

BOARD

#1B

RESOLUTION NO. 26228

APPROVE PRIVATE EXECUTIVE SESSIONS

WHEREAS, the Open Public Meetings Act and the Fort Lee Board of Education reserve the right within the constraints of State Law to sit in Private Session; and

WHEREAS, there now exists a need for this Board of Education to meet in Private Session;

NOW, THEREFORE, BE IT RESOLVED, that the Fort Lee Board of Education conduct a Private Executive Session at **7:00 p.m. on May 19, 2014** to discuss exempt matters pertaining to personnel, legal matters and any such matters that may come before the Board; and

BE IT FURTHER RESOLVED that the public will be informed regarding the topics discussed in Private at a later date undetermined at this time.

DATED: May 5, 2014

Motion by: Mrs. Candace Romba

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

APPOINTMENT OF DAVID L. RINDERKNECHT AS ACTING BUSINESS ADMINISTRATOR/BOARD SECRETARY FROM MAY 5, 2014 TO JUNE 30, 2014

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the employment of **David L. Rinderknecht as Acting Business Administrator/Board Secretary** effective May 5, 2014 through June 30, 2014 at a rate of \$600 per day as per the terms and conditions of the contract of employment, subject to County Executive approval.

DATED: May 5, 2014
(As Amended)

Motion by: Mrs. Candace Romba

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

BUILDINGS & GROUNDS COMMITTEE

#1B&G

RESOLUTION NO. 26230

APPROVAL OF CHANGE ORDERS

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the following change orders per the following:

<u>PROJECT</u>	<u>VENDOR</u>	<u>CHANGE ORDER #</u>	<u>AMOUNT</u>	<u>ALLOWANCE AMOUNT</u>	<u>NET EFFECT</u>
School #4 Roof Replacement	MAK Group	#2 CO-ES4R-02	\$14,800.00	\$14,800.00	-0-
School #4 Roof Replacement	MAK Group	#3 CO-ES4R-03	(7,022.85)	(7,022.85) Credit	-0-

DATED: May 5, 2014

Motion by: Mrs. Esther Han Silver

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

APPROVAL OF PROPOSAL FROM KINSEY ASSOCIATES FOR PLAY AREA AND LANDSCAPING PLANTING DESIGN AT SCHOOL NO. 2

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the attached proposal dated March 28, 2014 from **Kinsey Associates for the preparation of contract drawings and specifications for play area and landscape planting design at Elementary School No. 2.**

DATED: May 5, 2014
Attachment

Motion by: Mrs. Esther Han Silver

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

PROPOSAL
PROFESSIONAL SERVICES
FOR
BOROUGH OF FORT LEE
PUBLIC SCHOOLS
BERGEN COUNTY, NEW JERSEY

PREPARATION OF:
CONTRACT DRAWINGS AND SPECIFICATIONS

FOR
PLAY AREA AND LANDSCAPE PLANTING DESIGN
AT
ELEMENTARY SCHOOL #2

MARCH 28, 2014

Kinsey Associates
Park and Recreation Consultants
4 Walter E. Foran Blvd., Ste. 210
Flemington, NJ 08822
Phone Number - 908-237-0770
Fax Number - 908-788-6788
EMAIL: information@kinseyassociates.com

2B&G

Kinsey Associates, Incorporated under the laws of the State of New Jersey, hereinafter referred to as the Consultant, hereby proposes to furnish to the Borough of Fort Lee Public Schools, Bergen County, New Jersey, hereinafter referred to as the Owner, all professional and technical services necessary for the performance/preparation of a Site Study, Preliminary Plan and Cost Estimate, Contract Drawings and Specifications and optional Construction Contract Administration, for Play Area and Landscape Planting Design at Elementary School #2.

PROJECT UNDERSTANDING AND APPROACH

In response to a continually growing school aged children population, Fort Lee Public Schools is proposing to construct twelve (12) modular classrooms in the area of the school site currently occupied by a softball field and play equipment area. The modules will occupy the majority of the left and left center field of the softball field and abut the current play equipment area. The general scope for site development is as follows:

- 1) Decommission the softball field. It is recommended that the arch backstop be carefully disassembled and stored for future use on another site.
- 2) Remove the existing play area complete with equipment, curbs and resilient surfacing. Although perhaps four of the existing pieces are still useful, the intent is to create a new play area with new equipment that is better integrated into the existing building and new modules. It is recommended that at least half of the existing resilient surface material be stripped and stockpiled for reuse in the new area. It is further recommended that the medium/large climber complex, the small/medium climber, the two small climbers and the benches be carefully removed and stored for future use or reinstalled at another site or sites. The benches may have some utility in the new area design. The remaining equipment should be discarded.
- 3) Replace and/or augment the existing perimeter chain link fence.
- 4) Construct landscape plantings for the general purposes of site beautification and the specific purposes of screening the new development from neighboring residences and screening elements of the new development from on site occupants.

I SCOPE OF SERVICES

The offered services are as follows:

A. Topographical Survey

It is the Consultants understanding that this service will be performed by Boswell Engineering.

B. Conferences

The Consultant shall attend conferences with the Owner, as may be necessary, to interview those familiar with the project history; to discuss the observed and perceived problems, and particular areas of concern; to review the planning and construction documents and in general to reach a full and mutual understanding of the project. Two such conferences shall be included under the fee.

C. Site Study

The Consultant shall conduct a site study to familiarize himself with the nature, condition, and extent of the existing site features and facilities and the conditions affecting these. The study will consider:

- peripheral development
- on site improvements
- supporting infrastructure
- vehicular access and parking
- pedestrian access and circulation
- accessibility
- drainage
- any other ancillary and pertinent items

D. Preliminary Plan

The Consultant shall prepare a Preliminary Plan for the layout of the proposed facilities upon the project site. This plan shall depict existing features, proposed modules, play area, landscaping and other gross features of the project program.

These plans shall be submitted to the Owner for review and shall be presented for evaluation and discussion in a work session or other format deemed appropriate to the Owner.

A revised version of the Preliminary Plans shall be prepared based on the observations and modifications determined at the first work session. This plan will

be resubmitted for review and revision in a subsequent meeting sequence. This process will continue until a substantial accord on all major aspects of the site plan is achieved. Two such design/meeting/revision sequences shall be included under the fee.

The Consultant shall furnish, to the Owner, five (5) prints of the Plans for review and discussion at the end of each plan revision sequence.

E. Cost Estimate

During the process of Preliminary Plan advancement, at such time as a facility program and overall layout concept is determined, the Consultant shall prepare a cost estimate of the proposed project which shall be submitted for review and shall be modified as subsequent plan revisions occur. This estimate shall be a detailed, particular estimate representing the several types and categories of construction anticipated by the plan.

**F. Construction Contract Documents
Working Drawings**

The Consultant shall prepare Working Drawings to show the character and scope of the work to be performed by the Contractor on the project. The Working Drawings shall embrace:

- existing site conditions (i.e., topography, wooded areas, ground cover, structures, utilities, etc.) as well as improvements proposed by others.
- all demolition and clearing necessitated by the proposed development.
- the layout of the proposed structures, systems, features and facilities.
- the grades of the proposed structures, systems, features and facilities.
- the grading of the site as necessitated by the proposed structures, systems, features and facilities.
- all site utilities (i.e., water service connection, sanitary sewer connection, electric service, site lighting, site drainage, etc.).
- all site structures, systems, features and facilities.
- the details of all site structures, systems, features and facilities.

The Plans shall be sufficient in detail to indicate the work to be accomplished by the Contractor.

The Consultant shall furnish, to the Owner, ten (10) sets of paper prints under the fee. Additional prints of the Working Drawings, as may be required, shall be furnished, to the Owner, by the Consultant, in addition to the fee. The additional cost shall be at the rate of \$.45 per square foot (\$2.70 per sheet).

Specifications

The Consultant shall prepare Specifications sufficient in detail to indicate the work to be included in contracts for the project. The Specifications shall include: the Advertisement for Bids, Instructions to Bidders, Proposal Forms, Contract Forms, General Conditions, and Technical Specifications, which shall stipulate the materials and methods of construction.

The Specifications shall also address the following items of concern:

- Bidder Pre-qualification
- Material Selection
- Quality Control and Testing

These Specifications shall be submitted to the Owner for approval prior to final printing.

The Consultant shall furnish ten (10) copies of the complete Specifications to the Owner under the fee. Additional copies, as required, shall be furnished, to the Owner, by the Consultant, in addition to the fee. The additional cost shall be at the rate of \$.10 per page, including the covers and bindings.

The Specifications, together with the Working Drawings, shall become the documents for bidding, the award of contracts and for construction of the project, and the basis of payments to the Contractor.

G. Soil Erosion and Sedimentation Control Permit Application

Due to the nature of the building development on site, it is anticipated that this service will be performed by Boswell Engineering or others.

H. Stormwater Management Plan Permit Application

Due to the nature of the building development on site, it is anticipated that this service will be performed by Boswell Engineering or others.

I. Permit Applications

It is anticipated that our design work will not require any permit applications other than those listed above.

Should any application other than the above listed be required, the Consultant shall perform the required services, if directed, in addition to the fees listed elsewhere herein. Additional fees shall be on an hourly and cost basis as listed elsewhere herein or an agreed upon lump sum amount.

The Owner shall pay, in full, for all the required permit fees.

J. Assistance in Bidding

The Consultant shall make every effort to encourage qualified contractors to submit proposals for the construction work.

The Consultant shall be present when bids are received and shall assist in the tabulation of bids.

The Consultant shall analyze and verify the mathematical accuracy of the bids received and investigate the low bidders.

The Consultant shall make recommendations to the Owner regarding the award of contracts.

K. Construction Contract Administration

The Consultant shall furnish Construction Contract Administration services as desired by the Owner on an hourly basis to be billed monthly as stipulated elsewhere herein.

The Construction Contract Administration services shall start following the award, by the Owner, of Contracts for the construction work and shall be continued until such time as the construction contract calendar day limit is reached. In the event that the project is not completed by expiration of the contracted construction time, fees for continuing contract administration, if such administration is directed by the Owner, shall be paid by the Owner and reimbursed by the Contractor or his Surety under appropriate clauses of the Construction Contract.

The services of the Construction Contract Administrator shall be defined to include: the review of all Shop Drawings, catalog cuts, request for "or-equals", the determination, in general, that all work by the Contractors is in general accordance with the Plans and Specifications, the keeping of pertinent records, the certification to the Owner of the Contractor's invoices.

The Consultant shall make numerous, but not daily, visits to the Site to familiarize himself generally with the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the Contract Documents. On the basis of his on-site observations, the Consultant shall endeavor to guard the owner against defects and deficiencies in the work of the Contractors. The

Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or the safety precautions and programs in connection with the work. The Consultant shall not be responsible for the Contractor's failure to perform in accordance with the Contract Documents.

The Consultant shall not be responsible for the acts or omissions of the Contractors, or any sub-contractors, or any of the Contractor's sub-contractors agents or employees or any other persons performing any of the work, which could not, by reasonable review, be discovered during the periodical visits.

L. Professional Services Not Included

The above proposed professional services shall be only as detailed above. They shall NOT include: the performance of field surveys of boundary lines or other field work of such nature; the performance of payment or as-built surveys; the "take-off" of precise quantities of the several kinds of work; the field layout of the work; or, the supervision of construction.

