NORTHERN VALLEY REGIONAL HIGH SCHOOL
BOARD OF EDUCATION
DEMAREST, NEW JERSEY 07627

REGULAR MEETING: Monday, May 20, 2019 at 8:00 p.m.

LOCATION: Northern Valley Regional High School at Demarest Academic Theater, 150 Knickerbocker Road, Demarest, New Jersey

THE BOARD OF EDUCATION RESERVES THE RIGHT TO MEET IN EXECUTIVE SESSION TO DISCUSS PERSONNEL, STUDENT MATTERS, NEGOTIATIONS AND/OR LITIGATIONS.

The meeting is opened by the Board President.

Pledge of Allegiance

ROLL CALL:
Mr. Joseph Argenziano, President
Mr. Ghanshyam C. Vaghasia, Vice President
Mr. Dan Eller
Mr. Raffi Jamgotchian
Ms. Tiffany Kaplan
Dr. George Kipel
Mr. John Massaro
Mr. Peter Micera
Mrs. Jessica Spillane

ALSO PRESENT: James M. Santana, Superintendent of Schools
Marc A. Capizzi, School Business Administrator/Board Secretary

"THE NEW JERSEY OPEN PUBLIC MEETINGS LAW WAS ENACTED TO INSURE THE RIGHT TO THE PUBLIC TO HAVE ADVANCE NOTICE OF AND TO ATTEND THE MEETINGS OF PUBLIC BODIES AT WHICH ANY BUSINESS AFFECTING THEIR INTEREST IS DISCUSSED OR ACTED UPON."

IN ACCORDANCE WITH THE PROVISIONS OF THIS ACT, THE NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION HAS CAUSED NOTICE OF THIS MEETING TO BE PUBLICIZED BY HAVING THE DATE, TIME AND PLACE THEREOF POSTED AND FILED IN THE BOROUGH HALL OF EACH CONSTITUENT BOROUGH IN THE DISTRICT AND SENT TO THREE NEWSPAPERS CIRCULATING IN THE DISTRICT.

THIS MEETING WILL BE TAPE RECORDED IN ACCORDANCE WITH POLICY.

THE BOARD PRESIDENT WILL OPEN THE MEETING FOR PUBLIC COMMENT AT THE REQUEST OF THE BOARD. MEMBERS OF THE PUBLIC WILL BE ALLOWED FIVE MINUTES TO PRESENT INFORMATION TO THE BOARD.

REGULAR MEETING
MONDAY, MAY 20, 2019
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
DEMAREST HIGH SCHOOL ACADEMIC THEATER– 8:00 P.M.

RESOLUTION FOR EXECUTIVE SESSION (See Attached)

SUPERINTENDENT'S REPORT

S1. Miscellaneous
Mr. Santana will report orally on various topics.

S2. Student Representatives Update – May 20, 2019
Student Representative Updates.

BOARD DISCUSSION OF SUPERINTENDENT'S REPORT

BOARD OF EDUCATION COMMITTEE REPORTS

FINANCE

Daniel Eller, Chairperson
Raffi Jamgotchian
Peter Micera

F1. District Monthly Reports/Bills
That the Board of Education approves the bills of the Northern Valley Regional High School District for the period of April 1, 2019 to April 30, 2019 for General, Debt Service, Special Revenue, Enterprise Fund and NV Technical Services be approved and payment made through Columbia or Valley National Bank from funds in the appropriate accounts as follows:

Payroll	$3,670,081.89
Fund (10, 13, 20, 40)	$1,154,211.09
Fund (30)	$ ----------
Fund (59)	$ 58,081.02
Fund (50, 51)	$ 26,156.74
Total	$4,908,530.74

That the Board of Education approves the report of the following funds and accounts as of April 30, 2019 be approved and detailed reports are available in the Business Office:

Petty Cash (Demarest)	$ 475.00
Petty Cash (Old Tappan)	$ 407.91
April Student Activity Fund (Demarest)	$ 478,319.21
April Student Activity Fund (Old Tappan)	$ 415,699.28
Scholarship Fund	$ 28,077.93

Note: Student Fund Reports are available in the Business Office.

F2. Investment of Funds/District

That the Board of Education approves in accordance with previously adopted directives and agreements with the below institution, the following investments made by the Secretary during April 2019 be approved:

	Beginning Balance	Net Changes	Current Balance
MBIA	$ -0-	$ -0-	$ -0-
Bank of America	$ -0-	$ -0-	$ -0-

***Valley National Bank 2.46% and Columbia 1.36% general checking accounts.**

F3. Regional Programs Reports/Bills

That the Board of Education approves the bills of the Regional Programs administered by Northern Valley Regional High School District for the period of April 1, 2019 to April 30, 2019 for General, Debt Service, Special Revenue, and Enterprise Fund, be approved and payment made through Colombia Bank from funds in the appropriate accounts as follows:

Payroll	$1,013,157.37
Funds (55, 56, 57)	$ 617,428/13
Total	$1,630,585.50

F4. Investment of Funds/Regional Programs

That the Board of Education approves in accordance with previously adopted directives and agreements with the below institution, the following Regional Programs investments made by the Secretary during April 2019, be approved:

4/30/19 Balance

$0

****Columbia checking interest rate is .25% and Valley National Bank 1.03%**

F5. Transfer of Funds

That the Board of Education approves the Board Secretary be authorized to make transfers in the 2018-2019 Budget of the NVRHSD.

F6. Secretary/Treasurer Reports
That the Northern Valley Regional High School District Board of Education acknowledges receipt of the Report of the Treasurer and Report of the Secretary for the month ending April 30, 2019; and
Further, pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of April 30, 2019, no line item account has encumbrances and expenditures, which total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a).

F7. Donation – Old Tappan
That the Board of Education accepts a donation of $500.00 from the Korean Parent Association to be used towards the NVOT Co-Curricular Club, Heroes and Cool Kids.

F8. Donation – Old Tappan
That the Board of Education accepts a donation of $1,100.00 from the Korean Parent Association to be used towards the following NVOT Scholarship funds:

SoYoung (Christina) Park Memorial Scholarship	$500.00
KPA Award	$300.00
KPA Award	$300.00

F9. Donation – Demarest
That the Board of Education accepts a donation of $10,000 (Goldman Sachs Philanthropy Fund) from Kristie and Tim Woods to be used for the Track and Field Programs at NVD.

F10. Donation – Valley Program
That the Board of Education accepts a donation in the amount of $350.00 from the Harrington Park Public School Staff in recognition of World Autism Day.

F11. Donation – Valley Program
That the Board of Education accepts a donation in the amount of $500.00 from the PTO P&V, Inc. to be used towards the Valley Program Prom.

F12. Grant Application (IACE)
That the Board of Education approves grant application from the Italian government for the 2019-2020 school year for Northern Valley Regional High School at Demarest and at Old Tappan. The amount of funding eligible is $8,000.00 per school.

CURRICULUM

George Kipel, Chairperson
G.C. Vaghasia

C1. Report of Classification and Student Assignment
Recommend ratification and approval of the April 2019 Confidential List of Classification of Students and Student Assignments including Satellite and Bergen County Schools as authorized by the Superintendent. The lists will be placed in the Confidential Minutes File.

C3. Girls in Engineering and Technology Summer Camp
That the Board of Education approves Girls in Engineering and Technology Camp from June 25-June 28, 2019, from 9 a.m. – 2 p.m. at Northern Valley Regional High School at Old Tappan.

C4. Band Camps
That the Board of Education approves the following 2019 Summer Band Camps:

NVOT

Pre-Season for Percussion and Color Guard (Music Rooms, Auditorium, Field)
8/14, 8/15/2019 9:00 a.m. – 12:00 p.m.

Leadership Set-Up (Music Rooms, Auditorium)
8/16/2019 9:00 a.m. - 5:00 p.m.

Band Camp (Music Rooms, Auditorium, Field)
8/19-8/23, 8/27-8/28/2019 12:00 p.m. – 9:00 p.m.

NVD

Pre-Season for Percussion and Color Guard (Music Rooms, Auditorium, Field)
8/13 - 8/16/2019 4:00 p.m. – 9:00 p.m.

Leadership Set-Up (Music Rooms, Auditorium)
8/16/2019 9:00 a.m. – 12:00 p.m.

Band Camp (Music Rooms, Auditorium, Field)
8/19-8/23/2019 10:00 a.m. – 8:30 p.m.

C6. Summer Readings 2019-2020
That the Board of Education approves the attached 2019-2020 Summer Reading list.

C7. Club Non-Stipend – Old Tappan
That the Board of Education approves The Knight Tones an Acapella Club at NVOT. This will be a non-stipend club supervised by Kerry Maher, Math Department.

BUILDINGS AND GROUNDS

Tiffany Kaplan, Chairperson
Dan Eller

B1. Vandalism
It will be necessary to accept the Report of the Principals on Vandalism for the month of April 2019, and direct same to be filed.

B2. Use of Facilities
That the Board of Education approves the following facility uses/camps for the Northern Valley Regional High School District facilities at Demarest and Old Tappan. **(No Sunday Requests)**

On motion by Mr. Vaghasia, seconded by Mr. Micera and approved by the Board A13 was unanimously approved at the Committee Of the Whole.

ADMINISTRATION

G.C. Vaghasia, Chairperson
Jessica Spillane
Daniel Eller

A1. Fire Drills/Security
It will be necessary to approve and file in the Minutes and place in the appropriate file, the Principal's Report on Fire Drills and Security for the month of April, 2019.

A2. HIB-BOE Affirmation of HIB Findings
BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby affirms the findings of the Superintendent that an act of Harassment, Intimidation, and Bullying did not occur in the matter(s) of: NVD #22, NVD #23, NVD #24, NVD #25, NVD #26, NVD #28, NVOT #26, NVOT #27 and NVOT #29.

A3. Travel
WHEREAS, in order to be in compliance with the State of New Jersey's N.J.A.C. 6A:23A-7; and

WHEREAS, staff attend administratively approved conferences, conventions, staff training sessions, seminars, or workshops; and

WHEREAS, the attendance at the stated function was previously approved by the Superintendent of Schools through the appropriate administrator(s) as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the function(s) was approved as promoting delivery of instruction or furthering efficient operation of the school district, and fiscally prudent; and

WHEREAS, the travel and related expenses particular to attendance at the function(s) may exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter;

BE IT RESOLVED, that the Northern Valley Regional Board of Education approves attendance at the administratively approved function(s) as necessary, and

BE IT FURTHER RESOLVED that those expenses that appear on the attached form titled **"TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENTS"** for lodging, meals and gratuities are within the limits of the State travel reimbursement guidelines and are justified and reimbursable upon submission of the required receipts up to the current established not to exceed the maximum travel allowance of $120,250.00 as specified in the Uniform Minimum Chart of Accounts (Handbook R2R) for New Jersey Public Schools and pursuant to NJAD 6A:23B-1.2(b), effective until the Reorganization Meeting in January 2019). See attached.

A4. Approval of Minutes

That the Board of Education approves the following Minutes:

Closed Session	April 8, 2019 (Available at the Regular Meeting)
Committee of the Whole Meeting	April 8, 2019 (Available at the Regular Meeting)
Closed Session	April 29, 2019 (Available at the Regular Meeting)
Regular Meeting and Budget Hearing	April 29, 2019 (Available at the Regular Meeting)

A5. Staff Members Children

That the Board of Education approves the following children of staff members to attend the Northern Valley Regional High School District for the 2019-2020 School Year.

STAFF MEMBER	STUDENT	SCHOOL	GRADE
Eva Baratta	John Carlo Baratta	Old Tappan	11th
Kevin Hughes	Kaya Hughes	Old Tappan	10th
Rebecca Brenkert	Nicole Brenkert	Old Tappan	9th

A6. Bayada Nursing Services

That the Board of Education approves the attached contract for Nursing Services for the 2019-2020 between Bayada Home Health Care, Inc. and the Northern Valley Regional High School District.

A7. Food Service Management

That the Board of Education approves the attached addendum between Pomptonian, Inc. and the Northern Valley Regional High School District for Food Service for the 2019-2020 School Year.

A8. Board of Education Governance Manual

That the Board of Education approves the Board of Education Governance Manual.

A9. Lead Testing Program
That the Board of Education approves the attached Lead Testing Program Statement of Assurance for the 2018-2019 School Year.

A10. Class Trip – Costa Rica
That the Board of Education approves a proposed trip by Science and World Languages Department to Costa Rica during the April 2020 Spring Recess at no cost to the District.

A11. McKinney-Vento
That the Board of Education approves the District's intent to collaborate with the applicant regional McKinney-Vento Education of Homeless Children and Youth for 2019-2020.

A12. Comprehensive Equity Plan
That the Board of Education approves the Comprehensive Equity Plan for the 2019-2022 school years.

A13. Security Personnel
That the Board of Education approves use of U.S. Security Associates, Inc. for security services pending attorney review.

TRANSPORTATION

T1. Change in Student Assignment/Special Education
Recommend that the changes in student assignments for Special Education, Region III Transportation for April, 2019 be approved and placed in the Confidential Minutes file.

T2 . Special Education Transportation Quotations
That the Board of Education approves the following Special Education, Region III Council transportation route quotations for the 2018-2019 School Year:

Route	Transporter	Program/School	Per Diem	Aide	Total
SA1035Q	American First Choice	Chapel Hill Academy	$299.00	$53.00	$18,921.00
SA1036Q	Star Transportation	BCSS North Street	$199.00	$0.00	$9,353.00

On motion by Mr. Vaghasia, seconded by Mr. Micera and approved by the Board P1-P6 and P39 were unanimously approved at the Committee Of the Whole.

PERSONNEL

***P1. Approval of School Business Administrator/Board Secretary Re-appointment 2019-2020**
That the Board of Education approves the re-appointment and attached contract to be submitted to the County Office for approval between NVRHSD and Mr. Marc Capizzi. ***(Attachment SBA 2019-2020)***

***P2. Approval of Assistant Superintendent Re-appointment 2019-2020**
That the Board of Education approves the re-appointment and attached contract to be submitted to the County Office for approval between NVRHSD and Mrs. Deborah Sarmir. ***(Attachment Asst. Supt. 2019-2020)***

P3. Reappointment and establishment of Annual Salary Rates for NVEA Certificated Staff – 2019-2020 School Year *(Teachers)
That the reappointment of tenured, to-tenure and non-tenured certificated staff for the 2019-2020 school year be approved, and annual salary rates established, effective July 1, 2019 (12 mos. employees) and September 1, 2019 (10 mos. employees), in accordance with the *2017-2018* salary schedule of the agreement between the Northern Valley Regional High School District Board of Education (NVRHSDBOE) and the Northern Valley Education Association (NVEA). ***(Reappointment List Available Upon Request)***

P4. Reappointment and establishment of Annual Salary Rates NVAA Administrative Certificated Staff – 2019-2020 School Year *(Principals, Asst. Principals, Directors, Asst. Directors, Supervisors, Athletic Directors, Lead Guidance Counselors)
That the reappointment of tenured, to-tenure and non-tenured certificated staff for the 2019-2020 school year be approved, and annual salary rates established, effective July 1, 2019, in accordance with the 2019-2020 salary schedule of the agreement between the Northern Valley Regional High School District Board of Education (NVRHSDBOE) and the Northern Valley Administrator Association. ***(Reappointment List Available Upon Request)***

P5. Reappointment and establishment of Annual Salary Rates for non-bargaining unit Certificated Staff – 2019-2020 School Year *(Director of Special Projects and Innovation, Assistant Business Administrators)
That the reappointment of non-bargaining unit certificated staff for the 2019-2020 school year be approved, and annual salary rates established, effective July 1, 2019, in accordance with the 2019-2020 salary recommendations. ***(Reappointment List Available Upon Request)***

***P6. Reappointment and establishment of Annual Salary Rates for Teacher Aides – 2019-2020 School Year**
That the reappointment of teacher aide staff for the 2019-2020 school year be approved, and annual salary rates established for VRP and HS Teacher aides effective July 1, 2019 and

September 1, 2019 respectively, in accordance with the 2018-2019 salary recommendations until such time as a ratified agreement can be reached. ***(Reappointment List Available Upon Request)***

P7. Additional Summer Hours 2018
That the Board of Education approves the following summer hours in order to comply with State mandated physical exams for sports participation.

Debbie Mogelsky	School Nurse	Not to exceed 15 days mos. of July and August @ per diem rate. Note: Summer Fridays limited to ½ days.	Demarest
Ginny Ferencevych	School Nurse	Not to exceed 15 days mos. of July and August @ per diem rate. Note: Summer Fridays limited to ½ days.	Old Tappan

P8. Affirmative Action Officer 2018-2019
That the Board of Education approves the following employee appointment:

Deborah Sarmir	Affirmative Action Officer	02/01/19-06/30/19 School Year	District

P9. Affirmative Action Officers 2019-2020
That the Board of Education approves the following employee appointments:

Luisella Marolda	Affirmative Action Officer	2019-2020 School Year	Demarest
Mike O'Malley	Affirmative Action Officer	2019-2020 School Year	Demarest
Deborah Sarmir	Affirmative Action Officer	2019-2020 School Year	District
Kerri Hubbard	Affirmative Action Officer	2019-2020 School Year	Old Tappan

Jennifer Mezzina	Affirmative Action Officer	2019-2020 School Year	Old Tappan
Candace Cinotti-Rohr	Affirmative Action Officer	2019-2020 School Year	Valley Regional Programs & Region III

P10. Approval of Superintendent Merit Goals Attainment 2018-2019
That the Board of Education approves the below listed Merit Goal payments in accordance with the Department of Education approved Agreement between NVRHSD and Superintendent, James M. Santana. The following goals have been met or exceeded:

Goal	Percentage	Description	Amount
Quantitative Goal #1	3.33%	Delivery and analysis of PRIDE Survey	$6,483.14
Quantitative Goal #2	3.33%	New digital staff attendance system	$6,483.14
Quantitative Goal #3	3.33%	2nd phase of automated lockdown system	$6,483.14
Qualitative Goal #1	2.5%	Construction Coordinator various projects	$4,892.23
Qualitative Goal #2	2.5%	District hiring forms and procedures	$4,892.23

P11. Employee Appointments 2018-2019
That the Board of Education approves the following employee appointments:

Alexandra Paspalas	Girls in Engineering and Technology Camp Instructor	Effective: 06/25/19-06/28/19 Rate: $1,500.00	Old Tappan
Anthony DePasquale	Substitute Facility Aide	Effective: 05/13/19 Rate: $20.00/hour *Pending CHR*	Old Tappan

P12. Employee Substitutes – 2018-2019
That the Board of Education approves the attached substitutes for the 2018-2019 school year. ***(Attachment Substitutes)***

P13. Employee Appointment Modifications 2018-2019
That the Board of Education approves the following employee appointment modifications:

Jennifer Mezzina	**Affirmative Action Officer**	2019-2020 School Year	Old Tappan
Candace Cinotti-Rohr	**Affirmative Action Officer**	2019-2020 School Year	Valley Regional Programs & Region III
Matt McClutchy	**From:** Part Time Facility Aide **To:** Full Time Facility Aide	Effective: 05/06/19-06/30/19 Rate: $175.00/diem *Benefit eligible*	Old Tappan
Ashley Lynn Amoruso	School Social Worker	Effective: 09/01/19-06/30/20 **From:** .7 FTE (2018-2019) **To:** Full Time Salary: MA, Step 0 = $60,625.00 *Benefit eligible*	Demarest
Sarah Christianson	**From:** Part Time Teacher & Part Time Teacher Aide **To:** Full Time Teacher Aide	Effective: 06/03/19-06/30/19 Salary: $21,824.94 (prorated) plus $1,500.00 teacher cert. (prorated) *Benefit eligible – no change to benefits*	Old Tappan

P14. Rescind Appointment 2018-2019

That the Board of Education rescinds the following employee appointment:

Carlos Zayas	Full Time Facility Aide (replacing GB)	Effective: 04/30/19-06/30/19 Salary: $175.00/diem	Old Tappan

P15. Employee Appointment 2019-2020
That the Board of Education approves the following employee appointment:

Jessica Miano	English Teacher (Replacing SB)	Effective: 09/01/19-06/30/20 Salary: MA, Step 0 = $60,525.00 *Benefit eligible*	Demarest

P16. Employee Appointments – Instructional Coaches 2019-2020
That the Board of Education approves the following employee appointments:

Jodi Ben-Meir	Instructional Coach-Special Ed.	2019-2020 School Year Rate: $2,895.00 plus 1.5 Summer Planning days @ per diem rate	Old Tappan
Arpi Lajinian	Instructional Coach-Math	2019-2020 School Year Rate: $2,895.00 plus 1.5 Summer Planning days @ per diem rate	Old Tappan
Maryanne Lovelace	Instructional Coach-Science	2018-2019 School Year Rate: $2,895.00 plus 1.5 Summer Planning days @ per diem rate	Old Tappan
Janine Foschino	Instructional Coach-Special Ed.	2019-2020 School Year Rate: $2,895.00 plus 1.5 Summer Planning days @ per diem rate	Demarest
Michael Ives	Instructional Coach-Math	2019-2020 School Year Rate: $2,895.00 plus 1.5 Summer Planning days @ per diem rate	Demarest
Jonathan Gray	Instructional Coach-World Language	2019-2020 School Year Rate: $2,895.00 plus 1.5 Summer Planning days @ per diem rate	Demarest

P17. Employee Resignation
That the Board of Education accepts the following employee resignation:

Brittany Helfrick	Teacher Aide	Effective: 05/17/19	Valley Regional Programs

P18. Employee Resignation Modification
That the Board of Education approves the following employee resignation modification::

Stacey Brauner	English Teacher	**From:** 02/26/19 **To:** 06/30/19	Demarest

P19. Valley Program Appointments 2019-2020
That the Board of Education approves the following employee appointments:

Barila, Jaclyn	Teacher Assistant-Student	Effective: 2019-2020 School Year Rate: $8.85/hour [time-sheet] *Not benefit eligible*	Valley Regional Programs

P20. Modification to Appointments-Valley Program 2018-2019
That the Board of Education approves the following appointment modifications:

Cagney, Nuala	ABA/CPI Teacher Assistant	Effective: 09/01/18 (retro to)-06/30/19 $500.00 stipend for ABA/CPI	Valley Regional Programs
Savage, Louise	ABA/CPI Teacher Assistant	Effective: 09/01/18 (retro to)-06/30/19 $500.00 stipend for ABA/CPI	Valley Regional Programs
Schiavone, Pilar	ABA/CPI Teacher Assistant	Effective: 09/01/18 (retro to)-06/30/19 $500.00 stipend for ABA/CPI	Valley Regional Programs

P21. Neal Moles Program Staffing 2019

That the Board of Education approves the following appointments July 1 through July 31, 2019:

Last Name	First Name	Position	Hours/day	Rate	# of Days	Total
Amaral	Jessica	Summit Teacher	5	$50	21	$5,250
Barila	Carmelo	1:1 Teacher Assistant	5	$20	21	$2,100
Donna	Reilly	Teacher Assistant	5	$20	21	$2,100
Delta T Agency		Teacher Assistant	5	$21	21	$2,205
Christensen	Sarah	Step Teacher	5	$40	21	$5,250
Doherty	Katherine	Step Teacher	5	$50	*11	$2,750
Muccio	April	Step Teacher	5	$50	*10	$2,500
Nancy	Fastow	Teacher Assistant	5	$20	21	$2,100
Pena	Karla	Teacher Assistant	5	$20	21	$2,100
Ashely	Villegas	Teacher Assistant	5	$20	21	$2,100
Falduti	John	NVD/NVOT Teacher	5	$40	21	$4,200
Sabatini	Ron	Teacher Assistant	5	$20	21	$2,100
Ballan	Brenna	VRP Supervisor	5	$30	21	$3,150
Kathleen	DePlautt	Program Nurse	5	$35	21	$3,675
* Scheduling will be determined in June. The two will not exceed a total of 21 days.						

P22. Employee Appointments – Tech Mentors 2019-2020

That the Board of Education approves the following employee appointments:

David Caminiti	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Demarest
Kristy Ianna	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Demarest
Jamie Hudak	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Demarest
Brendan Kenny	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Demarest
Christine Massaro	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Old Tappan

Jeff Krapels	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Old Tappan
Allison Beesley	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Old Tappan
Megan Langan	Tech Mentor	Effective: 2019-2020 Rate: $2,895.00	Old Tappan

P23. Summer Curriculum Writing 2019

That the Board of Education approves the following summer curriculum writing:

Myung Jin Lee	Korean 5-5 Honors Curriculum	Rate: $28.00 per hour	District

P24. Valley Home Consultant Resignations July 2019- June 2020

That the Board of Education approves the following removal from Valley Home Programming list due to inactivity, retirement and/or resignation:

Ashley Amy-Schiaffo	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Michelle Cuadrado	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Cherylyn Demarest	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Moumita Gammel	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Lisa Gelalia	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Susan Jabel	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Melissa Bonte Kane	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Warren Ladines	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Jill Gordon Layton	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Jaclyn Ludwig	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Tori Novembre Vicari	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Erica Haithcock Owens	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Justin Porter	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs

Devin DeMarzo Riordan	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Lauren Rinaldi	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Sara Rosini	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Alasandra Russo-Martino	Regional Home Consult	Effective: 07/01/19	Valley Regional Programs
Kristine Steidl Woelk	Teacher Assistant	Effective: 07/01/19	Valley Regional Programs
Tracy Lizotte	BCBA Certified Home Consultant	Effective: 07/01/19	Valley Regional Programs
Lisa Ficucello	Teacher	Effective: 07/01/19	Valley Regional Programs
Elizabeth Gatanas	Teacher	Effective: 07/01/19	Valley Regional Programs
Kristine Heinemann	Teacher	Effective: 07/01/19	Valley Regional Programs
Robyn Ivey	Teacher	Effective: 07/01/19	Valley Regional Programs
Morgan Weber	RCTH	Effective: 07/01/19	Valley Regional Programs

P25. Valley Home Consultants Reappointments July 2019 - June 2020

That the Board of Education approves the following home consultants:

Todd Adamek	Regl Home Consult	$35.00 per hour	Valley Regional Programs
Lisa Alfuso	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Chris Angotti	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Elizabeth Apollo	Regl Home Consult	$35.00 per hour	Valley Regional Programs
Patrice Barbo	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Nada Barzelatto	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Dana Braun	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Laura Blunt	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Noreen Cinotti	Substitute	$35.00 per hour	Valley Regional Programs
Angela Clarke	Teacher Assistant	$35.00 per hour	Valley Regional Programs

Nicole Cowley	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Dan Creegan	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Rosa Cutri	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Robyn Ferrentino	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Kaitlin Gallagher	Teacher Assistant	$35.00 per hour	Valley Regional Programs
JoAnn Hayden	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Britany Helfrick	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Kevin Hunt	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Margaret Hurley	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Deneen Kanze	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Ivana Kehoe	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Jennifer Kim (Jung Hyune)	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Kaersten Levi	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Vindra Marsoubian	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Linda McKenna	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Rose McPartland	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Marque Mouzone	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Lacey DeLorenzo Pena	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Samantha Praysner	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Victoria Provost	1:1 Teacher Assistant	$35.00 per hour	Valley Regional Programs
Denise Reeves	1:1 Teacher Assistant	$35.00 per hour	Valley Regional Programs
Nicole Sadiv	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Elise Schneider	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Nora Smith	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Joan Stein	Teacher Assistant	$35.00 per hour	Valley Regional Programs

Marissa Taglieri	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Lisa Torre	Teacher Assistant	$35.00 per hour	Valley Regional Programs
Theresa Coquel Tricarico	Regl Home Consult	$35.00 per hour	Valley Regional Programs
Susan Warren	Teacher Assistant	$35.00 per hour	Valley Regional Programs

P26. Valley Outreach Certified Teacher of the Handicapped Parent Trainers Reappointments July 2019 – June 2020

That the Board of Education approves the following Regional Certified TOH consultants:

Jessica Barbo	RCTH	$50.00 per hour	Valley Regional Programs
Kelli Cassetta	Teacher	$50.00 per hour	Valley Regional Programs
Aimee Edwards	Teacher	$50.00 per hour	Valley Regional Programs
Christine Esola	Teacher	$50.00 per hour	Valley Regional Programs
Kathleen Gallone	Teacher	$50.00 per hour	Valley Regional Programs
Michele Kuryllo	RCTH	$50.00 per hour	Valley Regional Programs
Sarah Lhotak	RCTH	$50.00 per hour	Valley Regional Programs
Maria Lagomarsino	RCTH	$50.00 per hour	Valley Regional Programs
Laura Milmore	Teacher	$50.00 per hour	Valley Regional Programs
Elizabeth Saxon	Teacher	$50.00 per hour	Valley Regional Programs
Justin Saxon	Teacher	$50.00 per hour	Valley Regional Programs
Kate Smith,	Teacher	$50.00 per hour	Valley Regional Programs

P27. Valley Outreach Certified BCBA Home Consultant Reappointments July 2019 – June 2020

That the Board of Education approves the following consultant BCBA Home Consultants:

Arnold, Melanie	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs

Brenkert, Rebecca	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Cassetta, Kelli	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Cinotti-Rohr, Candice	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Dinnell, Karen	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Faustini, Kim	Psychologist, BCBA	$75.00 per hour	Valley Regional Programs
Giacchi, Pam	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
King, Pam	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Lampert, Mark	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Madden-Perez, Michele	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Shumar, Sandy	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs
Wuensch, Lauren	BCBA Certified Home Consultant	$75.00 per hour	Valley Regional Programs

P28. Valley Outreach Speech-Language Therapist & Occupational Therapist Consultants July 2019– June 2020

That the Board of Education approves the position(s) of Valley Outreach Speech-Language Therapist Consultants and Occupational Therapist Consultants and approve the following consultant(s):

Nicole Adamo	Speech-Language Therapist Consultant	$75.00 per hour	Valley Regional Programs
Roland Bartolomucci	Speech-Language Therapist Consultant	$75.00 per hour	Valley Regional Programs
Michele Harvey	Speech-Language Therapist Consultant	$75.00 per hour	Valley Regional Programs

Elizabeth Hohnecker	Speech-Language Therapist Consultant	$75.00 per hour	Valley Regional Programs
Antonella Scofield	Speech-Language Therapist Consultant	$75.00 per hour	Valley Regional Programs
Cathy Slutzky	Speech-Language Therapist Consultant	$75.00 per hour	Valley Regional Programs
Pam Yepez	Speech-Language Therapist Consultant	$75.00 per hour	Valley Regional Programs
Diana Hunt	Occupational Therapist Consultant	$75.00 per hour	Valley Regional Programs

P29. Valley Regional Programs Bus Drivers July 1, 2019-June 30, 2020

That the Board of Education approves the following bus drivers:

Kaersten Levi, Valley TA	School Bus Driver	$4,000.00 stipend for 11 months ($25.00 per trip per day after school hours)	Valley Regional Programs
Steve LoPresti, Valley TOH	School Bus Driver	$4,000.00 stipend for 11 months ($25.00 per trip per day after school hours)	Valley Regional Programs
Pilar Hanabergh-Schiavone Valley TA	School Bus Driver	$4,000.00 stipend for 11 months ($25.00 per trip per day after school hours)	Valley Regional Programs

P30. Valley Sibling Support July 2019 -June 2020

That the Board of Education approves the following sibling support:

Mark Lampert	Behaviorist	$75.00 per hour	Valley Regional Programs

P31. Valley/TIP/SLICE/Little Tots Substitutes Deletions for 2019-2020

That the Board of Education approves the following removal from sub list due to inactivity:

Kim DiStefano	Substitute	July 1, 2019	Valley Regional Programs

Caroline Jabel	Substitute	July 1, 2019	Valley Regional Programs
Hannah Johnson	Substitute	July 1, 2019	Valley Regional Programs
Kimberly Palumbo	Substitute	July 1, 2019	Valley Regional Programs
Gina Ticineto	Substitute	July 1, 2019	Valley Regional Programs

P32. Valley/TIP/SLICE/Little Tots Substitutes Additions 2019-2020
That the Board of Education approves the following:

