in an official newspaper of the Board at least twenty days prior to the date established for the submission of proposals. The Board may charge a fee for the proposal documentation that will not exceed $50.00 or the cost of reproducing the documentation, whichever is greater.

Each interested vendor will be required to submit a proposal which will include all the information required by the request for proposals. Failure to meet the requirements of the request for proposals may result in the Board disqualifying the vendor from further consideration. Under no circumstances will the provisions of a proposal be subject to negotiation by the Board.

If the Board, at the time of solicitation, utilizes its own employees to provide the goods or perform the services, or both considered for competitive contracting, the Board will, at any time prior to, but no later than the time of solicitation for competitive contracting proposals, notify affected employees of the Board's intention to solicit competitive contracting proposals pursuant to N.J.S.A. 18A:18A-4.5.c. Employees or their representatives will be permitted to submit recommendations and proposals affecting wages, hours, and terms and conditions of employment in such a manner as to meet the goals of the competitive contract. If employees are



represented by an organization that has negotiated a contract with the Board, only the bargaining unit will be authorized to submit such recommendations or proposals. When requested by such employees, the Board will provide such information regarding budgets and the costs of performing the services by such employees as may be available. Nothing will prevent such employees from making recommendations that may include modifications to existing labor agreements in order to reduce such costs in lieu of award of a competitive contract, and agreements implementing such recommendations may be considered as cause for rejecting all other proposals.

The purchasing agent will evaluate all proposals only in accordance with the methodology described in the request for proposals. After proposals have been evaluated, the purchasing agent will prepare a report evaluating and recommending the award of a contract or contracts. The report will be prepared pursuant to N.J.S.A. 18A:18A-4.5.d. The report will be made available to the public at least 48 hours prior to the awarding of the contract, or when made available to the Board, whichever is sooner. The Board will have the right to reject all proposals for any of the reasons set forth in N.J.S.A. 18A:18A-22.

Award of a contract will be made by resolution of the Board within sixty days of the receipt of the proposals, except that the proposals of any vendors who consent thereto, may, at the request of the Board, be held for consideration for such longer period as may be agreed.

The report prepared pursuant to this Policy and Regulation 6350 will become part of the public record and will reflect the final action of the Board. Contracts will be executed pursuant to N.J.S.A. 18A:18A-40.

The Secretary of the Board will publish a notice in the official district online website of the Board summarizing the award of a contract pursuant to N.J.S.A. 18A:18A-4.5g.

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

Adopted: January 6, 2026 (1st Reading)

8.6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

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

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

2. A Business Registration Certificate (anytime prior to award).

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

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

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

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

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



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

If the school district spends more than $17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

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

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

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

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

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

N.J.S.A. 19:44A-1 et seq.
N.J.A.C. 6A:23A-6.3
New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted: January 6, 2026 (1st Reading)

8.6471 SCHOOL DISTRICT TRAVEL

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee’s individual professional development plan;

2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and

3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.

The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required. The annual maximum shall not exceed $1,500.00 (No more than $1,500.00) and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.

All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.

The Superintendent of Schools is the final approval authority for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12
N.J.A.C. 6A:23A-5.9; 6A:23A-7
2 CFR §200.475

Adopted: January 6, 2026 (1st Reading)

The **Finance and Insurance Committee**, on recommendation of the Superintendent of Schools and the Business Administrator/Board Secretary, presents the following:

1. RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF WOODBRIDGE IN THE COUNTY OF MIDDLESEX, NEW JERSEY AUTHORIZING A CONTRACT WITH THE TOWNSHIP OF WOODBRIDGE, IN THE COUNTY OF MIDDLESEX, NEW JERSEY AND MAKING APPLICATION TO THE COMMISSIONER OF EDUCATION PURSUANT TO N.J.S.A. 18A:7G-15.1 et seq.

WHEREAS, The Board of Education of the Township of Woodbridge in the County of Middlesex, New Jersey (the "Board" or “Board of Education”) determined that it is necessary to sell bonds to raise money to: acquire and to install doors, hardware and public address systems at Avenel Middle School, Claremont Avenue Elementary School, Colonia High School, Colonia Middle School, Fords Middle School, Indiana Elementary School, Iselin Middle School, John F. Kennedy Memorial High School, Kennedy Park Elementary School, Lafayette Estates Elementary School, Lynn Crest Elementary School, Matthew Jago Elementary School, Mawbey Street Elementary School, Menlo Park Terrace Elementary School, Oak Ridge Heights Elementary School, Oak Tree Road Elementary School, Pennsylvania Ave Elementary School, Port Reading Ave Elementary School, Robert Mascenik Elementary School, Woodbine Ave Elementary School, Woodbridge High School, and Woodbridge Middle School, and to build a new School 10 in the Hopelawn section (collectively, the “Projects”) of the Township of Woodbridge, in the County of Middlesex, New Jersey (the “Township”);

WHEREAS, the Board and the Township are planning to enter into a written contract (the “Contract”), wherein the Township shall annually remit a portion of the payments in lieu of taxes to the Board, which portion shall be sufficient for the repayment on the bonds issued to finance the Projects after the application of any debt service aid received, and the Board shall pledge remittance of these funds to the repayment of the bonds;