II OWNER'S RESPONSIBILITY

The Consultant shall expect the Owner to furnish, without cost, to the Consultant, any and all information in the Owner's possession that has or may have any bearing upon the planning project and design, including as-built or record drawings of nearby underground utilities, previous reports and any other data relative to design and construction of the project.

The Owner shall furnish, to the Consultant, as required by him, for performance of his basic services, the service of, or data prepared by, others in the past or present, such as probings and sub-surface explorations, property, boundary, easement, rights-of-way, topographic and utility surveys and property descriptions (other than as included below), zoning and deed restrictions, and other special data or consultations not covered in proceeding paragraphs, all of which the Consultant may rely upon in performing his services.

The Owner shall assist, whenever possible, in obtaining permits and at public hearings and meetings.

The Owner shall designate, in writing, a person to act as the Owner's representative, with respect to the work to be performed under this proposal.

The Owner shall furnish or direct the Consultant to provide necessary additional services or other services as required.

The Owner shall bear all costs incident to compliance with the requirements of this Section.

The Consultant shall expect the Owner to furnish the following survey information to the Consultant without cost:

- A. A Boundary Survey of the Site, and bearings and distances clearly shown for each course. Any easements, rights-of-way or deed restrictions are to be clearly defined. The Plan shall show all existing facilities, if available.

- B. A Topographical and Planimetric Survey of the work area showing: the present elevation of the ground represented by contours at intervals of one foot; the elevations of any and all waterways within or adjacent to the work area; the flood plain limit lines; the location of wetland delineation lines; the location and outline of wooded areas; the location of all specimen trees; the location and elevation of existing streets and roadways both within and adjacent to the work area; the location of utility poles within and adjacent to the work area; the location and elevation of all underground utilities both within the work area and in adjacent areas; the location of existing structures and facilities within the work area.

The Topographical and Planimetric Survey is to be extended for sufficient distance beyond the limits of the work area to clearly indicate the relationship of elevations of adjoining areas to those of the work area.

- C. Construction contract documents for all existing and proposed improvements.

- D. Any other information in the possession of the Owner that may have influence upon the planning work.

All survey information shall be provided on digital format (CD) in AutoCAD 2002 or 2007.

III PROFESSIONAL FEE

The Consultant hereby offers to furnish, to the Owner, the services outlined in sections I-A thru I-K for the professional fees as stipulated below:

A. Conferences, Site Study, Preliminary Plan and Cost Estimate and Construction Contract Documents (Working Drawings and Specifications) (Items I-B, I-C, I-D, I-E, and I-F) for a lump sum fee amount of \$9,750.00.

The Consultant shall bill the Owner monthly on a percentage of completion basis.

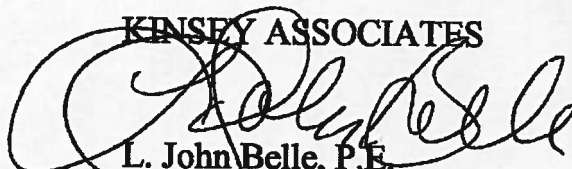
B. Construction Contract Administration (Item I-J and I-K)

1. The fee for Construction Contract Administration shall not exceed \$5,500.00 without prior approval, except in the event that additional fee billings accrue due to the Contractors failure to complete construction as contracted. In this event additional Construction Contract Administration costs will be deducted from the construction contract in accordance with provisions of that contract.

2. Compensation for Construction Contract Administration services as well as all additional professional services requested by the Owners shall be at the following rates: Principals of the firm \$150.00 per hour; Architects and Engineers, \$125.00 per hour; Landscape Architects, \$100.00 per hour; all others at \$75.00 per hour, together with out-of-pocket expenses at cost. The charges for the Construction Contract Administrator's time shall be on an hourly basis, including actual time on the job site and/or office time, etc., together with travel time to and from the job. Out-of-pocket expenses shall include mileage at \$.40 per mile. Out-of-pocket expenses shall include any other expenses directly attributable to the project. The Consultant shall bill the Owner monthly.

Respectfully submitted,

KINSEY ASSOCIATES



L. John Belle, P.E.
President

CURRICULUM & INSTRUCTION COMMITTEE

#1CUR

RESOLUTION NO. 26232

APPROVAL OF CLASS TRIPS
AT A COST TO THE DISTRICT NOT TO EXCEED \$2,360

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **class trips** listed on the attached summary.

DATED: May 5, 2014
Attachment

*Please note that Mrs. Holly Morell and Mr. Joseph Surace abstained from one name.

Motion by: Mrs. Candace Romba

Seconded by: Mrs. Holly Morell

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

**CLASS TRIPS
BOARD AGENDA OF 5/5/2014**

Teacher Name	District Location	Grade/Dept	Destination/Purpose	City/State	Trip Date	Number of Pupils	Cost to District	Total Cost To Pupil	Notes
Hernandez, Giola, DiFalco, Minutolo	#1	4-6 Grade Chorus	High Notes Festival/Six Flags (Revision)	Jackson, NJ	6/6/2014	70	\$2,360.00	\$25	
Hernandez, Britton	#1	Grade 1	Fort Lee VFW Halls Concert for Veterans Memorial Day	Fort Lee, NJ	5/22/2014	23	\$0.00	\$0	
Tavoularis, Cuccaro	#1	Grades 2-6	Bear Mountain State Park, BOKS Program	Bear Mountain, NY	5/29/2014	60	\$0.00	\$0	Sponsored by School 1 PTA
Morales, Grossmann, Accetta, DiFalco, Green	#1	Grade 4	Van Cortlandt Manor, Visit a Historic Cite/Museum	Croton-on-Hudson, NY	6/12/2014	91	\$0.00	\$22	
Tavoularis, DeMaro, Hernandez, Grosso, Vincente	#1	Grades 4-6	Dave and Busters - Celebration D.A.R.E. Basketball Tournament	West Nyack, NY	6/3/2014	42	\$0.00	\$20	Difference funded by #1 School PTA
Kim, Belmonte, Hong, Hanson	#2	Grade 3	American Museum of Natural History (Date Revision)	NY, NY	6/17/2014	63	\$0.00	\$29.54	
Kim, Belmonte, Hong, West	#2	Grade 3	Montclair Museum (Date Revision)	Montclair, NJ	5/30/2014	55	\$0.00	\$23.06	
Deitsch, Kotwica, Pachos, Gauger	#3	Grade 6	Fort Lee Museum, History of Cotesville Area	Fort Lee, NJ	5/23/2014	20	\$0.00	\$0.00	Funded Fort Lee Historical Society
Anderson, Brown, Sargent, Stailey	#4	Grade 6	Spirit Cruise, Moving-up Celebration	Lincoln Harbor, NJ	6/3/2014	71	\$0.00	\$30.00	Sponsored by School 4 PTA
TOTAL							\$2,360.00		

FINANCE COMMITTEE

#1F

RESOLUTION NO. 26233

APPROVAL – CURRENT BILLS LIST TOTALING \$918,391.85

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the payment of the claims on the **current bills list** in the amount of **\$918,391.85** for May 2014 (computer checks).

DATED: May 5, 2014
Attachment

*Please note that Mr. Joseph Surace abstained from one name.

Motion by: Mr. Peter Suh

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

<u>ROLL CALL</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAINED</u>
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

Fort Lee Board of Education

Bills And Claims Report By Vendor Name

va_bill5.5
04/30/2014

5/5/14

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description	Check #	Check Amount	
Pending Payments								
A & C PLUMBING & HEATING, INC./ 5081	1314-1985	11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF	INV 8984		1,452.13	
ACP DIRECT, CORP./ 8771	1314-2006	11-190-100-610-30-027/ PARCC		CF	INV 173941		6,320.25	
AL'S TRUCK SERVICE/ 8789	1314-2239	11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CF	INV 1628		135.00	
ALLIED PRINTING, CO, INC./ 6888	1314-1496	11-000-240-600-04-000/ SCH 4 GENERAL SUPPLIES		CF	INV 43950		190.00	
	1314-1581	11-000-240-600-02-030/ SUPPLIES		CF	INV 44039		200.00	
Total for ALLIED PRINTING, CO, INC./ 6888							\$390.00	
ALPHABET SIGNS, INC./ 7861	1314-1321	11-000-240-600-01-000/ SCH 1 GENERAL SUPPLIES		CF	INV 51806		149.05	
AMCO ENTERPRISES, INC./ 8772	1314-1975	30-000-413-450-04-000/ HVAC SCH4		CP	APPL # 1		77,616.00	
AMSTERDAM PRINTING/TAYLOR CORP./ 7913	1314-1388	11-190-100-800-07-000/ MISC EXPENDITURES		CF	INV 3825140		308.34	
AT&T LONG DISTANCE/ 1004	1314-0149	11-000-230-530-10-722/ TELEPHONE		CP	ACCT# 0303697878001-APRIL14		545.14	
ATRA JANITORIAL SUPPLY CO.,INC./ 1142	1314-2229	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 18730		2,768.00	
	1314-2227	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 18727		2,768.00	
	1314-2226	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 18728		2,768.00	
	1314-2225	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 18729		2,768.00	
	1314-2223	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 18725		699.84	
	1314-2263	11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 503150		2,682.20	
			11-000-262-610-40-000/ GENERAL SUPPLIES		CP	INV 503151		518.00
			11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 16574		207.24
	1314-2164	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 18719		4,538.66	
Total for ATRA JANITORIAL SUPPLY CO.,INC./ 1142							\$19,717.94	
AVAYA, INC/ 5922	1314-0148	11-000-230-530-10-722/ TELEPHONE		CP	ACCT# 0101911994-APRIL14		75.37	

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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Fort Lee Board of Education

Bills And Claims Report By Vendor Name

5/5/14

va_bill5.5
04/30/2014

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type * Check Description	Check #	Check Amount
Pending Payments						
B C C A/ 6259	1314-2181	11-402-100-800-08-000/ OTHER OBJECTS		CF ENTRY FEE-BOYS YOCKERS RELAY		275.00
	1314-2189	11-402-100-800-08-000/ OTHER OBJECTS		CF ENTRY FEE-GIRLS YOCKERS RELAY		125.00
Total for B C C A/ 6259						\$400.00
B.C.SPECIAL SERVI (192/193)/ 1167	1314-1301	20-502-200-320-30-000/ CHAP 192/193 COMP ED		CP MARCH 14		2,225.55
		20-503-200-320-30-000/ CHAP 192/193 ESL		CP MARCH 14		2,444.12
		20-506-200-320-30-000/ CHAP 192/193 SUPPL INST		CP MARCH 14		208.15
		20-507-200-320-30-000/ CHAP 192/193 EXAM/CLASS		CP MARCH 14		1,113.98
		20-508-200-320-30-000/ CHAP 192/193 CORR SPEECH		CP MARCH 14		703.08
Total for B.C.SPECIAL SERVI (192/193)/ 1167						\$6,694.88
BABES TAXI/EAST COAST CAR, CO./ 1170	1314-2242	11-000-270-512-07-000/ TRANSP TO/FROM HS		CF INV 5164		124.55
BANYAN SCHOOL, INC./ 6889	1314-0741	11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP MAY 2014		5,614.77
	1314-0740	11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP MAY 2014		4,874.94
Total for BANYAN SCHOOL, INC./ 6889						\$10,489.71
BAYADA HOME HEALTH, INC./ 8420	1314-0591	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 9329261		1,600.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 9348426		1,600.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 9386628		1,600.00
	1314-1885	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 9329260		1,470.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 9348425		1,360.00
Total for BAYADA HOME HEALTH, INC./ 8420						\$7,630.00
BEHAVIOR THERAPY ASSOC, PA, CORP/ 8775	1314-2109	11-000-216-320-60-000/ RELATED SERVICES		CP 12/13-20, 2013		2,150.00
		11-000-216-320-60-000/ RELATED SERVICES		CF 12/20/13		2,630.00
Total for BEHAVIOR THERAPY ASSOC, PA, CORP/ 8775						\$4,780.00