Jessica Andre	Substitute	$110.00 per diem	Valley Regional Programs
Mary Briskin	TA/Substitute	$110.00 per diem	Valley Regional Programs
Noreen Cinotti	Substitute/home programmer	$110.00 per diem	Valley Regional Programs
Celeste Cohen	Substitute	$110.00 per diem	Valley Regional Programs
Laureen Daviet	TA/Substitute	$110.00 per diem	Valley Regional Programs
Rachel Fishbein	Substitute	$110.00 per diem	Valley Regional Programs
Gail Gallucci	TA/Substitute	$110.00 per diem	Valley Regional Programs
Amanda Goldstein	Substitute	$110.00 per diem	Valley Regional Programs
Patricia Lacey	Substitute	$110.00 per diem	Valley Regional Programs
Leslie Marotta	TA/Substitute	$110.00 per diem	Valley Regional Programs
Brianne Murray	Substitute	$110.00 per diem	Valley Regional Programs
Dayna Neithardt	Substitute	$110.00 per diem	Valley Regional Programs
John O'Hanlon	Substitute	$110.00 per diem	Valley Regional Programs
Briana Popolo,	Substitute	$110.00 per diem	Valley Regional Programs
Devin Riordan	Substitute	$110.00 per diem	Valley Regional Programs
Cheyenne Sargent	Substitute	$110.00 per diem	Valley Regional Programs
Lauren Velten	Substitute	$110.00 per diem	Valley Regional Programs
Stephanie Vicari	Substitute	$110.00 per diem	Valley Regional Programs
Diane Walsh	Substitute	$110.00 per diem	Valley Regional Programs

Kristine Woelk	Substitute	$110.00 per diem	Valley Regional Programs

P33. Valley/TIP/SLICE/Little Tots Substitutes Additions 2018-2019
That the Board of Education approves the following:

Rohr, Brianna (replace JE)	Sub Per Diem	05/14/19 (retro to) $120.00 per diem	Valley Regional Programs
Restrepo, Khristina (down staff)	Sub Per Diem	05/14/19 (retro to) $120.00 per diem	Valley Regional Programs
Baines, Bridget (down staff)	Sub Per Diem	05/14/19 (retro to) $120.00 per diem	Valley Regional Programs

P34. Valley Regional Programs Volunteer Reappointments
That the Board of Education approves the following volunteers for the 2019-2020 school year:

Lauren Haracopos	Student Volunteer (Junction Program Graduate)	July 5-31, 2019 *No remuneration* September 1, 2019 – June 30, 2020 *No remuneration*	Valley Regional Programs

P35. Employee Unpaid Days
That the Board of Education approves the following unpaid days:

Rosemarie Rotonde	Unpaid Days	Effective: 04/26/19-05/09/19	Valley Regional Programs
Patricia Rossi	Unpaid Day	Effective: 04/30/19, 05/08/19	Valley Regional Programs
Gina Romano	Unpaid Days	Effective: 04/30/19, 05/01/19, 05/02/19, 05/10/19	Valley Regional Programs

Beverly Peluso	Unpaid Days	Effective: 05/09/19 & 05/10/19	Valley Regional Programs

P36. Clinical and Practicum Requests 2018-2019
That the Board of Education approves the following requests for 2018-2019:

Jason Carini	Pre-Professional Experience - Business Education through Rutgers University 05/21/19-06/19/19	Cooperating Teacher - Mrs. I. Nelson	Demarest

P37. Clinical and Practicum Requests 2019-2020
That the Board of Education approves the following requests for 2019-2020:

Brendan McGuire	Student Teacher - Physics - through Ramapo College 09/03/19-12/06/19 (2 days/week) and 01/02/20-05/08/20	Cooperating Teacher: Mr. J. Lai	Old Tappan
Ally Johnson	Occupational Therapist Observations through Univ. of Maryland	05/01/19-06/30/19	Valley Regional Programs

P38. Retiree Sick Day Payment
That the Board of Education approves the following unused sick day retiree payment in accordance with the ratified 2018-2021 Agreement between the NVEA AND NVRHSD:

First Name	Last Name	Position	Retirement Date	Unused Sick days	Rate $	Amount
Donald	Brown	Custodian	8/3/2018	28.5	$52.50	$ 1,496.25
Susan	Butler	LDTC	6/30/2018	67	$ 105.00	$ 7,035.00

Roseanne	Lee	Office Professional	8/1/2018	270.5	$70.00	$18,935.00
Gail	Maier	Office Professional	9/1/2018	146	$70.00	$10,220.00
Stephen	O'Neill	Teacher	2/28/2019	274.5	$ 105.00	$28,822.50
Ronald	Romano	Supervisor	6/30/2018	354.5	$ 125.00	$40,000.00 (max)
John	Rotella	Teacher	10/1/2018	131	$ 105.00	$13,755.00

P39. Chaperone Appointment 2018

That the Board of Education approves the following chaperone appointment:

Eric Schiller	TIP Teacher – Chaperone for 6th Grade Trip	May 15-17, 2019 Rate: $150.00/night x 2 nights = $300.00	VRP - TIP

Marc A. Capizzi
School Business Administrator/
Board Secretary

RESOLUTION NO. 1

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Northern Valley Regional High School District Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Northern Valley Regional High School District Board of Education has determined that ___(insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on 5/20, 2019 at 6:30 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐ "(1) Any matter which, by express provision of Federal law, State statue or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

_____

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be

disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality _____

_____

_____

_____

_____

☐ "(4) Any collective bargaining agreement, or the terms and condition of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed between the Board _____

_____

_____

☐ "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

_____

☐ "(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure would impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

_____

☐ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____

_____

_____

_____

_____ and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

_____

☒ "(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of

any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are **Personnel, Legal, Contracts, Negotiations and Student Matters**

☐ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

_____

WHEREAS, the length of the Executive sessions is to be 90 minutes after which the public meeting of the Northern Valley Regional High School District Board of Education shall (select one) ☐ reconvene and immediately adjourn or ■ reconvene and proceed with business where formal action will be taken.

NOW, THEREFORE, BE IT RESOLVED that the Northern Valley Regional High School District Board of Education will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOVLED that the Northern Valley Regional High School District Board of Education hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary):

Subject of Discussion	Estimated Date	Necessary Occurrence

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

tart date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
UND 11 GENERAL CURRENT EXPENSE						
11-000-100-565-000-83-00-00	TUITION-CSSD & REGIONAL DAY	$792,111.00	($188,078.92)	$14,449.24	$618,481.32	-21.9%
55368	11-000-100-566-000-83-00-00 PC Tui@ BCSS North St		04/08/19	$16,000.00		
55375	11-000-100-566-000-83-00-00 Tuition ReBill- SM Grammon		04/10/19	($1,550.76)		
11-000-100-566-000-83-00-00	TUITION- PSD IN STATE	$1,850,857.00	($919,933.42)	($14,449.24)	$916,474.34	-50.5%
55368	11-000-100-565-000-83-00-00 PC Tui@ BCSS North St		04/08/19	($16,000.00)		
55375	11-000-100-565-000-83-00-00 Tuition ReBill- SM Grammon		04/10/19	$1,550.76		
11-000-219-105-050-83-00-00	SAL-CS-SEC'Y	$81,974.55	$81,974.55	$47,935.16	$211,884.26	158.5%
55422	- - - - - - - Adj PR PO		04/25/19	$47,935.16		
11-000-219-600-000-83-00-00	HOME INSTR - ABA	$0.00	$0.00	$2,812.50	$2,812.50	0.%
55422	- - - - - - - Adj PR PO		04/25/19	$2,812.50		
11-000-219-600-000-83-00-83	HOME INSTR - ABA REGION III	$0.00	$40,000.00	($20,600.00)	$19,400.00	0.%
55446	11-219-100-320-000-83-00-00 For ABA services from R3		04/02/19	($20,600.00)		
11-000-219-600-050-83-00-83	HOME INSTR - ABA REGION III	$22,500.00	($20,000.00)	($2,500.00)	$0.00	-100.%
55422	- - - - - - - Adj PR PO		04/25/19	($2,500.00)		
11-000-219-600-050-83-00-85	HOME INSTR - CST	$3,000.00	($1,800.00)	($896.00)	$304.00	-89.9%
55422	- - - - - - - Adj PR PO		04/25/19	($896.00)		
11-000-219-600-060-83-00-00	HOME INSTR - ABA	$65,706.00	($22,461.00)	($43,245.00)	$0.00	-100.%
55422	- - - - - - - Adj PR PO		04/25/19	($43,245.00)		
11-000-219-600-060-83-00-83	HOME INSTR - ABA REGION III	$22,500.00	($20,000.00)	($2,500.00)	$0.00	-100.%
55422	- - - - - - - Adj PR PO		04/25/19	($2,500.00)		
11-000-219-890-050-83-00-00	TESTING MATERIAL	$1,750.00	($332.88)	($808.33)	$608.79	-65.2%
55422	- - - - - - - Adj PR PO		04/25/19	($808.33)		
11-000-219-890-060-83-00-00	TESTING MATERIAL	$1,750.00	($300.00)	($798.33)	$651.67	-62.8%
55422	- - - - - - - Adj PR PO		04/25/19	($798.33)		
11-000-221-320-050-20-00-00	REG. INSTRUCT. PROGRAMS	$125,669.00	$0.00	($33,923.08)	$91,745.92	-27.%
55407	12-000-260-730-050-25-00-00 Transfer fpr Stem Labs		04/25/19	($33,923.08)		
11-000-221-320-050-21-00-00	PUBLIC LECTURE	$5,500.00	$150.00	($2,850.00)	$2,800.00	-49.1%
55360	11-000-266-330-050-25-00-00 For Police Services		04/05/19	($2,850.00)		
11-000-221-320-060-20-00-00	REG. INSTRUCT. PROGRAMS	$125,669.00	$0.00	($33,923.08)	$91,745.92	-27.%
55408	12-000-260-730-060-25-00-00 Transfer for Stem LabOT		04/25/19	($33,923.08)		
11-000-221-320-060-22-00-00	PUBLIC LECTURE	$5,500.00	$0.00	($3,800.00)	$1,700.00	-69.1%
55359	11-000-266-330-060-25-00-00 For Police Services		04/05/19	($3,800.00)		
11-000-223-105-050-21-11-00	Sal - Instruct Supp - DEM	$22,021.92	$0.00	($94.61)	$21,927.31	-0.4%
55400	11-000-223-600-000-92-00-00 For PD Books for MC		04/23/19	($94.61)		
11-000-223-320-050-20-00-00	STAFF DEVELOPMENT	$2,500.00	$0.00	($500.00)	$2,000.00	-20.%
55362	11-000-223-600-000-92-00-00 For PD Book Club books		04/08/19	($500.00)		
11-000-223-320-060-20-00-00	STAFF DEVELOPMENT	$2,500.00	$0.00	($500.00)	$2,000.00	-20.%
55362	11-000-223-600-000-92-00-00 For PD Book Club books		04/08/19	($500.00)		

Start date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 11 GENERAL CURRENT EXPENSE							
11-000-223-580-000-92-00-00	**TRAV/CONF/WKSP/SUPINT-OFF**		**$0.00**	**$730.00**	**$1,812.12**	**$2,542.12**	0.%
55364	11-000-223-580-050-92-00-00	Supt Office Travel		04/08/19	$1,747.84		
55364	11-000-223-580-060-92-00-00	Supt Office Travel		04/08/19	$64.28		
11-000-223-580-050-92-00-00	**TRAV/CONF/WKSP/SUPINT-OFF**		**$4,500.00**	**$0.00**	**($1,747.84)**	**$2,752.16**	-38.8%
55364	11-000-223-580-000-92-00-00	Supt Office Travel		04/08/19	($1,747.84)		
11-000-223-580-060-92-00-00	**TRAV/CONF/WKSP/SUPINT-OFF**		**$4,500.00**	**$0.00**	**($64.28)**	**$4,435.72**	-1.4%
55364	11-000-223-580-000-92-00-00	Supt Office Travel		04/08/19	($64.28)		
11-000-223-600-000-92-00-00	**PROF DEV SUPPLIES & MATERIALS**		**$0.00**	**$0.00**	**$1,094.61**	**$1,094.61**	0.%
55362	11-000-223-320-050-20-00-00	For PD Book Club books		04/08/19	$500.00		
55362	11-000-223-320-060-20-00-00	For PD Book Club books		04/08/19	$500.00		
55400	11-000-223-105-050-21-11-00	For PD Books for MC		04/23/19	$94.61		
11-000-240-600-050-21-00-00	**COMMENCEMENT EXPENSES**		**$11,000.00**	**$0.00**	**($2,000.00)**	**$9,000.00**	-18.2%
55377	11-000-266-330-050-25-00-00	Graduation Police		04/11/19	($2,000.00)		
11-000-261-420-060-25-00-00	**CONT SERV/REPR BLDG**		**$99,600.00**	**$0.00**	**($9,272.33)**	**$90,327.67**	-9.3%
55369	11-000-262-420-060-25-00-00	Transfer for Pesh-E Quote		04/09/19	($9,272.33)		
11-000-261-610-050-25-00-00	**GENERAL SUPPLIES**		**$36,000.00**	**($1,250.00)**	**($26,550.00)**	**$8,200.00**	-77.2%
55353	11-000-262-621-000-25-22-00	For Gas Heating		04/04/19	($550.00)		
55353	11-000-262-621-050-25-22-00	For Gas Heating		04/04/19	($12,000.00)		
55353	11-000-262-621-060-25-22-00	For Gas Heating		04/04/19	($14,000.00)		
11-000-262-300-050-25-00-00	**PURCH PROF & TECHN SERVICES**		**$31,500.00**	**$0.00**	**($4,419.78)**	**$27,080.22**	-14.%
55348	11-000-262-420-050-25-00-00	for Drain Clearing		04/01/19	($4,419.78)		
11-000-262-420-000-83-07-00	**SUMMIT ACAD- REPAIR, MAINT SVC**		**$0.00**	**$0.00**	**$200.00**	**$200.00**	0.%
55380	- - - - - - -	For Repair/Maintenance svcs		04/12/19	$200.00		
11-000-262-420-000-83-21-00	**SUMMIT SUCC- REPAIR, MAINT SVC**		**$0.00**	**$0.00**	**$100.00**	**$100.00**	0.%
55380	- - - - - - -	For Repair/Maintenance svcs		04/12/19	$100.00		
11-000-262-420-050-25-00-00	**CLEANING,REPAIR,MAINT SERV**		**$115,000.00**	**$25,023.00**	**$7,245.82**	**$147,268.82**	28.1%
55348	11-000-262-300-050-25-00-00	for Drain Clearing		04/01/19	$4,419.78		
55425	11-000-262-610-050-25-00-00	Transfer for Shortage		04/26/19	$2,826.04		
11-000-262-420-060-25-00-00	**CLEANING,REPAIR,MAINT SERV**		**$91,000.00**	**$429,688.00**	**$9,272.33**	**$529,960.33**	482.4%
55369	11-000-261-420-060-25-00-00	Transfer for Pesh-E Quote		04/09/19	$9,272.33		
11-000-262-420-060-41-00-59	**NV TECH SERV MAINT OT**		**$0.00**	**$27,965.86**	**$333.86**	**$28,299.72**	0.%
55363	11-190-100-420-060-41-00-59	Scantron Repair		04/08/19	$333.86		
11-000-262-610-050-25-00-00	**GENERAL SUPPLIES**		**$121,600.00**	**$0.00**	**($2,826.04)**	**$118,773.96**	-2.3%
55425	11-000-262-420-050-25-00-00	Transfer for Shortage		04/26/19	($2,826.04)		
11-000-262-621-000-25-22-00	**GAS HEATING - ADMIN BUILDING**		**$3,000.00**	**$0.00**	**$550.00**	**$3,550.00**	18.3%
55353	11-000-261-610-050-25-00-00	For Gas Heating		04/04/19	$550.00		
11-000-262-621-050-25-22-00	**GAS HEATING - DEMAREST**		**$95,300.00**	**$0.00**	**$12,000.00**	**$107,300.00**	12.6%
55353	11-000-261-610-050-25-00-00	For Gas Heating		04/04/19	$12,000.00		

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
JND 11 GENERAL CURRENT EXPENSE						
11-000-262-621-060-25-22-00	**GAS HEATING - OLD TAPPAN**	$85,200.00	$0.00	$14,000.00	$99,200.00	16.4%
55353	11-000-261-610-050-25-00-00 For Gas Heating		04/04/19	$14,000.00		
11-000-266-330-050-25-00-00	**SECURITY SERVICES- DEM**	$199,000.00	($138,197.00)	$4,850.00	$65,653.00	-67.%
55360	11-000-221-320-050-21-00-00 For Police Services		04/05/19	$2,850.00		
55377	11-000-240-600-050-21-00-00 Graduation Police		04/11/19	$2,000.00		
11-000-266-330-060-25-00-00	**SECURITY SERVICES- OT**	$175,000.00	($175,000.00)	$4,270.74	$4,270.74	-97.6%
55359	11-000-221-320-060-22-00-00 For Police Services		04/05/19	$3,800.00		
55359	11-190-100-320-060-22-00-00 For Police Services		04/05/19	$470.74		
11-190-100-320-060-22-00-00	**PURCHASED PROF SERVICES**	$5,000.00	$5,532.01	($470.74)	$10,061.27	101.2%
55359	11-000-266-330-060-25-00-00 For Police Services		04/05/19	($470.74)		
11-190-100-340-050-41-00-59	**NV TECH SERV ED SERV**	$16,215.50	$0.00	$1,741.25	$17,956.75	10.7%
55367	- - - - - - - For Stamp Testing		04/08/19	$1,741.25		
11-190-100-340-060-41-00-59	**NV TECH SERV ED SERV**	$16,215.50	$0.00	$1,741.25	$17,956.75	10.7%
55367	- - - - - - - For Stamp Testing		04/08/19	$1,741.25		
11-190-100-420-060-41-00-59	**TECHNOLOGY SERVICE CONTRACTS**	$247,608.00	$23,950.00	($333.86)	$271,224.14	9.5%
55363	11-000-262-420-060-41-00-59 Scantron Repair		04/08/19	($333.86)		
11-190-100-440-050-20-00-00	**RENTALS/LEASE EQUIPMENT**	$294,447.00	($8,364.93)	($25,506.33)	$260,575.74	-11.5%
55407	12-000-260-730-050-25-00-00 Transfer fpr Stem Labs		04/25/19	($25,506.33)		
11-190-100-610-050-59-00-00	**SUPPLIES-TECH ED -D**	$18,050.00	$0.00	($246.00)	$17,804.00	-1.4%
55351	11-190-100-640-050-59-00-00 REL ARTS >2019-04-02		04/02/19	($246.00)		
11-190-100-640-050-55-00-00	**TEXTBOOK-FL-D**	$8,915.00	$0.00	($1,741.25)	$7,173.75	-19.5%
55367	- - - - - - - For Stamp Testing		04/08/19	($1,741.25)		
11-190-100-640-050-59-00-00	**TEXTBOOK-TECH ED-D**	$0.00	$0.00	$246.00	$246.00	0.%
55351	11-190-100-610-050-59-00-00 REL ARTS >2019-04-02		04/02/19	$246.00		
11-190-100-640-060-55-00-00	**TEXTBOOK-FL-OT**	$8,915.00	$0.00	($1,741.25)	$7,173.75	-19.5%
55367	- - - - - - - For Stamp Testing		04/08/19	($1,741.25)		
11-190-100-640-060-63-00-00	**TEXTBOOK-MA-OT**	$30,000.00	$0.00	($11,162.94)	$18,837.06	-37.2%
55408	12-000-260-730-060-25-00-00 Transfer for Stem LabOT		04/25/19	($11,162.94)		
11-202-100-101-060-83-08-26	**TEACHERS SAL-STEP 4 - CMO**	$103,266.00	$0.00	($199.50)	$103,066.50	-0.2%
55444	11-219-100-320-000-83-00-00 For Prof Serv. Home Inst		04/30/19	($199.50)		
11-212-100-610-000-83-07-00	**SUMMIT ACADEMY - SUPPLIES**	$0.00	$11,468.50	($200.00)	$11,268.50	0.%
55380	- - - - - - - For Repair/Maintenance svcs		04/12/19	($200.00)		
11-212-100-610-000-83-21-00	**SUMMIT SUCCESS - SUPPLIES**	$0.00	$2,778.50	($100.00)	$2,678.50	0.%
55380	- - - - - - - For Repair/Maintenance svcs		04/12/19	($100.00)		
11-212-230-530-000-83-07-00	**Comm./Telephone Summit Academy**	$0.00	$0.00	$1,600.00	$1,600.00	0.%
55424	11-212-262-620-000-83-07-00 Redisbursement of Telephone		04/26/19	$1,600.00		
11-212-262-620-000-83-07-00	**SUMMIT ACADEMY - UTILITIES**	$0.00	$11,100.00	($1,600.00)	$9,500.00	0.%
55424	11-212-230-530-000-83-07-00 Redisbursement of Telephone		04/26/19	($1,600.00)		

Start date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 11 GENERAL CURRENT EXPENSE							
11-219-100-320-000-83-00-00	**HOME INST- PROF SRVC- SPEC ED**		$0.00	$0.00	$20,799.50	$20,799.50	0.%
55446	11-000-219-600-000-83-00-83	For ABA services from R3		04/02/19	$20,600.00		
55444	11-202-100-101-060-83-08-26	For Prof Serv: Home Inst		04/30/19	$199.50		
11-402-100-610-050-69-15-01	**Football Equipment**		$0.00	$18,350.00	($70.84)	$18,279.16	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($70.84)		
11-402-100-610-050-69-15-12	**Basketball Equipment**		$0.00	$300.00	($300.00)	$0.00	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($300.00)		
11-402-100-610-050-69-15-15	**Golf Equipment**		$0.00	$250.00	($29.50)	$220.50	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($29.50)		
11-402-100-610-050-69-15-16	**Baseball Equipment**		$0.00	$4,382.25	($646.58)	$3,735.67	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($646.58)		
11-402-100-610-050-69-38-01	**Football Supplies**		$0.00	$5,750.00	($6.56)	$5,743.44	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($6.56)		
11-402-100-610-050-69-38-03	**Soccer Supplies**		$0.00	$3,592.00	($0.45)	$3,591.55	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($0.45)		
11-402-100-610-050-69-38-07	**Tennis Supplies**		$0.00	$1,800.00	($2.90)	$1,797.10	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($2.90)		
11-402-100-610-050-69-38-08	**Field Hockey Supplies**		$0.00	$3,727.00	($0.13)	$3,726.87	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($0.13)		
11-402-100-610-050-69-38-09	**Volleyball Supplies**		$0.00	$1,170.00	($191.85)	$978.15	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($191.85)		
11-402-100-610-050-69-38-10	**Wrestling Supplies**		$0.00	$400.00	($328.55)	$71.45	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($328.55)		
11-402-100-610-050-69-38-11	**Bowling Supplies**		$0.00	$2,000.00	($292.50)	$1,707.50	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($292.50)		
11-402-100-610-050-69-38-12	**Basketball Supplies**		$0.00	$1,500.00	($52.22)	$1,447.78	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($52.22)		
11-402-100-610-050-69-38-13	**Track Supplies**		$0.00	$1,453.00	($0.44)	$1,452.56	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($0.44)		
11-402-100-610-050-69-38-14	**LaCrosse Supplies**		$0.00	$2,163.00	($0.79)	$2,162.21	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($0.79)		
11-402-100-610-050-69-38-16	**Baseball Supplies**		$0.00	$3,063.00	($0.84)	$3,062.16	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($0.84)		
11-402-100-610-050-69-38-17	**Softball Supplies**		$0.00	$1,702.00	($0.85)	$1,701.15	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($0.85)		
11-402-100-610-050-69-39-01	**Football Uniforms**		$0.00	$50.00	($50.00)	$0.00	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($50.00)		

tart date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
UND 11 GENERAL CURRENT EXPENSE							
11-402-100-610-050-69-39-10	**Wrestling Uniforms**		**$0.00**	**$200.00**	**($200.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($200.00)		
11-402-100-610-050-69-39-12	**Basketball Uniforms**		**$0.00**	**$500.00**	**($500.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($500.00)		
11-402-100-610-050-69-39-14	**LaCrosse Uniforms**		**$0.00**	**$950.00**	**($950.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($950.00)		
11-402-100-610-050-69-39-15	**Golf Uniforms**		**$0.00**	**$300.00**	**($300.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($300.00)		
11-402-100-610-050-69-39-16	**Baseball Uniforms**		**$0.00**	**$500.00**	**($500.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($500.00)		
11-402-100-610-050-69-39-17	**Softball Uniforms**		**$0.00**	**$719.25**	**($497.50)**	**$221.75**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($497.50)		
11-402-100-610-060-69-15-14	**LaCrosse Equipment**		**$0.00**	**$1,258.37**	**($541.89)**	**$716.48**	**0.%**
55437	11-402-100-890-060-69-40-11	OT-ATHL >2019-04-30		04/30/19	($541.89)		
11-402-100-610-060-69-39-14	**LaCrosse Uniforms**		**$0.00**	**$2,576.00**	**($168.91)**	**$2,407.09**	**0.%**
55352	11-402-100-610-060-69-39-15	OT-ATHL >2019-04-02		04/02/19	($96.00)		
55437	11-402-100-890-060-69-40-11	OT-ATHL >2019-04-30		04/30/19	($72.91)		
11-402-100-610-060-69-39-15	**Golf Uniforms**		**$0.00**	**$800.00**	**$96.00**	**$896.00**	**0.%**
55352	11-402-100-610-060-69-39-14	OT-ATHL >2019-04-02		04/02/19	$96.00		
11-402-100-890-050-69-40-01	**Footbl Entry Fees/Misc/Police**		**$0.00**	**$3,200.00**	**($550.00)**	**$2,650.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($550.00)		
11-402-100-890-050-69-40-02	**Cheer Entry Fees/Misc/Police**		**$0.00**	**$50.00**	**($50.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($50.00)		
11-402-100-890-050-69-40-04	**X Cntry Entry Fees/Misc/Police**		**$0.00**	**$80.00**	**($80.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($80.00)		
11-402-100-890-050-69-40-06	**Wnter Trk Entry Fs/Misc/Police**		**$0.00**	**$600.00**	**($600.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($600.00)		
11-402-100-890-050-69-40-10	**Wrstlng Entry Fees/Misc/Police**		**$0.00**	**$300.00**	**($300.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($300.00)		
11-402-100-890-050-69-40-11	**Bowling Entry Fees/Misc/Police**		**$0.00**	**$500.00**	**($500.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($500.00)		
11-402-100-890-050-69-40-13	**Track Entry Fees/Misc/Police**		**$0.00**	**$1,700.00**	**($1,000.00)**	**$700.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($1,000.00)		
11-402-100-890-050-69-40-14	**LaCrs Entry Fees/Misc/Police**		**$0.00**	**$200.00**	**($200.00)**	**$0.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($200.00)		
11-402-100-890-050-69-40-15	**Golf Entry Fees/Misc/Police**		**$0.00**	**$950.00**	**($500.00)**	**$450.00**	**0.%**
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($500.00)		

Start date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 11 GENERAL CURRENT EXPENSE							
11-402-100-890-050-69-40-16	**Bsebll Entry Fees/Misc/Police**		**$0.00**	**$250.00**	**($250.00)**	**$0.00**	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($250.00)		
11-402-100-890-050-69-40-17	**Softbll Entry Fees/Misc/Police**		**$0.00**	**$500.00**	**($500.00)**	**$0.00**	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($500.00)		
11-402-100-890-050-69-40-19	**Swimmng Entry Fees/Misc/Police**		**$0.00**	**$300.00**	**($300.00)**	**$0.00**	0.%
55381	11-402-100-930-050-69-00-00	Officials reimbursement reques		04/12/19	($300.00)		
11-402-100-890-060-69-40-11	**Bowling Entry Fees/Misc/Police**		**$0.00**	**$1,086.75**	**$614.80**	**$1,701.55**	0.%
55437	11-402-100-610-060-69-15-14	OT-ATHL >2019-04-30		04/30/19	$541.89		
55437	11-402-100-610-060-69-39-14	OT-ATHL >2019-04-30		04/30/19	$72.91		
11-402-100-930-050-69-00-00	**ATHLETIC ACCOUNT OFFICIALS DEM**		**$0.00**	**$0.00**	**$9,752.50**	**$9,752.50**	0.%
55381	11-402-100-610-050-69-15-01	Officials reimbursement reques		04/12/19	$70.84		
55381	11-402-100-610-050-69-15-12	Officials reimbursement reques		04/12/19	$300.00		
55381	11-402-100-610-050-69-15-15	Officials reimbursement reques		04/12/19	$29.50		
55381	11-402-100-610-050-69-15-16	Officials reimbursement reques		04/12/19	$646.58		
55381	11-402-100-610-050-69-38-01	Officials reimbursement reques		04/12/19	$6.56		
55381	11-402-100-610-050-69-38-03	Officials reimbursement reques		04/12/19	$0.45		
55381	11-402-100-610-050-69-38-07	Officials reimbursement reques		04/12/19	$2.90		
55381	11-402-100-610-050-69-38-08	Officials reimbursement reques		04/12/19	$0.13		
55381	11-402-100-610-050-69-38-09	Officials reimbursement reques		04/12/19	$191.85		
55381	11-402-100-610-050-69-38-10	Officials reimbursement reques		04/12/19	$328.55		
55381	11-402-100-610-050-69-38-11	Officials reimbursement reques		04/12/19	$292.50		
55381	11-402-100-610-050-69-38-12	Officials reimbursement reques		04/12/19	$52.22		
55381	11-402-100-610-050-69-38-13	Officials reimbursement reques		04/12/19	$0.44		
55381	11-402-100-610-050-69-38-14	Officials reimbursement reques		04/12/19	$0.79		
55381	11-402-100-610-050-69-38-16	Officials reimbursement reques		04/12/19	$0.84		
55381	11-402-100-610-050-69-38-17	Officials reimbursement reques		04/12/19	$0.85		
55381	11-402-100-610-050-69-39-01	Officials reimbursement reques		04/12/19	$50.00		
55381	11-402-100-610-050-69-39-10	Officials reimbursement reques		04/12/19	$200.00		
55381	11-402-100-610-050-69-39-12	Officials reimbursement reques		04/12/19	$500.00		
55381	11-402-100-610-050-69-39-14	Officials reimbursement reques		04/12/19	$950.00		
55381	11-402-100-610-050-69-39-15	Officials reimbursement reques		04/12/19	$300.00		
55381	11-402-100-610-050-69-39-16	Officials reimbursement reques		04/12/19	$500.00		
55381	11-402-100-610-050-69-39-17	Officials reimbursement reques		04/12/19	$497.50		
55381	11-402-100-890-050-69-40-01	Officials reimbursement reques		04/12/19	$550.00		
55381	11-402-100-890-050-69-40-02	Officials reimbursement reques		04/12/19	$50.00		
55381	11-402-100-890-050-69-40-04	Officials reimbursement reques		04/12/19	$80.00		
55381	11-402-100-890-050-69-40-06	Officials reimbursement reques		04/12/19	$600.00		
55381	11-402-100-890-050-69-40-10	Officials reimbursement reques		04/12/19	$300.00		
55381	11-402-100-890-050-69-40-11	Officials reimbursement reques		04/12/19	$500.00		
55381	11-402-100-890-050-69-40-13	Officials reimbursement reques		04/12/19	$1,000.00		
55381	11-402-100-890-050-69-40-14	Officials reimbursement reques		04/12/19	$200.00		
55381	11-402-100-890-050-69-40-15	Officials reimbursement reques		04/12/19	$500.00		
55381	11-402-100-890-050-69-40-16	Officials reimbursement reques		04/12/19	$250.00		

tart date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
UND 11 GENERAL CURRENT EXPENSE							
11-402-100-930-050-69-00-00	ATHLETIC ACCOUNT OFFICIALS DEM		$0.00	$0.00	$9,752.50	$9,752.50	0.%
55381	11-402-100-890-050-69-40-17	Officials reimbursement reques		04/12/19	$500.00		
55381	11-402-100-890-050-69-40-19	Officials reimbursement reques		04/12/19	$300.00		
	Total for Just Accounts Listed		$4,952,340.47	($766,185.11)	($104,515.43)	$4,081,639.93	-18%