WHEREAS, the Township, and the Board, plan to apply to the Local Finance Board for approval of the bond issue and for approval of the form of Contract;

WHEREAS, the Board authorizes the submission of an application to the New Jersey Commissioner of Education for approval of the proposed bond issuance to finance the Projects;

WHEREAS, the Board of Education believes that:

(a) it is in the public interest to accomplish such purpose;

(b) such purpose is for the health, the welfare, the convenience or the betterment of the inhabitants of the school district;

(c) the amounts to be expended for such purpose are not unreasonable or exorbitant;

(d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the school district and will not create an undue financial burden to be placed upon the school district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF WOODBRIDGE IN THE COUNTY OF MIDDLESEX, NEW JERSEY as follows:

Section 1. The application to the Local Finance Board and to the New Jersey Commissioner of Education are hereby approved, and the Board's general counsel, bond counsel and financial advisor, along with other representatives of the Board of Education, are hereby authorized to prepare such applications and to represent the Board in matters pertaining thereto.

Section 2. The Business Administrator/Board Secretary is hereby directed to prepare and to file a copy of such applications with the Local Finance Board and to the New Jersey Commissioner of Education, as applicable.

Section 3. The Local Finance Board and the New Jersey Commissioner of Education are hereby respectfully requested to consider such applications and to record its findings, recommendations and approvals as provided.

Section 4. The Board ’s general counsel, bond counsel and financial advisor, along with other representatives of the Board, are hereby authorized to take all steps necessary to prepare for the proposed hearings.

Section 5. The Board’s general counsel, together with bond counsel, as needed, along with other representatives of the Board are hereby authorized to negotiate the terms and conditions of the Contract.

Section 6. The Business Administrator/Board Secretary, in consultation with general and bond counsel, as needed, is hereby authorized and directed to approve the Contract. The President, Vice President and/or Business Administrator/Board Secretary are hereby authorized and directed on behalf of the Board to execute and deliver said Contract.

I move for the adoption of the foregoing.

Motion by: _____

Seconded by: _____

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION

AGENDA

January 6, 2026

Personnel Committee Recommendations

The Personnel Committee, on recommendation of the Superintendent of Schools and the Assistant Superintendent for Human Resources, presents the following:

1. That the Board of Education approves the amended contracts for the School Security Officers.

2. That a note be made in the minutes that the daily rate of pay for a substitute School Nurse is $250 effective January 1, 2026.

3. That the Board of Education approve the following transfer for the 2025-2026 school year:

Name	From	To	Effective
Vath, Shannon	Elementary (L/R), #19	Kindergarten (L/R), #29	2/2/26

4. That the following personnel be appointed for the 2025-2026 school year at the salary rates:
APPOINTMENT CERTIFIED-

Name	Effective	Degree	Step	Subject Area	Loc.	Prog./ Budget	Salary
*Shnayder, Anna	3/9/26	B	6	ESL (K)	#29	Budget	68,267.00

5. That the Board of Education approve the following staff members who were appointed to the Title 1 SIA Extended Day program at the Title 1 SIA School listed below during the 2025-26 school year. (Payment will be upon timesheet submitted from Title 1 SIA funded account #20-235-100-101-11-F-00-00, not to exceed $15,606 for the total program.)

School	Staff	Hours	Rate	Salary
Ross Street	Atieh, Nicola	10	$51	$ 510.00
Ross Street	Burke, Rebecca	20	$51	$ 1,020.00
Ross Street	Civil, Samantha	18	$51	$ 918.00
Ross Street	Cook, Nicole	10	$51	$ 510.00
Ross Street	Crilley, Ken	10	$51	$ 510.00
Ross Street	Curtis, Silvia	10	$51	$ 510.00
Ross Street	DeMarco, Autumn	20	$51	$ 1,020.00
Ross Street	Diodato, Courtney	10	$51	$ 510.00
Ross Street	Dubay, Thomas	10	$51	$ 510.00
Ross Street	Egan, Elizabeth	17	$51	$ 867.00
Ross Street	Finnegan, Nicole	10	$51	$ 510.00
Ross Street	Harrell, Nicole	10	$51	$ 510.00
Ross Street	Ivan, Kimberly	10	$51	$ 510.00
Ross Street	Lauro, Kourtney	18	$51	$ 918.00
Ross Street	Massimino, Cindy	17	$51	$ 867.00
Ross Street	Paulikas, Ashley	10	$51	$ 510.00
Ross Street	Pires, Michelle	20	$51	$ 1,020.00
Ross Street	Power, Katlyn	20	$51	$ 1,020.00
Ross Street	Singer, Jessica	18	$51	$ 918.00
Ross Street	Spino, Melissa	10	$51	$ 510.00
Ross Street	Wehrle, Morgan	10	$51	$ 510.00
Ross Street	Wheeler, Michael	18	$51	$ 918.00

I move for the adoption of the foregoing.

Motion by_____

Seconded by_____