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				Type *	Check Description		
Pending Payments							
BELS/ 8785	1314-2121	11-000-222-890-07-000/ OTHER OBJECTS		CF	INV 97		3,000.00
BERGEN COUNTY ETTC/ 5087	1314-1640	11-000-223-580-07-000/ TRAVEL - PROF DEV HS		CF	INV 2014141		150.00
BERGEN COUNTY SCD/ 4786	1314-0882	11-000-100-565-60-000/ TUITION-CSSD		CP	MAY 2014		15,834.00
	1314-1328	11-000-216-320-60-000/ RELATED SERVICES		CP	MARCH 2014		10,803.50
		20-252-200-320-60-000/ IDEA-BASIC-N/P-PUR SRV		CP	MARCH 2014		2,551.95
		Total for BERGEN COUNTY SCD/ 4786					
BERGEN FENCE, INC./ 1344	1314-2211	11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CF	INV 43367		2,255.00
BINGHAM COMMUNICATIONS, INC./ 6049	1314-2222	11-000-261-420-40-030/ CLEAN,REPAIR,MAINT-SCH 3		CF	INV 27355		307.50
	1314-2221	11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF	INV 27296		475.00
	1314-2220	11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF	INV 27297		380.00
	1314-2219	11-000-261-420-40-030/ CLEAN,REPAIR,MAINT-SCH 3		CF	INV 27298		380.00
	1314-2147	11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF	INV 27658		585.00
	1314-2046	11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF	INV 27609		1,385.00
	Total for BINGHAM COMMUNICATIONS, INC./ 6049						\$3,512.50
BLICK ART MATERIALS, CO./ 5588	1314-2125	11-190-100-610-03-011/ ART SUPL		CF	INV 2931454		214.14
CATAPULT LEARNING,LLC/ 6117	1314-1191	20-509-200-320-30-000/ N/P NURSING		CP	INV CL052817-MAR 14		1,505.40
CHANCELLOR ACADEMY I ,CORP INC/ 3367	1314-0830	20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP	INV 14-0401		12,520.00
CHILDREN'S THERAPY CTR/CEREBRAL PALSY/ 6277	1314-0800	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP	INV 14946		2,100.00
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP	INV 14946		7,917.00
Total for CHILDREN'S THERAPY CTR/CEREBRAL PALSY/ 6277						\$10,017.00	
CHUNG, MYUNG JIN/ 5543	1314-2183	11-240-100-580-04-000/ TRAVEL		CF	MARCH 2014-TRAVEL		5.89

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Pending Payments						
CORBY ASSOCIATES, INC./ 4119	1314-1705	12-000-400-450-90-970/ HS GYM/AUDITORIUM		CF INV 6520		2,695.00
COUNTRY WATCH, INC./ 6576	1314-1240	11-000-222-600-06-019/ LIBRARY BOOKS		CF INV 10142		374.25
DAANJ, INC/ 4694	1314-1541	11-402-100-580-08-000/ ATHLETIC TRAVEL		CF 2014 WKSHP REG-M.RAFTERY		350.00
DE LAGE LANDEN FINANC SRV INC./ 8502	1314-0144	11-190-100-440-10-998/ COPIER RENTAL		CP INV 40860506		3,188.00
DENICHILO, JACK/ 5027	1314-2150	11-000-262-890-40-000/ OTHER OBJECTS		CF REIMB		90.00
DOROTHY MATERIALS, LLC/ 8778	1314-2085	11-000-263-610-40-000/ GROUNDS-SUPPLIES		CF INV 110		1,025.00
DYNAMIC THERAP SERV CORP./ 6692	1314-0935	11-000-216-320-60-000/ RELATED SERVICES		CP INV 20140407003345		3,285.00
		11-000-216-320-60-000/ RELATED SERVICES		CP INV 20140417003363		855.00
		11-000-216-320-60-000/ RELATED SERVICES		CP INV 20140423003379		4,290.00
		Total for DYNAMIC THERAP SERV CORP./ 6692				
EARL JOHN/ 2164	1314-2212	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 1151176-01		292.64
ECLC OF NEW JERSEY, CORP/ 1540	1314-2108	11-000-100-566-60-000/ TUITION PRIV. W// STATE		CF INV 43806		13,897.00
		11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP INV 44083-MAY 14		5,013.75
	1314-0744	11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP INV 43581-DS MAKEUP DAY		238.75
		11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP INV 43863-CREDIT		-248.00
		11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP INV 44084		5,406.45
		11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP INV 44086		5,406.45
		11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP INV 44085		5,406.45
		Total for ECLC OF NEW JERSEY, CORP/ 1540				
EDUCATION, INC./ 6231	1314-2126	11-150-100-320-60-000/ HOME INST-PURCH PROF		CP INV 171354		162.93
		11-150-100-320-60-000/ HOME INST-PURCH PROF		CP INV 171691		65.17
		11-150-100-320-60-000/ HOME INST-PURCH PROF		CP INV 172004		260.68
		11-150-100-320-60-000/ HOME INST-PURCH PROF		CP INV 190562		260.68
		11-150-100-320-60-000/ HOME INST-PURCH PROF		CP INV 190995		162.93

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Pending Payments							
EDUCATION, INC./ 6231		11-150-100-320-60-000/ HOME INST-PURCH PROF		CF	INV 172676		260.68
	1314-2114	11-150-100-320-60-000/ HOME INST-PURCH PROF		CP	INV 167677		130.34
		11-150-100-320-60-000/ HOME INST-PURCH PROF		CP	INV 167678		130.34
		11-150-100-320-60-000/ HOME INST-PURCH PROF		CF	INV 167574		130.34
				Total for EDUCATION, INC./ 6231			\$1,564.09
EDUCATORS PUBLISHING SERV (EPS)/ 1611	1314-2089	11-240-100-610-30-000/ BILINGUAL SUPPLIES		CF	INV 10769888		194.87
ENERGY FOR AMER INC/ 1656	1314-2230	11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1		CF	INV 12607		775.00
		11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2		CF	INV 12607		582.00
		11-000-261-420-40-030/ CLEAN,REPAIR,MAINT-SCH 3		CF	INV 12607		484.00
		11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF	INV 12607		582.00
		11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF	INV 12607		678.00
		11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF	INV 12607		1,745.00
				Total for ENERGY FOR AMER INC/ 1656			\$4,846.00
ENGLEWOOD PUBLIC SCHOOL DISTRICT/ 7992	1314-1137	11-000-270-511-10-272/ CNTRCTD TRANS PUBLIC		CP	INV 2747-APRIL 14		1,597.49
ENVIROCON, LLC/ 8423	1112-2675	30-000-405-450-07-000/ HVAC FLHS - CONSTRUCTION		CF	APPL 11-FINAL		26,771.64
EXPRESS HEATING CO INC/ 2692	1314-2217	11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF	INV 89436		5,886.42
	1314-2216	11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF	INV 89438		229.50
	1314-2215	11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF	INV 89437		2,363.00
	1314-2214	11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF	INV 89462		239.50
	1314-2213	11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF	INV 89463		162.35
	1314-1987	11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF	INV 89372		229.50
				Total for EXPRESS HEATING CO INC/ 2692			\$9,110.27
FAIRWAY MARKET, INC./ 4670	1314-2160	11-190-100-610-06-031/ HOME ECONOMICS		CF	ACCT# M585466099		306.05
FEDERAL EXPRESS CORP/ 1723	1314-2241	11-000-230-530-07-721/ POSTAGE-HS		CF	INV 260568858		35.31

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Pending Payments						
FIRST STUDENT, INC/ 5689	1314-2245	11-000-270-512-08-000/ TRANSP-ATHLETIC		CF INV 13095892		1,290.35
	1314-1984	11-000-270-512-06-000/ TRANSP TO/FROM MS		CF INV 13095284		265.00
	1314-1983	11-000-270-512-06-000/ TRANSP TO/FROM MS		CF INV 13095248		1,375.00
	1314-2243	11-000-270-512-07-000/ TRANSP TO/FROM HS		CP INV 13095770		530.00
		11-000-270-512-07-000/ TRANSP TO/FROM HS		CP INV 13095798		425.00
		11-000-270-512-07-000/ TRANSP TO/FROM HS		CP INV 13095850		400.00
		11-000-270-512-07-000/ TRANSP TO/FROM HS		CF INV 13095851		195.00
Total for FIRST STUDENT, INC/ 5689						\$4,480.35
FOCUS/OCCUP THERAPY CTR, INC/ 6340	1314-0853	11-000-216-320-60-000/ RELATED SERVICES		CP MARCH 2014		3,640.00
FOLLETT SOFTWARE COMPANY/ 6837	1314-1750	11-000-222-600-06-019/ LIBRARY BOOKS		CF INV 1115258		211.08
FORT LEE BOE - SPECIAL ACCT/ 3813	1314-2234	20-231-200-600-30-007/ TITLE 1-SUP & MAT-HS		CF INV 201436		388.50
	1314-2165	20-231-200-600-30-007/ TITLE 1-SUP & MAT-HS		CF INV 201433		255.00
	1314-1972	11-401-100-600-07-000/ STDNT ACT HS-SUPPLIES		CF INV 201415		37.50
Total for FORT LEE BOE - SPECIAL ACCT/ 3813						\$681.00
FORUM SCHOOL/ 1783	1314-1034	11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP APRIL 14		8,833.54
		11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP JAN 14-ADDL		3,637.34
Total for FORUM SCHOOL/ 1783						\$12,470.88
FRANKOSKI CONSTRUCTION/ 8623	1213-2399	12-000-400-450-90-070/ PY HS GYM/AUDITORIUM		CF PROJ 12-7990-INV 5 FINAL		13,150.00
	1213-2399A	12-000-400-450-90-970/ HS GYM/AUDITORIUM		CF PROJ 12-7990-INV 5 FINAL		30,942.00
Total for FRANKOSKI CONSTRUCTION/ 8623						\$44,092.00
GARDEN ACADEMY, INC./ 8782	1314-2113	20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP INV 1908-MAY 14		9,506.80
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP INV 1900-JAN 14		8,556.12
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP INV 1901-FEB 14		7,605.44
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP INV 1902-MARCH 14		9,506.80
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP INV 1907-APRIL 14		8,080.78
Total for GARDEN ACADEMY, INC./ 8782						\$43,255.94