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 12 CAPITAL OUTLAY							
12-000-260-730-050-25-00-00	**EQUIPMENT**		**$0.00**	**$88,460.00**	**$59,429.41**	**$147,889.41**	0.%
55407	11-000-221-320-050-20-00-00	Transfer fpr Stem Labs		04/25/19	$33,923.08		
55407	11-190-100-440-050-20-00-00	Transfer fpr Stem Labs		04/25/19	$25,506.33		
12-000-260-730-060-25-00-00	**EQUIPMENT**		**$62,000.00**	**$11,500.00**	**$45,086.02**	**$118,586.02**	91.3%
55408	11-000-221-320-060-20-00-00	Transfer for Stem LabOT		04/25/19	$33,923.08		
55408	11-190-100-640-060-63-00-00	Transfer for Stem LabOT		04/25/19	$11,162.94		
12-000-400-340-050-25-00-00	**Purchased Technical Srvc-Dem**		**$0.00**	**$0.00**	**$1,300.00**	**$1,300.00**	0.%
55395	12-000-400-931-000-20-00-00	Transfer-AsbestosRoof Testing		04/23/19	$1,300.00		
12-000-400-340-060-25-00-00	**Purchased Technical Srvc-OT**		**$0.00**	**$0.00**	**$1,300.00**	**$1,300.00**	0.%
55395	12-000-400-931-000-20-00-00	Transfer-AsbestosRoof Testing		04/23/19	$1,300.00		
12-000-400-931-000-20-00-00	**CAP RESERVE TRNSF TO CAP PROJ**		**$760,000.00**	**$0.00**	**($2,600.00)**	**$757,400.00**	-0.3%
55395	12-000-400-340-050-25-00-00	Transfer-AsbestosRoof Testing		04/23/19	($1,300.00)		
55395	12-000-400-340-060-25-00-00	Transfer-AsbestosRoof Testing		04/23/19	($1,300.00)		
	Total for Just Accounts Listed		**$822,000.00**	**$99,960.00**	**$104,515.43**	**$1,026,475.43**	25%

tart date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
UND 20 SPECIAL REVENUE FUNDS						
20-090-100-600-050-69-15-13	GOLDMAN SACHS- NVD TRACK&FIELD	$0.00	$0.00	$10,000.00	$10,000.00	0.%
55397	- - - - - - - Goldman Sachs Donation-T&F NVD		04/18/19	$10,000.00		
20-093-100-300-060-55-00-00	KOREAN LANG CLASS- PURCH SVCS	$0.00	$400.00	($400.00)	$0.00	0.%
55443	20-093-100-600-060-55-00-00 Korean Materials		04/19/19	($400.00)		
20-093-100-320-060-22-00-00	HEROES & COOL KIDS	$0.00	$1,500.00	$500.00	$2,000.00	0.%
55398	- - - - - - - KPA Donation		04/18/19	$500.00		
20-093-100-600-050-55-00-00	KOREAN LANG CLASS- INST SUPPLY	$0.00	$1,450.00	$428.00	$1,878.00	0.%
55442	20-093-200-500-050-55-00-00 Korean Materials		04/19/19	$353.32		
55442	20-093-200-800-050-55-00-00 Korean Materials		04/19/19	$74.68		
20-093-100-600-060-55-00-00	KOREAN LANG CLASS- INST SUPPLY	$0.00	$2,040.00	$835.58	$2,875.58	0.%
55443	20-093-100-300-060-55-00-00 Korean Materials		04/19/19	$400.00		
55443	20-093-200-100-060-55-00-00 Korean Materials		04/19/19	$93.16		
55443	20-093-200-500-060-55-00-00 Korean Materials		04/19/19	$211.42		
55443	20-093-200-600-060-55-00-00 Korean Materials		04/19/19	$34.00		
55443	20-093-200-800-060-55-00-00 Korean Materials		04/19/19	$97.00		
20-093-100-800-050-55-00-01	KOREAN CULTURE- INST OTHR OBJ	$0.00	$197.00	($197.00)	$0.00	0.%
55371	- - - - - - - For Field Trip Transportation		04/10/19	($197.00)		
20-093-100-800-060-55-00-01	KOREAN CULTURE- INST OTHR OBJ	$0.00	$197.00	($197.00)	$0.00	0.%
55371	- - - - - - - For Field Trip Transportation		04/10/19	($197.00)		
20-093-200-100-060-55-00-00	KOREAN LANG CLASS- SALARIES	$0.00	$320.00	($93.16)	$226.84	0.%
55443	20-093-100-600-060-55-00-00 Korean Materials		04/19/19	($93.16)		
20-093-200-500-050-55-00-00	KOREAN LANG CLASS- OTHR PCH SV	$0.00	$800.00	($353.32)	$446.68	0.%
55442	20-093-100-600-050-55-00-00 Korean Materials		04/19/19	($353.32)		
20-093-200-500-050-55-00-01	KOREAN CULTURE- OTHR PRCH SVCS	$0.00	$403.00	$597.00	$1,000.00	0.%
55356	- - - - - - - Field Trip Transportation		04/04/19	$400.00		
55371	- - - - - - - For Field Trip Transportation		04/10/19	$197.00		
20-093-200-500-050-55-00-02	KOREAN AFTR SCHL- OTHR PCH SVC	$0.00	$0.00	$43.43	$43.43	0.%
55372	- - - - - - - For After School Event Food		04/10/19	$43.43		
20-093-200-500-060-55-00-00	KOREAN LANG CLASS- OTHR PCH SV	$0.00	$908.00	($211.42)	$696.58	0.%
55443	20-093-100-600-060-55-00-00 Korean Materials		04/19/19	($211.42)		
20-093-200-500-060-55-00-01	KOREAN CULTURE- OTHR PRCH SVCS	$0.00	$403.00	$597.00	$1,000.00	0.%
55356	- - - - - - - Field Trip Transportation		04/04/19	$400.00		
55371	- - - - - - - For Field Trip Transportation		04/10/19	$197.00		
20-093-200-500-060-55-00-02	KOREAN AFTR SCHL- OTHR PCH SVC	$0.00	$0.00	$43.43	$43.43	0.%
55372	- - - - - - - For After School Event Food		04/10/19	$43.43		
20-093-200-600-050-55-00-02	KOREAN AFTR SCHL- SUPPLIES	$0.00	$600.00	$26.90	$626.90	0.%
55373	- - - - - - - For paper paper folding suppli		04/10/19	$70.33		
55372	- - - - - - - For After School Event Food		04/10/19	($43.43)		

Start date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 20 SPECIAL REVENUE FUNDS							
20-093-200-600-060-55-00-00	**KOREAN LANG CLASS- SUPPLIES**		**$0.00**	**$160.00**	**($34.00)**	**$126.00**	0.%
55443	20-093-100-600-060-55-00-00	Korean Materials		04/19/19	($34.00)		
20-093-200-600-060-55-00-02	**KOREAN AFTR SCHL- SUPPLIES**		**$0.00**	**$600.00**	**$18.85**	**$618.85**	0.%
55373	- - - - - - - -	For paper paper folding suppli		04/10/19	$62.28		
55372	- - - - - - - -	For After School Event Food		04/10/19	($43.43)		
20-093-200-800-050-55-00-00	**KOREAN LANG CLASS- OTHER OBJ**		**$0.00**	**$292.00**	**($74.68)**	**$217.32**	0.%
55442	20-093-100-600-050-55-00-00	Korean Materials		04/19/19	($74.68)		
20-093-200-800-050-55-00-01	**KOREAN CULTURE- OTHER OBJECTS**		**$0.00**	**$400.00**	**($400.00)**	**$0.00**	0.%
55356	- - - - - - - -	Field Trip Transportation		04/04/19	($400.00)		
20-093-200-800-050-55-00-02	**KOREAN AFTR SCHL- OTHR OBJ**		**$0.00**	**$150.00**	**($70.33)**	**$79.67**	0.%
55373	- - - - - - - -	For paper paper folding suppli		04/10/19	($70.33)		
20-093-200-800-060-55-00-00	**KOREAN LANG CLASS- OTHER OBJ**		**$0.00**	**$172.00**	**($97.00)**	**$75.00**	0.%
55443	20-093-100-600-060-55-00-00	Korean Materials		04/19/19	($97.00)		
20-093-200-800-060-55-00-01	**KOERAN CULTURE- OTHER OBJECTS**		**$0.00**	**$400.00**	**($400.00)**	**$0.00**	0.%
55356	- - - - - - - -	Field Trip Transportation		04/04/19	($400.00)		
20-093-200-800-060-55-00-02	**KOREAN AFTR SCHL- OTHR OBJECTS**		**$0.00**	**$150.00**	**($62.28)**	**$87.72**	0.%
55373	- - - - - - - -	For paper paper folding suppli		04/10/19	($62.28)		
20-235-100-100-060-95-00-00	**Title I Salaries- HS**		**$56,420.00**	**$25,887.00**	**($669.75)**	**$81,637.25**	44.7%
55440	20-235-100-600-060-95-00-00	SAT Tests		04/30/19	($669.75)		
20-235-100-500-060-95-00-00	**Title I Other Purch Svcs- HS**		**$0.00**	**$36,098.00**	**($2,282.00)**	**$33,816.00**	0.%
55440	20-235-100-600-060-95-00-00	SAT Tests		04/30/19	($2,282.00)		
20-235-100-600-060-95-00-00	**Title I Inst Supp- HS**		**$0.00**	**$2,254.00**	**$2,951.75**	**$5,205.75**	0.%
55440	20-235-100-100-060-95-00-00	SAT Tests		04/30/19	$669.75		
55440	20-235-100-500-060-95-00-00	SAT Tests		04/30/19	$2,282.00		
20-242-100-300-000-95-00-00	**Title III Purch Svcs- HS**		**$0.00**	**$1,388.30**	**($49.50)**	**$1,338.80**	0.%
55374	20-242-100-600-000-95-00-00	Time for Kids		04/10/19	($35.60)		
55370	20-242-200-500-000-95-00-00	Per JB for ASafa TESOL		04/10/19	($13.90)		
20-242-100-600-000-95-00-00	**TITLE III GEN SUPPLIES**		**$0.00**	**$612.70**	**$35.60**	**$648.30**	0.%
55374	20-242-100-300-000-95-00-00	Time for Kids		04/10/19	$35.60		
20-242-200-500-000-95-00-00	**Title III Other Purch Svcs- HS**		**$0.00**	**$620.00**	**$13.90**	**$633.90**	0.%
55370	20-242-100-300-000-95-00-00	Per JB for ASafa TESOL		04/10/19	$13.90		
	Total for Just Accounts Listed		**$56,420.00**	**$78,402.00**	**$10,500.00**	**$145,322.00**	158%

tart date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
UND 50 TEENS N ' TOTS							
50-990-100-101-000-20-00-00	SALARIES-TEACHERS		$166,783.00	$4,068.65	($4,068.65)	$166,783.00	0.%
55438	50-990-221-610-000-20-00-00	To balance budget		04/30/19	($4,068.65)		
50-990-221-600-000-20-00-00	Supplies - Teens N Tots		$0.00	$7,060.30	($0.03)	$7,060.27	0.%
55439	50-990-221-610-000-20-00-00	To balance budget		04/30/19	($0.03)		
50-990-221-610-000-20-00-00	SUPPLIES		$0.00	$6,500.00	$4,068.68	$10,568.68	0.%
55438	50-990-100-101-000-20-00-00	To balance budget		04/30/19	$4,068.65		
55439	50-990-221-600-000-20-00-00	To balance budget		04/30/19	$0.03		
	Total for Just Accounts Listed		$166,783.00	$17,628.95	$0.00	$184,411.95	11%

Start date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
FUND 56 TRANSPORTATION						
56-000-270-511-000-46-31-00	**SPECIAL ED-TRANSPORTATION**	**$1,900,000.00**	**$235,350.16**	**$38,318.96**	**$2,173,669.12**	**14.4%**
55426	56-000-270-511-000-46-33-00 To balance the budget		04/26/19	$38,318.96		
56-000-270-511-000-46-33-00	**NON-PUBLIC TRANSPORTATION**	**$400,000.00**	**$0.00**	**($38,318.96)**	**$361,681.04**	**-9.6%**
55426	56-000-270-511-000-46-31-00 To balance the budget		04/26/19	($38,318.96)		
	Total for Just Accounts Listed	**$2,300,000.00**	**$235,350.16**	**$0.00**	**$2,535,350.16**	**10%**

tart date 7/1/2018 Period date 4/1/2019 End date 4/30/2019 Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
UND 57 FUND 57							
57-212-100-320-000-47-00-00	PURCHASED PROF. SERVICES		$2,500.00	$5,000.00	$5,534.15	$13,034.15	421.4%
55354	57-212-290-240-000-47-00-00	Per DG for Delta-T		04/04/19	$2,500.00		
55393	57-212-290-240-000-47-00-00	Per DG for Delta-T		04/22/19	$2,182.40		
55468	57-212-230-530-000-47-00-00	Per DG for Delta-T		04/26/19	$804.00		
55429	57-212-290-240-000-47-00-00	Per DG for Delta-T		04/29/19	$47.75		
57-212-200-320-000-47-00-00	EDUCATIONAL SVCS-TIP PRGM		$90,000.00	$0.00	$42,654.94	$132,654.94	47.4%
55428	57-212-290-240-000-47-00-00	To cover ed. services		04/29/19	$42,654.94		
57-212-230-530-000-47-00-00	TELEPHONE-TIP PROGRAM		$1,000.00	$1,803.76	($804.00)	$1,999.76	100.%
55468	57-212-100-320-000-47-00-00	Per DG for Delta-T		04/26/19	($804.00)		
57-212-290-240-000-47-00-00	EMPLOYEE BENEFITS - TIP PRGRM		$330,721.40	($5,000.00)	$192,329.36	$518,050.76	56.6%
55355	- - - - - - -	Increase exped.based on revenu		04/04/19	$239,714.45		
55354	57-212-100-320-000-47-00-00	Per DG for Delta-T		04/04/19	($2,500.00)		
55393	57-212-100-320-000-47-00-00	Per DG for Delta-T		04/22/19	($2,182.40)		
55429	57-212-100-320-000-47-00-00	Per DG for Delta-T		04/29/19	($47.75)		
55428	57-212-200-320-000-47-00-00	To cover ed. services		04/29/19	($42,654.94)		
57-214-100-320-000-47-00-00	PURCHASED PROF. SVCS.		$30,000.00	$12,776.25	$4,364.80	$47,141.05	57.1%
55394	57-214-290-291-000-47-00-00	Per DG for Delta-T		04/22/19	$4,364.80		
57-214-100-610-000-47-00-00	INSTRUCTIONAL SUPPLIES		$60,000.00	($15,530.49)	($6,010.80)	$38,458.71	-35.9%
55366	57-214-260-420-000-47-00-00	Per BM for toilet paper		04/08/19	($6,010.80)		
57-214-213-610-000-47-00-00	HEALTH SERVICES SUPPLIES		$0.00	$0.00	$720.00	$720.00	0.%
55361	57-214-260-420-000-47-00-00	For Health Supplies		04/05/19	$720.00		
57-214-260-420-000-47-00-00	MAINTENANCE		$32,000.00	$2,080.47	$3,790.80	$37,871.27	18.3%
55361	57-214-213-610-000-47-00-00	For Health Supplies		04/05/19	($720.00)		
55366	57-214-100-610-000-47-00-00	Per BM for toilet paper		04/08/19	$6,010.80		
55376	57-214-262-610-000-47-00-00	Funds for Custodial Supplies		04/08/19	($1,500.00)		
57-214-262-610-000-47-00-00	CUSTODIAL SUPPLIES		$0.00	$0.00	$1,500.00	$1,500.00	0.%
55376	57-214-260-420-000-47-00-00	Funds for Custodial Supplies		04/08/19	$1,500.00		
57-214-290-291-000-47-00-00	EMPLOYEE BENEFITS		$3,834,264.00	($80,706.60)	($4,364.80)	$3,749,192.60	-2.2%
55394	57-214-100-320-000-47-00-00	Per DG for Delta-T		04/22/19	($4,364.80)		
	Total for Just Accounts Listed		$4,380,485.40	($79,576.61)	$239,714.45	$4,540,623.24	4%

Proposal to Continue Girls in Engineering & Technology (G.E.T.) Summer Camp

This proposal is to continue the G.E.T. Camp in 2019 based on its successes during the previous seven years. Since our first camp in 2012 a total of 143 girls have attended the summer program. We continue to see evidence of increased female enrollment in Technology Education courses in the high school; we had averaged 12% female enrollment for several years and that has increased to well over 30% on average this past year thanks in part to our camp efforts.

The U. S. Department of Labor continues to describe almost all fields of engineering as "in demand" or as occupations that will grow faster than average during the next decade. Unfortunately, significantly more males than females continue to choose to pursue a career in engineering and other science and math-related fields. Studies have found that girls report to like science in elementary school but begin to lose interest by the time they enter middle school.

Girls in Engineering & Technology is an outreach program for middle school students (grades 5-8) primarily from our K-8 sending districts who are interested in learning more about engineering and technology. The program is designed to introduce girls to basic engineering principles by engaging them in fun, problem-solving projects that will develop their critical thinking skills while giving them more confidence in math and science.

We plan to offer a 4-day summer camp June 25-28 2019 at Northern Valley Regional High School at Old Tappan. A teacher to be named will teach the camp. SWENext club students will each volunteer to assist the camp one day each during the week.

Girls will have the opportunity to design and build projects that they will be able to take home related to different engineering disciplines. The main theme of this year's projects will be "wearable technology." The camp will begin at 9 am and end at 2 pm daily (see attached schedule). Students will be expected to bring their own lunch daily.

The fee for the camp will be $125 per student. This fee covers material costs and instructor salary. The camp has been completely self-supporting during its first six years.

Daily Schedule

Girls in Engineering & Technology (GET) Summer Camp

Daily Schedule

9:00 Arrival

9:00-10:30 Morning Session

- Project Introduction and Background Information
- Begin Designing

10:30-10:45 Break/Snack

10:45-12:30 Design Session

12:30-1:00 Lunch

1:00-2:00 Project Construction Session

2:00 Dismissal

Daily Workshops:

- Day 1: Wearable Technology

o Students will be challenged to learn the requisite skills for designing "wearable technology." Wearable technology consists of jewelry or clothing that includes a small microcontroller, a power source, and lights.

- Day 2: Laser Cutter Project

o Students will learn about CAD software and prototyping equipment such as the laser cutter in order to create their final project designs.

- Day 3: LED Bracelet

o Students will learn complete construction and testing of their final project, a bracelet that includes LEDs

- Day 4: Final project completion

Budget

Materials Budget		Quan	Unit Pr	Total
	LED strip 100'	1	29.95	$29.95
	Adafruit Trinket Microcontrollers	24	$6.95	$166.80
	CR2032 Battery Holder	24	2.95	$70.80
	Acrylic Sheets	6	15.95	$95.70
			TOTAL:	$363.25

TOTAL MATERIALS COST

Instructor Budget		Total
	Lead Instructor (TBD)	$ 1,500.00
	TOTAL:	$ 1,500.00

TOTAL INSTRUCTOR COST

Snack Budget		Unit Price	Total
	Morning Snack Per Student	$ 1.50	$ 36.00
	TOTAL:		$ 108.00

DAILY SNACK COST

TOTAL SNACK COST

	TOTAL:	$1,971.25	TOTAL COST
		$ 82.14	TOTAL PER STUDENT COST

Estimated Total Students Attending at $125 each:	24			$ 3,000.00

Northern Valley Regional High School District
English Department

Summer Readings 2019-2020

All seniors must read a choice of one of the following: *The Orphan Master's Son* by Adam Johnson, *Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (adult version), *Small Fry* by Lisa Brennan Jobs, or *Educated* by Tara Westover.

Seniors taking World Mythology and Archetypal Literature must ALSO read: *Ishmael* by Daniel Quinn

Seniors taking English Literature and Composition Advanced Placement English must ALSO read: *How to Read Literature Like a Professor* by Thomas C. Foster **AND** *The Hours* by Michael Cunningham (Demarest students)/*Pride and Prejudice* by Jane Austen **AND** *Catch 22* by Joseph Heller (Old Tappan students)

Students taking Language and Composition Advanced Placement in Demarest must ALSO read Truman Capote's *In Cold Blood* in addition to their other assignments. **Students Taking Language and Composition Advanced Placement in Old Tappan** must ALSO read *The Diary of Anne Frank* by Anne Frank in addition to their other assignments.

All juniors must read a choice of one of the following: *Lilac Girls* by Martha Hall, *Without You There is No Us* by Suki Kim or *The Magpie Murders* by Anthony Horowitz

Junior Honors must ALSO read: *1984* by George Orwell AND *Brave New World* by Aldous Huxley

All sophomores must read a choice of one of the following: *Washington Black* by Esi Edugyan, *Patriot Number One: American Dreams in Chinatown* by Lauren Hilgers, or *The Trick* by Emanuel Bergmann

Sophomore Honors must ALSO read: *The Crucible* by Arthur Miller AND **the following web pages:**
http://www.newsweek.com/lesson-salem-197968
http://public.wsu.edu/~campbelld/amlit/purdef.htm
http://nationalhumanitiescenter.org/tserve/eighteen/ekeyinfo/puritan.htm
Sophomore Honors students must ALSO view *The Crucible* (1996) directed by Nicholas Hytner.

All freshmen must read a choice of one of the following: *The Girl Who Smiled Beads* by Clemantine Wamariya or *A Long Way Gone* by Ishmael Beah

Freshmen Honors should ALSO read: *The House on Mango Street* by Sandra Cisneros

Gmail

Robert Hyman <hymanr@nvnet.org>

"The Knight Tones"

1 message

Julia Tripodi <20207012@nvnet.org> Wed, Mar 27, 2019 at 11:24 AM
To: Robert Hyman <hyman@nvnet.org>

Creation of an Acapella Club at NVOT called "The Knight Tones"

I have always had a passion for singing. Singing makes me happy, free, and takes away any feelings of stress or anxiety. I have participated in voice lessons, voice competitions and piano lessons since I was seven years old.

I would like to create The Knight Tones acapella club to be able to have a school activity that I could enjoy with my peers. I also plan on continuing my passion by joining an acapella club in college, so having done this in high school will have me well prepared.

The Knight Tones acapella club would serve another more meaningful purpose, as in serving my community. I plan on bringing joy to the residents at the local senior citizen homes, by having this club perform for them whenever possible.

While having this acapella club bring all those together who enjoy singing for the sake of happiness, it will also portray to others how a group of all different tones can create beautiful music.

My wish is that "The Knight Tones" club continues to go on and create beautiful music and bring joy to others after I graduate next year in 2020.

Thanks,

Julia Tripodi

Reply Forward

Julia Tripodi
Class of 2020

NORTHERN VALLEY REGIONAL HIGH SCHOOL AT DEMAREST

April
2019

TO: Timothy Gouraige

FROM: Luisella Marolda
Nicolette Perna

DATE: May 1, 2019

RE: VANDALISM AND DISCIPLINE MONTHLY REPORT

- There no incidents of vandalism reported for the month of April
- See attached for detailed Discipline Reports

NORTHERN VALLEY REGIONAL HIGH SCHOOL AT OLD TAPPAN
OFFICE OF THE ASSISTANT PRINCIPALS

DATE: May 6, 2019

TO: James Santana

FROM: Rob Hyman & Jennifer Mezzina

RE: VANDALISM

There are no reports of Vandalism in the building for the month of April 2019.

/nb

NORTHERN VALLEY REGIONAL HIGH SCHOOL DEMAREST
OFFICE OF THE PRINCIPAL

Date: April 2019

To: James Santana, Superintendent

From: Timothy Gouraige, Principal

Re: Fire Drills/Security Drill/April 2019

4/1/19	9:40 AM	Fire Drill	L04M001 2nd Floor C Wing	9:46 AM	Sunny, cold
4/3/19	12:41 PM	School Security Drill	Civil Disturbance Lockdown	12:55 PM	Sunny, warm

Thank you.

Cc: Demarest Fire Marshall
Assistant Principals

Northern Valley Regional High School Old Tappan
Office of the Principal

Date: April 24, 2019

To: James Santana, Superintendent

Fr: Bruce Sabatini, Principal

Re: NVOT Drill Report / April 2019

Drill 1

Date: 4/2/19
Type of Drill: Fire Drill
Begin Time: 9:48 am
Description: L03M007, 1FL Cafe Wing

End Time: 9:52 am, Attendance taken All Clear: Share 911, Students-faculty and staff returned to building.
Weather Conditions: 41° Mostly Sunny

Drill 2

Date: 4/24/19
Type of Drill: Emergency Drill
Begin Time: 9:46 am
Description: Evacuation to Grounds
End Time: 9:53 am LENS / Share 911 - All Clear by Administration, Local Law Enforcement, Staff-Students-Faculty returned to building
Weather Conditions: 60° Sunny

Thank you.

NORTHERN VALLEY REGIONAL HIGH SCHOOL
Region III

Date: April 2019

To: James Santana Superintendent

Fr: Candice Cinotti-Rohr

Re: Fire Drills / April 2019

4/ 3/19	2:30pm	Sunny	Lockdown	Entire Building ICS/Summit House	2:40pm
4/24/19	11:40am	Sunny/cool	Fire Drill	Entire Building ICS/Summit House	11:43am

Travel for May 2019 Board Agenda

Professional Development

Last Name	First Name	Department	Dates of Travel	Event	Location	Fees	Travel	Meals	Hotel	Total Cost	Building	Sub	Travel Type
Capizzi	Marc	Business Ofc	6/5-6/6/19	NJASBO Convention	Atlantic City, NJ	$275.00	$104.32	$99.00	$124.58	$602.90	Admin	No	Overnight
Senande	Virginia	Staff Development	7/18 -7/21/19	Learning Forward Academy - Summer Institute	Boston, MA	$0.00	$319.58	$248.50	$675.00	$1,243.08	Admin	No	Overnight

Daily Field Trip - Out of State - NYC

Last Name	First Name	Department	Dates of Travel	Event	Location	Means of Transportation	School	# of Students	Sub	Travel Type
Meszaros	Jonathan	Related Arts	6/11/19	Frozen on Broadway	NYC, NY	Bus	NVOT	45	No	Daily
Doherty	Kate	Related Arts					NVOT		No	Daily
Harris	Jonathan	Related Arts					Shared		No	Daily
Wilcox	Amy	Related Arts					NVOT		No	Daily

"TRAVEL"

CONTRACT FOR IN SCHOOL NURSING SERVICES

This AGREEMENT is made and entered into this 21st day of March, 2019, by **BAYADA Home Health Care, Inc.**, with a service office located at 229 Market Street, Suite 210, Saddle Brook, NJ 07663 (hereinafter referred to as **BAYADA**) and **Northern Valley Regional High School District**, located at 162 Knickerbocker Road, Demarest, New Jersey 07627 (hereinafter referred to as **SCHOOL**).

BAYADA is a home health care agency, engaged in the business of providing professional nursing services and **SCHOOL** has identified a need for an in **SCHOOL** nurse to provide basic nursing care to its students.

WHEREAS, it is the desire of both parties to make provision for on site nursing services in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **BAYADA** and **SCHOOL** agree to the terms and conditions outlined herein:

I. RESPONSIBILITIES OF BAYADA

A. Qualifications of Personnel. The Nurse supplied by **BAYADA** shall be a Registered Nurse (RN) who shall hold a current license, registration or certification to practice in the State of New Jersey, and shall provide services pursuant to the applicable state laws.

B. Personnel Records Inspection. **BAYADA** shall make available for inspection, upon the request of **SCHOOL**, the personnel files of its nurse who is providing on site services. The contents of such file will include:

1. Verification of current licensure or certification as applicable; and
2. Completed application for employment or resume; and
3. Verified references; and
4. Evidence of annual performance evaluation; and
5. A criminal record check, conducted upon hire, if required by state law; and
6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.

C. Service. **BAYADA** shall provide an RN to **SCHOOL** on a substitute basis. The RN will provide basic nursing services to **SCHOOL**'s students currently attending schools located within **SCHOOL**'s district. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse. A two (2) hour minimum is required. Upon execution of this Agreement, **SCHOOL** will provide **BAYADA** with a schedule of the **SCHOOL** calendar including all scheduled days off.

D. Place of Performance. **BAYADA** will provide services primarily at schools located within **SCHOOL**'s district. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.

E. Insurance.

1. **BAYADA** shall maintain general liability and professional liability coverage for any negligent acts or omissions of **BAYADA** employees which may give rise to liability under this Agreement.

2. **BAYADA** shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

F. Indemnification. **BAYADA** agrees to indemnify and hold harmless **SCHOOL** from all bodily injury and/or property damage claims arising out of the sole negligence of **BAYADA**, acting through its directors, agents, and employees.

G. Payment of Personnel. **BAYADA**, as an employer, shall remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.

H. Equal Opportunity Employment. **BAYADA** agrees to comply with the New Jersey state requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, and the Americans With Disabilities Act, where applicable, during the performance of this Agreement and will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. **BAYADA** will provide required reports as requested.

I. Policies and Procedures. **BAYADA** will follow the **SCHOOL**'s policies and procedures while providing care in the **SCHOOL** setting.

II. RESPONSIBILITIES OF SCHOOL

A. Payment for Services. **SCHOOL** will remain responsible to compensate **BAYADA** for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.

B. Insurance.

1. **SCHOOL** shall maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of **SCHOOL** acting through its directors, agents, employees or other personnel which may give rise to liability under this Agreement.

2. **SCHOOL** shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

C. Indemnification. **SCHOOL** agrees to indemnify and hold harmless **BAYADA** from all bodily injury and/or property damage claims arising from any act or omission of **SCHOOL**, acting through its directors, agents, employees or other personnel.

D. Equipment and Supplies. **SCHOOL** will supply **BAYADA**'s RN with all necessary equipment, tools, materials and supplies (including teaching materials and supplies) necessary to perform services under this Agreement.

E. Employment Status. **SCHOOL** understands and agrees that the RN is an employee of **BAYADA** and **SCHOOL** will not attempt to solicit the RN to work privately for **SCHOOL**, without written authorization from **BAYADA**, during the term of this Agreement and for one (1) year following its termination or expiration. **SCHOOL** recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA**'s employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or $5,000.00 whichever is greater. This fee shall apply to any **BAYADA** employee **SCHOOL** wishes to hire.

G. Compliance Program. **BAYADA** values honesty and confidentiality in all business interactions. In order to assure adherence to these values, **BAYADA** maintains a corporate compliance program, designed to detect and prevent illegal and unethical activities, including breaches of confidentiality. **SCHOOL** agrees to abide by this program, and understands its obligation to report questionable activities involving **BAYADA**'s employees to the local office Director named below or to the Compliance Hotline at 1-866-665-4295.

III. BILLING AND COMPENSATION

A. **SCHOOL** agrees to compensate **BAYADA** at a rate of $60.00/hour for RN services provided under this Agreement.

B. **BAYADA** shall forward to **SCHOOL** an itemized bill on a weekly basis.

C. **SCHOOL** agrees to pay submitted bills within sixty (60) days of receipt. Any bill not paid within the sixty (60) day period will be considered delinquent. **BAYADA** reserves the right to pursue any collection remedies in an attempt to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

IV. TERM AND TERMINATION

A. This Agreement will come into effect beginning on **July 1, 2019** and will remain in effect through **June 30, 2020**. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.

B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.

C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:

1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.

2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.

3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

V. ADDITIONAL TERMS

A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of New Jersey.

B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.

C. Assignment. This Agreement may not be assigned by either party, in whole or in part.

D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.

E. Notices. Any Notice given in connection with this Agreement will be given in writing and will be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address listed above. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.

F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for **SCHOOL** and **BAYADA** are to be kept confidential by **SCHOOL** and **BAYADA** and not disclosed to any other party or used in part or whole without the permission of **SCHOOL** and/or **BAYADA**.

G. Entire Agreement. This writing evidences the entire Agreement between **BAYADA** and **SCHOOL**; there are no prior written or oral promises or representations incorporated herein. Each Attachment, Fee Schedule, Exhibit or other documents referenced herein and/or attached to this Agreement are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

Date: 4/4/19

Lisa Bruno
Director
Signing with authority for
BAYADA Home Health Care, Inc.

Date: _____

Signing with authority for
Northern Valley Regional HS

Northern Valley Regional High School Board of Education
Food Service 2019-2020
Management Fee and Guarantee Language

The FSMC shall receive, in addition to the costs of operation, a fee of $.0788 per meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The District guarantees the payment of such costs and fee to the FSMC.

Cash receipts shall be divided by $1.00 to arrive at an equivalent meal count.

The per meal management fee of $.0788 will be multiplied by total meal equivalents.

The FSMC guarantees the District a no cost of operation for the District for school year 2019-2020.

APPROVED BY:_____

DATE: _____

POMPTONIAN
FOOD SERVICE

NORTHERN VALLEY REGIONAL HIGH SCHOOL

2019-2020

LUNCH ENTRÉE:

Lunch Special .....~~2.50–5.00~~$ 5.00
Village Fresh Lunch 6.00

SOUP:

Homemade Soup, 8 oz. cup .....~~1.75~~2.00
12 oz. .....~~2.50~~2.75
16 oz. 3.50

DELI CENTRAL:

Boar's Head Deli, Premade Sandwich .....~~4.00~~4.50
Boar's Head Deli Bar .....~~4.00-6.00~~4.50-6.50
Deli Meats or Salad Filling (i.e., Turkey, Ham, Cheese, Tuna, Egg, or Grilled Chicken)

FRESH FARMSTAND:

Garden Salad Bar, per ounce ..... .40
Caesar Salad.....4.00
Chicken Caesar Salad.....5.00
Village Fresh Salad.....6.00

AMERICAN GRILLE:

Popcorn Chicken 3.00
Chicken Tenders.....4.00
French Fries 2.00
Specialty Fries 2.50
Mozzarella Sticks.....2.50

BREADS & ROLLS:

Bagel w/ Butter or Cream Cheese.....$ ~~2.00~~2.25
Roll w/ Butter.....~~1.50~~1.75

SNACK SHACK:

Freshly Baked Cookie ..... ~~.50~~.60
Baked Snacks/Chips 1.00-1.50
Soft Pretzels, Large..... 2.00
Fruit & Yogurt Parfait..... ~~3.00~~3.25

BEVERAGES:

Coffee/Tea, ~~10 oz./12 oz~~12 oz./16 oz...~~1.25-2.00~~1.75/2.00
Bottled Spring Water 1.25
Snapple, can .....~~1.25~~1.50
Powerade, 20oz. 2.00
Pint Milk.....2.00
Snapple Bottle 2.00

POMPTONIAN
FOOD SERVICE

NORTHERN VALLEY REGIONAL HIGH SCHOOL

2019-2020

LUNCH ENTRÉE:

Lunch Special	$ 5.00
Village Fresh Lunch	6.00

SOUP:

Homemade Soup, 8 oz. cup	2.00
12 oz.	2.75
16 oz.	3.50

DELI CENTRAL:

Boar's Head Deli, Premade Sandwich	4.50
Boar's Head Deli Bar	4.50-6.50

Deli Meats or Salad Filling (i.e., Turkey, Ham, Cheese, Tuna, Egg, or Grilled Chicken)

FRESH FARMSTAND:

Garden Salad Bar, per ounce	.40
Caesar Salad	4.00
Chicken Caesar Salad	5.00
Village Fresh Salad	6.00

AMERICAN GRILLE:

Popcorn Chicken	3.00
Chicken Tenders	4.00
French Fries	2.00
Specialty Fries	2.50
Mozzarella Sticks	2.50

BREADS & ROLLS:

Bagel w/ Butter or Cream Cheese	$ 2.25
Roll w/ Butter	1.75

SNACK SHACK:

Freshly Baked Cookie	.60
Baked Snacks/Chips	1.00-1.50
Soft Pretzels, Large	2.00
Fruit & Yogurt Parfait	3.25

BEVERAGES:

Coffee/Tea, 12 oz./16 oz.	1.75/2.00
Bottled Spring Water	1.25
Snapple, can	1.50
Powerade, 20oz.	2.00
Pint Milk	2.00
Snapple Bottle	2.00



ACCOMPLISHMENTS

Northern Valley School District
2018-2019

Pomptonian is proud of the personalized service that we provide in each of the districts we serve. Each year we strive to make enhancements that benefit the district and the students we feed. Some achievements over the course of the school year:

- In addition to honoring National Farm to School Month we implemented our new *Farm to Tray* initiative where produce from local farms are featured as the Fruit and Vegetable of the Month
- Expanded our international menu options offering a wide variety of Korean, Italian, Mexican Mediterranean and Indian meals. Some new items include Shawarma, Tikki Masala and Spanakopita.
- Increased participation with additional vegetarian options including falafel, General Tso's Tofu, Broccoli Rabe & Mozzarella Wraps, and Tofu Burgers
- Enhanced the line of fresh homemade soups including Vegetarian Lentil, Split Pea & Ham, Irish Farmhouse, Italian Wedding and Pasta Fagioli
- Promotional days continue to be popular among the students and faculty. Some of these include Burrito Bar, Burger Bar, Omelet Station, & Ramen Noodle Bar

POMPTONIAN
FOOD SERVICE

LPCL - Current "Index Rate" – In Effect As Of Friday, April 26, 2019,

12 Noon

Recently Completed Quarter Calculation= 2.00%

(1st Quarter: January, February & March 2019)

The index rate is based on the most *recently completed quarter calculation* and the calculation from the same quarter of the previous year. The rate of change between the quarters of the two years is the "rate."

Note: The most *recently completed quarter calculation is effective as of noon on the date posted*.

The Division makes every effort to post the most recently completed quarter calculation as close to the scheduled update. However, if a contract is due to expire near the end of a quarter, a local contracting unit can check the calculation using the data from the U.S. Department of Commerce's Bureau of Economic Analysis' website at:

http://www.bea.gov/national/nipaweb/SelectTable.asp?Selected=Y

FOOD SERVICE MANAGEMENT COMPANY
ADDENDUM
SCHOOL YEAR 2019-2020

To Contract dated July 10, 2015 between The Pomptonian, Inc., 3 Edison Place, Fairfield, NJ 07004-3511 (hereinafter referred to as the "FSMC"), and the Northern Valley Regional High School Board of Education (hereinafter referred to as the "DISTRICT"). The parties hereby agree that this is the fourth renewal of the contract and previous addendum, and agree to renew the contract as previously amended and renewed. The terms and conditions of which will remain the same except as set forth below.

A. DURATION OF ADDENDUM

This addendum begins on July 1, 2019 and ends on June 30, 2020.

B. MANAGEMENT FEE(S) / GUARANTEES

1) The FSMC shall receive, in addition to the costs of operation, a fee of $.0788 per meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The District guarantees the payment of such costs and fee to the FSMC.

   Cash receipts shall be divided by $1.00 to arrive at an equivalent meal count.

   The per meal management fee of $.0788 will be multiplied by total meal equivalents.

2) The FSMC guarantees the District a no cost of operation for the District for school year 2019-2020.

3) This guarantee is contingent upon the guarantee requirements as stated below.

   - Minimum of 175 serving days
   - Adoption of recommended Student Lunch Price List and Faculty Lunch Price List
   - Enrollment remains constant
   - The District is responsible for kitchen equipment maintenance and repair, smallwares purchases, and cleaning of floors in dining room and kitchen area
   - No change in school policy that significantly affects operating revenue or expense
   - Revenue from catering provided by Pomptonian will accrue to the benefit of the cafeteria program and will appear as sales on the cafeteria statement. Guarantee assumes payment for said catering invoices
   - Based on billing the District for the cost of serving students eligible for free and reduced-price meals
   - A special dietary policy for an individual or group that results in an extraordinary expense will be recorded separately
   - A change in Federal or State regulation that was not in effect at the conclusion of the previous school year that impacts cafeteria operating revenue or expense will be separate. The FSMC will calculate the effect of any change to the District's operating performance and adjust the guarantee by the actual amount of the change
   - Any change in cost that results from the implementation of the Affordable Healthcare Act will be separate from the guarantee
   - The Offer versus Serve policy is maintained
   - No competitive sales during cafeteria operating hours
   - Based on the Labor Schedule submitted

C. EQUAL EMPLOYMENT / AFFIRMATIVE ACTION
During the performance of this contract, the FSMC agrees as follows [N.J.S.A. 18A:18A-4.4d; N.J.A.C. 17:27-3.5; 3.7]:

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

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

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

4) The FSMC agrees to comply with any regulations promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 *et seq.*, as amended and supplemented from time to time, and the Americans with Disabilities Act.

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

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

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

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

9) Prior to executing this addendum, the FSMC submitted to the District a Certificate of Employee Information Report

10) The FSMC shall furnish any mandated such reports or other documents to the New Jersey Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program, as may be requested by the office from time to time in order to carry out the purposes of the regulations, and the District shall furnish such information as may be requested by the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program for conducting a compliance investigation pursuant to subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

D. DISTRICT RESPONSIBILITIES

1) The District shall assure that there are no competitive sales during the cafeteria's hours of operation. Competitive sales include sale of any food or beverage item. Operating hours are defined as the time the cafeteria begins sales to students, including breakfast, until the end of the last lunch period.

2) The District or any employee of the District shall not sign exclusive contracts with food service vendors without the FSMC's written consent. Exclusive vendor contracts requiring that the FSMC purchase from specific vendors could have a negative impact on the financial performance of the food service operation.

E. PAYMENT TERMS

1) The FSMC shall bill the District for actual expenses associated with the District's cafeteria operation. The District shall reimburse the FSMC for expenses paid on the District's behalf. Due to the unique nature of the service provided by the FSMC, the FSMC asks that the District reimburse the FSMC in a timely manner. The billing follows the expenditures, most of which are already disbursed for labor and to tax collecting authorities. The FSMC prefers that payments are made in fifteen (15) days but anticipates payment shall be no later than thirty (30) days of the billing date to ensure that timely distribution of the expense payments can be maintained.

F. INVENTORY

1) The Inventory is the property of the District. The FSMC will purchase food and supplies for the District's cafeteria program. The FSMC shall bill the District for the cost of the inventory based on the vendor invoices.

2) The FSMC is determined to be an agent in this relationship with the District and, for limited purposes, utilizes the sales and use tax exemption of the school board in procurement of goods and supplies purchased in the performance of its school food service contract. The FSMC makes this relationship known to the sellers at the time of purchase. The invoice shows that the goods are delivered directly to one of the schools under the jurisdiction of the District and the title of the goods is transferred to the District upon receipt. Based on this relationship the Department of Treasury Division of Taxation from New Jersey has established that those purchases are exempt from sales and use tax.

3) Any loss of inventory due to power failure or flood will be separate from the cafeteria operating budget. The FSMC will generate an accounting that may be utilized by the

District for an insurance claim as applicable. This will be a credit on the Income Statement to exclude an extraordinary event from the financial results.

G. PERSONNEL

1) The District, shall not, without FSMC's written consent, hire, make an agreement with, or permit the employment in any operation providing food service to District, at District's direction or on District's behalf, any of the FSMC's management personnel within one year after the employee's separation from or termination date with FSMC. The District agrees that the FSMC incurs expenses in training, recruiting, and employing these persons. It is agreed that should the District hire, make an agreement with, or allow or permit a successive FSMC to hire any such employee during the prescribed period without written consent from the FSMC, the District shall pay to the FSMC two and one half times the manager's annual salary as due consideration for damages. It is acknowledged by the parties that a breach of the terms of this agreement would potentially cause the FSMC substantial economic damages and losses of types and in amounts which are difficult or impossible to compute and ascertain with certainty. Accordingly, in lieu of actual damages, the parties agree that that the damages set forth above may be assessed and recovered by FSMC without FSMC being required to present any evidence of the amount or character of actual damages sustained. Such damages are intended to represent estimated actual damages and are not intended as a penalty, and this sum has been determined to be reasonable by both parties after due consideration of all relevant circumstances. This provision shall survive termination of this agreement.

2) The FSMC shall remove or dismiss any employee at the written direction of the District.

NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION, BERGEN COUNTY, NEW JERSEY

_____
Business Administrator

_____
Date

THE POMPTONIAN, INC.

_____
Mark Vidovich, President

May 7, 2019
Date

Northern Valley Regional High School District

Board of Education Governance and Operations Manual

Adopted:

The Northern Valley Regional High School District Board of Education has a unique and important role to play in assuring that the school system achieves the results expected by the community and deserved by the students it serves. The Board also recognizes that as an elected Board that represents and serves the people of the county, it must design for itself a governing process that allows it to exercise its responsibilities in a manner that assures that the staff, under the authority of the Superintendent, has the freedom and authority to do its work without interference but also has full accountability for the results of its decisions. And, the Board accepts the challenge to perform its own duties with the same degree of excellence expected of the Superintendent and staff members.

When operating effectively in accordance with this structure, the Superintendent and staff members are empowered to develop strategies and action plans to achieve both the specified Board of Education Goals and The Northern Valley Regional High School District Goals.

TABLE OF CONTENTS

Section 1: District Mission and Vision

1.1 Definitions

1.2 We Believe Statement

1.3 Vision

1.4 Mission

Section 2: Operational Expectations

2.1 Global Operational Expectations

2.2 Emergency Superintendent Succession

2.3 Treatment of Community Stakeholders

2.4 Human Resources

2.5 Staff Evaluation

2.6 Financial Planning

2.7 Asset Protection

2.8 Superintendent's Relationship With the Board

2.9 Instructional Program

2.10 Learning Environment/Treatment of Students

2.11 Facilities and Transportation

2.12 Technology

Section 3: Board Purpose, Roles and Responsibilities

3.1 NVRHS Role of the Board (Policy 9000)

3.2 NVRHS Role of the Member (Policy 9010)

3.3 School Boards Effectively Carrying Out the Role of the Board Member

3.4 Governance Commitment

3.5 NVRHS Code of Ethics (Policy 9271)

3.6 New Jersey School Boards Board Member Code of Conduct

3.7 Board Member Conflict of Interest
3.8 Meeting Protocol
3.9 Election of School Board President and Vice President
3.10 Role of the Board President
3.11 Annual Planning Cycle and Work Plan
3.12 Board Liaisons
3.13 Board Committees (Policy 9130)
3.14 Board Committees
3.15 Process for Addressing Violations
3.16 New Board Member Orientation
3.17 Board Member Training Cycle
3.18 Consultation with Outside Counsel
3.19 Student Representative
3.20 Meetings
3.21 School Board Recognitions
3.22 Board Self Evaluation (Policy 9400)

Section 4: Superintendent/Board Relationship

4.1 Process Guidelines For School Board Members
4.2 Superintendent Delegated Authority
4.3 Accountability and Evaluation
4.4 School Board Secretary
4.5 School Board/Staff Communication Process

Appendix:

- Annual Board Calendar
- 2019/2020 Approved School Calendar

Section 1: District Mission and Vision

1.1 DEFINITIONS

Vision

The Vision is a statement of how the school system is intended to look at a point in the future, assuming all goals are met and all parts of the district's strategic plan are successful. It is a statement intended to express both aspiration and inspiration.

Mission

The Mission is the overarching, ultimate goal for student achievement. It is the sum of more specific Board and District Goals, and will be the result of their attainment.

Operational Expectations

While the Mission and Student Achievement Goals are the major drivers of what happens in the school system, Operational Expectations speak to expectations of the Superintendent and staff.

Board Roles and Responsibilities

The School Board views its role to be different from any other entity associated with the school system. That role is defined in this statement.

1.2 This We Believe-A Commitment to Excellence

We at Northern Valley dedicate ourselves to excellence in education. We believe that if teachers, parents, and students direct their talents to the following responsibilities, all will be assured that our young people will be prepared for the 21st Century.

We accept the challenge placed before us. We are resolved to see it through. We are dedicating ourselves to secure America's place in the world.

We believe that there are certain responsibilities for all of us to ensure that students learn the necessary skills to succeed in our world. The administration, teachers, students, and parents must share these responsibilities. The approach we have undertaken involves the contributions of all work participants.

1.3 VISION

We in the Northern Valley Regional High School District will foster and instill a culture that personalizes learning, prepares students for college and careers, and supports confident, responsible citizenship.

1.4 MISSION

At Northern Valley Regional High School District, we provide a safe environment in which each student seeks answers to questions, challenges assumptions, and develops self-worth. Recognition of academic and cultural diversity promotes mutual respect and acceptance. Our high schools encourage academic excellence, aesthetic appreciation and moral integrity. We seek to prepare all students for their roles in a rapidly changing and diverse global community, and to become independent learners, critical thinkers, problem solvers, collaborative workers and responsible contributors to society. Education requires a shared commitment. In providing a framework for the immediate and future concerns of our students, we require a constant and critical re-evaluation of curriculum and course design to keep abreast of global research and new techniques within our respective disciplines. The joint community of students, professional staff, Board of Education and community, which supports and complements our mission, forms the basis for a challenging and effective program.

Section 2: OPERATIONAL EXPECTATIONS

2.1 Global Operational Expectations

The Superintendent shall not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision or organizational condition that is unlawful, unethical, unsafe, disrespectful, imprudent, in violation of School Board policy or endangers the district's public image or credibility.

The Superintendent shall maintain a system of continuous enhancement that ensures that improving the student experience is at the core of every decision.

The Superintendent shall track, measure, and evaluate effectiveness in realizing student achievement and improving business processes, according to both the Board and District Goals.

2.2 Emergency Superintendent Succession

The Assistant Superintendent will become the Acting Superintendent as this position is the most familiar with the Board's governance process and issues of current concern and is capable of assuming Superintendent responsibilities in his or her absence.

2.3 Treatment of Community Stakeholders

The Superintendent shall maintain an organizational culture that treats community stakeholders with respect, dignity and courtesy, and shall assure that the public is adequately informed about the condition and direction of the district.

The Superintendent shall:

1. Maintain an organizational culture that:
    - Values individual differences of opinion.
    - Reasonably includes people in decisions that affect them.
    - Provides open and honest communication in all written and
    - interpersonal interaction.
    - Focuses on the successful achievement of the Board's and District's Goals.
    - Maintains an open, responsive, and welcoming environment.
    - Effectively handles complaints.
2. Assure the timely flow of accurate and meaningful information.

3. Establish and maintain collaborative partnerships to advance the goals of NVRHS District assuring appropriate input and ongoing, two-way, strategic, and meaningful dialog between the district and its diverse stakeholders.
4. Present and publish, on behalf of the Board, a clear, easily accessible report on:
    - Progress toward the successful attainment of Board and District Goals.
    - Information about Board policies, district initiatives and operations.
    - Revenues, expenditures, and costs of major programs and a review of the district's financial condition.

2.4 Human Resources

The Superintendent shall recruit, select, and retain a high quality and diverse workforce that enables NVRHS to deliver a world-class education to every student in an environment characterized by high staff morale and loyalty to the NVRHS mission and goals.

2.5 Staff Evaluation

Consistent with the Superintendent's own evaluation, the Superintendent shall evaluate all employee performance according to their contribution toward achieving Board and District Goals, Student Achievement Goals, and NJAchieve regulations.

Before March 1st, the Superintendent shall host a meeting of the full NVRHS District administrative team to discuss the performance of each non-tenured staff member.

The Superintendent will provide the Board with a non-tenured staff overview each year.

In accordance with the timelines adopted as a component of NJAchieve, all non tenured staff members will be evaluated according to the following timelines:

- The direct supervisor of the non-tenured employee will inform the non-tenured staff member of the need for a mid-year evaluation and to complete his or her self-evaluation by January 15th.
- All mid-year evaluations will be completed on or before January 31st.
- Non-tenured evaluations will be completed by 4/30 of each year.
- All tenured summative evaluations will be completed by May 30.
- On or before May 15th, all non-tenured staff will receive a contract or a non-renewal letter indicating the status of his or her employment for the following school year.

2.6 Financial Planning

The Superintendent shall develop and maintain a multi-year financial plan that is fiscally responsible, while providing for the staff and resources necessary to run a high performing district.

2.7 Asset Protection

The Superintendent shall assure that all district assets are adequately protected, properly maintained, appropriately used, accounted for, and not placed at undue risk.

2.8 Superintendent's Relationship With the Board

The Board values a harmonious and positive relationship with the Superintendent characterized by excellent communication, mutual respect, personal ethics, and professional integrity and guidance. The Board values collaboration to promote a strong team. To assure this result, the Superintendent shall assure that the Board is fully and adequately informed about matters relating to Board work and significant district concern.

As such the Superintendent agrees to:

- treating all members impartially and assuring that all members have equal access to information;
- refraining from criticism of individual members;
- responding to Board and individual member concerns in a timely and courteous manner;
- communicating immediately and directly with the President of the Board or individual Board members when an honest difference of opinion exists;
- promoting a positive relationship in Board meetings;
- encouraging an open and supportive exchange of information between Board and staff members;
- discussing with the Board or individual members any perceived violation of policies, or any encroachment by an individual member or the Board into areas of responsibility assigned to the Superintendent.

2.9 Instructional Program

The Superintendent shall maintain a program of instruction that offers challenging and relevant opportunities for all students to achieve to his or her highest appropriate level.

The Superintendent shall:

- Ensure that instructional programs are based on a comprehensive and objective review of best practices research.
- Set instructional expectations that meet or exceed the NJSLS academic standards.
- Align curriculum with the NJSLS.
- Effectively monitor each student's progress toward achieving or exceeding the NJSLS.
- Ensure that the instructional program includes opportunities for students to develop talents and interests in more specialized areas such as those associated with CTE, SLE, The Senior Capstone Project, and beyond.
- Ensure that the instructional program accommodates the different learning styles of students and differentiates instruction to meet the needs of students of various backgrounds and abilities.
- Encourage new and innovative programs, carefully monitoring and evaluating the effectiveness of all such programs at least annually.
- Ensure that all instructional programs are regularly evaluated and modified as necessary to assure their continuing effectiveness.
- Maintain a procedure for reviewing all instructional materials.
- Adequately monitor the appropriate use of our 1:1 learning environment to ensure that our electronic devices are being used effectively to enhance the learning experience.
- Review academic program placement periodically to assure reasonable access and available capacity.
- Operate an innovative, self-supporting child nutrition program that meets or exceeds Federal guidelines and that promotes healthy choices and wellness.

2.10 Learning Environment/Treatment of Students

The Superintendent shall establish and maintain a learning environment that is safe, healthful, non-discriminatory, respectful and conducive to effective learning. The Superintendent will maintain a school climate that is characterized by support and encouragement for high student achievement that is appropriately balanced with the district's commitment to each student social emotional health.

2.11 Facilities and Transportation

The Superintendent shall assure that physical facilities and the transportation system

support the Board's policies while guaranteeing full preparation for emergency situations.

A. Facilities

The Superintendent shall:

1. Maintain a Long Range Facilities Plan (LRFP) that assures that classroom capacity and infrastructure meet instructional program and community needs and is equitable across the county.
2. Maintain an objectively prioritized Capital Improvement Plan that establishes priorities for construction, renovation and maintenance projects.

   The plan will:

   - Assign highest priority to the correction of unsafe conditions;
   - Include maintenance costs as necessary to enable facilities to reach their intended life cycles;
   - Plan for and schedules preventive maintenance;
   - Plan for and schedules system replacement when renovations are needed or systems are replaced.

3. Assure that facilities are safe, clean and properly maintained.
4. Provide for public use of facilities, as long as safety, student functions, and the instructional program are not compromised and use guidelines are administered consistently.

B. Transportation

The Superintendent shall ensure that students eligible for transportation are transported in a safe, timely, efficient, and effective manner.

C. Safety, Security and Emergency Preparedness

The Superintendent shall ensure the protection of students, staff members, visitors and property:

- Maintain updated emergency management plans;
- Assure that key personnel receive training, as appropriate;
- Maintain a collaborative and effective working relationship with local, state and federal emergency management representatives.

2.12 Technology

The Superintendent shall ensure that our technology is utilized to enhance, and to the

greatest extent possible, personalize the student learning experience.

To accomplish this in the most efficient, and fiscally responsible manner, the Superintendent shall:

1. Provide a comprehensive and functional technology infrastructure.

2. Provide technology capabilities that are useful for staff members and students.

3. Intentionally use technology to support diverse learning techniques and styles that are well researched, and based on best practice.

4. Provide a means for interactive communication between the school system and parents, students, and the community.

5. Provide information electronically about school and division programs and academic progress.

6. Provide a system to access relevant and current data by appropriate users.

Section 3: Board Purpose, Roles and Responsibilities

3.1 NVRHS Role of the Board (Policy 9000)

The general mandatory powers and duties of the board are defined in Title 18A of New Jersey statutes. Other sections of the statutes state or imply that a local board of education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates and pertinent laws of the municipality. The board functions only when in session.

The board of education sees these as its required functions:

A. Policy Oversight

The board is responsible for the development of policy and for the employment of a chief school administrator who shall carry out its policies through the development and implementation of regulations. The board is responsible for evaluating the effectiveness of its policies and their implementation. This includes setting and evaluating goals in educational and financial areas.

B. Educational Planning

The board is responsible for requiring and acquiring reliable information from responsible sources that will enable it and the staff to work toward the continuing improvement of the educational program.

C. Provision of Financial Resources

The board has major responsibilities for the adoption of a budget that will provide the wherewithal--in terms of buildings, staff, materials, and equipment--to enable the school system to carry out its functions.

D. Interpretation

The board is responsible for providing adequate and direct means for keeping the local community informed about the school and for keeping itself and the school staff informed about the wishes of the public. All planning, both that which is and that which is not related to the budget, needs to be interpreted to the public if citizens are to support the school program.

The board believes that, by diligently exercising these functions, it will be able to provide the best educational opportunities possible for our children within the financial limitations set by the community.

The board shall exercise its powers through the legislation of bylaws and policies for the organization and operation of the school district.

The board shall be responsible for the operation of the school but shall delegate the administration to the chief school administrator, who shall be appointed by a recorded roll-call majority vote of the full board.

The board may hear appeals in complaints and in grievance and disciplinary actions as defined in these policies and in the law.

Concepts and Roles

The board of education believes that the effectiveness of the educational program of the school district depends fundamentally upon an acceptable philosophic base, a set of agreed-upon goals and detailed objectives consistent with those goals.

Wide participation in the development of statements of philosophy, goals, and objectives is not desirable. To guide the efforts of those participating under the leadership of the chief school administrator, the board of education adopts the following three definitions:

A. Educational Philosophy

Philosophy means a composite statement of the relationship bet the individual, the school and society based upon beliefs, concepts, and attitudes from which the goals and objectives of the district are derived.

B. Educational Goals

Goal means a statement of broad direction or intent which is general and timeless and is not concerned with a particular achievement within a specified time period.

C. Objectives

Objective means a specific accomplishment to be reached that can be verified within a given time and under specifiable conditions which, if attained, advances the system toward a corresponding goal. This will sometimes be called goal indicator.

Board Responsibility

The board of education urges the chief school administrator to utilize the following process, with any desired adaptations, in establishing and evaluating the educational

program:

A. Assist the board of education in consultation with teaching staff, pupils, parents, and other district residents in establishing district educational philosophy, goals and objectives responsible to the needs of the students and community.

B. Work with the board of education in formulating policies and determining regulations and procedures consistent with board policy which will best support instructional programs most appropriate to meet student and community needs.

C. Recommend to the board comprehensive plans and schedules for school program improvement including the allocation of necessary resources, commensurate with financial ability, toward achieving the board adopted goals and objectives.

D. Maintain a process of continuing assessment of the effectiveness of the instructional programs and school system operations. This process should enable the board of education to identify strengths and weaknesses and assess student progress, and to provide direction for correcting identified deficiencies both in the extent of student achievement and school district operations.

3.2 NVRHS Role of the Member (Policy 9010)

It is understood that the members of the board have authority only when acting as a board legally in session. The board shall not be bound in any way by any action or statement on the part of any individual board member except when such statement or action is in pursuance of specific instructions from the board.

The board shall make its members, the district staff, and the public aware that only the board, acting as a duly constituted quorum at a legal meeting, has authority to take official actions. All other actions, whether individual or collective, have no legal or organizational basis.

Members of the board shall adhere to the code of ethics for board members in bylaw 9271.

No board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or as an individual command the services of any school employee.

Board members visiting the schools for any reason shall observe district regulations for all visitors.

3.3 School Boards Effectively Carrying Out the Role of the Board Member

The Northern Valley Regional High School Board of Education has been elected to represent, lead and serve the district's owners and hold itself accountable to them by committing to act in their best interests and by ensuring that all Board and district actions are consistent with laws and the Board's policies.

The Board is tasked with the important role of establishing and adopting district policies and supporting the Superintendent in his or her quest to effectively implement the adopted Board policies. The School Board is responsible for policy review, amendment, and adoption. Any policy may be reviewed, amended, adopted, or rescinded by the Board at any time.

To effectively carry out that role, the School Board will:

1. Support the district's ability to maintain a culture of high student achievement that is appropriately balanced with the district's commitment to each student social emotional health. This will be accomplished by way of:
   - Ensuring adequate access to those resources that are supported by research and vetting by way of best practice.
   - Rigorously monitor performance against approved benchmarks and toward identified goals.
   - Hire and regularly evaluate the performance of the Superintendent.
   - Adopt budgets that support the Board's identified goals.
   - Support the Superintendent's recommendations for hiring and maintaining a high performing, professional staff.
   - Maintain a commitment to financially support professional development to ensure that all staff members have access to maintaining a culture of best practice, and are well equipped to implement the latest in thoroughly researched educational trends, particularly those associated with curriculum development, student centered instruction, data analysis and viable assessment development.
   - Respect the value and importance of employees and employee organizations and reasonably involve them in decisions that affect them.

3.4 Governance Commitment

The Board will govern lawfully and strategically with long-term vision and primary emphasis on high student achievement that is appropriately balanced with the district's commitment to each student social emotional health.

1. The primary purposes of the Board are to assure student achievement goals are met, and that the system operates effectively and efficiently as specified in the

Operational Expectations.

2. The Board will encourage full exploration of diverse viewpoints.
3. The Board will hold itself accountable for its performance. The Board will monitor its performance periodically and engage in Board development to assure continuous improvement in its capacity to govern effectively. School Board members shall participate annually in high-quality professional development activities at the state, local, or national levels on governance, including, but not limited to, personnel policies and practices; curriculum and instruction; use of data in planning and decision making; and current issues in education as part of their service on the local board. Board members shall be reimbursed for expenses related to professional development activities and travel in accordance with NJDOE regulations. The School Business Administrator shall make arrangements for members to attend conferences and meetings. All necessary expenses of attending, including transportation, meals, room, and registration fees, shall be charged against School Board-appropriated funds in accordance with NJDOE regulations. All reimbursements for these approved events shall be authorized by the School Board President and the Superintendent according to the timelines and policy established by the Board.
4. The Board will focus on strategic leadership rather than administrative details, observe clear distinction between Board and Superintendent responsibilities, and give direction through majority decisions of the full Board rather than through individual decisions.
5. The Board will communicate frequently and regularly with residents in the communities, maintaining public trust through full and open communication.
6. The Board will permit no officer, individual, or committee to hinder its performance or prevent the Board from fulfilling its commitments.
7. The Board will govern legally, assuring that all actions are consistent with State and Federal laws and with the Board's own policies and commitments.

3.5 NVRHS Code of Ethics (Policy 9271)

The members of the board of education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the board adopts this code of ethics.

I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal

and ethical procedures.

1. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
2. I will confine my board action to policy making, planning and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
3. I will behave toward my fellow board members with the respect due their office demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.
4. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
5. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
6. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
7. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
8. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
9. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.
10. I will support and protect school personnel in proper performance of their duties.
11. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.

The board shall see that all members of the board receive training in understanding and adhering to this code of ethics and shall discuss it annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

3.6 New Jersey School Boards Board Member Code of Conduct

The Board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board

members.

1. Each member has the obligation to bring constituent issues or new initiatives to the Board President or the Superintendent, depending on whether the issue involves the Board's role or the Superintendent's role. However, each Board member is obligated to act in the best interest of the school system as a whole.

   This obligation supersedes:

   - any conflicting loyalty a member may have to other advocacy or interest groups;
   - loyalty based upon membership on other boards or staffs;
   - conflicts based upon the personal interest of any Board member or any member of their family; or
   - any obligation to represent a particular constituency or subset of the county.

2. Board members may not attempt to exercise individual authority over the organization:

   - members will refer complaints back into the system, with notification to the Superintendent through the Board President. Members may facilitate constituents' navigation of the system without guaranteeing any particular resolution;
   - members will not give personal direction to any part of the operational organization;
   - when speaking on behalf of the Board, members will communicate only explicitly-stated Board decisions;
   - observe the chain of command established within the school and ensure that before a complaint is brought to the Board President or Superintendent, that the staff members most closely connected to the complaint are aware of the concern and have been given the opportunity to resolve it before moving it to the highest levels within the district.

3. To build trust among members and to ensure an environment conducive to effective governance, members will:

   - focus on issues rather than personalities;
   - respect decisions of the full Board;
   - exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other;

- recognize the positive and negative aspects of dissent and refrain from public criticism of the motives, thinking, and philosophy of other members, but may make their own views clear when in disagreement with a publicly stated decision of the Board;
- not publicly disparage the superintendent, staff, or members of the public;
- make every reasonable effort to protect the integrity and promote the positive image of the system and one another;
- never intentionally embarrass each other or the school system.