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Pending Payments						
GENERAL PLUMBING SUPPLY, INC/ 7882	1314-2200	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV S5320980		26.85
	1314-2188	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV S5315677		19.66
	1314-2186	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV S5318265		21.63
	1314-2042	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV S5146405		27.35
				Total for GENERAL PLUMBING SUPPLY, INC/ 7882		\$95.49
GM PEST CONTROL LLC/ 5917	1314-2240	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CF INV 28007		750.00
	1314-2232	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CF INV 27923		450.00
	1314-2224	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CF INV 28167		75.00
	1314-2185	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CF INV 27882		75.00
	1314-2028	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CF INV 28926		450.00
				Total for GM PEST CONTROL LLC/ 5917		\$1,800.00
GRAINGER, INC./ 1902	1314-2201	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 9401528253		57.34
	1314-2195	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 9306127516		644.50
	1314-2194	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 9306127524		479.00
	1314-2193	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 9275654656		804.80
	1314-2202	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 9402057856		160.61
	1314-2182	11-000-263-610-40-000/ GROUNDS-SUPPLIES		CF INV 9329685342		35.18
	1314-2158	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 9400151339		35.28
	1314-2146	11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF INV 935080931		695.64
	1314-2155	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 9400151347		79.29
				Total for GRAINGER, INC./ 1902		\$2,991.64
HACKENSACK UNIVERSITY MEDICAL CENTER/ 7653	1314-2034	11-000-216-320-60-000/ RELATED SERVICES		CF PAT# 200051654700		870.00
HAHN, ILAN/ 7450	1314-2078	11-190-100-400-01-000/ OTHER PURCH SVS - SCH 1		CF 3/13/14		90.00
HERTZ FURNITURE SYSTEMS, LLC/ 4245	1314-2127	11-000-262-610-03-000/ CLASSROOM FURNITURE		CF INV 612751		508.00
HESS CORPORATION/ 6615	1314-0225	11-000-262-621-10-000/ ENERGY-NATURAL GAS		CP INV H14254793		733.57

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Pending Payments							
HOHOKUS SCHOOL OF TRADE & TECH.SCHOOL/ 8701	1314-1275	11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP	INV 210ENGLEWOOD-APRIL 14		880.00
HOUGHTON MIFFLIN, INC./ 2018	1314-2018	11-240-100-610-30-000/ BILINGUAL SUPPLIES		CF	INV 950317087		106.40
HUNT/AILEEN PULMANO/ 7358	1314-2051	11-000-222-600-50-019/ TECH SUPPLIES		CF	INV 3955		3,349.17
IXL LEARNING, INC./ 8295	1314-1882	11-190-100-610-06-017/ WRKBKS MATH		CF	INV S253681		2,680.00
JCC ON THE PALISADES, CORP/ 4538	1314-0833	11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP	MAY 14		5,410.65
JEWEL ELECTRIC SUPPLY, CO./ 7768	1314-2145	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 193867A		109.30
	1314-2142	11-000-262-610-40-000/ GENERAL SUPPLIES		CF	INV 193867		543.94
				Total for JEWEL ELECTRIC SUPPLY, CO./ 7768			\$653.24
JOSTEN'S, INC./ 2190	1314-1919	11-190-100-800-07-000/ MISC EXPENDITURES		CP	INV 15821069		-12.68
		11-190-100-800-07-000/ MISC EXPENDITURES		CF	INV 16256401		1,787.68
	1314-1832	11-000-218-600-06-000/ GUIDANCE SUP-MS		CP	INV 16485450		1,232.00
		11-000-218-600-06-000/ GUIDANCE SUP-MS		CF	INV 16499033		938.98
				Total for JOSTEN'S, INC./ 2190			\$3,945.98
KARL & ASSOCIATES, INC./ 5117	1314-2209	30-000-418-390-06-000/ ADD MS OTHER PROF FEE		CF	INV 24962		3,350.00
	1314-2205	30-000-413-390-04-000/ HVACSCH4 OTHER PROF		CF	INV 24963		3,350.00
				Total for KARL & ASSOCIATES, INC./ 5117			\$6,700.00
LAKESHORE LEARNING EQUIP,CO./ 1052	1314-2090	11-240-100-610-30-000/ BILINGUAL SUPPLIES		CF	INV 2195640414		298.37
LEARNING CNTR EXCEPT. INC/ 2296	1314-1033	11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP	MAY 2014		18,751.32
		11-000-100-566-60-000/ TUITION PRIV. W// STATE		CP	APRIL 21-MAY UP.		892.92
				Total for LEARNING CNTR EXCEPT. INC/ 2296			\$19,644.24
LEONIA BOARD OF E/ 2315	1314-0909	11-000-216-320-60-000/ RELATED SERVICES		CP	INV 140130-MARCH 14		252.00
		11-000-216-320-60-000/ RELATED SERVICES		CP	INV 140134-MARCH 14		819.00
				Total for LEONIA BOARD OF E/ 2315			\$1,071.00

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LEVY'S, INC / 2324	1314-0666	11-402-100-600-08-000/ ATHLETIC SUPPLIES		CF INV 19274		4,389.14
LINDABURY, MCCORMICK/ 4395	1314-2282	11-000-230-331-20-704/ LEGAL-BOARD ATTORNEY		CP INV 2275264		3,952.00
		11-000-230-331-20-704/ LEGAL-BOARD ATTORNEY		CP INV 2275440		1,824.00
		11-000-230-331-20-704/ LEGAL-BOARD ATTORNEY		CF INV 2275263		10,838.60
				Total for LINDABURY, MCCORMICK/ 4395		\$16,614.60
LOVING CARE AGENCY, INC./ 7008	1314-1448	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 141001762-MARCH 14		3,485.00
MALLIK, APARNA MD/ 6271	1314-0526	11-000-216-320-60-000/ RELATED SERVICES		CP PAT ID# 789741A461		400.00
		11-000-216-320-60-000/ RELATED SERVICES		CP PAT ID#827517A461		400.00
				Total for MALLIK, APARNA MD/ 6271		\$800.00
METROPOLITAN PLANT EXCH, INC / 2491	1314-2173	11-000-263-610-40-000/ GROUNDS-SUPPLIES		CF INV 2021187		242.50
MORGRAN NJ HOLDINGS, LLC/ 8333	1314-0226	11-000-262-622-10-000/ ENERGY-ELECTRICITY		CP INV 40314-40		400.48
MUSIC AND ARTS CENTERS/ 8553	1314-1982	11-190-100-400-01-000/ OTHER PURCH SVS - SCH 1		CF INV 4135344		83.00
MUSIC EDUCATORS ASSOC., CORP/ 1442	1314-1643	11-000-218-890-06-000/ MISC EXPENDITURES		CF INV 1305167		118.00
MUSIC THEATRE/MTI ENTERPRISES INC/ 4157	1314-2176	11-401-100-600-07-000/ STDNT ACT HS-SUPPLIES		CF INV 515115		1,750.00
NAGY, LESLIE/ 7419	1314-0525	11-000-216-320-60-000/ RELATED SERVICES		CP 4/1/14-JS		600.00
		11-000-216-320-60-000/ RELATED SERVICES		CP 4/1/14-ZP		600.00
				Total for NAGY, LESLIE/ 7419		\$1,200.00
NASSOR ELEC. SUPP., CORP/ 2592	1314-2044	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 1016284		114.00
NATIONAL BUSINESS FURNITURE/ 7833	1314-1939	11-000-262-610-07-000/ CLASSROOM FURNITURE		CP INV ZJ845155-DMI		1,846.64

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Pending Payments						
NATIONAL BUSINESS FURNITURE/ 7833		11-000-262-610-07-000/ CLASSROOM FURNITURE		CF INV ZJ845155-TDQ		3,165.52
Total for NATIONAL BUSINESS FURNITURE/ 7833						\$5,012.16
NATIONAL EDUCATIONAL MUSIC CO./ 8456	1314-1820	11-190-100-400-07-026/ PURCH TECH SERV-MUSIC		CP INV 1841		1,310.00
		11-190-100-400-07-026/ PURCH TECH SERV-MUSIC		CP INV 1839		1,395.00
		11-190-100-400-07-026/ PURCH TECH SERV-MUSIC		CP INV 2003		1,175.00
		11-190-100-400-07-026/ PURCH TECH SERV-MUSIC		CP INV 2006		1,600.00
		11-190-100-400-07-026/ PURCH TECH SERV-MUSIC		CF INV 2008		1,250.00
Total for NATIONAL EDUCATIONAL MUSIC CO./ 8456						\$6,730.00
NEW ALLIANCE ACADEMY/ 7445	1314-0831	20-254-100-560-60-000/ IDEA C/O-TUITION		CP INV 2343-MAY 2014		7,497.00
NEWARK STAR LEDGER, CO./ 2669	1314-2070	11-000-230-592-20-725/ MISC PURCH-ADS		CF AD# I03710256		2,900.00
NORTH JERSEY MEDIA GROUP, INC./ 5436	1314-2069	11-000-230-592-20-725/ MISC PURCH-ADS		CF AD# 3658439		1,074.00
	1314-2210	11-000-230-592-20-725/ MISC PURCH-ADS		CP AD# 3649724		51.46
		11-000-230-592-20-725/ MISC PURCH-ADS		CP AD# 3649730		57.13
		11-000-230-592-20-725/ MISC PURCH-ADS		CP AD# 3652376		67.53
		11-000-230-592-20-725/ MISC PURCH-ADS		CP AD# 3655421		48.63
		11-000-230-592-20-725/ MISC PURCH-ADS		CP AD# 3656809		84.54
		11-000-230-592-20-725/ MISC PURCH-ADS		CP AD# 3660592		130.84
		11-000-230-592-20-725/ MISC PURCH-ADS		CF AD# 3661941		50.51
Total for NORTH JERSEY MEDIA GROUP, INC./ 5436						\$1,564.64
NORTHERN VALLEY REGIONAL HS/ 5132	1314-0761	11-000-216-320-60-000/ RELATED SERVICES		CP MARCH 14		1,200.00
OFFICE TEAM/ 6794	1314-1141	11-000-230-339-10-100/ OTHER PURCHASED PROFESSI		CP INV 40125351		820.02
		11-000-230-339-10-100/ OTHER PURCHASED PROFESSI		CP INV 40194293		726.60
Total for OFFICE TEAM/ 6794						\$1,546.62