4. Members shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the Board or the school system, especially those matters discussed in closed meetings.

3.7 Board Member Conflict of Interest

Board members are expected to avoid conflicts of interest involving all matters considered by the Board. A conflict of interest exists when a member is confronted with an issue in which the member has a personal or financial interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the public interest.

3.8 Meeting Protocol

The following excerpt is taken from a brochure found on the NJSBA website. To view the full brochure, please use the link included below.

"Parliamentary law provides the best method yet devised to enable assemblies of any size to arrive at the general will on a maximum number of questions of varying complexity in a minimum amount of time. The process works under all kinds of internal climate, ranging from total harmony to major divisions of opinion, and gives due regard to every member's viewpoint."

https://www.njsba.org/wp-content/uploads/2016/05/publications_parliamentary-procedure-2014-2.pdf

1. To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, members will:
    - come to meetings adequately prepared;
    - identify issues of concern before the meeting, whenever possible;
    - circulate proposed motions and amendments, whenever possible, at least 48 hours before the meeting;

- speak only when recognized;
- not interrupt each other during debate;
- not engage in disruptive and disrespectful side conversations;
- minimize unnecessary repetition;
- not monopolize the discussion;
- address the merits of the issue being discussed without appealing to the biases, prejudices and emotions of the audience;
- support the Board President's efforts to facilitate an orderly meeting;
- communicate openly and actively in discussion and dialog to avoid surprises;
- value equal participation of all members;
- stay focused on the objectives;
- assure that all perspectives are understood as issues are considered;
- refrain from electronically communicating with members of the public or other board members during the public meetings.

2. The Board will attend to consent agenda items as expeditiously as possible. An item may be removed from the consent agenda upon request of one member before the meeting is convened.
3. The Board will monitor the effectiveness of its meetings through a debriefing process at the end of every meeting as needed.

3.9 Election of School Board President and Vice President

All School Board members will conduct campaigns for leadership positions, or support for a candidate, with integrity and respect for all School Board members. The board president and vice president are elected during the reorganization meeting in January of each year.

3.10 Role of the Board President

The Board empowers the Board President to provide leadership to the Board by ensuring the integrity of the Board's processes, exercising interpretive responsibilities with integrity, fairness and impartiality—reflecting the spirit and intent of the Board in its deliberations—and normally serving as the Board's official spokesperson.

The President has the following authority and duties:

1. Support and monitor Board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed upon it from outside the organization:

- conduct and monitor Board meeting deliberations to ensure that Board discussion and attention are focused on Board issues;
- ensure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point;
- lead Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, Revised;
- lead timely periodic self-assessments to ensure process improvement;
- ensure that Board members are aware of and follow the established chain of command.

2. Facilitate sound Board decision making by anticipating and addressing Board and member needs.
3. Compile and facilitate the Board's summative evaluation of the Superintendent.
4. Except as otherwise provided in the section authorizing committee chairs to speak for the Board on specific matters, represent the Board as appropriate and serve as spokesperson for the Board in announcing Board-stated positions and in stating decisions and interpretations within the areas assigned to the President. The President may delegate this authority to other Board members when appropriate, but the President remains accountable for such delegation.
5. Execute all documents authorized by the Board, except as otherwise provided by law.
6. With the advice and consent of the Board, appoint the Committee Chairs, and/or liaison of all Board committees.
7. In collaboration with the Superintendent, establish the number and scope of Board committees on an annual basis, including projected annual meeting calendar.
8. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agendas consistent with the Board's annual work plan.

The Board President has no authority to supervise or direct the Superintendent except as authorized by the Board.

When the Board President is not available, the Vice President shall perform the role and duties of the President. The Board President and Vice President shall work together to assure that the duties of the Board President are accomplished effectively.

3.11 Annual Planning Cycle and Work Plan

1. To the degree that it is possible, the Board will follow an annual planning cycle that includes a work schedule. *(See Annual Board Calendar)* This calendar may be

altered or amended at any time by the Superintendent in consultation with the board president. Such changes may be made in a Board Forum, or in a regularly scheduled meeting.

3.12 Board Liaisons

1. The Board may designate one or more of its members to serve as a liaison in connection with a specified activity or area of interest to the Board. Within the scope of the Board's designation, each such liaison shall function individually and may perform his or her designated responsibilities independently. Unless otherwise specified, an individual liaison may prepare alternatives, implications, or recommendations for consideration by the full Board.
2. In the event of a vacancy, the Board will appoint a liaison.
3. A Board liaison will not be appointed to direct or oversee school system staff. Nor will a Board liaison be designated or used to perform activities or functions assigned to the Superintendent.
4. No Board liaison may speak or act for the Board except when formally and expressly given such authority for specific and time-limited purposes.
5. Board liaisons are those listed here.
    - Bergen County Representative

3.13 Board Committees (Policy 9130)

The board president, during his/her term of office, may appoint permanent and/or special committees at his/her discretion for determined periods of time. These appointments shall not exceed the president's term of office.

The functions of committees shall ordinarily be fact-finding, deliberative, and advisory, and their reports shall be made to the board for discussion and action. The function of such committees may be legislative or administrative when so authorized by special action of the Board. The board president and the Chief school administrator shall be ex-officio members of all committees.

Meetings of such committees shall not be subject to the provision of the Open Public Meeting Act, provided that no more than four members comprise the committee.

The chief school administrator or any other member of the school staff may be consulted in the work of committees where their advice is needed.

Standing Committees

Since the details of operations are voluminous in nature, it is the board's policy to have members assigned to particular standing committees so that they may concentrate their efforts on a particular segment of board work.

This practice enables the whole board to benefit through the work and experience of each of its members who can better go into detail on committee problems and report back information and recommendations to the committee of the whole.

It also expedites liaison between the superintendent and the board between meetings. Minor problems which may arise can be solved through the superintendent's working with a committee rather than having to contact the whole board.

Committee progress reports and recommendations for board action are presented at the regular, the recessed, or the special meetings.

Special Committees/Advisory Committees

Special temporary committees of the board may be appointed by the president or chosen by vote of the board as need for such service may arise; the function of all such committees shall be fact-finding, deliberative, and advisory, but never legislative or administrative. The president of the board and the superintendent shall be ex-officio members of all such committees, except when the superintendent's tenure or salary is involved, the superintendent may not be an ex-officio member.

Special Committees of the Board

1. Public Information Committee
    - Prepare occasional material for newspaper use
    - Prepare brochures for budget hearings and any possible referendum
    - Develop such public information programs as necessary to promote the welfare of good education in Northern Valley Regional High School District.
    - No unilateral action or press releases shall be made without conferring with other members of the committee or with the president of the board.

2. Staff Administrative Committee
    - Upon the recommendation of the superintendent, move the appointment of teachers and administrative personnel.

- Move the appointment of individuals for appointment as secretaries, school nurse, and medical inspector.
- Recommend salaries and salary changes for all personnel after consultation with the building and grounds committee for their recommendations on salaries for custodians, matrons and maintenance personnel, and after consultation with the athletic committee, for its recommendation on coaching salaries.
- Study trends in teachers' salaries and recommend revision when such seems advisable.
- Review and approve for payment all bills pertaining to bedside instruction, substitute teaching.
- Review and recommend changes when necessary in board policies pertaining to teachers and their employment.
- In connection with the compilation of the school budget prepare a statement of anticipated expenses for the following year.

3. Grievance and Sabbatical Leave Committee

- This committee shall be composed of three members appointed by the president.
- Members of the grievance committee shall meet with three members designated by the local teachers association and the superintendent (known as the teacher-board committee) for the purpose of conducting professional discussions in good faith on grievances involving salaries, personnel policies, working conditions, fringe benefits and other conditions.
- Members of the sabbatical leave committee shall meet with the superintendent and principals to review requests for sabbatical leaves and to report to the board of education its recommendation. The committee shall review the reports of employees on sabbatical leave and advise the board on changes in procedures or policy covering sabbatical leaves.

4. Finance Committee

- Review with the auditor the methods of maintaining the books of the board and make such recommendations within the rules and regulations set by the state board, as appear desirable.
- Present to the board such financial statements as from time to time seem desirable.

- Be familiar with the various borough budgets and relationship of the school budget to those of the boroughs.
- Prepare or have prepared information relative to the tax effect of any school bond issue and recommend particulars regarding the set-up of a bond issue.
- Be responsible for the presentation of motions, at each regular meeting or as required, to authorize the payment of all bills approved by the respective committees, to request the board secretary to gather debt information from each of the boroughs and to approve the board secretary's cash report, if found correct.
- Be responsible for keeping coverage up-to-date.
- Be responsible for maintaining contact with the lay committee on insurance to maintain continual studies.
- Give consideration to problems arising throughout the year on interpreting board policy and state law on transportation.
- Have specifications for bids drawn up.
- Review and approve for payment all bills found correct which pertain to transportation.
- Study and recommend any changes in policies on transportation.
- Prepare a statement of anticipated expenses for the budget.

5. Curriculum Committee

- Obtain statistical information from the school administration on subject offerings, scheduling, class sizes and teacher utilization.
- Review and appraise such information to determine the efficiency of operation of the academic activities of the school and the worth and value of the results in relation to the efficiency and value of instruction.
- Present to the board reports of the information reviewed and the committee's appraisal thereof.
- Recommend to the board the adoption of such new policies or the revision of existing policies as may be indicated.
- Receive the recommendation of the superintendent for the adoption of texts, instructional materials and equipment, review same and report to the board their approval or rejection.

6. Buildings and Grounds Committee

- Maintain the buildings and the grounds in good repair.

- Recommend to the board of education major items of repair, alterations or additions.
- Recommend for employment the number of custodians, matrons and other maintenance personnel as may be necessary.
- Recommend salaries and salary changes for all custodians, matrons and maintenance employees.
- Review and approve for payment all bills pertaining to the maintenance of school property.
- Prepare for budget consideration a statement of anticipated expenses for the following year.
- Have specifications prepared in the school for the purchase of supplies as specified by law.
- Review bids on supplies and/or equipment which have been turned to the board, and make recommendations thereon.
- Review and approve for payment all bills found current which pertain to supplies and also to equipment.
- Prepare lists and amounts for annual budgetary consideration.
- Check with contractors on present site projects to achieve completion as soon as possible.

7. Athletic and Extracurricular Activities Committee

- Consult with superintendent, principal, and director of athletics on development of athletic and/or extracurricular programs.
- Report periodically on the programs to entire board. Review and approve for payment all bills on athletic and extracurricular programs.
- Offer recommendations to staff committee concerning athletic coaches or staff advisors.
- Prepare budgetary items for the following year.

8. Policy and Legislation Committee

- Work with the superintendent and/or standing committees to modify, catalog and annotate policy.
- Review various sources of information to stay abreast of state and federal legislation and regulations, resolution of grievances or negotiations, and board actions which may affect policy. Bring these matters to the attention of the board and/or standing committee responsible for policy formation in the specific area.

- Maintain records on all policy matters under discussion, being reviewed or in the process of being updated.
- Work with the superintendent to ensure proper interpretation of policy so administrative regulations implement intent.
- Plan and initiate the annual policy review and update.
- Review board bylaws annually. Recommend updates to bylaws and/or remind board of necessary legal compliance.

9. Technology Committee

- Review the existing district technology plan to identify and prioritize issues related to target areas;
- Investigate new technologies to foster 21st Century Skills in students, teachers and administrators;
- Investigate new technologies to promote student achievement and proficiency in the Common Core State Standards and the Core Curriculum Content Standards;
- Update current district technology plan to include proficiencies of administrators, and teachers/teacher-librarians certified by the Department of Education;
- Assess the needs of the district to identify specific goals/targets for technology integration and support;
- Draft recommendations to address selected areas related to technology funding, integration, access, support, and professional development; and
- Draft a revised district technology plan defining our future vision of technology integration and usage for board approval.

10. Negotiations Committee

- Negotiates, within the parameters approved by the board, all employee contracts within the district, both with recognized bargaining units and with individual, non-represented employees; provides regular updates to the board concerning the progress of such negotiations;
- Monitors compliance with and enforcement of the terms and conditions of any negotiated labor contract within the district;
- Makes recommendations to the board, as appropriate, concerning the use of a professional negotiator with regard to employment contracts;
- Hears employee contractual grievances, as assigned by the board;
- Monitors all district arbitration, mediation and fact-finding proceedings and

reports to the board concerning same.

11. Joint School Boards Committee
    - Facilitates board communications and relations with the sending district boards of education;
    - Oversees curriculum issues related to articulation with the sending elementary and middle school educational programs;
    - Provides a forum for concerns, complaints and suggesting from the sending board.

3.14 Board Committees

1. The Board may create one or more committees of the Board to perform delegated functions or to advise the Board. Among other tasks which may be assigned, Board committees may assist the Board by preparing alternatives, implications, or recommendations for consideration by the full Board.
2. These provisions apply to groups that are formed by Board action, whether or not they are called committees and whether or not they include Board members.
3. Board committees will not be created to direct or oversee school system staff, which is the function of the Superintendent. Nor will Board committees be created or used to perform or support activities or functions assigned to the Superintendent. Any direction to the Superintendent related to a committee recommendation will come from the full Board.
4. No Board committee may speak or act for the Board except when formally and expressly given such authority for specific and time-limited purposes.
5. Board committee expectations and authority will be stated carefully by the Board to assure that committee authority will not usurp or conflict with the Board's own authority or conflict with the authority delegated to the Superintendent.
6. These rules do not apply to committees formed by the Superintendent to support the Superintendent's work.
7. The Board President and the Superintendent will establish the number and scope of Board committees on an annual basis, including projected annual meeting calendar.

3.15 Process for Addressing Violations

The Board and each of its members are committed to faithful compliance with the

provisions of the Board's policies. The Board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the Board's ability to govern effectively. In the event of such a violation, the Board will seek remedy by applying any of the following measures:

1. Conversation in a private setting between the member in question and the Board President or other individual member:

   If a Board member perceives that a fellow member has violated the policies or commitments of the Board, that member may address his concerns with the member who is perceived to be in violation. Alternatively, the member may refer the concern to the Board President. If the Board President is suspected of the violation, the concern would be referred to the Vice President. The purpose of this step is to attempt to resolve any perceived violations at the lowest possible level, involving the fewest number of individuals.

2. Discussion between the member in question and the full Board:

   In the event of a serious or continuing violation by the same member, any member of the Board may request the President schedule a full School Board discussion with the charged member. The charged member will receive advance written notice of the discussion, including a statement of the alleged violation.

3. Possible removal from any leadership or committee positions to which the member in question has been appointed or elected: To remove the charged Board member from a committee leadership or committee membership position, any member may request the President notify the charged member in writing of the scheduled School Board discussion of removal; the charged member shall be removed only after discussion and only on majority vote of the Board.

4. Statement regarding compliance with Operational Policies: The School Board reserves the right to issue statements regarding the Board's interpretation of these policies and any instances of individual Board member's noncompliance, after notice to the individual and discussion and vote by the Board.

3.16 New Board Member Orientation

1. Attendance at Meetings

   In the interim between being elected and actually assuming office, new Board members shall be invited to attend all meetings and functions of the Board and shall receive pertinent materials normally sent to Board members. If there is a question of confidentiality regarding particularly sensitive correspondance, the Board President and the Superintendent shall make the final determination

regarding the need to share or not share the information. This decision reached will be shared with current members of the Board.

2. School Division Operations

   Meetings shall be scheduled for the primary purpose of orienting each new Board member to his or her responsibilities to the operation of the school division, and to school division policies and concerns.

3. Governance Training

   The Board President or designee will arrange for training in Strategic Governance for all official candidates for the School Board.

4. Publications and Documents

   New Board members shall be provided with information on how to access all appropriate publications and documents.

3.17 Board Member Training Cycle

New Jersey state law requires school board members to attend training in the first, second and third years of a first term, and in the first year of a re-elected or re-appointed term. NJSBA is the state-designated provider of Mandated Training, which is available at no cost to members.

Board members can fulfill their Governance II, III, and IV School District Accountability Act training requirements through specially designated *Foundations for Success* regional programs, at Workshop, and online. New board member may fulfill their training requirements through the weekend orientation program, in-person one-day programs, and online.

The following mandated training programs are required:

- Governance I: New Board Members – New Board Member Orientation Conference
- Governance II: 1st Term, 2nd full year of service – Finance
- Governance III: 1st Term, 3rd full year of service – Student Achievement
- Governance IV: Re-elected/Re-appointed Board Members in the first year of any succeeding term – Legal Update

3.18 Consultation with Outside Counsel

School Board members wanting to seek legal advice on a District matter shall contact the School Board President and the Superintendent before referring the matter to outside counsel. The Board President and the Superintendent will make the determination if the matter If legal advice is necessary. School Board members acting

outside of this protocol, may be personally responsible for any legal fees.

3.19 Student Representative

The student representatives are not members of the School Board but serve the learning community in a nonvoting, advisory capacity, representing the interests of the students in both the Northern Valley Regional High School of Old Tappan and the Northern Valley Regional High School of Demarest. The student representative is appointed by his or her building principal. Their term begins on September 1. The student representative shall sit with the Board members at the Board table, participate in the discussion, and serve as liaison to the students. (See NVRHS Policy 9140)

3.20 Meetings

All gatherings of School Board members when sitting as a body or entity, or as an informal assemblage of five members or more, wherever held, with or without minutes being taken, whether or not votes are cast, are "meetings" under the Code of NJDOE, except for a gathering or attendance of any members of the School Board at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of School Board business, and such gathering or attendance was not called or rearranged with any purpose of discussing or transacting any business of the School Board. With the exception of Executive Session, all meetings shall be open to the public and held in a location accessible to the public. Minutes shall be kept for all open meetings. Notice shall be posted at least three working days prior to the meeting.

Types of Meetings

1. Annual Organizational Meeting

   The annual meeting of the School Board shall be the first regular meeting in January at which time officers shall be elected. Procedural actions may be taken to set agents of the School Board; to designate individuals to sign legal documents; to retain legal counsel; to organize School Board committees and liaisons; and to designate the regular business meeting schedule for the next year. (See annual calendar for other appointments made during the reorganization meeting)

2. Regular Meetings

   When possible regular meetings of the School Board shall be held twice a month throughout the 10 month school calendar . All meetings shall be open to the public except when the School Board is meeting in Executive Session. The Board

typically meets once a month in July and August.

3. Special Meetings

Special meetings of the School Board may be called by the Board President, or the Superintendent, provided that all members are notified of the time and purpose 48 hours prior to the meeting unless a majority of the School Board agrees to meet upon shorter notice. Notice, reasonable under the circumstance, of special or emergency meetings shall be given to the public and the media at the same time the notice is provided to the members of the School Board.

4. Work Sessions

The School Board may convene a work session as needed. Any action taken at such meetings will be announced at the next regular or special meeting of the School Board.

5. Executive Session

The NJDOE Code permits closed, Executive Session meetings in order to discuss specific matters. Executive Session meetings may only be held when no less than a quorum or majority of the School Board members are in attendance. At the conclusion of each closed meeting, the School Board shall reconvene in open session immediately thereafter and shall take a recorded vote to be included in the minutes of that meeting certifying that, to the best of the members' knowledge, (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the action by which the closed meeting was convened were heard, discussed, or considered in that meeting by the School Board. Any member of the School Board who believes that there was a departure from those requirements shall so state prior to the vote, indicating the substance of the departure that, in his or her judgment, has taken place. The statement shall be recorded in the minutes of the School Board.

- Confirmation of Actions Taken in Executive Session

  No actions taken in this closed meeting shall become effective unless the School Board reconvenes in open meeting (regular, special, or work session) and confirms in public any action taken by School Board vote.

- Attendance

  Closed meetings may be attended by School Board members, division counsel or outside counsel, the Superintendent, and Board Secretary and the Assistant Superintendent. The School Board may permit non-members to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the School Board in its consideration of a topic that is the subject

of the meeting. The School Board may vote to dispense with the attendance of the Superintendent or his or her designee at a special closed meeting of the School Board.

6. Public Hearings

   The School Board may convene a public hearing as needed.

7. Recessed or Adjourned Meetings

   Meetings may be recessed and resumed at a later time or date. Such a meeting shall serve as a continuation of an established meeting and not a new one. Any meeting of the School Board may be adjourned to a specified time and place.

Meeting Procedures

1. Quorum

   The School Board chair shall call the meeting to order at the appointed time and place, if a quorum is present, to transact business according to the agenda. At any meeting of the School Board, a majority of the members shall constitute a quorum for the purpose of convening a meeting.

2. Parliamentary Procedure

   The Board shall observe Robert's Rules of Order, Revised.

3. Agenda

   An agenda for each regular School Board meeting shall be prepared under the direction of the Superintendent and School Board Secretary in consultation with the Board President as needed. School Board members wanting to have an item included on the agenda shall contact either the School Board President with the request. The Superintendent, The Board President, or individual School Board members may bring up new business not listed as part of the agenda. The Superintendent in consultation with the Board President has the prerogative to limit or postpone discussion of new business until the next scheduled School Board meeting. The agenda and all supporting documents and information shall be made available to the School Board. Members of the public shall be given access to the agenda and all supporting documents that are not confidential, until such time that those confidential materials may be legally released.

4. Voting

   All voting on motions or resolutions shall be by voice vote and hand sign, and the Board President shall announce the vote for the record.

5. Public Notification of Meetings

The School Board Secretary, in consultation with the School Board President and the Superintendent, shall publish, in July, an annual calendar of meeting dates. Notice of all School Board meetings shall be given to the public to include electronic announcements through the media and posted in a prominent place in the School Board Office. Additions or deletions of meeting dates may be made to the calendar throughout the year, as necessary.

Citizen Participation

Members of the community are invited and encouraged to attend public meetings of the School Board to observe its deliberations.

At the beginning of every public Board meeting the Board President reads the following statement:

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

In accordance with the provisions of this act, the Northern Valley Regional High School Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof posted and filed in the borough hall of each constituent borough in the district and sent to three newspapers circulating in the district.

This meeting will be tape recorded in accordance with policy.

The Board President will open the meeting for public comment at the request of the Board. Members of the public will be allowed five minutes to present information to the Board."

1. Regular Meetings

Members of the community who want to address either a new business item, an action item, or a resolution, as listed on the School Board regular meeting agenda, may raise their hand and wait to be recognized by the Board President during the portion of the meeting that is provided for public comment to occur. Individuals shall limit their remarks to five minutes; additional written information may be submitted (11 copies). The School Board will not hear statements that are phrased as a personal attacks on any person. Complaints regarding individual students or school-based employees should not be raised at public meetings. Any such concerns should be directed to the appropriate school principal or other school

official. Citizens are encouraged to write the School Board on any school-related topic. All public comments should be addressed to the School Board President. The President may end public comment for an individual member of the public, or close the public comment session during the course of the meeting deemed appropriate because any the above listed guidelines are not adhered to during the Board meeting.

2. Written Communications

The opportunity to speak at Board meetings is only one way for people to present their views to the School Board. The Board welcomes correspondence from community members, and written comments may be presented to the Board by delivering such material to the School Board Office.

3.21 School Board Recognitions

Individuals or Groups That Could be Recognized

Individuals, teams, or groups who have distinguished themselves related to Northern Valley Regional High School District at an exclusive level, either by state or county recognition may be recognized by the Board. The Superintendent will determine the individuals, teams or groups who will be recognized at this level.

At the Superintendent's request, the Board may choose to formally present a certificate of appreciation for presentation to an individual, team, or group.

3.22 Board Self Evaluation (Policy 9400)

The members of the board of education shall conduct an annual self-evaluation each year to determine the degree to which they are meeting their responsibilities as board members and the needs of their educational community. This self-evaluation shall be positive, frank and honest, and shall be used to establish priorities for action and specific goals and objectives to strengthen the operation of the board.

The board shall use a multifaceted self-evaluation instrument.

Section 4: Superintendent/Board Relationship

Understanding the role of, and interaction between a board of education and its chief school administrator is fundamental in effectively addressing the issues and concerns of a school district. Please use the link below to access the NJSBA brochure which explains the inter-related responsibilities of the board of education and the superintendent, and the role of each in community relations.

https://www.njsba.org/wp-content/uploads/2016/05/publications_whodoeswhat2014.pdf

4.1 Process Guidelines For School Board Members

AD HOC ADVISORY COMMITTEES (Policy 1220)

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the board and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and development of policies or educational goals/programs.

Each committee shall be appointed for a specific purpose and time. The board may dissolve any board-appointed committee at its sole discretion. Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and pupils when appropriate. No appointee shall represent an organization, geographic area, religious group or any other subdivision of the community in an official capacity. Systematic programs shall be set up to draw on the assistance business, labor, and other organizations have to offer in developing vocational, technical and enrichment programs and in providing pupils with practical work experience.

The board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The board is responsible for approving all members of a committee and the method of their selection in consultation with the chief school administrator. Staff members shall not constitute a majority of any general community advisory committee.

Recommendations from the committee shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit. Only the

board has the power to act. It will be the responsibility of the chairperson to see that the members of the committee are informed as to the final decision of the board. Any publicity concerning the organization, membership, operations, findings or recommendations of any committee shall be released only by the board designee. In district-initiated advisory committees, the chief school administrator shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the services the board wishes them to render, the resources the board intends to provide, and the approximate date on which the board wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the relationship it has to the board, to the individual board members, to the secretary of the board, to the chief school administrator, and to the rest of the professional staff.

When the law regulates the formation and activities of an advisory committee, the administration shall cooperate fully in its activities. The Board of Education wishes to utilize the thinking of the citizens of the community to make recommendations for the improvement of our schools. Specific topics for study or well-defined areas of activity shall be assigned in writing by the Superintendent or his/her designee with the approval of the Superintendent and the consent of the Board to each ad hoc advisory committee immediately following their appointment.

4.2 Superintendent Delegated Authority

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY (Policy 2210)

In cases where immediate action must be taken within the school system when the board has provided no guidelines for administrative action, the chief school administrator shall have the power to act, but his/her decisions shall be subject to review by the board at its next regular meeting.

It shall be the duty of the chief school administrator to inform the board promptly of such action and of the need for possible additional policies or revisions of existing policies.

This notification will take place as soon as possible, but no later than the next scheduled Board meeting.

The Board will provide direction to the Superintendent through written policies that define the results to be achieved by students and define operational conditions and actions to be accomplished or avoided. Expected student results will be stated as Student Achievement Goals (SAGs), and expected operational conditions will be stated

as Operational Expectations policies (OEs).

As long as the Superintendent uses a reasonable interpretation of the Board's SAGs and OE policies, the Superintendent is authorized to establish procedures, make operational decisions, establish instructional practices and initiate activities the Superintendent deems necessary and appropriate to achieve the Board's stated SAGs. The Superintendent is not expected to seek Board approval or authority for such decisions. The Board will respect and support decisions made by the Superintendent as long as they represent a reasonable interpretation of the Board's policies, even though such decisions may not have been the decisions the Board or its members may have made. By this policy the Board delegates to the Superintendent the authority necessary to implement the goals and mission of the Governance Manual, subject to any approvals or actions specifically reserved to the Board in this Manual, other published policies, or the NJDOE code.

4.3 Accountability and Evaluation

Superintendent Accountability

The Superintendent is accountable for the results of all decisions made within the Superintendent's area of delegated authority. The Superintendent has two major responsibilities upon which he will be evaluated. Those responsibilities are to assure that the school system:

1. Makes reasonable progress toward achieving the Board and District Goals in regard to both Student Performance Goals and the agreed upon Operational Expectations. The Board will evaluate the school division's performance and credit the Superintendent with the results of that evaluation. Should any area of school division performance be determined unacceptable, due solely to conditions and factors beyond the control of the Superintendent, the Board agrees that the Superintendent's evaluation will reflect such determination.

Superintendent Evaluation

Formative Evaluation: The Board will establish an annual calendar and plan for its work, which will include scheduled monitoring throughout the year on progress and achievement of the Board and District Goals aligned with the Student Achievement Goals and the Operational Expectations as they appear in this Strategic Governance Manual. The Superintendent will provide thorough and detailed monitoring reports as agreed upon between the Superintendent and the Board.

Summative Evaluation: In June, the Board will review the prior year's monitoring documents submitted by the Superintendent. The Board will use these reports as a

basis to develop an overall summative evaluation document of the Superintendent's performance. The summative evaluation document will include areas for commendation as well as areas that require additional attention.

Merit Goals

In addition to the annual evaluation based on Board and District goals, the board will evaluate the levels of achievement made toward the successful completion of the Superintendent Merit Goals. Merit goals are an additional contractual component of the Superintendent's employment and are not included in the annual performance review.

Superintendent

Board Evaluation Timeline

Timeline for Superintendent's evaluation:

- December: blank evaluation form sent to Board members for future reference
- Late January: closed meeting for mid-year evaluation discussion with the Superintendent
- Early June: closed meeting for evaluation discussion with the Superintendent prior to Board members completing the evaluation form
- Mid-June: Board members complete evaluation form and submit to Board Secretary
- By June: closed meeting with Board members only to develop summary conclusions
- By June 30: Board president presents final evaluation to the Superintendent
- July: determine next year's Board and District goals.

Merit Goal Timeline

- July/August: Develop Merit goals
- January/February: Mid-Year Update
- May/June: Submission of attainment documentation
- June: ECS review and payment approval
- June/July: Payment made for the attainment of merit goals

4.4 School Board Secretary

The Superintendent shall hire and evaluate the School Board Secretary. In addition to other responsibilities, the Board Secretary shall be responsible for efficiently and effectively managing the School Board Office and for:

1. Keeping full and accurate records/minutes of the proceedings of the Board and arranging for the safekeeping of such records, other documents, and

correspondence pertaining to the actions and proceedings of the Board;

2. Ensuring the Board Committee work and the Board agendas are effectively aligned in ways that provide a structure which adheres to the goals and deadlines agreed upon Board calendar;
3. Signing and certifying for the Board official documents which may be required in the conduct of the business of the school system;
4. Discharging such other duties in connection with the business of the school division as may be required of him or her by this School Board or the New Jersey School Board.

Meeting Minutes

1. The School Board Secretary or designee is responsible for keeping a full and accurate record of all Board proceedings. These minutes of open meetings of the School Board shall include:

   - The date, time, and location of meeting;
   - The Board members recorded as absent or present (including specifics regarding late arrival or early departure);
   - A notation of the presence or absence of the Superintendent and/or of the student representative to the Board;
   - A record of any corrections to the minutes of the previous meeting; and
   - A summary of discussions on matters proposed, deliberated,or decided and a record of any votes taken. The minutes shall be permanently retained and indexed for reference purposes. The exhibit files (agendas, minutes, and all supporting documentation) for all open meetings shall be permanently retained.

2. Record of Closed Meetings

   The School Board Secretary or designee shall attend closed meetings (unless expressly excused) for the purpose of taking brief notes that may include: date, time, and location of the meeting; a record of all persons in attendance; itemization of issues discussed; materials distributed; and any action taken (including motion and vote). These notes shall not be transcribed or distributed but shall be maintained separately in the School Board office in accordance with the records retention guidelines and shall be made available, upon request, to Board members and other individuals permitted to be present at the closed meeting in accordance with statutes governing closed meetings. Closed meetings shall not be tape-recorded.

4.5 School Board/Staff Communication Process

Constituent Inquiries Routine Requests from a Board member

1. School Board Secretary or designee will handle routine requests from constituents received by a Board member.

   Constituent Inquiry – Received initially by a Board member

2. If a Board member receives an inquiry from a constituent, the request for a response will be sent to the Superintendent's office, copying the School Board Secretary.

3. The Superintendent's office will assign the inquiry to the School Board Secretary for a response, which will be provided within 5 days to the constituent. If the Board member prefers to respond directly to the constituent, then the response will be provided to the School Board Secretary and the Superintendent.

4. The School Board Secretary will ensure that all inquiries will be logged, with the exception of routine requests.

   Constituent Inquiry – Received initially through the general Board email address

5. The School Board Office staff will forward the general inquiries to the Board member, the Board President and the Superintendent. Once a month, all Board members will receive a report of those completed inquiries.

6. For questions or inquiries that would require a commitment of staff time, the following process should be followed:

   School Board information request

7. The School Board Secretary will officially submit a request for information to the Superintendent's office, including a short rationale, so the request can be prioritized.

8. The Superintendent will determine the timeline within such a request can be reasonably granted. If warranted, the request may be discussed with the Board President and/or brought to a Board committee.

9. Next steps will be taken by the School Board Office staff, or other staff members across the district and will be reviewed by the Superintendent and action will be taken according to the timeline the Superintendent develops.

10. Requests will be included in the correspondence log.

Appendix

Annual School Board Calendar
Including Suggestions from NJSBA

JANUARY

- Board reorganization (after November elections)*
- "Swearing In" of Newly Elected Board Members
- Election of President and Vice President
- Appointment of Board Secretary
- Professional Appointments
- Appointment of School Auditors
- Appointment of School Architect of Record
- Appointment of School Engineer
- Appointment of Board Bond Attorney
- Appointment of Board Attorney
- Appointment of Insurance Agency
- Appointment of School Physicians
- Environmental Consultants
- Establishment of Time, Place and Purpose of Regular Meetings
- Naming of Depositories of Board of Education Funds
- Naming of Official Local Newspapers
- Payroll Authorization
- Authorization to Disburse Funds for Social Security, Health and Dental Benefits
- Re-Adoption of Policy Manual
- Re-Adoption of Curriculum and Textbooks
- Adoption of Code of Ethics
- Membership in the New Jersey School Boards Association/Bergen County School Boards Association
- Appointment of Representative Requesting Federal and State Funds
- Approval of Officer for Bidding and Purchasing
- Designation of Claims Auditor: Pre-Payment Authority Amended 18a:19-1;2&4
- Imprest Petty Cash Funds Authorization
- Reconciliation of Bank Accounts
- State Contract Vendors
- Approval of Healthcare Facility
- Designation of School Safety Specialist
- Review of surveys completed
- Review of 1 to 1 Goals & Objectives
- District in-house orientation for new board members (for districts with November elections)

- Board Code of Ethics discussion with NJSBA representative *(for districts with November elections)
- Review mandatory training requirements for board members (for newly sworn in as well as existing members)
- Review requirements of the superintendent contract renewal for contracts expiring July 1. * (Superintendents must be given 30 days notice for each year of a contract duration.)
- See N.J.S.A. 18A:17-15. Title 18 A is the section of state law governing public education.
- For new board members, financial disclosure forms are due to the School Ethics Commission within 30 days of joining the board*
- Review preliminary budget numbers with the superintendent and board administrator

FEBRUARY

- Superintendent provides an update on progress toward achievement of district goals and objectives.
- Board provides a public update on progress toward achievement of board goals and professional development improvement plan.
- Superintendent/BA provide an update on capital projects.
- Meet with NJSBA representative to review superintendent and board evaluation process and set timelines for completion.
- Board & district goals update

MARCH

- Hold public budget hearing / adopt budget (April elections)*
- Suggested: Public hearing of the Violence, Vandalism and Bullying Report.
- (By law a board must have a public hearing twice yearly; once between Sept.1 - Jan. 1 and again between Jan. 1- June 30.)
- Tech presentation to Board to include inventory, discard list and update of 3-5 year plans

APRIL

- Financial disclosure forms distributed to the Ethics Commission for board members elected in April and for all continuing board members*
- Hold public budget hearing / adopt budget (November elections)*
- Approve the school health nursing services plan.
- Approve the comprehensive equity plan.
- Start discussion of next year's district goals and objectives

MAY

- Complete online Superintendent evaluation forms* (all non-conflicted board members) once the Superintendent has completed his/her goals portion.
- Complete online board self-evaluation form.

- Approve written curriculum that clearly and specifically aligns with the most recent State Board adopted version.
- End-of-year staff review report to board by Superintendent (All staff: non-tenured, tenured, and administration).
- Board annual goal setting retreat.
- Report on compliance of submitting financial disclosure statements to the School Ethics Commission
- Act on personnel recommendations of Superintendent
- Superintendent self-assessment due
- Superintendent merit goals to be reviewed
- Board evaluation of Superintendent

JUNE

- Schedule closed- session meeting (all non-conflicted board members) to review board members' evaluations and organize the overall superintendent evaluation narrative (Provide "Rice" notice to superintendent. "Rice" refers to the case that led to the legally-required process of notifying school employees when matters affecting their employment will be discussed privately by the school board.)
- Superintendent provides end-of-the-year report on district goals
- Board provides end-of-the-year report on board of education goals
- Review and revise as necessary the superintendent evaluation instrument for upcoming year based on goals and objectives
- Finalize the superintendent's evaluation and conduct closed session summary conference (all non-conflicted board members); provide Rice notice to superintendent.*
- Board annual goal-setting retreat (if not completed in May)
- Review results of compiled board self-evaluation
- Superintendent presents district goals to Board
- Board should request contract analysis from NJSBA labor relations staff, for employee contracts ending in June of the upcoming year.
- Board approved Superintendent evaluation due June 30
- Next school year Superintendent merit goals selected by June1
- Establish next year's district goals and objectives by June 1
- Review of surveys done
- Board & district goals update – final for school year

JULY

- Board of education approves district and board of education goals.
- Superintendent develops action plans to achieve district goals.
- Board develops action plans to achieve board goals.
- Review and approve staff development plans for next year and the connection to student achievement.

- Review the district mentoring plan.
- Approve board professional development plan.
- Review curriculum writing process and the connection to increased student achievement.
- Review of 1 to 1 Goals & Objectives

AUGUST

- Review progress of all students at key grade levels in mastering the current education standards and on the performance of student subgroups on state tests.
- Approve any additional personnel recommendations for coming school year.
- Annual review of the student code of conduct.
- Annual review of memorandum of agreement (MOA) and law enforcement operations for alcohol, other drugs, weapons and safety.
- Superintendent merit goals due to County Superintendent for the next school year by 8/1

SEPTEMBER

- Superintendent presents action plans for achievement of district goals
- Approve the comprehensive maintenance plan.
- Approve the long-range facility plan
- Approve the safety and security plan.
- Board plans for negotiations for employee contracts ending in June of the upcoming year.

OCTOBER

- Public hearing of the Violence, Vandalism and Bullying Report (suggested for this month; by law a board must have a public hearing twice yearly; once between Sept. 1- Jan.1 and again between Jan 1- June 30).
- Public presentation of Student achievement data
- Develop budget parameters focusing on student achievement based on strategic planning goals and/or district annual goals.
- Update on curriculum writing/pilots/cycle.
- Superintendent provides update on progress toward achievement of district goals and objectives.
- Board provides update on progress toward achievement of board goals and Professional Development Plan.
- Attend NJSBA Workshop.
- Tech presentation to Board to include inventory, discard list and update of 3-5 year plans
- Go out to bid for services that are approved in January

NOVEMBER

- Board election (November elections)
- Approve submission of the NJQSAC Statement of Assurance*
- Review audit report / approve and oversee the corrective action plan if needed*
- (Audit report must be approved by board no later than five months after the end of the previous school year.)
- Review and/or approve Technology Plan.
- AP scores presentation
- Board & district goals update

DECEMBER

- Review budget priorities, ensure planned purchase of materials and curriculum development support student achievement.
- Negotiations begin if teachers contract ends in June of the upcoming year.
- SAT & ACT scores presentation
- Annual audit presentation

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
2019-2020 CALENDAR

July 2019 (21) Valley Reg. Programs

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2019 (19)

M	T	W	T	F
2	3E	4E	5E	6A
9B	10C	11D	12A	13B
16C	17D	18A	19B	20C
23D	24A	25B	26C	27D
30A				

October 2019 (21)

M	T	W	T	F
	1	2A	3B	4C
7D	8A	9	10B	11C
14D	15A	16B	17C	18D
21A	22B	23C	24D	25A
28B	29C	30D	31A	

November 2019 (17)

M	T	W	T	F
				1B
4C	5D	6A	7	8
11B	12C	13D	14A	15B
18C	19D	20A	21B	22C
25D	26A	27B	28	29

December 2019 (16)

M	T	W	T	F
2C	3D	4A	5B	6C
9D	10A	11B	12C	13D
16A	17B	18C	19D	20A
23B	24	25	26	27
30	31			

January 2020 (22)

M	T	W	T	F
		1	2C	3D
6A	7B	8C	9D	10A
13B	14C	15D	16A	17B
20C	21D	22A	23M	24M
27B	28C	29D	30A	31B

February 2020 (15)

M	T	W	T	F
3C	4D	5A	6B	7C
10D	11A	12B	13C	14D
17	18	19	20	21
24A	25B	26C	27D	28A

March 2020 (22)

M	T	W	T	F
2B	3C	4D	5A	6B
9C	10D	11A	12B	13C
16D	17A	18B	19C	20D
23A	24B	25C	26D	27A
30B	31C			

April 2020 (17)

M	T	W	T	F
		1D	2A	3B
6	7	8	9	10
13C	14D	15A	16B	17C
20D	21A	22B	23C	24D
27A	28B	29C	30D	

May 2020 (20)

M	T	W	T	F
				1A
4B	5C	6D	7A	8B
11C	12D	13A	14B	15C
18D	19A	20B	21C	22D
25	26A	27B	28C	29D

June 2020 (15)

M	T	W	T	F
1A	2B	3C	4D	5A
8B	9C	10D	11A	12B
15C	16D	17A	18F	19F
22	23	24	25	26
29	30			

July (22) 2020 Valley Reg. Programs

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

First Day VRP July Teachers	July 1, 2019
First Day VRP July Students	July 1, 2019
Labor Day	Sep 2, 2019
First Day for Teachers	Sep 3, 2019
First Day/Delayed Opening for Students	Sep 3, 2019
Delayed Opening for Students	Sep 4, 2019
Rosh Hashanah	Sep 30&Oct 1*, 2019
Yom Kippur	Oct 9, 2019
Delayed Opening for Students	Oct 16, 2019
Teachers' Convention	Nov 7&8, 2019
Half-Day for Students	Nov 27, 2019
Thanksgiving	Nov 28&29, 2019
Delayed Opening for Students	Dec 4, 2019
Half-Day for HS Students and All Staff	Dec 23**, 2019
School Closed for VRP Students	Dec 23**, 2019
Half-Day Prof. Dev. VRP and Reg III Staff	Dec 23**, 2019
Holiday Recess	Dec 24- Jan 1, 2020
MLK Day Half Day for Students	Jan 20, 2020
President's Day	Feb 17, 2020
Winter Recess	Feb 17-21, 2020
Delayed Opening for Students	March 11, 2020
Spring Recess	Apr 6-10, 2020
Good Friday	Apr 10, 2020
Memorial Day	May 25, 2020
Graduation – Summit House	June 12, 2020
Graduation – Demarest	June 18, 2020
Graduation – Old Tappan	June 19, 2020
Last Day of School	June 19, 2020
Last Day for Teachers	June 22, 23 24, 2020

	Number of Days Students	Teachers	VRP Teachers
July VRP			21
Sept	19	19	19
Oct	21	22	22
Nov	17	17	17
Dec	16	16	16
Jan	22	22	22
Feb	15	15	15
Mar	22	22	22
Apr	17	17	17
May	20	20	20
June	15	16	16
	184	186	207

MID-MARKING PERIOD:
10/4, 12/12, 3/3, 5/13

END OF MARKING PERIOD:
11/6, 1/22, 4/3, 6/17

One additional day has been built into the calendar to be used by the Superintendent for a necessary closing on April 13. If this imbedded day is not used, students will not have classes for the day listed above. If the emergency day is used, students will have classes on Monday, April 13. If a second emergency closing day is needed, the number of student days will be reduced to 182.

Teachers Professional Development (PD): *October 1 will be a PD day and if the imbedded day is not used for an emergency closing, April 13 will be used for Professional Development. The teachers' last day will be either June 22, 23 or 24, depending on the amount of days used for emergency school closings.

If deemed necessary by unexpected closings, the April vacation may be abbreviated in part or in whole. Therefore, plans which cannot be changed should not be made for the April vacation. The Superintendent of Schools reserves the right to make adjustment to the school's time schedule when it is deemed necessary.

THE LETTER OF THE DAY WILL NOT CHANGE IF SCHOOL IS CLOSED FOR SOME REASON

LEAD TESTING PROGRAM
STATEMENT OF ASSURANCE
School Year 2018-2019

County:		
School District, Charter School, Renaissance school project, jointure commission, or other eligible organization as defined in *N.J.A.C. 6A:26A-1:*		
Address:		
Chief School Administrator (CSA):		**Telephone #:**
CSA Email:		
Alternate Contact Person:		**Telephone #:**
Title:	**Email:**	

1. The school district, charter school, renaissance school, jointure commission, educational services commission, approved private school for students with disabilities acting under contract to provide educational services on behalf of New Jersey public school districts, State-funded early childcare facilities pursuant to N.J.A.C. 6A:13A, and receiving schools as defined by N.J.A.C. 6A:14-7.1(a) (hereinafter collectively referred to as "District"), has reviewed the Amendments to N.J.A.C 6A:26 requiring immediate testing for lead in drinking water and provides assurance that the development and implementation of a testing program has been completed in accordance with the technical guidelines established by the NJ Department of Environmental Protection as evidenced by our completion of the attached Exemption Checklist, all notifications of test results were provided consistent with this subchapter, and that alternate drinking water continues to be made available to all students and staff.

2. The District will continue to fully implement the N.J.A.C. 6A:26-12.4 regulations.

3. The District will maintain compliance with all applicable laws, codes, and regulations governing the provision of potable drinking water and testing of drinking water for lead including, but not limited to N.J.A.C. 6A:26-12.4; the Safe Drinking Water Act, N.J.S.A. 58:12A-1 et seq., the rules promulgated pursuant thereto, N.J.A.C. 7:10 and N.J.A.C. 6A:26-6, Planning and Construction Standards for School Facilities.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name _____ Title _____

Signature: _____ Date: _____

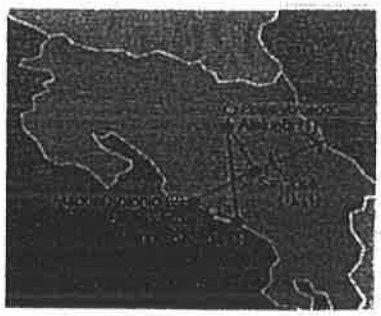
2020 Costa Rica Coastal Conservation: Trip Proposal

Northern Valley Regional High School at Old Tappan, NJ

Science and World Languages Departments

TABLE OF CONTENTS	
Trip Overview (Destinations, Dates, etc)	2
Student Objectives	2
Science-Specific Objectives	2
Spanish-Specific Objectives	3
About World Strides Educational Travel Organization	3
Trip Logistics	4
Sample Itinerary	5
Safety Precaution and Liability Information	6
Listed Medical Centers	8
Student Application Form	9
Teacher Recommendation Form	10
Educational Activities to Support Next Generation Science Standards	11
Educational Activities to Support World Language Standards	16

Trip Proposal Name: 2020 Costa Rica Coastal Conservation



Trip Proposal Main Destination: Costa Rica

- **Destinations within Costa Rica:**
  - San Jose
  - Alajuela
  - Central Pacific Area
  - South Pacific Area (Marino Ballena)
  - Manuel Antonio

Subjects Specific: Cross Curricular: Science (with a focus on Biology) and Spanish

Trip Proposal Date: Sunday, April 5, 2020- Saturday, April 11, 2020 (Spring Break 2020)

Why Costa Rica: Costa Rica is a resource-rich and biodiverse country that is rapidly developing and increasingly recognized for its efforts to ensure conservation and the protection of natural resources. Opposed to being a passive tourist, students will be active participants in studying the biodiversity that Costa Rica has to offer while immersing in the rich Costa Rican culture.

Student Objectives:

- Academic adventure prepares the students by building skills essential for success: time management, personal maturity, independence, and academic integrity.
- Students learn about the importance of teamwork in addition to becoming more independent learners.
- Students are immersed in disciplines where they have the opportunity to both "observe" and "apply" new knowledge in a manner that promotes effective problem solving.
- Students are exposed to new and unique field environments that expand their perspective on the natural world, and broaden their understanding of global connections.

Science-Specific Objectives:

- Students develop an interest in STEM via activities they will participate in during their trip.
- Students study first-hand the biology of tropical terrestrial ecosystems.
- Students learn about the history of Costa Rican environments as they travel to one of the country's most lush forest regions. They simultaneously explore key concepts and scientific observation basics.
- Students practice formal scientific observation, recording, and analysis techniques including in their research the level of biodiversity and specific signs of habitat health of plants and animals within the region.
- Students discover how the variable climate and large altitude changes helped produce an extremely high biodiversity.
- Students can describe core concepts of biology and explain how these concepts are interconnected. Concepts include:
  - Evolution as a unifying concept
  - Information flow, exchange, and storage
  - Relationship between structure and function
  - Transformation pathways of energy and matter
  - Engage in scientific inquiry by: a) asking biological questions b) designing experiments and observational studies c) analyzing data and drawing conclusions d) communicating the results

Spanish-Specific Objectives:

- Students gain an understanding and appreciation of the culture and societal aspirations of the people of Costa Rica.
- Students gain confidence in speaking Spanish, acquire independence, and an awareness of the global possibilities for Spanish in their future.

Travel Organization: WorldStrides: Educational Travel Tours

- **Credentials:** Accredited by multiple agencies, including AdvanceED, MSA-CESS, and WASC, the same accrediting bodies that evaluate traditional schools. WorldStrides are the first educational travel organization of their kind to achieve this accreditation. Additionally, WorldStrides has a partnership with the University of California- San Diego Extension.

- **Why World Strides:** *Quoted directly from the WorldStrides webpage:*
  - With 50 years of experience, we've taken over 7 million students on educational trips - over 400,000 students traveled with us last year alone! We partner with more than 10,000 K-12 schools and 500 colleges and universities, including the top 30 MBA programs.
  - Our Tour Central office gives you "always there" support—24/7—and our proven contingency plan process gives you peace of mind. We also offer comprehensive liability coverage for teachers and schools, and medical coverage for students.
  - We have long-standing relationships with the best vendors, venues, and transportation providers, as well as partner relationships with global businesses in 100+ countries around the world.
  - Our online payment portal for many of our programs gives lots of options and makes it easy and convenient to pay for travel.
  - Our customers give us rave reviews for our top-notch trip planning. We handle every detail for you, with particular focus on safety and security.

- **Website:** www.worldstrides.com

- **Customer Support:** Mon-Fri 8:30 am- 7 pm EST. 800-468-5899

- **Educational Travel Specialist:** Austin Crocker (Austin.Crocker@worldstrides.org)

- **Course Leader for the entirety of the trip:** Rogelio Cisneros

Advertising in school:

- Posters in hallway
- Haiku
- Hand-held invitations
- Constant Contact
- Word-of-mouth
- Teacher promotion
- Twitter and Facebook pictures from 2019 trip
- Slideshow on school televisions from 2019 trip

Logistics:

Student: Chaperone Ratio	6:1
Total Students Permitted	24
Teachers Chaperoning	Sari Weiss (Science/Biology), Mustapha Elqariani (Science/Physics), Millie Machado (World Languages/Spanish), Karla Pena (Special Education/Spanish)
Nurse	Ginny Ferencevych (NVOT school nurse)
Total Attending (students, chaperones, nurse)	29
Cost per student	***Trip and Airfare:*** **$2779** (Paid to WorldStrides online in full or monthly installments) ***Airport Transportation to Destination:*** **CoachUSA- $60/person round trip** (cash or check paid to cash)- cost may be adjusted if quote changes ***Tip/Picture Money*****: $50** (cash or check paid to cash) ***Total:*** **$ 2889**
What cost covers	*Trip and Airfare:* Airfare to and from Costa Rica, sightseeing transportation, course leader, all meals, all excursions/evening activities, all admission fees, quality hotel accommodations, field journals, online educational resources, up to 3 college credits, 24-hour emergency support, accident/health insurance *Airport Transportation to Destination:* A bus will meet in front of the school the morning of the trip and transfer all students, chaperones, and nurse to the airport. Upon return, a bus will bring the students and chaperones back to NVOT for parent pick-up. *Tip/Picture Money:* Covers tip for WorldStrides course leader, bus driver, activity guides, cost of group pictures of zip-lining, etc.
FLAG Financial Assistance	Available for families with an adjusted gross income up to $85,000
What cost does NOT cover	Personal money for souvenirs, fees for checked luggage
Student Application for Trip Attendance Approval	Students must - Fill out a student application online via Google documents - Obtain two teacher recommendations via Google documents - Have a past biology final average of a C (72%) or higher - Enrolled in a Spanish class for the 2019-2020 school year - Must be in good academic and disciplinary standing during the course of the 2019-2020 school year, as per administration (assistant principals and principal) - Have or be able to obtain a passport
Sample Itinerary	*See attached page 5*
Registration Details	- Approval will be notified by direct phone call to parent - Qualifying non-approved students *may* be wait-listed - Students must go to the WorldStrides website and register using the **trip ID#: 177937** - A parent must attend the Costa Rica Parent Night meeting or contact a chaperone via school phone or email if attendance is impossible
Educational Material to Support Standards	Students will utilize a "Discovery Journal," supplied by WorldStrides that coincides with the activities they participate in

NJSLS Science and Language Standards based upon student activities: *See attached pgs 11-17*
NJSLS: Standard 9: 21st Century Life and Careers

- 9.2 Career Awareness, Exploration, and Preparation

Sample Itinerary

WorldStrides



DAY 1

Arrive by plane in San José

Hotel check-in and dinner

DAY 2

Breakfast and hotel check-out

Depart for Alajuela

Alajuela Visit this renowned hometown of Juan Santamaría, a drummer boy turned national hero during the battle of Hacienda Santa Rosa. Santamaría sacrificed his life to preserve the independence of the country, an act that is honored throughout the city with parades and fiestas every April 11.

Depart for Carara National Park

Carara National Park Explore this national park in the Central Pacific Conservation Area located near the Pacific coast of Costa Rica. It is a transitional forest that has primary rainforest & secondary forest, these eco-systems makes Carara a heaven for many bird species making the park a popular birdwatching destination and also it has a large amount of biodiversity too.

Morning Montane Forest Walk to the Volcano Trails

Depart to Central Pacific Area

Costa Rican Culture Gather with community members for lessons on cooking a traditional Costa Rican dish.

Lunch

Canopy Tour Hooked to a zip line, soar through the forest treetops and see jungle life in the Costa Rican rainforest from a bird's eye perspective!

Depart for hotel

Dinner

DAY 3

Breakfast

Bird Watching and Forest Tour Meet your guide for an early morning hike in search of bird species in the Hacienda Baru National Wildlife Refuge. Seven kilometers of walking trails and three kilometers of pristine beach and a fantastic orchid garden are ready to be explored!

This forest, beach, and habitat assessment will include a series of field exercises, including beach profiling, coastal plant identification, and studying winds, currents, and velocities!

Lunch

Horseback Riding Tour Ride through miles of traffic-free dirt roads and jungle trails, and choose between a waterfall or a beach trail.

Dinner

Introduction to Whales Become familiar with the Cetacean species found in Costa Rica at Marino Ballena National Park and discuss their migrations.

DAY 4

Breakfast and hotel check-out

Marino Ballena National Park Travel to Pinuelas Beach and enjoy a boat ride along the breathtaking coastline.

Marine Habitat Exploration Experience ocean air, refreshing views and invigorating boat travel. While dolphin, turtle and whale sightings are not guaranteed, an appreciation for these majestic creatures is inspired by the informative content shared by your guide as you travel through their ocean home.

Snorkeling in Marino Ballena National Park Visit Pinuelas and Ventanas Beach and cool off with a tropical fruit snack and cold drink on the beach. Snorkel around the island to observe the richest marine fauna in the area.

Lunch

Depart for Manuel Antonio

Butterfly Botanical Garden Identify different species of butterflies and their reproduction process and life cycle at the Manuel Antonio Nature Park & Wildlife Refuge's botanical atrium.

Dinner

DAY 5

Breakfast

Manuel Antonio National Park Search for rare wildlife such as the sloth and the various species of monkeys that call Central America home on this guided hike.

Volunteering Project at Wildlife Refuge in Manuel Antonio The refuge is currently researching and developing nature exhibits to help protect and reproduce local species in danger of extinction, including orchids, bromeliads, and amphibians.

Lunch

Cultural Excursion Take a short walk through the town of Quepos in search of the perfect souvenir or snack. Get a taste of typical Costa Rican life!

Dinner

DAY 6

Breakfast and hotel check-out

Outrigger Canoe Tour Paddle through the clear, calm waters and soak in the view of colorful fish surrounding the rock reefs below.

Lunch

Jungle River and Mangrove Adventure Discover hundreds of birds, and reptiles that flourish in this transitional rainforest.

Depart for San José

Stop along the way to pick up a souvenir in one of Costa Rica's shops, which feature items from various local regions.

Farewell dinner at a Costa Rican restaurant

Costa Rican Culture Gather for dancing lessons and experience tropical Latin dances.

DAY 7

Breakfast and hotel check-out

Depart San José for home

Safety Precautions via WorldStrides

24/7 Tour Central Office and On-Call Doctor: Over the years we have found that many emergencies or urgent situations arise late at night. Whether it is a sick child or cancelled flights in connecting cities, these types of situations arise each year when most other companies cannot be reached. We effectively handle these situations by having staff members on-call 24/7.

WorldStrides has partnered up with George Washington University Department of Emergency Medicine. Through this partnership, doctors provide consultation by phone for international participants and even in-person visits in Washington, D.C. This partnership is just one of the many steps we take to ensure every detail is covered to provide a safe, and worry free, experience for our teachers, students, and parents.

We have chosen to spend hundreds of thousands of dollars to maintain a Tour Central office that can be reached 24 hours a day, because safety is our absolute first priority. Should your group require an extended stay due to an airline problem or weather-related problem, our Tour Central office will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage) at no additional charge to your students.

Extensive Emergency Manual: We have developed an extensive emergency manual that details how we will deal with all types of emergency situations (including contingency plans for dealing with extreme situations such as acts of terrorism and airline disasters), and all of our on-site staff members have been trained on these plans. Set procedures, checklists, and immediate access to correct phone numbers will result in faster and more accurate responses, which is necessary when dealing with a critical emergency situation.

On-site Coordinators: WorldStrides On-site Coordinators stay with your group at each hotel. These individuals will assist with hotel check-in and check-out, be available to answer questions and make necessary adjustments to individual group itineraries, assist with any emergency that may arise, and host an adult hospitality suite each evening with refreshments and snacks. WorldStrides will have additional staff members who will meet your group upon arrival to the East Coast as well as when the group departs for home. This helps ensure that all facets of airport arrival and departure run smoothly.

Liability Insurance: All WorldStrides Program Leaders are covered under WorldStrides' liability insurance policy. Schools can also request a certificate of insurance that adds the school as additional insured on this policy. All participants are provided accident, illness, and accident-related dental insurance coverage (underwritten by American Income Life) up to $7,500 for accident, $1,500 for illness, and $750 for accident-related dental. Pre-existing conditions are not covered (full details are available by calling 1-800-849-4820). Any charges not covered are the responsibility of the participant. Medical and accident insurance coverage will be provided through Berkley Care. This insurance is underwritten by Virginia Surety, Inc. Please contact Berkley Care at 800-453-4063 for additional information.

WorldStrides maintains General and Excess Liability in the event that the Company is liable for injury.

Type Coverage:	Per Incident:	Coverage Total:
General Liability	$10,000,000	$10,000,000
Insurer:	**Policy #:**	**Verify Name/Phone:**
Marsh USA Inc.	EOL532937603	Eric Harley (804) 344-8671
Type Coverage:	**Per Incident:**	**Coverage Total:**
Excess Liability	$40,000,000	$40,000,000
Insurer:	**Policy #:**	**Verify Name/Phone:**
Marsh USA Inc.	93635915	Eric Harley (804) 344-8671

Consumer Protection Deposit Plan:

United States Tour Operators Association (USTOA) Consumer Protection Plan – WorldStrides shares the coverage available under the USTOA $ 1 Million Consumer Protection Plan with affiliates of WorldStrides, who as an active member of the USTOA is required to post $ 1 million with the USTOA to be used to reimburse, in accordance to the terms and conditions of the plan, the advance payments of WorldStrides customers in the unlikely event of WorldStrides bankruptcy or insolvency. Complete details of the USTOA Consumer Protection Plan and a list of affiliates may be obtained by visiting their website at USTOA .com, or by calling (212) 599-6599.

Founded in 1972, USTOA is professional association representing the tour operator industry. Its members are made up of companies whose tours encompass the entire globe, but who conduct business in the United States.

All participants traveling on domestic programs are provided primary accident, illness, and accident-related dental insurance coverage (underwritten by American Income Life) up to $7,500 for accident, $1,500 for illness, and $750 for accident-related dental. Pre-existing conditions are not covered (full details are available by calling 1-800-849-4820). Any charges not covered are the responsibility of the participant.
For International Programs, medical and accident insurance coverage is provided through Travel Guard with primary limits of $7,500 medical and $50,000 for emergency evacuation. Additional secondary coverage is also available for purchase.

First aid:
WorldStrides requires that the Course Leaders have a first aid kit on the bus at all times. Additionally, all of WorldStrides' Costa Rica Course Leaders have all completed the Red Cross First Responder Courses and are licensed by the Costa Rica Institute of Tourism (ICT).

24/7 On-Call Doctor and Medical Centers:

Doctor-on-call: In the event of an emergency, WorldStrides Tour Central office is available 24 hours a day. This office is a gateway to the Doctors on Call. Doctors on Call has an exclusive partnership with the George Washington University Department of Emergency Medicine. Through this partnership, doctors provide consultation by phone for international participants, and are able to connect to local doctors in the area of travel if necessary so that a participant can receive the care they need.

The Medical Centers that are closest to our Coastal Conservation program are as follows:

- Private hospitals and clinics in San Jose
  - Cima Hospital, West Side, Santa Ana Highway: 22 08 10 00
  - Clínica Bíblica, South Central, Central St., 12th & 14th Av.: 22 57 04 66
  - Clínica Católica, San Antonio, Guadalupe: 22 83 66

- Public hospitals and clinics in San José
  - Hospital San Juan de Dios, West Side: 22 57 82 62
  - Hospital México, West Side, Uruca, Frente a Rotonda Juan Pablo II: 22 42 67 00
  - Hospital Calderón Guardia, East Side: 22 12 10 00

- San Jose- Dominical Route
  - Clínica de Jaco: 2643-1767
  - Clínica de Dominical: 2786-6273

- Dominical- Quepos Route
  - Clínica de Dominical: 2786-6273
  - Hospital Dr. Max Teran, Quepos: 2774-9500

- Quepos – San José Route
  - Clínica de Jaco: 2643-1767
  - EBAIS de Atenas: 2446-8367
  - Hospital San Rafael, Alajuela: 2436-1000

Student Application for Costa Rica Trip: (via Google Forms)

Link: *https://docs.google.com/forms/d/e/1FAIpQLSdr1urosBvmnKG4wmxJzLE7EEXGE-5Ssegvzs4cyw_thq1xkw/viewform?usp=pp_url*

Your last name:

Your first name:

Student ID #:

Current grade: *10 11 12*

Guidance Counselor: *(drop down menu with list of counselors)*

Level of first biology class taken: *General CP CPE Honors*

Overall F1 Biology average: *A B C D or below*

Spanish class you're currently enrolled in (2019-2020):

Why does this trip appeal to you?

Which two teachers did you ask to recommend you?

Teacher 1:
Subject:
Most recent year you had them: 9 10 11 12

Teacher 2:
Subject:
Most recent year you had them: 9 10 11 12

Guardian 1 information:

Name:
Phone:
Email:

Guardian 2 information (if applicable):

Name:
Phone:
Email:

Check off:

I have a current passport that does NOT expire until AFTER 2020
I do NOT currently have a passport but can obtain one by December, 2019
I do NOT currently have a passport and am not sure if I will be able to obtain one by December, 2019.

A friend of mine that is also applying for this trip: _____

Are you willing to go if you are selected, but your friend is not? *Yes, I can't wait! Ehh, Maybe No*

By signing this application, I understand that I am applying for the trip to Costa Rica and that this does not guarantee my attendance. If selected to go, I understand that I must register online and a guardian must attend the parent meeting, scheduled at a later date. If you agree and understand, please type your name below in place of a signature.

_____

Teacher Recommendation: Costa Rica Eco Adventures (via Google Forms)

Link:
https://docs.google.com/forms/d/e/1FAIpQLScSkvublGiHI9DtftISc1kXu6c4eqLu95FT31RIMNhv5opL4w/viewform?usp=pp_url

Last name of student you are recommending:

First name of student you are recommending:

Your last name:

Your first name:

How long have you known this student?

Subject(s) you taught this student:

Do you recommend that this student attend the Costa Rica trip during the 2019-2020 school year?