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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Pending Payments						
PALISADES REGIONAL CNTR, INC/ 2794	1314-1032	11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP MAY 2014		10,880.00
PARENT DOOR HARDWARE,INC/ 2810	1314-2103	11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CF INV 76946		180.00
	1314-2102	11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV		CF INV 76910		1,973.05
	1314-2099	11-000-266-610-40-000/ SECURITY-GENLSUPPLIES		CF INV A9373		32.00
				Total for PARENT DOOR HARDWARE,INC/ 2810		\$2,185.05
PITNEY/BOWES (LEASE), LLC/ 2887	1314-0005	11-000-230-530-10-996/ POSTAGE-MS MAINT/RENT		CP INV 9374209-AP14		198.00
		11-000-230-530-10-997/ POSTAGE-HS MAINT/RENT		CP INV 9374183-AP14		198.00
		11-000-230-530-10-998/ POSTAGE-CO MAINT/RENT		CP INV 9372633-AP14		472.00
				Total for PITNEY/BOWES (LEASE), LLC/ 2887		\$868.00
PITSCO, INC./ 6415	1314-2184	11-190-100-610-01-037/ GIFTED/TALENT		CF INV 569552-1		466.88
POSTMASTER/ 2912	1314-1857	11-000-230-530-01-721/ POSTAGE-SCH 1		CF POSTAGE-SCH 1-STAMPS		490.00
PRITCHARD INDUSTRIES INC/ 7813	1314-0138	11-000-262-420-40-400/ PRITCHARD-CLEAN/ MAINT		CP INV 20008686-PLUMB		4,998.18
PUBLIC SVS GAS & ELECTRIC. INC/ 2965	1314-0137	11-000-262-621-10-000/ ENERGY-NATURAL GAS		CP MARCH 14		38,965.47
		11-000-262-622-10-000/ ENERGY-ELECTRICITY		CP MARCH 14		62,938.42
				Total for PUBLIC SVS GAS & ELECTRIC. INC/ 2965		\$101,903.89
RAPID PUMP & METER SERV. CO., INC./ 2998	1314-2148	11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF INV 94969R		255.00
READY NURSE STAFFING SERVICES/ 8499	1314-1269	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 31051-206501		5,505.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 31051-207397		5,025.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 31051-205026		3,105.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP INV 31051-205770		7,137.00
				Total for READY NURSE STAFFING SERVICES/ 8499		\$20,772.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type * Check Description	Check #	Check Amount
Pending Payments						
RICKARD REHABILITATION SERVICES, INC./ 3050	1314-0609	11-000-216-320-60-000/ RELATED SERVICES		CP MARCH 2014		40,289.00
RIDGEFIELD BD.OF/ 3051	1314-1028	11-000-100-562-60-000/ TUITION-OTHER LEA-SP ED		CP MAY 14		64,810.60
		20-250-100-560-60-000/ IDEA-BASIC-TUITION		CP MAY 14		11,868.40
				Total for RIDGEFIELD BD.OF/ 3051		\$76,679.00
SADDLEBACK EDUCATIONAL, INC./ 3107	1314-2019	11-240-100-610-30-000/ BILINGUAL SUPPLIES		CF INV 632274		246.18
SAL ELECTRIC, CO.,INC./ 7181	1314-2153	11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1		CF INV 16920		3,179.34
SSP ARCHITECTURAL GROUP/ 7060	1112-2676	30-000-403-334-07-000/ ALT FLHS-ARCHITECT/ENG F		CP PROJ 7970-INV 16		2,285.46
		30-000-413-334-04-000/ HVAC SCH4 ARCH/ENG FEE		CP PROJ 7966-INV 14		5,154.28
		30-000-418-334-06-000/ ADD MS ARCH/ENG FEE		CP PROJ 7968-INV 19		9,364.04
	1314-2307	11-000-230-334-10-900/ ARCHITECT-ESIP		CP PROJ 8138-INV 3		2,625.00
	1314-2306	11-000-230-334-10-000/ ARCHITECT FEES		CP PROJ 8120-INV 3		8,166.60
				Total for SSP ARCHITECTURAL GROUP/ 7060		\$27,595.38
STAPLES ADVANTAGE(STATE CONTRACT)/ 7817	1314-1929	11-190-100-610-07-000/ GENERAL SUPPLIES		CP INV 3228437543-		-16.64
		11-190-100-610-07-000/ GENERAL SUPPLIES		CF INV 3228147802		246.60
	1314-2023	11-000-219-600-60-000/ CST SUPPLIES		CF INV 3228275397		504.49
	1314-2030	11-190-100-610-02-000/ GENERAL SUPPLIES		CF INV 3228275401		234.46
	1314-2007	11-190-100-610-30-027/ PARCC		CF INV 3228437548		5,887.50
	1314-2038	11-000-222-600-50-019/ TECH SUPPLIES		CF INV 3228275400		2,948.19
	1314-2135	11-190-100-610-50-021/ WIDE AREA NETWORK		CF INV 3228807687		1,695.00
	1314-2115	11-000-222-600-50-019/ TECH SUPPLIES		CF INV 3228807686		935.47
				Total for STAPLES ADVANTAGE(STATE CONTRACT)/ 7817		\$12,435.07
STEWART BUSINESS SYSTEMS, LLC/ 5920	1314-2076	11-190-100-610-01-071/ PHOTOCOPY SUPL		CF INV 3F363A		507.05

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Pending Payments						
STUDY ISLAND, LLC/ 6436	1314-1852	11-000-222-320-01-000/ PROF SRVC-MEDIA/LIBR		CF INV 27295		269.00
SUGARMAN DR ALAN/ 1494	1314-0003	11-000-291-270-10-255/ BENEFITS-OVER 70		CP MAY 14		517.54
TERRANOVA GROUP, INC/ 4880	1314-0742	11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP INV 14-0603-APRIL 14		24,080.00
		11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP INV 14-0468-FEB 14 CREDIT		-6,020.00
		11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP INV 14-0666-MAY 14		31,605.00
		11-000-100-566-60-000/ TUITION PRIV. W/ STATE		CP INV 14-0534-MARCH 14-REVISED		1,505.00
	1314-0944	11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP APRIL 14		4,640.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP FEB 14-REVISED		2,755.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP MAY 14		6,090.00
		11-000-217-320-60-000/ PUR PROF -ONE TO ONE		CP MARCH 14-REVISED		1,740.00
				Total for TERRANOVA GROUP, INC/ 4880		\$66,395.00
TERRE CO. OF NJ, INC / 4159	1314-2086	11-000-263-610-40-000/ GROUNDS-SUPPLIES		CF INV 126920		923.60
TIME WARNER CABLE ENTERPRISES, LLC/ 8777	1314-2060	11-000-222-600-50-019/ TECH SUPPLIES		CP ACCT# 8150270010054187		256.28
UFS PERSONNEL CORP./ 8454	1314-0875	11-000-266-300-10-000/ SECURITY-PROF/TECH		CP INV 041014-1352		929.29
		11-000-266-300-10-000/ SECURITY-PROF/TECH		CP INV 041714-1353		1,947.00
		11-000-266-300-10-000/ SECURITY-PROF/TECH		CP INV 032714-1325		376.13
		11-000-266-300-10-000/ SECURITY-PROF/TECH		CP INV 040314-1326		755.90
		11-000-266-300-10-000/ SECURITY-PROF/TECH		CP INV 041714-1351		368.75
		11-000-266-300-10-000/ SECURITY-PROF/TECH		CP INV 041014-1350		645.30
		11-000-266-300-10-000/ SECURITY-PROF/TECH		CP INV 042414-1372		2,596.00
				Total for UFS PERSONNEL CORP./ 8454		\$7,618.37
UNITED FEDERATED SYST, INC./ 4579	1314-2154	11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1		CF INV 80492		66.00
		11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2		CF INV 80492		66.00
		11-000-261-420-40-030/ CLEAN,REPAIR,MAINT-SCH 3		CF INV 80492		66.00
		11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF INV 80492		66.00
		11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF INV 80492		66.00
		11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF INV 80492		66.00

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type * Check Description	Check #	Check Amount
Pending Payments						
UNITED FEDERATED SYST, INC./ 4579	1314-2043	11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF INV 215785		185.00
					Total for UNITED FEDERATED SYST, INC./ 4579	\$581.00
US POSTAL SERV (BOARD OFFICE)/ 2907	1314-0095	11-000-230-530-10-721/ POSTAGE-CENTRAL OFFICE		CP ACCT# 35114677		2,500.00
US POSTAL SERVICE (HS)/ 2909	1314-2172	11-000-230-530-07-721/ POSTAGE-HS		CF ACCT# 15191737		5,000.00
VERIZON (REG.PHONE BILL)/ 1207	1314-0088	11-000-230-530-10-722/ TELEPHONE		CP APRIL 14		7,091.94
W.B. MASON, CO, INC/ 5255	1314-2022	11-190-100-610-02-071/ PHOTOCOPY SUPL		CF INV I17494602		2,145.60
WRIGHT GROUP/ 6670	1314-2082	11-190-100-610-03-016/ WORKBKS WORLD LANG		CF INV 80146745001		499.20
XEROX CORP/ 3628	1314-2140	11-000-240-600-03-000/ SCH 3 GENERAL SUPPLIES		CF INV 130079059		95.00
	1314-0093	11-000-230-440-10-000/ RENTAL-COPIERS		CP INV 800625982-DEC13		1,375.90
		11-000-230-440-10-000/ RENTAL-COPIERS		CP INV 800630060-MAR14		1,375.90
		11-000-251-440-10-000/ RENTAL-COPIERS		CP INV 800625982-DEC13		564.76
		11-000-251-440-10-000/ RENTAL-COPIERS		CP INV 800630060-MAR14		564.76
		11-190-100-440-10-991/ COPIER RENTAL- SCH 1		CP INV 800625982-DEC13		193.39
		11-190-100-440-10-991/ COPIER RENTAL- SCH 1		CP INV 800630060-MAR14		193.39
		11-190-100-440-10-993/ COPIER RENTAL-SCH 3		CP INV 800625982-DEC13		194.92
		11-190-100-440-10-993/ COPIER RENTAL-SCH 3		CP INV 800630060-MAR14		194.92
		11-190-100-440-10-994/ COPIER RENTAL-SCH 4		CP INV 800625982-DEC13		1,062.93
		11-190-100-440-10-994/ COPIER RENTAL-SCH 4		CP INV 800630060-MAR14		1,062.93
		11-190-100-440-10-996/ COPIER RENTAL-MS		CP INV 800625982-DEC13		340.98
		11-190-100-440-10-996/ COPIER RENTAL-MS		CP INV 800630060-MAR14		340.98
		11-190-100-440-10-997/ COPIER RENTAL-HS		CP INV 800625982-DEC13		894.10
		11-190-100-440-10-997/ COPIER RENTAL-HS		CP INV 800630060-MAR14		894.10
					Total for XEROX CORP/ 3628	\$9,348.96
					Total for Pending Payments	\$918,391.85

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Fort Lee Board of Education

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Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed. Run on 04/30/2014 at 02:23:45 PM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$649,259.36				\$649,259.36
	10	12	\$46,787.00				\$46,787.00
	Fund 10	TOTAL	\$696,046.36				\$696,046.36
	20	20	\$94,454.07				\$94,454.07
	30	30	\$127,891.42				\$127,891.42
	GRAND	TOTAL	\$918,391.85	\$0.00	\$0.00	\$0.00	\$918,391.85

Chairman Finance Committee

Member Finance Committee

**APPROVAL OF MR. DAVID L. RINDERKNECHT AS ADDITIONAL SIGNATORY
EFFECTIVE MAY 5, 2014 TO REORGANIZATION MEETING OF 2015**

BE IT RESOLVED, the Fort Lee Board of Education approves **Mr. David L. Rinderknecht, Interim Business Administrator/Board Secretary**, as an authorized signatory to sign all checks and other such documents assumed by the Interim Business Administrator/Board Secretary, effective May 5, 2014 to the Reorganization Meeting of 2015.

DATED: May 5, 2014

Motion by: Mr. Peter Suh

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

APPROVAL OF 2014 PERFORMING ARTS AWARDS DINNER

BE IT RESOLVED, that upon the recommendation of the Acting Superintendent of Schools, the Board of Education approves the contract with **The Doubletree for the Fort Lee High School Performing Arts Awards Dinner 2014** at a price per person of \$32.

DATED: May 5, 2014

Motion by: Mr. Peter Suh

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

HEALTH-WELFARE & SAFETY COMMITTEE

#1HWS

RESOLUTION NO. 26236

PAYMENT OF HOME AND BEDSIDE INSTRUCTION SERVICES

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **payment of Home and Bedside Instruction Services**, as per the attached.

DATED: May 5, 2014
Attachment

Motion by: Mrs. Candace Romba

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

Home Instruction

Time Period	Provider	# of Hours	Hourly Rate	Total
3/6, 3/7, 3/17, 3/18, 3/19, 3/21, 3/24, 3/26, 3/27, 3/28/14	Robert Azzolino	10	\$30	\$300.00
3/4, 3/10, 3/12, 3/13, 3/19, 3/20, 3/25, 3/26/14	Dana Orner	11	\$30	\$330.00
4/2, 4/3, 4/4, 4/7, 4/8, 4/9, 4/10, 4/11, 4/21, 4/22, 4/23, 4/24, 4/25/14	Robert Azzolino	13	\$30	\$390.00
4/14, 4/15, 4/21, 4/22, 4/23, 4/24/14	Jaritza Beato	6	\$30	\$180.00
4/2, 4/3, 4/9, 4/10, 4/23/14	Jaritza Beato	5	\$30	\$150.00
3/31, 4/1, 4/3, 4/7, 4/8, 4/10, 4/14, 4/15, 4/22, 4/24/14	Kathleen Pastena	11	\$30	\$330.00
4/1, 4/2, 4/3, 4/7, 4/8, 4/9, 4/10/14	Stephanie Borgono	14	\$45	\$630.00
3/31, 4/1, 4/3/14	Annmarie Corcione	5	\$45	\$225.00
3/31, 4/1, 4/2, 4/3, 4/4, 4/7, 4/8, 4/9, 4/10, 4/11/14	Jaritza Beato	10	\$30	\$300.00
3/3, 3/4, 3/5, 3/10, 3/11, 3/12, 3/17, 3/18, 3/19, 3/24, 3/25, 3/26/14	Taylor Rogers	22	\$30	\$660.00
3/13, 3/18, 3/25/14	Kevin Oliver	6	\$45	\$270.00
3/3, 3/5, 3/6, 3/7, 3/10, 3/12, 3/13, 3/17, 3/19, 3/21, 3/24, 3/26, 3/27, 3/31, 4/7/14	Amy Grossman	19.5	\$45	\$877.50
3/3, 3/7, 3/10, 3/14, 3/18, 3/25, 3/28, 3/31/14	Aphrodite Microusticos	12	\$45	\$540.00
3/5, 3/12, 3/28/14	Aphrodite Microusticos	6	\$45	\$270.00
3/3/2014	Aphrodite Microusticos	1	\$45	\$45.00
2/5, 2/12, 2/26, 3/5, 3/12, 4/2, 4/10/14	Aphrodite Microusticos	12.5	\$45	\$562.50
3/7, 3/14, 3/27, 3/28/14	Aphrodite Microusticos	8	\$45	\$360.00
3/14, 3/17, 3/25, 3/27/14	Aphrodite Microusticos	6	\$45	\$270.00
4/8/2014	Aphrodite Microusticos	2	\$45	\$90.00
3/13, 4/11/14	Aphrodite Microusticos	3.5	\$45	\$157.50
4/1, 4/2, 4/3, 4/8, 4/9, 4/10, 4/11, 4/22, 4/23, 4/24, 4/25/14	Andrew Guddemi	23	\$45	\$1,035.00
4/8, 4/9, 4/11/14	Andrew Guddemi	3	\$45	\$135.00
4/9, 4/11/14	Andrew Guddemi	4	\$45	\$180.00
4/1, 4/3, 4/8, 4/10, 4/22, 4/24/14	Andrew Guddemi	6	\$45	\$270.00

Home Instruction

4/1, 4/2, 4/3, 4/8, 4/9, 4/10, 4/11, 4/22, 4/23, 4/24, 4/25/14	Andrew Guddemi	21.5	\$45	\$967.50
3/31, 4/7, 4/9, 4/21, 4/24/14	Rebecca Willard	5	\$30	\$150.00
4/9, 4/24, 4/25/14	Joanne Weck	3	\$45	\$135.00
4/9, 4/14, 4/15, 4/22	Joanne Weck	4	\$45	\$180.00
4/3, 4/7, 4/8, 4/9, 4/10, 4/21, 4/22, 4/23, 4/24/14	Joanne Weck	9	\$45	\$405.00
4/3, 4/8, 4/10, 4/15, 4/22, 4/24/14	Joanne Weck	6	\$45	\$270.00
2/10, 2/24, 2/26/14	Lisa Forte	4	\$45	\$180.00
4/7, 4/9, 4/14, 4/21, 4/23/14	Lisa Forte	6.5	\$45	\$292.50
3/17, 3/24, 3/26/14	Lisa Forte	3.5	\$45	\$157.50
3/10, 3/17, 3/20, 3/24, 3/31, 4/3, 4/7, 4/10, 4/22, 4/24/14	Stefanie Beretin	10	\$45	\$450.00
4/3, 4/10, 4/24/14	Stephen Klapach	3	\$45	\$135.00
2/6, 2/25, 2/27/14	Stephen Klapach	6	\$45	\$270.00
4/3, 4/14, 4/21/14	Stephen Klapach	3	\$45	\$135.00
4/2, 4/9, 4/23/14	Stephen Klapach	6	\$45	\$270.00
4/1, 4/2, 4/4, 4/8, 4/9, 4/11, 4/15, 4/22, 4/23, 4/24/14	Stephen Klapach	17	\$45	\$765.00
4/4, 4/7, 4/11, 4/14, 4/21, 4/25/14	Stephen Klapach	14	\$45	\$630.00
TOTAL				13,950.00

BEDSIDE INSTRUCTION

TIME PERIOD	FACILITY	PROVIDER	HOURLY		TOTAL
			RATE	# OF HOURS	
3/7/2014	Tomorrow's Children	Education Inc.	49.00	1.995	97.76
3/24/2014	Tomorrow's Children	Education Inc.	49.00	3.99	195.51
					293.27

PERSONNEL COMMITTEE

#1P

RESOLUTION NO. 26237

APPROVAL - STAFF TRIPS AND CONFERENCES TOTALING \$27.00

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **attendance of staff members at the conferences** listed on the attached summary.

DATED: May 5, 2014
Attachment

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

<u>ROLL CALL</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAINED</u>
<u>MRS. ESTHER HAN SILVER</u>	<u>X</u>			
<u>MRS. HOLLY MORELL</u>	<u>X</u>			
<u>MRS. CANDACE ROMBA</u>	<u>X</u>			
<u>MR. DAVID SARNOFF</u>	<u>X</u>			
<u>MR. PETER SUH</u>	<u>X</u>			
<u>MR. JOSEPH SURACE</u>	<u>X</u>			
<u>MR. JEFF WEINBERG</u>			<u>X</u>	
<u>MS. HELEN YOON</u>	<u>X</u>			
<u>MR. YUSANG PARK</u>			<u>X</u>	

**STAFF TRIPS AND CONFERENCES
BOARD AGENDA OF 5/5/2014**

First	Last Name	District Location	Conference	City, State	Dates	Total Cost Not to Exceed
Sharon	Amato	CO	NJSSC Seminar Challenges of Implementing EE4NJ - Seton Hall	South Orange, NJ	5/8/2014	\$27.00
Nina	Anderson	MS	NJASBO Spring Conference	Atlantic City, NJ	6/4-5/2014	\$0.00
Danielle	Flatley	HS	Alternate Route Program, Capstone/Jersey City University	Jersey City, NJ	5/16/2014	\$0.00
Ana	Flores	CO	NJDOE/NCLB Passaic County Police Academy	Wayne, NJ	6/4/2014	\$0.00
Alex	Guzman	CO	NJDOE/NCLB Passaic County Police Academy	Wayne, NJ	6/4/2014	\$0.00
Andria	Magliozzi	HS	UNH Grant Universities Admissions Breakfast	Saddle Brook, NJ	5/4/2014	\$0.00
James	Puliatte	HS	Basketball Camp, Boys High School Team, West Virginia University	Morgantown, WV	6/20-23/2014	\$0.00
TOTAL						\$27.00

APPROVAL OF DAVID L. RINDERKNECHT AS CUSTODIAN OF DISTRICT RECORDS, PACA AND QUALIFIED PURCHASING AGENT FROM MAY 5, 2014 TO THE REORGANIZATION MEETING OF 2015

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **appointment of David L. Rinderknecht to the following District Coordinator positions** for the May 5, 2014 to the Reorganization Meeting of 2015 as follows:

TITLE	APPOINTMENTS
Custodian of District Records	David L. Rinderknecht (5-5-14 – the Reorganization Meeting of 2015)
Public Agency Compliance Officer (PACO) and Qualified Purchasing Agent (QPA)	David L. Rinderknecht (5-5-14 – the Reorganization Meeting of 2015)

DATED: May 5, 2014

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

**ACCEPTANCE OF RETIREMENT OF DENISE MASSIN
AS KINDERGARTEN TEACHER AT SCHOOL NO. 3**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts, with regret, the retirement of **Denise Massin** as **Kindergarten Teacher** at **School No. 3**, effective **July 1, 2014**.

WHEREAS, **Denise Massin** has dedicated herself to the Fort Lee Board of Education for 29 years as a **Kindergarten Teacher**, displaying an unselfish commitment to our children, exemplifying the ideals of professionalism and the standard of excellence; and

WHEREAS, the Fort Lee Board of Education, together with its citizens, wishes to acknowledge exemplary service that **Denise Massin** has provided our children.

NOW, THEREFORE, BE IT RESOLVED THAT the Fort Lee Board of Education does hereby extend its appreciation and gratitude to **Denise Massin** in recognition of exemplary service to our school district.

DATED: May 5, 2014

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

**ACKNOWLEDGMENT OF STAFF MEMBERS TO BE AWARDED TENURE
DURING THE 2014-2015 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education adopts a **resolution to acknowledge and congratulate the staff members who will be awarded tenure during the 2014-2015 school year**, who were approved for renewal at the public board meeting of April 28, 2014, as indicated on the attached list.

DATED: May 5, 2014
Attachment

*Please note that Mr. Joseph Surace abstained from one name.