Yes, Absolutely
Yes, but I have some reservations
No

If applicable, please describe any reservations you have about this student attending the trip:

Please briefly describe this student's work ethic, ability to get along with others, interest in learning, maturity, or any other traits that may be useful in selecting applicants for this trip:

Educational Activities to Support Next Generation Science

Activity	Description of Activity	Grades 9-12 Standards
Orientation 	Students learn about the diversity and history of Costa Rican environments, food mile calculations, and food production as they travel to one of the country's most lush regions. They explore key concepts and scientific observation basics.	**HS-LS2-6.** Evaluate the claims, evidence, and reasoning that the complex interactions in ecosystems maintain relatively consistent numbers and types of organisms in stable conditions, but changing conditions may result in a new ecosystem. **HS-ESS3-1.** Construct an explanation based on evidence for how the availability of natural resources, occurrence of natural hazards, and changes in climate have influenced human activity.

Activity	Description of Activity	Grades 9-12 Standards
Irazu Volcano 	Students travel to Irazu, an active volcano, where they observe its five craters and unique plant and animal life. They further explore the ways in which adaptations occur in the immediate and long-term aftermath of eruptions.	**HS-LS4-2.** Construct an explanation based on evidence that the process of evolution primarily results from four factors: (1) the potential for a species to increase in number, (2) the heritable genetic variation of individuals in a species due to mutation and sexual reproduction, (3) competition for limited resources, and (4) the proliferation of those organisms that are better able to survive and reproduce in the environment. **HS-LS4-4.** Construct an explanation based on evidence for how natural selection leads to adaptation of populations.

Activity	Description of Activity	Grades 9-12 Standards
Montane Forest Walk 	Students engage with Costa Rica's rich diversity of habitats by visiting the forest at a higher elevation. Students explore how variable climate and altitude changes helped produce extremely high biodiversity in Costa Rica. Students conduct observations and gather data as they hike through the most efficient nutrient cycle on the planet. They witness various plants and animals up-close as they travel on foot through the forest.	**HS-LS1-5.** Use a model to illustrate how photosynthesis transforms light energy into stored chemical energy. **HS-LS2-3.** Construct and revise an explanation based on evidence for the cycling of matter and flow of energy in aerobic and anaerobic conditions. **HS-LS2-5.** Develop a model to illustrate the role of photosynthesis and cellular respiration in the cycling of carbon among biosphere, atmosphere, hydrosphere and geosphere.

Activity	Description of Activity	Grades 9-12 Standards
Costa Rican Bird and Nature Hike 	Students learn how to identify native and migratory birds by sight and song during a hike through the forest. Students practice formal scientific observation, recording, and analysis techniques.	Interdisciplinary opportunity to apply the following science skills: • Generating hypotheses • Distinguishing observation from inference • Collecting data **HS-LS4-4.** Construct an explanation based on evidence for how natural selection leads to adaptation of populations. **HS-LS4-5.** Evaluate the evidence supporting claims that changes in environmental conditions may result in: (1) increases in the number of individuals of some species, (2) the emergence of new species over time, and (3) the extinction of other species

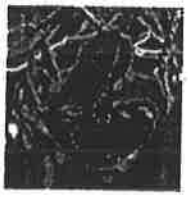
Activity	Description of Activity	Grades 9-12 Standards
Horseback Riding 	Students ride on horseback through miles of scenic, traffic-free dirt roads and countryside, ending at either a waterfall or beach area. They explore firsthand the effects of conservation policies and efforts at work.	Interdisciplinary opportunity to apply the following science skills: • Generating hypotheses • Distinguishing observation from inference • Collecting data **HS-LS2-6.** Evaluate the claims, evidence, and reasoning that the complex interactions in ecosystems maintain relatively consistent numbers and types of organisms in stable conditions, but changing conditions may result in a new ecosystem.

Activity	Description of Activity	Grades 9-12 Standards
Introduction to Whales 	The course leader gives an introduction on the Cetacean species and migrations near Costa Rica at Marino Ballena National Park.	**HS-LS4-4.** Construct an explanation based on evidence for how natural selection leads to adaptation of populations. **HS-LS2-8.** Evaluate the evidence for the role of group behavior on individual and species' chances to survive and reproduce.

Activity	Description of Activity	Grades 9-12 Standards
Dolphin and Whale Watching 	Students take a guided tour of the park to observe and analyze whales, dolphins, and possibly sea turtles that inhabit this rich marine environment.	**HS-LS4-2.** Construct an explanation based on evidence that the process of evolution primarily results from four factors: (1) the potential for a species to increase in number, (2) the heritable genetic variation of individuals in a species due to mutation and sexual reproduction, (3) competition for limited resources, and (4) the proliferation of those organisms that are better able to survive and reproduce in the environment. **HS-LS4-4.** Construct an explanation based on evidence for how natural selection leads to adaptation of populations. **HS-LS4-5.** Evaluate the evidence supporting claims that changes in environmental conditions may result in: (1) increases in the number of individuals of some species, (2) the emergence of new species over time, and (3) the extinction of other species.

Activity	Description of Activity	Grades 9-12 Standards
Snorkeling in Marino Ballena National Park 	Students snorkel around the island and explore the rich marine flora and fauna in the area. They gain experience with scientific observation in a different context. Students further explore the ways in which and reasons why coral reefs support such a high volume and wide diversity of species.	**HS-ESS3-1.** Construct an explanation based on evidence for how the availability of natural resources, occurrence of natural hazards, and changes in climate have influenced human activity.

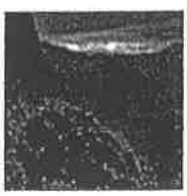
Activity	Description of Activity	Grades 9-12 Standards
Outrigger Canoe Tour 	Students learn about the importance of teamwork as they kayak along the coast through multiple habitat zones, keeping an eye out for various species and their success and diversity across ecosystems.	**HS-ESS3-1.** Construct an explanation based on evidence for how the availability of natural resources, occurrence of natural hazards, and changes in climate have influenced human activity.

Activity	Description of Activity	Grades 9-12 Standards
Manuel Antonio National Park  *Hike through the Forest*	Students engage with staff at a world-renowned refuge, currently researching and developing nature exhibits to help protect and reproduce local species in danger of extinction, including orchids, bromeliads, and some amphibians.	**HS-LS1-5.** Use a model to illustrate how photosynthesis transforms light energy into stored chemical energy. **HS-LS2-3.** Construct and revise an explanation based on evidence for the cycling of matter and flow of energy in aerobic and anaerobic conditions. **HS-LS2-5.** Develop a model to illustrate the role of photosynthesis and cellular respiration in the cycling of carbon among the biosphere, atmosphere, hydrosphere, and geosphere.

Activity	Description of Activity	Grades 9-12 Standards
Volunteering Project at The Nature Farm Wildlife Refuge in Manuel Antonio 	Students lend a hand for wildlife rehabilitation as they delve into the challenges of species preservation, even in an atmosphere supportive of habitat protection. Students get up-close-and-personal with Costa Rica's wildlife as they help care for injured species (and the center that supports rescue efforts) from various Costa Rican ecosystem.	**HS-LS4-3.** Apply concepts of statistics and probability to support explanations that organisms with an advantageous heritable trait tend to increase in proportion to organisms lacking this trait. **HS-LS4-4.** Construct an explanation based on evidence for how natural selection leads to adaptation of populations. **HS-LS4-5.** Evaluate the evidence supporting claims that changes in environmental conditions may result in: (1) increases in the number of individuals of some species, (2) the emergence of new species over time, and (3) the extinction of other species. **HS-LS2-6.** Evaluate the claims, evidence, and reasoning that the complex interactions in ecosystems maintain relatively consistent numbers and types of organisms in stable conditions, but changing conditions may result in a new ecosystem. **HS-ESS3-1.** Construct an explanation based on evidence for how the availability of natural resources, occurrence of natural hazards, and changes in climate have influenced human activity

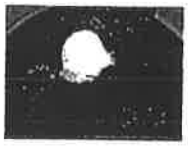
Activity	Description of Activity	Grades 9-12 Standards
Canopy Tour 	Hooked to a zip line, students soar through the forest treetops and see jungle life in the Costa Rican rainforest from a bird's eye perspective. During this exhilarating adventure, they experience the amazing diversity of birds in the company of expert guides.	**HS-LS4-4.** Construct an explanation based on evidence for how natural selection leads to adaptation of populations. **HS-LS4-5.** Evaluate the evidence supporting claims that changes in environmental conditions may result in: (1) increases in the number of individuals of some species, (2) the emergence of new species over time, and (3) the extinction of other species.

Activity	Description of Activity	Grades 9-12 Standards
Jungle River and Mangrove Adventure 	Students practice scientific observation and data-gathering skills by boat. They keep a practiced eye out for of crocodiles, snakes, and many of the 250 species of birds that inhabit this unique area. They further explore the significance of preservation efforts in Costa Rica's endangered ecosystems.	Interdisciplinary opportunity to apply the following science skills: • Generating hypotheses • Distinguishing observation from inference • Collecting data **HS-LS4-4.** Construct an explanation based on evidence for how natural selection leads to adaptation of populations. **HS-ESS3-1.** Construct an explanation based on evidence for how the availability of natural resources, occurrence of natural hazards, and changes in climate have influenced human activity. **HS-ESS3-2.** Evaluate competing design solutions for developing, managing, and utilizing energy and mineral resources based on cost-benefit ratios.

Activity	Description of Activity	Grades 9-12 Standards
Forest Hike and Habitat Assessment 	Students extend and expand their practice with scientific research skills on a forest hike. They gain further experience with observation, recording and analysis techniques as their research scope widens to include special varieties of flora and signs of habitat health.	Interdisciplinary opportunity to apply the following science skills: • Generating hypotheses • Distinguishing observation from inference Collecting data

Educational Activities to Support World Language Standards

Activity	Description of Activity	Grades 9-12 Standards
Costa Rican Cultural Excursion 	Students explore real-world environments and enjoy the opportunity to exercise developing cultural competence and linguistic skills. They practice navigating the essentials of money exchange, cultural interaction, and language	**7.1.IL.B.3** Use appropriate gestures, intonation, and common idiomatic expressions of the target culture(s)/language in familiar situations. **7.1.IL.B.5** Engage in short conversations about personal experiences or events and/or topics studied in other content areas. **7.1.IL.C.5** Explain the cultural perspective associated with a few cultural products and cultural practices from the target culture (s) and one's own culture. **7.1.IL.A.7** Infer the meaning of a few unfamiliar words in some new contexts.

Activity	Description of Activity	Grades 9-12 Standards
Visit to Costa Rican Fruit Stand 	Students have the opportunity to learn about and taste indigenous fruits while practicing their Spanish and currency exchange (Colones) with local vendors.	**7.1.IL.B.3** Use appropriate gestures, intonation, and common idiomatic expressions of the target culture(s)/language in familiar situations. **7.1.IL.B.5** Engage in short conversations about personal experiences or events and/or topics studied in other content areas. **7.1.IL.C.5** Explain the cultural perspective associated with a few cultural products and cultural practices from the target culture (s) and one's own culture **7.1.IL.A.7** Infer the meaning of a few unfamiliar words in some new contexts.

Activity	Description of Activity	Grades 9-12 Standards
Costa Rican Cooking Lesson 	Students gather with community members and learn to cook a traditional Costa Rican meal.	**7.1.IL.B.3** Use appropriate gestures, intonation, and common idiomatic expressions of the target culture(s)/language in familiar situations. **7.1.IL.B.5** Engage in short conversations about personal experiences or events and/or topics studied in other content areas. **7.1.IL.A.7** Infer the meaning of a few unfamiliar words in some new contexts. **7.1.IL.C.5** Explain the cultural perspective associated with a few cultural products and cultural practices from the target culture (s) and one's own culture

Activity	Description of Activity	Grades 9-12 Standards
Horseback Riding 	Students ride on horseback through miles of scenic, traffic-free dirt roads and countryside, ending at either a waterfall or beach area. They explore firsthand the effects of conservation policies and efforts at work.	**7.1.IL.B.5** Engage in short conversations about personal experiences or events and/or topics studied in other content areas. **7.1.IL.A.7** Infer the meaning of a few unfamiliar words in some new contexts. **7.1.IL.C.5** Explain the cultural perspective associated with a few cultural products and cultural practices from the target culture (s) and one's own culture

Applicant Agency: Bergen County Special Services School District **Appendix 4**

McKinney-Vento Education of Homeless Children and Youth Program
LEA GENERAL INTENT TO COLLABORATE
2019-2020

This document is to be signed and included with the application.

Name of Collaborating School District:

Northern Valley Regional High School District

I certify the district's intent to collaborate with the applicant regional McKinney-Vento Education of Homeless Children and Youth project, if awarded, as follows:

1) Utilize resources and information provided by the lead applicant to support the federal and state required supplemental academic and support services to identified homeless children and youth;

2) Participate in partnerships with local, county and regional non-educational agencies (e.g., community based organizations, social service organizations, faith-based institutions) established by the lead applicant, if awarded, in providing supplemental services;

3) Provide district level data to support the lead applicant in identifying the academic and non-academic needs of homeless students for reporting to the New Jersey Department of Education; and

4) Address the academic, non-academic and emergent needs of homeless children and youth.

5) **FOR TITLE I DISTRICTS ONLY**: Collaborate with the regional McKinney-Vento project director on the use of the Title I, Part A reserve for homeless students enrolled in non-participating attendance areas.

I certify that my district will collaborate with the lead applicant, if awarded, as articulated above.

James M. Santana, Superintendent of Schools
Chief School Administrator Name (PRINT) **(SIGNATURE)**

Matthew Spatz spatz@nvnet.org
District's McKinney-Vento Liaison Name **(email)**

Comprehensive Equity Plan 3 Year Statement of Assurance
to be Submitted with the Three-Year CEP

School District, Charter School or Renaissance School Project Information School Year 2019-2020:

Name of County: Bergen

Name of School District/Charter School/Renaissance School Project: Northern Valley Reg. HS District

Address: 162 Knickerbocker Road, Demarest, NJ 07627

Affirmative Action Office (AAO): Deborah Sarmir Telephone #: 201-768-2200 x 12165

AAO Email: SarmirD@nvnet.org

Alternate Contact Person: See attached Telephone #: _____

Title: _____

Email: _____

1. The school district, charter school or renaissance school project has conducted a comprehensive needs assessment of its equality and equity needs at each school within the district, charter school or renaissance school project, if applicable. The attached Comprehensive Equity Plan is designed to meet the assessed equality and equity needs at each site, if applicable.

2. The local Board has authorized the submission of the Comprehensive Equity Plan and will support full implementation of the plan on September 1, 2019 upon approval by the New Jersey State Department of Education.

3. The school district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

Certification:
By signing below, the Chief School Administrator or Charter or Renaissance School Project Lead Person certifies that all statements above are true and correct:

Name and Title:

Signature: _____

Date: _____

Luisella Marolda, Assistant Principal MaroldaL@nvnet.org 201-768-2200 ext. 13030	Affirmative Action Officer	Northern Valley at Demarest
Jennifer Mezzina, Assistant Principal Mezzina@nvnet.org 201-768-2200 ext. 24040	Affirmative Action Officer	Northern Valley at Old Tappan
Candice Cinotti-Rohr, Supervisor Cinotti@nvnet.org 201-768-2200 ext. 55411	Affirmative Action Officer	Northern Valley - VRP/Reg. III
Kerri Hubbard, Lead Guidance Counselor Hubbard@nvnet.org 201-768-2200 ext. 24100	Affirmative Action Officer	Northern Valley at Old Tappan
Michael O'Malley, Lead Guidance Counselor O'Malley@nvnet.org 201-768-2200 ext. 13100	Affirmative Action Officer	Northern Valley at Demarest

Affirmative Action Team

he following Affirmative Action Team (AAT) members that participated in the development of the needs assessment and Comprehensive Equity lan. The AAT **must** consist of a minimum of three personnel and be comprised of diverse stakeholders.

chool District, Charter School And Renaissance School Project Name: Northern Valley Regional High School District

Name	Title	Grade Level (If Applicable)	Signature
)eborah Sarmir	**Affirmative Action Officer**	**Northern Valley Administrative Office**	
uisella Marolda	Affirmative Action Officer	Northern Valley at Demarest	
ennifer Mezzina	Affirmative Action Officer	Northern Valley at Old Tappan	
:andice Cinotti-Rohr	Affirmative Action Officer	Northern Valley - VRP/Reg. III	
:erri Hubbard	Affirmative Action Officer	Northern Valley at Old Tappan	
Michael O'Malley	**Affirmative Action Officer**	**Northern Valley at Demarest**	

District, Charter School and Renaissance School Project Comprehensive Equity Plan
Needs Assessment

Directions:
Indicate compliance by yes or no. If non-compliant, list the name of the school(s) not in compliance; specific areas identified as non-compliant **must** be addressed on the Comprehensive Equity Plan forms.

Table 1: Needs Assessment, Board Responsibility

I. Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
NJAC 6A:7-1.7; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5, Title IX; U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard A. Adopt or re-adopt written equality and equity policies, requiring the following:			
1. Equality and Equity in School and Classroom Practices, that shall, as a minimum, do the following: a. Identify and address all forms of prejudice and discrimination in all district, charter and renaissance school project programs, practices, curricula, instructional materials and assessments.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 5145.4 Equal Educational Opportunity - Revised 5-21-18 5145.7 Gender Identity and Expression - Revised 12-10-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	

b. Ensure equal access to all schools, facilities, programs, activities, and benefits for all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6145 Extracurricular Activities - Revised 5-22-17 6145.1/6145.2 Interscholastic/Intramural Competition - Revised 4-30-18	
c. Provide equitable treatment for pregnant and married students	Yes	5134 Married and Pregnant Students - Revised 3-27-17	
d. Prohibit or eliminate all forms of harassment, including sexual harassment, intimidation and bullying. (P.L.2010,c122).	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 5131.1 Harassment, Intimidation and Bullying - 9-24-18 5145.4 Equal Educational Opportunity - Revised 5-21-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	
2. Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111 Recruitment, Selection and Hiring - Revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4211 Recruitment, Selection and Hiring - Revised 9-24-18	
3. The appointment of an Affirmative Action Officer (AAO) who can also serve as, or coordinate with, the district, charter and renaissance school project school's Section 504 Officer	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18	

and/or the district, charter and renaissance school project's Title IX Coordinator.			
4. Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.	Yes	4131/4131.1 Staff Development - Revised 4-30-18 4231/4231.1 Staff Development - Revised 10-17-16 5145.4 Equal Educational Opportunity - Revised 5-21-18	
B. Authorize the Affirmative Action Officer team to develop a Needs Assessment and a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance Review in the NJQSAC. Charter schools will report annual progress in the Charter School Annual Report.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18	
C. Collect and analyze Annual Yearly Progress (Progress Targets) data for underperforming subgroups disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant status, date of enrollment, student suspension, expulsion, child study team referrals; Pre-K-12 promotion/retention data; Pre-K-12 completion rates and re-examination and re-evaluation of	Yes	6142.2 Bilingual/ESL - Revised 10-17-16 6147 Standards of Proficiency - Revised 7-23-18 6146.2 Promotion/Retention - 10-17-16 6164.4 Child Study Team - Revised 5-22-17 6171.3 Title 1 - Revised 5-23-16 6171.4 Special Education - Revised 5-21-18	

classification and placement of students in special education programs if there is over representation within certain groups; staffing practices; quality of program data; and stakeholder satisfaction data. Identify any school-level underperforming subgroups on Annual Yearly Progress (Progress Targets) reports for state assessments.			
D. Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking or authorizing the following actions:	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18	
1. Inform the school community the Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 5131.1 Harassment, Intimidation and Bullying - 9-24-18 5145.4 Equal Educational Opportunity - Revised 5-21-18 5145.7 Gender Identity and Expression - Revised 12-10-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	
2. Define the responsibilities of the AAO (Affirmative Action Officer/504 Officer, and/or Title IX Coordinator); require that the AAO be a certificated staff person; and, train the AAO to handle the district, charter and renaissance school projects equity' responsibilities.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18	

3. Inform students, staff and the community of the name, office address, and phone number of the district, charter and renaissance school project's AAO, and publicize the location and availability of the district, charter and renaissance school project's CEP, policy(ies), grievance procedures and annual reports.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 5131.1 Harassment, Intimidation and Bullying - 9-24-18 5145.4 Equal Educational Opportunity - Revised 5-21-18	
4. Investigate and resolve discrimination complaints, grievances and incidents between students and teachers or among students, based on race, national origin, sexual orientation, gender, religion, English proficiency, housing status, socio-economic status or disability.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 5131.1 Harassment, Intimidation and Bullying - 9-24-18 5145.4 Equal Educational Opportunity - Revised 5-21-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	
5. Report on progress made in meeting the adequate yearly targets (as set by the Department of Education) for closing the achievement gap.	Yes	1120 Board of Education Meetings - Revised 10-17-16 2240 Research, Evaluation and Planning - Revised 10-17-16	
6. Authorize the AAO to conduct yearly equity training for all staff.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18	

E. A county vocational school district shall admit resident students based on board-approved policies and procedures that ensure equity and access for enrollment that shall be posted on the school district, charter and renaissance school project's district's website. N.J.A.C. 6A:19-2.3(b), Career and Technical Education Programs and Standards.		(For County Vocational School Districts Only)	

Table 2: Needs Assessment, Staff Development and Classroom Practices

II. Staff Development And Training ○ N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance must include Board policy title, number and date of adoption and/or revision.	List name of noncompliant school(s) in the district
A. Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion,	Yes	1120 Board of Education Meetings - Revised 10-17-16 2240 Research, Evaluation and Planning - Revised 10-17-16 6171.3 Title 1 - Revised 5-23-16	

disability, housing status or socioeconomic status **every school year**, as follows:			
1. To all certificated (administrative and professional) staff.	Yes	4131/4131.1 Staff Development - Revised 4-30-18 4231/4231.1 Staff Development - Revised 10-17-16 5145.4 Equal Educational Opportunity - Revised 5-21-18	
2. To all non-certificated (non-professional) staff.	Yes	4131/4131.1 Staff Development - Revised 4-30-18 4231/4231.1 Staff Development - Revised 10-17-16 5145.4 Equal Educational Opportunity - Revised 5-21-18	

Table 3: Needs Assessment, School and Classroom Practices

III. School and Classroom Practices	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance **must** include Board policy title, number and date of adoption and/or revision.	List name of noncompliant school(s) in the district
A. Equality and Equity in Curriculum • N.J.A.C. 6A:7-1.7(b); Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972, U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard 1. Ensure that the district, charter school or renaissance school project's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and addresses the elimination of discrimination and the achievement gap, as identified by underperforming school-level AYP (Progress Targets profiles) for State assessment, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, immigration status, English proficiency, housing status or socioeconomic status.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6142.2 Bilingual/ESL - Revised 10-17-16	

Areas covered include, but are not limited to, the following:			
a. School climate and culture, safe and positive learning environment.	Yes	5131.1 Harassment, Intimidation and Bullying - 9-24-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	
b. Courses of study, including Physical Education	Yes	6142.4 Physical Education and Health - Revised 7-23-18	
c. Library materials/Instructional materials and strategies	Yes	6160 Instructional Materials and Resources - Revised 7-23-16 6163.1 Media – Revised 5-22-17 5145.4 Equal Educational Opportunity - Revised 5-21-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	
d. Technology/software and audio-visual materials	Yes	6142.10 Internet Safety and Technology - Revised 5-22-17	
e. Guidance and counseling, including harassment, intimidation and bullying, sexual harassment, & grievance procedures	Yes	6164.2 Guidance Counseling - Revised 10-17-16 – Revised 10-17-16	
f. Extra-curricular programs and activities	Yes	6145 Extracurricular Activities - Revised 5-22-17 6145.1/6145.2 Interscholastic/Intramural Competition - Revised 4-30-18	
g. Tests and other assessments	Yes	6147 Standards of Proficiency - Revised 7-23-18	
h. Reduction and/or prevention of under representation of minority, female and male students in all classes and programs	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18	
2. Include a multicultural curriculum in the instructional	Yes	6010 Goals and Objectives of Instruction – Revised 5-22-17	

content and practices across the curriculum.			
3. Ensure that instruction on African-American History, including the Amistad, and the history of other cultures is taught as part of the history of the United States. (N.J.S.A. 18A:35-1)	Yes	6141 Curriculum Design and Adoption - Revised 5-22-17	
4. Include instruction on the Holocaust and other genocide curricula in the curriculum for elementary and secondary school students. (N.J.S.A. 18A:35-28)	Yes	6141 Curriculum Design and Adoption - Revised 5-22-17	
B. Equality and Equity in Student Access • N.J.A.C. 6A:7-1.7; Titles VI & VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEA of 1997; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1989); U.S. Supreme Court, 1982; Plyler v. Doe; U.S. Supreme Court, 1974, Castañeda v. Pickard Provide equal and bias-free access for all students to all school facilities, courses,	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18	

programs, activities and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, English proficiency, housing status or socioeconomic status, as follows:			
1. Ensure equal and barrier-free access to all school and classroom facilities.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	
2. Attain minority representation of students within each school, including racial and ethnic balance, within each school which approximates the district, charter and renaissance school project's overall minority racial and ethnic representation.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18	
3. Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	Yes	7110 Long-Range Facilities Plan – Revised 5-23-16	
4. Ensure that students are not separated or isolated by race, creed, color, national origin, ancestry, age, marital status, affectional or sexual	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6121 Nondiscrimination/Affirmative Action - Revised 10-17-16	

orientation, gender, religion, disability, immigration status, housing status or socioeconomic status, resulting in disproportionate placement within schools, courses, classes, programs or extracurricular activities.			
a. Ensure that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses, including math and science.	Yes	6171.2 Gifted and Talented – Revised 10-17-16	
b. Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.	Yes	5131 Conduct and Discipline - Revised 5-21-18 5113 Suspension/Expulsion – Revised 7-23-18	
c. Ensure equal and bias-free access for all students to computers, computer classes, career and technical education programs, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin,	Yes	3510 Operation and Maintenance of Plant – Revised 12-18-17 5145.4 Equal Educational Opportunity - Revised 5-21-18 6142.10 Internet Safety and Security – Revised 5-22-17	

ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability, English proficiency, immigration status, housing status or socioeconomic status.			
d. Ensure that all English language learners have equal and bias-free access to all school programs and activities.	Yes	6142.2 Bilingual/ESL - Revised 10-17-16	
e. Ensure that all students with disabilities have equal and bias-free access to all school programs and activities	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6171.4 Special Education - Revised 5-21-18	
f. Ensure that all schools' registration procedures are in compliance with State and Federal regulations and case law.	Yes	5111 Admission- Revised 3-27-17	
5. Utilize a State approved language proficiency assessment on an annual basis for determining the English language proficiency of English language learners.	Yes	6147 Standards of Proficiency - Revised 7-23-18 6171.1 Remedial Instruction – Revised 10-17-16	

6. Utilize bias-free measures for determining the special needs of students with disabilities.	Yes	6171.4 Special Education - Revised 5-21-18	
7. Ensure that support services (e.g. school-based youth services, health care, tutoring and mentoring) are available to all students, including English language learners.	Yes	5141 Health – Revised 3-27-17 5141.21 Administration of Medication – Revised 12-10-18 6171.1 Remedial Instruction – Revised 10-17-16 6173 Home Instruction – Revised 5-22-17	
8. Ensure that all pregnant students are permitted to remain in the regular school program and activities. Ensure that equivalent instruction is provided the students, if not permitted to attend school by a doctor.	Yes	5134 Married and Pregnant Students - Revised 3-27-17	
C. Equality and Equity in Guidance Programs and Services • N.J.A.C. 6A:7-1,7(c)Title IX, Education Amendments of 1972, & Carl D. Perkins Vocational & Technical Education Act of 1998 Ensure that the district, charter and renaissance school project's guidance program provides the following:	Yes	6164.2 Guidance Counseling - Revised 10-17-16	
1. Access to adequate and appropriate counseling services for all students, including	Yes	6164.2 Guidance Counseling - Revised 10-17-16	

females, minority students, English language learners, non-college bound students, and students with disabilities.			
2. The presentation of a full range of possible occupational, professional, and Career and Technical Education choices for all students, including careers in the science and technology industries and nontraditional careers.	Yes	6142.12 Career and Technical Education – Revised 10-17-16 6164.2 Guidance Counseling - Revised 10-17-16	
3. Guidance counselors are using bias-free materials.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6164.2 Guidance Counseling - Revised 10-17-16	
• Equality and Equity in Physical Education N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972 Ensure that the district, charter and renaissance school project's physical education program is co-educational, as follows: 1. All instructional activities are equitable and are co-educational.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6142.4 Physical Education and Health – Revised 7-23-18	
D. Equality and Equity in Athletic Programs • Athletic Guidelines 1986; N.J.A.C. 6A:7-1.7(d) and Title IX, Education Amendments of 1972	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6145.1/6145.2 Intramural and Interscholastic Competition - Revised 4-30-18	

Ensure that the district, charter and renaissance school project's Athletic Program accomplishes the following:			
1. Ensures relatively equal numbers of varsity and sub-varsity teams for male and female students.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6145.1/6145.2 Intramural and Interscholastic Competition - Revised 4-30-18	
2. Ensures equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6145.1/6145.2 Intramural and Interscholastic Competition - Revised 4-30-18	
3. Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6145.1/6145.2 Intramural and Interscholastic Competition - Revised 4-30-18	
4. Provides comparable facilities for male and female teams.	Yes	5145.4 Equal Educational Opportunity - Revised 5-21-18 6145.1/6145.2 Intramural and Interscholastic Competition - Revised 4-30-18	

Table 4: Needs Assessment, Employment/Contract Practices

IV. Employment/Contract Practices ○ N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance must include Board policy title, number and date of adoption and/or revision	List name of noncompliant school(s) in the district

Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973			
A. Ensure that the district, charter and renaissance school project provides equal and bias-free access to all categories of employment, as follows: 1. Utilize equitable hiring practices that correct imbalance and isolation based on race, national origin, sexual orientation, and gender among the district, charter and renaissance school project's certificated and non-certificated staff and within every category of employment, including administration.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4111 Hiring, Recruitment and Selection - Revised 9-24-18 4211 Hiring, Recruitment and Selection - Revised 9-24-18	
2. Target recruiting practices for under-represented populations in every category of employment.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4111 Hiring, Recruitment and Selection - Revised 9-24-18 4211 Hiring, Recruitment and Selection - Revised 9-24-18	
3. Ensure that the district, charter and renaissance school project's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division on Civil Rights.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4111 Hiring, Recruitment and Selection - Revised 9-24-18 4211 Hiring, Recruitment and Selection - Revised 9-24-18	
4. Monitor promotions and transfers to ensure non-discrimination.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4111 Hiring, Recruitment and Selection - Revised 9-24-18	

		4211 Hiring, Recruitment and Selection - Revised 9-24-18 4113/4213 Assignment and Transfer	
5. Ensure equal pay for equal work among members of the district, charter and renaissance school project's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4111 Hiring, Recruitment and Selection - Revised 9-24-18 4211 Hiring, Recruitment and Selection - Revised 9-24-18	
B. Ensure that the district, charter and renaissance school project does not enter into, or maintain, contracts with persons, agencies, or organizations that discriminate in employment or in the provision of benefits or services, on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status.	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4111 Hiring, Recruitment and Selection - Revised 9-24-18 4211 Hiring, Recruitment and Selection - Revised 9-24-18	
C. Provide Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual	Yes	2224 Nondiscrimination/Affirmative Action - revised 9-24-18 4111.1/4211.1 Nondiscrimination/Affirmative Action - Revised 10-17-16 4111 Hiring, Recruitment and Selection - Revised 9-24-18 4211 Hiring, Recruitment and Selection - Revised 9-24-18	

orientation, gender, religion, disability, housing status or socioeconomic status.			

Bid Information for Security Services

Contract Dates from December 1, 2018 thru November 30, 2019
Bid Advertised on August 10, 2018
Date Bid was Opened August 30, 2018
Educational Data Services, Inc. Bid #: 9188

Vendor Information

Primary Vendor - U.S. SECURITY ASSOCIATES, INC.

Contact Information

Daniel Roose
190 ROUTE 18 NORTH SUITE 206
EAST BRUNSWICK, NJ 08816
Phone: 732-359-4035
Fax: 732-602-9257
E-Mail: droose@ussecurityassociates.com
EDS Vendor Code: X965

Services Information

Service	Rate
Hourly Rate for a Fully Equipped & Trained Security Personnel:	$20.60/Per Hour

Specifications for Security Services #43

SCOPE OF REQUIREMENTS

Any security company submitting a proposal must be certified and licensed in the State of New Jersey. The successful bidder will maintain a security service acting as an independent contractor and shall provide surveillance and protection of property against fire, theft, pilferage, malicious injury and destruction. The successful bidder will furnish uniform security officer service for the Client; the specific number, principal posts and hours of duty of the security officers as identified on Proposal Form.

Contractor (Security Company) should have a 24 hour a day on call Security Supervisor and/or answering service per day and evening seven (7) nights per week & holidays. Contractor will provide the Client with contact numbers.

All Security Officers must have a high school diploma G.E.D. equivalent and be certified with the State of New Jersey in the Security Office Registration Act (SORA).

All Security Officers must have completed finger print checks and cleared a criminal history check and approved security guard training.

Security Office's shall not have been convicted in any jurisdiction of any felony and not have been convicted in any jurisdiction of a misdemeanor involving moral turpitude.

Contractor (Security Company) must require each security officer to be screened for drug/alcohol use and show proof of random drug testing prior to assignment to work for the Client.

Contractor (Security Company) must ensure each security officer has the ability to deal with the public, especially students and have good command of the English language (oral and written).

All Security Officers shall be skilled in establishing and maintaining an effective working relationship with Client employees and the general public.

All Security Officers must be thoroughly familiar with their individual duties and all of the procedures and post duties described by the Client. All assigned Security Offices on each shift must be able to report any unusual incidents, hazardous conditions or emergencies to the Client representative, and to maintain a***daily activity report*** to log all security problems and other activity deemed as being significant.

All Security Officers shall be knowledgeable about the Client's facilities being secured.

All Security Officers will be assigned to a location station subject to transfer at Client's option.

Contractor (Security Company) will provide a full uniform for each security officer; no civilian attire will be permitted. Contractor (Security Company) submitting proposal must show proof of General Liability and show proof of Worker's Compensation Insurance. Security Officers must be bonded and must be licensed under the State of New Jersey.

Security Officers and Site Supervisors shall undergo a minimum of 8 hours of job-specific on-site training, with a person designated by the Client at the contractor's expense and prior to the assumption of Security Office Responsibilities.

Contractor shall ensure that all project managers, supervisors, and professional Security Officers are thoroughly familiar with all applicable rules, regulations, and procedures before they are allowed to staff any post at the Client's Facilities.

All personnel shall adhere to the rules and regulations of the school district and contractor without exception.

Security Officers shall be under the supervision and direction of the contractor. While on the Client's property, all personnel of the contractor shall be subject to the control and direction of the Client with respect to their activities on the Client's property, and therefore must observe all rules and regulations in effect on grounds and in each building.

The contractor will provide a management representative available at all reasonable times to meet with and confer with the designated Client representative with respect to the performance of the security officer and comliance with the terms and conditions of the contract. This representative will be responsible for, but not limited to, the following activities:

- Plan, organize, direct and supervise the work required of the Contractor Security Officer and supervisory personnel providing services for the Client.
- Abide by and secure adherence to established policies, rules, procedures and regulations of the Client.
- Maintain an appropriate liaison with the designated Client representative(s) with respect to day-to-day operational problems and secure cooperation of the staff with any authorized representative of the Client.
- Assist in enforcing standards regarding security officer's personnel with the uniform specifications as well as personal appearance and demeanor.
- Review all records and reports and take necessary action directly or indirectly through supervisors to correct errors and improve the proficiency and performance of security officer.
- Be responsible for analyzing operational activities in order to develop procedures to improve services. In those cases where the Client must take action, the representative is expected to submit recommendations and suggestions for the Client.

The Contractor (Security Company) agrees that, upon request of the Client, it will remove from services hereunder any of its employees who, in the opinion of the Client, are guilty of improper conduct, or are not qualified or needed to perform the work assigned to him or her or may without stating a reason request the removal of any security officer.

Whenever an absence of a guard is reported to the Contractor, a qualified substitute must be available within a reasonable period. It is extremely important to have the security officer each day/night to maintain the safety and security of the Client's facility.
All Security Officers shall receive Contractor provided training comprehensive enough to effectively deal with:

- Security situations to include emergencies of fire, bomb threat, flood, evacuation procedures and Emergency Management Procedures.
- First Aid and medical emergencies.
- Assisting the disabled in a sensitive and helpful manner.
- Training in defusing highly intense situations.

Requirements for Security Service:

- Properly equipped uniformed security officers
- SORA Certified/Identification Card

Report & Duties

- Report any unusual incident(s) or hazardous conditions (including acts of vandalism) to appropriate person(s) immediately.
- Report lights out, water leaks, or othepropriate person(s) immediately.
- Written daily reports of all incidents, hazardous conditions, or necessary repairs submitted to the following departments on a daily/weekly basis based on the school district's needs:

1. Superintendent's Office
2. Principal's Office
3. Facility Custodian's Office

- Provide Security and protect all facilities and property.
- Report to site on time.

- Report lights out, water leaks, or other repairs to appropriate person(s) immediately.
- Written daily reports of all incidents, hazardous conditions, or necessary repairs submitted to the following departments on a daily/weekly basis based on the school district's needs:

1. Superintendent's Office
2. Principal's Office
3. Facility Custodian's Office

- Provide Security and protect all facilities and property.
- Report to site on time.
- Turn on and off lights of buildings and facilities as needed.
- Lock and unlock gates, doors, etc. as needed.
- Close facilities at appropriate times.
- Make sure all facilities are locked and secured before going off duty. If facility is not secure, notify appropriate staff members immediately.
- Maintain high visibility.
- Random checks of buildings, pools, and other facilities.
- Is alert to the safety and protection of every person within the district.
- Takes immediate protective action in accordance with training and policy procedure when a potential problem threatens the school community and district.
- Takes appropriate action to resolve matters and/or keep problems at a minimum until needed assistance arrives.
- Responds to any and all emergencies in the district.
- Works closely with the District Emergency Crisis Team and building teams.
- Reports to assigned location at designated times as determined.
- Must have excellent interpersonal skills.
- At predetermined times conduct patrol inspections of locked doors, locked windows and other locked enclosures to determine that they are secure.
- Continuous patrols of entire site-Do not stay in one location longer than necessary.
- Make sure that all visitors to any school, building or facility are authorized to be there.
- If the Security Officer encounters a situation involving the safety of a building or other property, the officer must contact the local Police Department immediately and report the problem and then contact the Client's designee.
- If the Security Officer encounters a person(s) on the site during the hours of the officer assigned, the officer must tell the person(s) the area is closed to the public and they must leave. If there is any resistance, the office must contact the Local Police Department and report the problem and then contact the Client's designee.
- Security Office is to contact the Local Police Department and the Client's designee if trespassers are discovered anywhere on the premises. They are NOT to make contact with violators, detain or confront the trespasser in any way.
- Random check of the following areas:
  1. Office structures
  2. Restrooms
  3. Playgrounds
  4. Athletic Fields
  5. Parking areas
  6. Maintenance rooms
  7. Entrances

- Perform security services under any weather conditions.
- Assist in parking and traffic control issues.
- Patrolling services shall be by foot.
- Protect equipment andse or misuse of Client owned equipment or property.
- Maintain high visibility on Client property by constantly patrolling grounds and buildings.
- Must have a current employment drug test by the representative contractor.

3. Playgrounds
4. Athletic Fields
5. Parking areas
6. Maintenance rooms
7. Entrances

- Perform security services under any weather conditions.
- Assist in parking and traffic control issues.
- Patrolling services shall be by foot.
- Protect equipment and report any abuse or misuse of Client owned equipment or property.
- Maintain high visibility on Client property by constantly patrolling grounds and buildings.
- Must have a current employment drug test by the representative contractor.
- Must have up-to-date training by contractor and required security credentials.
- Must be in good physical condition.
- Must be able to withstand long periods of standing and/or walking.
- Must have good eye coordination.

Contract may be for 10 or 12 months at the joint discretion and agreement of the successful bidder and the school district.

Any charges for extra services if a district wants telecommunication links to their district staff will be paid for by the district.

In the event that a district has its own security staff in addition to the outsourced services reflected by this bid, extra time/overtime services will be assigned to either the district staff or the successful bidder based upon the terms and conditioning of the district current labor contract.

EMPLOYMENT AGREEMENT

BETWEEN
THE NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION
AND
MARC A. CAPIZZI

This Agreement is made this ____ day of _____ **2019**, by and between the Northern Valley Regional High School Board of Education, which has its offices located at 162 Knickerbocker Road, Demarest, New Jersey 07627 (hereinafter referred to as the "Board"), and **Marc Capizzi** (hereinafter referred to as ("School Business Administrator/Board Secretary").

WHEREAS, the Board is desirous of employing School Business Administrator/Board Secretary; and

WHEREAS, the School Business Administrator/Board Secretary is the holder of an appropriate certificate as prescribed by the State Board of Education to serve as School Business Administrator/Board Secretary; and

WHEREAS, the Board desires to provide the School Business Administrator/Board Secretary with a written agreement as to the terms and conditions of employment in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall education program; and

WHEREAS, the Board and the School Business Administrator/Board Secretary believe that a written agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools;

NOW, THEREFORE, based upon the foregoing premises and mutual provisions and covenants contained herein, the parties agree as follows:

1. EMPLOYMENT

The Board hereby employs **Marc Capizzi** as School Business Administrator/Board Secretary and he hereby accepts employment as School Business Administrator/Board Secretary.

2. TERM.

This Agreement shall commence on **July 1, 2019** and end on **June 30, 2020**, unless terminated earlier in accordance with the provisions of Section Twelve (12) hereof or upon a mutually agreed upon earlier termination date.

3. CERTIFICATION.

The School Business Administrator/Board Secretary holds a valid and current standard certificate as a School Business Administrator in the State of New Jersey.

4. DUTIES.

The School Business Administrator agrees to provide his best professional services to the Board and to faithfully perform the duties of the position of School Business Administrator/Board Secretary, as assigned by the Board or Superintendent and as prescribed by federal and state law, the regulations of the State Board of Education and other federal and state agencies, the bylaws, policies and regulations of the Board, and job description for the position, as may be revised by the Board.

5. WORK YEAR. **Marc Capizzi** shall perform the duties of School Business Administrator/Board Secretary on a twelve-month basis.

6. COMPENSATION. During the term of this Agreement the School Business Administrator/Board Secretary shall not be reduced in compensation, including salary and benefits.

A. Salary. The Board shall pay the School Business Administrator/Board Secretary an annual salary of **One Hundred Eighty Thousand dollars ($180,000.00).** This salary shall be paid in accordance with the schedule of salary payments in effect for other twelve-month certified employees.

B. Leaves. The Board shall provide the following leaves as part of the School Business Administrator/Board Secretary 's compensation:

(1) Vacation. The School Business Administrator shall be entitled to twenty-five (25) vacation days, during the 2019-2020 school year. The School Business Administrator shall be permitted to take vacation days with the prior approval of the Superintendent and is encouraged to use at least two weeks of vacation during periods when school is not in session.

The Board encourages the School Business Administrator to take his full vacation allotment each year. A maximum of five (5) unused vacation days will only carry over to the subsequent contract year; thereafter, if unused, they will be forfeited.

Upon separation from employment, the School Business Administrator/Board Secretary shall be paid for up to 10 unused vacation days.

The per diem rate for unused vacation days shall be calculated as 1/260th of the School Business Administrator/Board Secretary's final annual salary. The Board shall make any such payment within thirty (30) days after the School Business Administrator/Board Secretary's last day of employment.

(2) Holidays. The School Business Administrator/Board Secretary shall be entitled to all holidays granted to other administrators in the school district, with pay only when schools and Board offices are closed. Specifically, the School Business Administrator is entitled to the following holidays:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- and the day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- President's Day,
- Good Friday and Memorial Day

When Columbus Day, Veteran's Day, Martin Luther King Day, and Lincoln's Birthday are days when school is in session, "in lieu of days" will be awarded at the rate of one-to-one. If Independence Day falls on Saturday, the Friday before will be granted as a holiday; if this day falls on a Sunday, the Monday after will be granted as a holiday.

(3) Sick Leave. The School Business Administrator/Board Secretary shall be allowed twelve (12) days paid sick leave. The unused portion of such leave, at the end of each school year, shall be cumulative, up to a maximum of twelve (12) days per year. Any payout of

unused, accrued sick leave can be made only upon retirement, and shall not exceed Fifteen Thousand Dollars ($15,000.00).

(4) Personal Leave. The School Business Administrator/Board Secretary shall be granted three (3) days of absence for personal matters. Personal days are non-cumulative and non-reimbursable.

(5) Bereavement Leave. The School Business Administrator/Board Secretary shall be entitled to a leave of absence without loss of pay following a death in the immediate family (e.g)., spouse, son, daughter, father, grandparent, mother, sister, brother, mother-in-law, father-in-law, daughter-in-law, and/or son-in-law). It shall be granted for three (3) consecutive calendar days, following the date of death.

The School Business Administrator shall be entitled to one (1) days' leave of absence without loss of pay following the death of a relative outside the immediate family occurs. Additional bereavement days may be granted at the discretion of the Superintendent.

C. Medical Insurance. The School Business Administrator/Board Secretary can be enrolled in the Board's medical insurance plans for certified employees), the Board shall provide, as part of the School Business Administrator/Board Secretary compensation, major medical, prescription, dental, and vision care insurance coverage, at her option, consistent with that provided to other full-time certified employees. Should the School Business Administrator/Board Secretary elect to participate in this coverage, pursuant to applicable law and regulation, the employee shall contribute an

amount toward payment of premiums in accordance with Tier IV of P.L. 2011, c. 78. In the event that the School Business Administrator/Board Secretary has alternate coverage, he may waive the coverage offered by the Board by timely completing a health insurance waiver form and, in return for same, shall receive 45% of the premium as an in-lieu of payment based upon the level of coverage to which he would have otherwise been entitled, i.e., single, two adult, parent-child or full family, subject to applicable limitations of P.L. 2011, c. 78, or $5,000, whichever is less. The in-lieu of payment shall be made in accordance with the schedule of such payments in effect for other certified employees.

D. Liability Insurance. The Board agrees to cover the School Business Administrator/Board Secretary under the Board's liability insurance.

E. Disability Insurance. The Board will provide disability insurance for the School Business Administrator/Board Secretary with a policy that has a thirty (30) day waiting period and a maximum limit of 60% of salary, at a cost not to exceed Two Thousand Five Hundred Dollars ($2,500). The Board shall reimburse the School Business Administrator/Board Secretary for payment of the premium.

F. Smartphone/Computer: The Board shall supply the School Business Administrator/Board Secretary with the use of a smartphone, together with an unlimited data plan, as well as a district computer, both of which are the property of the Board and shall be returned to the District at the end of the School Business Administrator/Board Secretary employment with the District. The Board shall be responsible for all costs associated with the maintenance of

the devices. Incidental personal use of the devices by the School Business Administrator/Board Secretary shall be permitted. The devices shall be replaced as necessary

G. Mileage Reimbursement. The School Business Administrator/Board Secretary shall be reimbursed for actual mileage when using his personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget.

7. SEPARATION FROM SERVICE. The School Business Administrator shall also receive the following as part of his compensation at the time of his retirement:

A. Sick Days. In accordance with N.J.S.A. 18A:30-3.5 and N.J.S.A. 18A:30-3.6, upon the School Business Administrator/Board Secretary's retirement from employment with the district, the Board will pay for unused sick days, up to a maximum of Fifteen Thousand ($15,000) Dollars, at a per diem rate of the School Business Administrator/Board Secretary's final annual salary. Throughout this Agreement, the School Business Administrator/Board Secretary's per diem rate shall be calculated as 1/260th of his then-current annual salary.

8. PROFESSIONAL GROWTH. The Board encourages the continuing professional growth of the School Business Administrator/Board Secretary through his participation, as he might

decide in light of his responsibilities as School Business Administrator/Board Secretary, in the following:

A. The operations, programs, and other activities conducted or sponsored by local, state and national school administrators and school board associations.

B. Seminars and courses offered by public or private educational institutions;

C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the School Business Administrator/Board Secretary to perform his professional responsibilities for the Board;

D. Visits to other institutions; and,

E. Other activities promoting the professional growth of the School Business Administrator/Board Secretary.

The Board agrees to reimburse the School Business Administrator/Board Secretary for approved, professional growth opportunities. In its encouragement, the Board shall permit a reasonable amount of release time for the School Business Administrator/Board Secretary , with prior Board approval, to attend to such matters and, subject to the limitations contained in N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9 and N.J.A.C. 6A:23A-7.1 et seq., shall pay for all necessary and related travel, registration and sustenance expenses of the School Business Administrator/Board Secretary to attend regional and county conferences, up to two state conferences, and one national conference. Additionally, the School

Business Administrator/Board Secretary, at his option and with prior Board approval, shall attend and be reimbursed for transportation, lodging, sustenance, and registration expenses incurred in the participation of professional growth activities, in an amount not to exceed Three Thousand Dollars ($3,000.00).

9. MEMBERSHIP DUES. The Board shall pay one hundred (100%) percent of the School Business Administrator/Board Secretary 's membership dues and/or charges to the American Association of School Business Officials, New Jersey Association of School Business Officials and Bergen County Association of School Business Officials. In addition, the Board will pay membership fees in such other professional groups as the Board and Superintendent, and School Business Administrator/Board Secretary deem appropriate.

10. OUTSIDE ACTIVITIES. the School Business Administrator/Board Secretary shall devote his time, attention and energy to the business of the district. However, he may be engaged in employment or other activities that do not interfere with her full-time responsibilities as School Business Administrator/Board Secretary. Such activities that require the School Business Administrator/Board Secretary to be absent from the district shall be reported to the Superintendent. If the School Business Administrator/Board Secretary chooses to engage in such outside employment or activities on weekends, on his vacation or personal time, or at any other time when he is not required to be present in the district, he shall retain any compensation or honoraria paid.

11. EVALUATION. In the event that the Superintendent determines that the performance of the School Business Administrator/Board Secretary is unsatisfactory in any respect, he shall describe in writing and in reasonable detail the specific recommendations for improvement in all instances where the Superintendent deems performance to be unsatisfactory. The School Business Administrator/Board Secretary shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to the School Business Administrator/Board Secretary 's personnel file upon his request.

12. TERMINATION OF EMPLOYMENT. The employment contemplated by this Agreement may be terminated by:

A. Mutual agreement of the parties; or

B. Either party at any time prior to acquisition of tenure by giving the other party ninety (90) days written notice.

C. In the event the School Business Administrator/Board Secretary 's certificate is revoked, this contract shall be null and void as of the date of such revocation.

13. RELEASE OF PERSONNEL INFORMATION/ PERSONNEL RECORDS. The School Business Administrator/Board Secretary shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled to have a representative accompany his during such review. At least once every year, the School Business Administrator/Board Secretary shall have the right to indicate those documents and/or other materials in his

file that he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by his shall be destroyed.

No material derogatory to the School Business Administrator/Board Secretary 's conduct, service, character, or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The School Business Administrator/Board Secretary shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The School Business Administrator/Board Secretary shall also have the right to submit a written answer to such material.

14. COMPLETE AGREEMENT. This Agreement embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties and the approval of the Executive County Superintendent.

15. CONFLICTS. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of the Board's policies or any permissive state or federal law, the terms of this Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

16. SAVINGS CLAUSE. If during the term of this Agreement, it is found that a specific clause in the Employment Agreement is contrary to federal

or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

17. MODIFICATION CLAUSE: The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

18. REVOCATION CLAUSE: The Parties hereto agree that in the event the School Business Administrator/Board Secretary 's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the School Business Administrator/Board Secretary is lawfully precluded from performing his duties by any Judgment, Order direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate ant the School Business Administrator/Board Secretary 's employment shall cease.

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Agreement, and

WHEREAS, the School Business Administrator/Board Secretary has approved of the terms and conditions of this Agreement; and

WHEREAS, this Agreement has been approved by a vote of the members of the Board of Education of the Northern Valley Regional High School District at its meeting of May 13, 2019 and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, the parties set their hands and seals to this Agreement effective on the day and year first above-written.

WITNESS:

_____

NORTHERN VALLEY REGIONAL
BOARD OF EDUCATION

By: _____
Board President

_____
Marc A. Capizzi

EMPLOYMENT AGREEMENT

BETWEEN
THE NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION
AND
DEBORAH SARMIR

This Agreement is made this _____ day of _____ **2019**, by and between the Northern Valley Regional High School Board of Education, which has its offices located at 162 Knickerbocker Road, Demarest, New Jersey 07627 (hereinafter referred to as the "Board"), and Deborah Sarmir (hereinafter referred to as "Assistant Superintendent).

WHEREAS, the Board is desirous of employing an Assistant Superintendent for Curriculum and Instruction; and

WHEREAS, the Assistant Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education to serve as Assistant Superintendent for Curriculum and Instruction; and

WHEREAS, the Board desires to provide the Assistant Superintendent with a written agreement as to her terms and conditions of employment in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall education program; and

WHEREAS, the Board and the Assistant Superintendent believe that a written agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools;

NOW, THEREFORE, based upon the foregoing premises and mutual provisions and covenants contained herein, the parties agree as follows:

1. EMPLOYMENT.

The Board hereby employs Deborah Sarmir as Assistant Superintendent for Curriculum and Instruction and she hereby accepts employment as Assistant Superintendent for Curriculum and Instruction.

2. TERM.

This Agreement shall commence on **July 1, 2019** and end on **June 30, 2020**, unless terminated earlier in accordance with the provisions of Section Twelve (12) hereof or upon a mutually agreed upon earlier termination date.

3. CERTIFICATION.

The Assistant Superintendent holds a valid and current standard certificate as a school administrator in the State of New Jersey.

4. DUTIES.

The Assistant Superintendent agrees to provide her best professional services to the Board and to faithfully perform the duties of the position of Assistant Superintendent for curriculum and instruction, as assigned by the Board or Superintendent and as prescribed by federal and state law, the regulations of the State Board of Education and other federal and state agencies, the bylaws, policies and regulations of the Board, and job description for the position, as may be revised by the Board.

5. WORK YEAR. Deborah Sarmir shall perform the duties of Assistant Superintendent on a twelve-month basis.

6. COMPENSATION. During the term of this Agreement the Assistant Superintendent shall not be reduced in compensation, including salary and benefits.

A. Salary. The Board shall pay the Assistant Superintendent an annual (pro-rated) salary of **One Hundred Sixty-One Thousand, Eight Hundred Ninety Four dollars and 40 cents ($161,894.40).** This salary shall be paid in accordance with the schedule of salary payments in effect for other twelve-month certified employees.

B. Leaves. The Board shall provide the following leaves as part of the Assistant Superintendent's compensation:

(1) Vacation. The Assistant Superintendent shall be entitled to twenty-five (25) vacation days, during the 2019-2020 school year. The Assistant Superintendent shall be permitted to take vacation days with the prior approval of the Superintendent and is encouraged to use at least two weeks of vacation during periods when school is not in session.

The Board encourages the Assistant Superintendent to take her full vacation allotment each year. A maximum of five (5) unused vacation days will only carry over to the subsequent contract year; thereafter, if unused, they will be forfeited.

Upon separation from employment, the Assistant Superintendent shall be paid for her unused, accumulated vacation days. The per diem rate for unused vacation days shall be calculated as 1/260th of the Assistant Superintendent's

final annual salary. The Board shall make any such payment within thirty (30) days after the Assistant Superintendent's last day of employment.

(2) Holidays. The Assistant Superintendent shall be entitled to all holidays granted to other administrators in the school district, with pay only when schools and Board offices are closed. Specifically, the Assistant Superintendent is entitled to the following holidays:

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
and the day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Martin Luther King Day
President's Day,
Good Friday and Memorial Day

When Columbus Day, Veteran's Day, Martin Luther King Day, and Lincoln's Birthday are days when school is in session, "in lieu of days" will be awarded at the rate of one-to-one. If Independence Day falls on Saturday, the Friday before will be granted as a holiday; if this day falls on a Sunday, the Monday after will be granted as a holiday.

(3) Sick Leave. The Assistant Superintendent shall be allowed twelve (12) days paid sick leave. The unused portion of such leave, at the end of each school year, shall be cumulative, up to a maximum of twelve (12) days per year. Any payout of unused, accrued sick leave can be made only upon retirement, and shall not exceed Fifteen Thousand Dollars ($15,000.00).

(4) Personal Leave. The Assistant Superintendent shall be granted three (3) days of absence for personal matters. Personal days are non-cumulative and non-reimbursable.

(5) Bereavement Leave. The Assistant Superintendent shall be entitled to a leave of absence without loss of pay following a death in the immediate family (e.g., spouse, son, daughter, father, grandparent, mother, sister, brother, mother-in-law, father-in-law, daughter-in-law, and/or son-in-law). It shall be granted for three (3) consecutive calendar days, following the date of death.

The Assistant Superintendent shall be entitled to one (1) days' leave of absence without loss of pay following the death of a relative outside the immediate family occurs. Additional bereavement days may be granted at the discretion of the Superintendent.

C. Medical Insurance. The Assistant Superintendent can be enrolled in the Board's medical insurance plans for certified employees), the Board shall provide, as part of the Assistant Superintendent's compensation, major medical, prescription, dental, and vision care insurance coverage, at her option, consistent with that provided to other full-time certified employees. Should the Assistant Superintendent elect to participate in this coverage, pursuant to applicable law and regulation, the employee shall contribute an amount toward payment of premiums in accordance with Tier IV of P.L. 2011, c. 78. In the event that the Assistant Superintendent has alternate coverage, she may waive the coverage offered by the Board by timely completing a health insurance waiver

form and, in return for same, shall receive 45% of the premium as an in-lieu of payment based upon the level of coverage to which she would have otherwise been entitled, i.e., single, two adult, parent-child or full family, subject to applicable limitations of P.L. 2011, c. 78, or $5,000, whichever is less. The in-lieu of payment shall be made in accordance with the schedule of such payments in effect for other certified employees.

D. Liability Insurance. The Board agrees to cover the Assistant Superintendent under the Board's liability insurance.

E. Disability Insurance. The Board will provide disability insurance for the Assistant Superintendent with a policy that has a thirty (30) day waiting period and a maximum limit of 60% of salary, at a cost not to exceed Two Thousand Five Hundred Dollars ($2,500). The Board shall reimburse the Assistant Superintendent for payment of the premium.

F. Smartphone/Computer: The Board shall supply the Assistant Superintendent with the use of a smartphone, together with an unlimited data plan, as well as a district computer, both of which are the property of the Board and shall be returned to the District at the end of the Assistant Superintendent's employment with the District. The Board shall be responsible for all costs associated with the maintenance of the devices. Incidental personal use of the devices by the Assistant Superintendent shall be permitted. The devices shall be replaced as necessary

G. Mileage Reimbursement. The Assistant Superintendent shall be reimbursed for actual mileage when using her personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget.

7. SEPARATION FROM SERVICE. The Assistant Superintendent shall also receive the following as part of her compensation at the time of her retirement:

A. Sick Days. In accordance with N.J.S.A. 18A:30-3.5 and N.J.S.A. 18A:30-3.6, upon the Assistant Superintendent's retirement from employment with the district, the Board will pay for unused sick days, up to a maximum of Fifteen Thousand ($15,000) Dollars, at a per diem rate of the Assistant Superintendent's final annual salary. Throughout this Agreement, the Assistant Superintendent's per diem rate shall be calculated as 1/260th of her then-current annual salary.

8. PROFESSIONAL GROWTH. The Board encourages the continuing professional growth of the Assistant Superintendent through her participation, as he might decide in light of her responsibilities as Assistant Superintendent, in the following:

A. The operations, programs, and other activities conducted or sponsored by local, state and national school administrators and school board associations.

B. Seminars and courses offered by public or private educational institutions;

C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Superintendent to perform her professional responsibilities for the Board;

D. Visits to other institutions; and

E. Other activities promoting the professional growth of the Assistant Superintendent.

The Board agrees to reimburse the Assistant Superintendent for approved, professional growth opportunities. In its encouragement, the Board shall permit a reasonable amount of release time for the Assistant Superintendent, with prior Board approval, to attend to such matters and, subject to the limitations contained in N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9 and N.J.A.C. 6A:23A-7.1 et seq., shall pay for all necessary and related travel, registration and sustenance expenses of the Assistant Superintendent to attend regional and county conferences, up to two state conferences, and one national conference. Additionally, the Assistant Superintendent, at her option and with prior Board approval, shall attend and be reimbursed for transportation, lodging, sustenance, and registration expenses incurred in the participation of professional growth activities, in an amount not to exceed Three Thousand Dollars ($3,000.00).

9. MEMBERSHIP DUES. The Board shall pay one hundred (100%) percent of the Assistant Superintendent's membership dues and/or charges to the American Association of School Administrators, New Jersey Association of School Administrators, Bergen County Association of School Administrators, and

the Bergen County Curriculum Consortium. In addition, the Board will pay membership fees in such other professional groups as the Board and Superintendent, and Assistant Superintendent deem appropriate.

10. OUTSIDE ACTIVITIES. the Assistant Superintendent shall devote her time, attention and energy to the business of the district. However, she may be engaged in employment or other activities that do not interfere with her full-time responsibilities as Assistant Superintendent. Such activities that require the Assistant Superintendent to be absent from the district shall be reported to the Superintendent. If the Assistant Superintendent chooses to engage in such outside employment or activities on weekends, on her vacation or personal time, or at any other time when she is not required to be present in the district, she shall retain any compensation or honoraria paid.

11. EVALUATION. In the event that the Superintendent determines that the performance of the Assistant Superintendent is unsatisfactory in any respect, she shall describe in writing and in reasonable detail the specific recommendations for improvement in all instances where the Superintendent deems performance to be unsatisfactory. The Assistant Superintendent shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to the Assistant Superintendent's personnel file upon her request.

12. TERMINATION OF EMPLOYMENT. The employment contemplated by this Agreement may be terminated by:

A. Mutual agreement of the parties; or

B. Either party at any time prior to acquisition of tenure by giving the other party ninety (90) days written notice.

C. In the event the Assistant Superintendent's certificate is revoked, this contract shall be null and void as of the date of such revocation.

13. RELEASE OF PERSONNEL INFORMATION/ PERSONNEL RECORDS. The Assistant Superintendent shall have the right, upon request, to review the contents of her personnel file and to receive copies at Board expense of any documents contained therein. She shall be entitled to have a representative accompany her during such review. At least once every year, the Assistant Superintendent shall have the right to indicate those documents and/or other materials in her file that she believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by her shall be destroyed.

No material derogatory to the Assistant Superintendent's conduct, service, character, or personality shall be placed in her personnel file unless she has had an opportunity to review the material. The Assistant Superintendent shall acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Assistant Superintendent shall also have the right to submit a written answer to such material.

14. COMPLETE AGREEMENT. This Agreement embodies the entire agreement between the parties hereto and cannot be varied except by written

agreement of the undersigned parties and the approval of the Executive County Superintendent.

15. CONFLICTS. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of the Board's policies or any permissive state or federal law, the terms of this Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

16. SAVINGS CLAUSE. If during the term of this Agreement, it is found that a specific clause in the Employment Agreement is contrary to federal or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

17. MODIFICATION CLAUSE: The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

18. REVOCATION CLAUSE: The Parties hereto agree that in the event the Assistant Superintendent's certification is permanently revoked, all

provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the Assistant Superintendent is lawfully precluded from performing her duties by any Judgment, Order direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate ant the Assistant Superintendent's employment shall cease.

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Agreement, and

WHEREAS, the Assistant Superintendent has approved of the terms and conditions of this Agreement; and

WHEREAS, this Agreement has been approved by a vote of the members of the Board of Education of the Northern Valley Regional High School District at its meeting of **May 14, 2019**, and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, the parties set their hands and seals to this Agreement effective on the day and year first above-written.

WITNESS:

NORTHERN VALLEY REGIONAL
BOARD OF EDUCATION

By: _____
Board President

_____
School Business Administrator/
Board Secretary

_____
Deborah Sarmir

2018-2019
Substitute List
May 2019 BOE Agenda

Substitutes		
First Name	**Last Name**	**Notes**
Francesca	Fanelli	Classroom Sub
Lease	Peter	Classroom Sub (pending paperwork)

Removals		
First Name	**Last Name**	**Notes**
Richard	Bronstein	Classroom Sub

Attachment "Substitutes"