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

List of Tenure Candidates

Last Name	First Name	Loc	Tenure Date	Title
ADDEO	MATTHEW	01	09/02/2014	Special Education/Collaborative
BAKER	BRIANNE	HS	09/02/2014	Special Education Social Studies
BALDOFSKY	KRISTEN	HS	09/02/2014	Special Education English
BERETIN	STEFANIE	MS	09/02/2014	Mathematics (Tenured as a Part Time Teacher)
COLLAZO-BAKER	DIANE	CO	8/1/2014	Supervisor
CONIGLIO	APRIL	HS	09/02/2014	Special Education English
CORCIONE	ANNMARIE	01	10/19/2014	Special Education Collaborative
DOMINGUEZ	STEPHEN	HS	09/02/2014	Special Education English
DUZICH	MICHAEL	04	09/02/2014	Special Education Collaborative
ELKHECHEN	SUZANNE	HS	09/02/2014	Spanish Teacher
GRATACOS	TARA	02	09/02/2014	Health/Physical Education
HEALY*	RACHEL	01	05/09/2014	Special Education/Autistic
HERNANDEZ	MICHELE	01	09/02/2014	Special Education Collaborative
JANSON	ELIZABETH	02	09/02/2014	Special Education Self Contained
JOHNSON	ANGELA	HS	09/02/2014	Mathematics
KIM-MARTIN	KRISTIN	HS	08/30/2014	Guidance Counselor
KONDRECK	DOMINIQUE	04	09/20/2014	School Nurse
LAWLOR	TARA	MS	09/02/2014	Guidance Counselor
POKOJ	MATEUSZ	HS	09/02/2014	Social Studies
RAFTERY	MICHAEL	HS	11/01/2014	Director of Athletics/Physical Education & Health
ROBERTAZZA	DIANE	02	09/02/2014	Elementary Education
SALAME	CHARLES	HS	09/02/2014	English Teacher
SIMONE	KAREN	01	09/02/2014	Kindergarten Teacher
VARGAS	JANUE	MS	09/02/2014	Music (Tenured as a Part Time Teacher)
WOLOWITZ	STEPHEN	HS	09/02/2014	Social Studies

*Rachel Healy receiving tenure May 2014

APPROVAL OF JOB DESCRIPTION
FOR K-12 INSTRUCTIONAL SUPERVISOR

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education **approves the attached job description for the following positions:**

K-12 INSTRUCTIONAL SUPERVISOR (New)

DATED: May 5, 2014
Attachment

TITLE: K-12 INSTRUCTIONAL SUPERVISOR

QUALIFICATIONS:

1. New Jersey Teaching certificate **and** a NJ Standard Supervisor Certificate
2. New Jersey Standard Principal Certificate or CE is desirable
3. Master's Degree in related area (e.g., Content Area, Curriculum and Instruction, Administration and Supervision) from an accredited college/university
4. Minimum of three years teaching experience
5. Deep understanding of NJ Common Core Curriculum Content Standards
6. Strong skill set in human relations, communications, problem solving and organization
7. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Executive Director of Curriculum and Instruction and Operations

SUPERVISES: Instructional staff as assigned

JOB GOAL: To provide expertise and pedagogical support in the leadership and supervision of elementary, middle school and secondary instructional best practices for instruction, assessment, and program development.

PERFORMANCE RESPONSIBILITIES:

- 1. Primary Responsibilities**
 - a. Support in the supervision and evaluation of staff (K-12) in the curriculum areas assigned by the Executive Director of Curriculum and Instruction and Operations;
 - b. K-12 staff development in areas as assigned;
 - c. K-12 program assessment in areas as assigned; and
 - d. Track student progress and ensure each student's instructional needs are being met.
- 2. District Responsibilities**
 - a. Work with the Executive Director of Curriculum and Instruction and Operations to achieve the goals of the State's Core Curriculum Content Standards, including technology integration into the K-12 curriculum;
 - b. Collaborate with Executive Director of Curriculum and Instruction and Operations in curriculum studies, articulation, and mapping to support curriculum development and dissemination;
 - c. Collaborate with the principals in the preview, evaluation, recommendation and adoption process for educational materials that support classroom instruction;
 - d. Coordinate with all stakeholders to determine K-12 district professional development needs, and provide content expertise and leadership in K-12 staff development by furnishing training, mentoring, and coaching in the areas of curriculum, instruction, and assessment;
 - e. Observe and evaluate certificated and non-certificated staff as requested by Executive Director of Curriculum and Instruction and Operations or the Superintendent of Schools.
 - f. Evaluate staff in accordance with Teach NJ law, regulations and district policy. Including holding formal and informal conferences with

Board Approval			
Agenda Date	May 5, 2014	Resolution No.	

staff. Holding pre and post observation conferences with staff.

- g. Participate in annual new teacher orientation and collaborate with principals to provide ongoing new teacher training and mentoring throughout the school year;
- h. Collect record and review items such as lesson plans, surveys, grade sheets, exams, test results, etc.
- i. In collaboration with principals, support teachers in utilizing formative assessment to drive instruction, and obtain feedback about data-driven instructional approaches and student achievement;
- j. Assist administration in administering, coordinating, designing, reviewing, organizing, analyzing and reporting on all district/departmental tests and exams, such as NJ ASK, HSPA, NJ Pass and PARCC.
- k. Oversee strategies to ensure satisfactory pupil progress and growth toward stated objectives of instruction.
- l. Oversee pupil assessments in accordance with district testing policy and program, Teach NJ law, regulations and district policy.
- m. Oversee Student Growth Objectives and performance measurement assessments in accordance with Teach NJ law, regulations and district policy.
- n. Collaborate with school media specialists in overseeing content-area collections in the school media centers to assure a coherent collection of K-12 resources for students and teachers;
- o. Provide budgetary input regarding instructional needs in assigned content area;
- p. In conjunction with principals, plan and conduct grade level meetings that facilitate program design, development, implementation, articulation, maintenance and evaluation as needed;
- q. Where appropriate, collaborate with principals and faculty to participate in the screening, interviewing recommending, and hiring process;
- r. Coordinate and Supervise summer enrichment programming for students who are eligible for services;
- s. Track student progress through various assessments; and
- t. Ensure that students are receiving instructional support where appropriate;
- u. Write grants and gather and present data for county and state monitors/auditors, as assigned.
- v. Oversee and manage the operation of district programs and initiatives as assigned.

3. School and Community Relations

- a. Promote on-going, two-way communications with students, school personnel, parents and others to enhance the educational program and the school district;
- b. Participate in related administrative and curriculum meetings for administrators, supervisors, and department chairs; and
- c. Participate in relevant administrative meetings conducted by the Superintendent and Executive Director of Curriculum and Instruction

and Operations.

4. Professional Development

- a. Continue own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities;
- b. Stay up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences; and
- c. Represent the District at relevant local, Bergen County and NJ State meetings.

5. Other

- a. Perform other related duties as may be assigned by the Superintendent and Executive Director of Curriculum and Instruction and Operations.

**TERMS OF
EMPLOYMENT:**

Twelve-month year; Salary to be established in the Agreement between the Fort Lee Board of Education and the Fort Lee Administrators' Group.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Teach NJ, statute, regulations and district policy.

**ADJUSTMENTS FOR LONGEVITY PAYMENTS
FOR 2012-2013 AND 2013-2014 SCHOOL YEARS**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **payment of longevity pay for the 2012-2013 and 2013-2014 school years** for the following staff members:

2012-2013 School Year			
Name	Longevity Payment	Effective Date	Reason
Ann Marie Bruder	\$250	December 2013	5+ years
Patrick Ambrosio	\$400	July 2013	Tenure year

2013-2014 School Year			
Name	Longevity Payment	Effective Date	Reason
Ann Marie Bruder	Increase from \$600 to \$900 (a difference of \$300 prorated)	December 2013	5+ years
Priscilla Church	Increase from \$900 to \$1,400 (a difference of \$500 prorated)	October 2013	10+ years
John Coviello	\$600 prorated	September 2013	Tenure year
Lauren Glynn	\$600 prorated	March 2014	Tenure year
Marianela Martin	\$600 prorated	July 28, 2013	Tenure year

DATED: May 5, 2014

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

**EXTENDED MATERNITY LEAVE FOR JOANNE BAKAS
AS ELEMENTARY TEACHER AT SCHOOL NO. 3**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves an **extended maternity leave for Joanne Bakas as Elementary Teacher at School No. 3**, from September 1, 2014 through June 30, 2015, without pay, with the intention of returning to her employment responsibilities for the 2015-2016 school year.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Interim Superintendent of Schools is hereby directed to forward a copy of this resolution to **Joanne Bakas**.

DATED: May 5, 2014

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

**ACCEPTANCE OF RETIREMENT OF KATHY SONNER
AS MATHEMATICS TEACHER AT FORT LEE HIGH SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts, with regret, the retirement of **Kathy Sonner** as **Mathematics Teacher** at **Fort Lee High School**, effective **July 1, 2014**.

WHEREAS, **Kathy Sonner** has dedicated herself to the Fort Lee Board of Education for 30 years as a **Mathematics Teacher**, displaying an unselfish commitment to our children, exemplifying the ideals of professionalism and the standard of excellence; and

WHEREAS, the Fort Lee Board of Education, together with its citizens, wishes to acknowledge exemplary service that **Kathy Sonner** has provided our children.

NOW, THEREFORE, BE IT RESOLVED THAT the Fort Lee Board of Education does hereby extend its appreciation and gratitude to **Kathy Sonner** in recognition of exemplary service to our school district.

DATED: May 5, 2014



Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

PLACEMENT OF STUDENT TEACHERS AND PRACTICUM CANDIDATES
DURING THE 2014-2015 SCHOOL YEAR

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **placement of the Student Teachers and Practicum Candidates** during the 2014-2015 school year, subject to submission of all required paperwork, as listed on the attached list.

DATED: May 5, 2014
Attachment

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

**Student Teachers/Student Intern
Practicum Candidates/
Observation Candidates
2014-15**

Referring University	Student Name	Type of Placement	Subject Area	# Hours Start-End	Months From-To	School Placed	Cooperating Teacher
MSU	Margarita Broncano	Clinical II Exp.	K-6	16 wks	9/2-12/19/2014	S#3	Alycia Adams G-5
MSU	Amber Eichler	Clinical II Exp.	K-6	16 wks	9/2-12/19/2014	S#2	Renee Belmonte
MSU	Annelize Esposito	Clinical II Exp.	K-6	16 wks	9/2-12/19/2014	S#1	Christine Accetta
MSU	Jesus Eguino	Fieldwork/Stud. Teacher	Math P-12	60 hrs	10 thru 12/2014	HS	TBD
MSU	Jesus Eguino	Fieldwork/Stud. Teacher	Math P-12	60 hrs	1/26-5/15/2015	HS	TBD
MSU	Ye Ferrabolli	Fieldwork/Stud. Teacher	English P-12/TSD	60 hrs	10 thru 12/2014	HS	TBD
MSU	Ye Ferrabolli	Fieldwork/Stud. Teacher	English P-12/TSD	60 hrs	1/26-5/15/2015	HS	TBD
MSU	Nicholas Mimikos	Student Teacher	English P-12	16 wks	9/2-12/19/2014	HS	TBD
MSU	Melissa McHugh	Fieldwork/Stud. Teacher	Social Studies/TSD	60 hrs	10 thru 12/2014	HS	TBD
MSU	Melissa McHugh	Fieldwork/Stud. Teacher	Social Studies/TSD	60 hrs	1/26-5/15/2015	HS	TBD
MSU	Marissa Ranalli	Student Teacher	English P-12	16 wks	9/2-12/19/2014	HS	TBD
MSU	Robert Roesing	Student Teacher	PE/Health	7 wks	9/2-10/24/2014	MS	Phil Zappel
MSU	Robert Roesing	Student Teacher	PE/Health	8 wks	10/27-12/19/14	MS	Phil Zappel
MSU	Searyan Whang	Fieldwork/Stud. Teacher	ESL -P-12	60 hrs	10 thru 12/2014	Any school	TBD
MSU	Searyan Whang	Fieldwork/Stud. Teacher	ESL -P-12	60 hrs	1/26-5/15/2015	Any school	TBD
MSU	Rebecca Zuniga	Fieldwork/Stud. Teacher	Art P-12	60 hrs	10/12/14-12/2014	HS	TBD
MSU	Rebecca Zuniga	Fieldwork/Stud. Teacher	Art P-12	60 hrs	1/26-3/20/2015	HS	TBD

APPOINTMENT OF ADDITIONAL SUBSTITUTES FOR 2013-2014

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves the appointment of the following as **Substitutes** for the 2013-2014 school year:

Name	Position
Alyssa Cioffi	Substitute Teacher / Aide
Clara Min	Substitute Teacher / Aide / Secretary

BE IT FURTHER RESOLVED, that the above appointments are subject to and conditioned upon proof of compliance with the provisions of N.J.S.A. 18A:6-7.1b, Criminal History Records Checks for Substitutes.

DATED: May 5, 2014

*Please note that Mr. Joseph Surace abstained from one name.

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

**APPOINTMENT OF SUBSTITUTES
FOR 2014-2015 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves the appointment of the **District Substitutes** for the 2014-2015 school year as indicated on the attached list.

BE IT FURTHER RESOLVED, that the above appointments are subject to and conditioned upon proof of compliance with the provisions of N.J.S.A. 18A:6-7.1b, Criminal History Records Checks for Substitutes.

DATED: May 5, 2014
Attachment

*Please note that Mr. Joseph Surace abstained from one name.

Motion by: Mrs. Holly Morell

Seconded by: Ms. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

2014-2015

Fort Lee School District

Substitute Teacher/Paraprofessional/Nurse/Secretary List

Substitute Teacher @ \$90.00 per day (\$95.00 on day 11 within same assignment),
Substitute Paraprofessional @ \$85.00 per day, Substitute Secretary @ \$80.00 per day,
Substitute Nurse @ \$150.00 per day, Substitute Bus Aide @ \$13.00 per hour

Altobelli, Anthony
Ammer, Lee
Atlas, Robert
Avetikyan, Zarine
Bahosse, Khadija
Balala, Melissa
Bambrough, Antony
Bastijancic, Stela
Bavaro, Raffaella
Beato, Yanill
****Belkin, Alison
***Bell, Robert
Benitez, Wilberto
Bergman, Jeffrey
*Berliner, Stefanie
Bishop, Timothy
Bitetti, Margaret
Bosland, Kenneth
Broderick, Nicole
Brogan, Miyoung
Bussanich, Eric
Cadorette, Simone
Cahill, Beth Ann
***Carroll, Gerard Jr.
Castillo, Jessica
Centra, Gabrielle
Cerny, Lisa
*Chack, JoAnne
*Chaverria-Peidrahita, Monica
Chiappane, Jennifer
*Chavarria, Monica
Choi, Kyung Chan
Christal, Danielle
Cillo, Jenna
Cioffi, Alyssa
Cohen, Sidney
Comery, Megan
Cumberton, Hendi
Cuomo, Kieana
Dazle, Annie
D'Elia, Kristen
DeLuca, Christine
DeMarzo, Tara
Denniston, Robert
Dente, Tonianne
DePalma, Danielle
Despenza, Philip, Jr.
Diaz, Natalie

*Dimino, Carol
Dinan, Christina
*DiStasi, Kaitlin
Dolan, Lindsay
Drumgoole, Kathryn
Eisenberg, Martin
Fallon, Nicole
Fantacone, Jennifer
Farrel, James
Ferris, Joan
Fiedel, Judi
Filingeri, Anthony
Fineman, Linda
Fitzsimmons, Maureen
Floyd, Crysdarlin
*Frankeas, Maria
Fung, Lai Mei
Gallardo, Jose
Galatioto, Carol
**Gaymes, Jennifer
Gautam, Pushpa
Gettings, Jacquelyn
Giannattasio, Maria
Girshovich, Evelina
*Goldfinger, Danielle
Goldstein, Sandra
Gonzalez, Kristina
**Grazian, Kathy
Greenberg, Mindy
Grullon, Johany
*Gumeny, Kristen
Guzman, Sadie
Hallal-Fabbricatore, Tania
Hoffman, Robert
*Holman, Stefanie
Hong, Grace Hee Jeung
Hwang, Christina
Idumonyi, Winfred
Iradi, Michael
Jackson, Roan
Jain, Sangeeta
Johnston, Tracy
Juliano, Cathy
Kearns, Zabrina
Kim, Max
Klasfeld, Linda
*Kothari, Leena
Kovacs, Christina

*Kraljic, Peter
Kunikoff, Eileen
Kwai, Jamie
*LaRusso, John
Lacasale, Danielle F.Harris
Lallo, Karen
*Lamond, Cristina
****Lee, Jung Mi
Levites-Leon, Andrea
Lim, Lydia
Luppino, Laurie
Lushaj, Lindita
Mackey, Jaz-ming
Mahler, Joanne
***Mane, Demba
*Manillis, Maria
Matone, Jennifer
Mattei, Melanie
McMahon, Rosemary
*Megaris, Anna
*Milgram, Gregg
Miller-Sean Patrick
Mills, Sabrina
Min, Clara
Mitchell, Meghan
Mooradian, Richard
Moore, Lauren
Mozulay, Samantha
Napolitano, Dana
*Nersesian, Mark
Newman, Jonathan A.
*Ohnbergen, Dawn
Orapello, Ambrose
Orner, Dana
Ortega, Maribel
Papavasiliou, Christine
Paprota, Rosina
*Pastena, Kathleen
Pezzuto, Christina
**Picone, Danielle
Pierce, Jason
Prince, Joan
*Psharis, Vasiliki
Quigley, Jane
Radujko, Philip
Ramirez, Joan
Riveros, Stephanie
Rosenstein, Elaine

Rubinfeld, Rosalie
Ruppert, Lindsey
Ruzal, Eileen
Rzeplinski, Sheryl
Saavedra, Marilyn
Said, Mervet
Saint-Hilaire, Mildred
Sandberg, Alan
Sartor, Donna
Savage, Steven
***Schumacher, Allison
Scicutella, Stefanie
Seo, Sarana
Seyrek, Cindy
Shah, Shital
Shah, Vishakha
Shapiro, Annette
Shin, Grace
Shimizu, Jodi
Singer, Stuart
Sin, Jiwon
Smoljan, Zulieta
Spina, Diana
Stailley, Alisha
Stern, Charlene
Stevens, Shea
Sudol, Katherine
Sylva, Jennifer
Tannenbaum, Jill
Tauro, Pamela
Terzini, Kacey
Thomas, Caren
Thomas, Mertice
Torres, Rocio
Tucker, Jeffrey
Tully, David
Umrichin, Paul
Valdez, Shakira
****Waack, Angela
Watson, Mary Ann
Weber, Glenn
Weinberg, Hannah
Yachouh, Stephanie
*Zalokostas, Christina
Zlatis, Ourania

*District Employee/Sub Certs

**Sub Nurse

***Coaches/Subs

****Guidance Counselor

*****Bus Aide

+Sub Secretary

Currently an employee who wishes to be approved as a bus aide substitute (after work hours)

Rev. 5/2/2014

Page 1 of 1

11P*

2014-2015
Fort Lee School District
Substitute Custodian List
Paid: \$11.00 per hour

Marino, Angel
Yan, Roberto

Pelletier, Rosa

Peramatizis, Nicholas

POLICY COMMITTEE

#1POL

RESOLUTION NO. 26247

SECOND READING AND ADOPTION OF REVISED POLICIES AND REGULATIONS

BE IT RESOLVED, the Fort Lee Board of Education approves the **second reading and adoption of the following policies/regulations listed below and attached hereto**:

Policy No.	Topic
Revised Policies/Regulations	
P7510	USE OF SCHOOL FACILITIES (as amended)
R7510	USE OF SCHOOL FACILITIES (as amended)
P5511	ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS
R5511	ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

DATED: May 5, 2014
Attachment

Motion by: Mrs. Candace Romba

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MR. JEFF WEINBERG			X	
MS. HELEN YOON	X			
MR. YUSANG PARK			X	

7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Supervisor of Buildings and Grounds and/or the Athletic Director. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather, other emergency or for any other reason.

The Board shall require that all users of school facilities comply with policies of this Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for provision of proper chaperonage.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

In the event the Superintendent or the Supervisor of Buildings and Grounds and/or the Athletic Director deems it advisable, any application may be submitted to the Board of Education for action.

The Superintendent or Board of Education may refuse to grant the use of a school building whenever, in their judgment, there is good reason why permission should be refused.

This policy and the regulations developed to enforce this policy shall be agreed to in advance by anyone granted the right to use school facilities.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:



Class I

- ___ Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- ___ Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
- ___ Departments and agencies of the municipal government;
- ___ Governmental agencies;
- ___ Community organizations formed for charitable, civic, social, or educational purposes;

Class II

- ___ Community political organizations;

Class III

- ___ Community church groups;
- ___ Private groups and organizations.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the **Supervisor of Buildings & Grounds and/or** school district administration.



The Board shall approve a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user may be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use **as determined by Supervisor of Buildings & Grounds.**

Other non-profit organizations may apply to use school facilities if at least seventy-five percent of their membership resides in Fort Lee. All other organizations or persons granted the use of school shall pay the scheduled fee and the cost of any additional staff services required by the use in advance. The Board shall approve a schedule of fees for the use of school facilities.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law.

2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.



Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with State and local fire, health, safety, and police regulations.

When mandated by law, an individual with a Black Seal License is required to be on duty while the building is open for use. The Board retains the right to charge for that and other custodial services and/or building usage.

The buildings **might** ~~shall~~ not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer **if** ~~when~~ the programs interfere with cleaning and maintenance schedules.

Any group or organization using the school facilities must maintain order and discipline, and protect school property. They will be responsible for the condition in which they leave the school premises and will be responsible for any damaged school property.

School Grounds

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils. All rules for the use of school grounds shall be posted.

Pet animals are not permitted on school district grounds. ~~except by the express permission of the Building Principal. Without such permission,~~ **A** pet owner who brings or permits his or her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

~~The Building Principal shall~~ **A** report to the appropriate ~~municipal~~ **school or municipal** authorities **will be made if** any pet ~~that~~ runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

Skateboarding is prohibited on school grounds.

Motor vehicles are permitted only in specifically designated areas. Motor vehicles are specifically prohibited from any other area of the school grounds.



Playgrounds

Playgrounds are an integral part of the school grounds and shall be subject to all the restrictions listed above as well as other restrictions. Specifically, the following are prohibited on playgrounds:

1. Alcohol;
2. Smoking;
3. Drugs; and
4. Animals except with the specific permission of the Principal.
5. Loitering

School Fields

~~All use of the high school fields must terminate by 9:30 p.m. All use of any other district fields must terminate by 10:30 p.m.~~

Hours of Use: Hours of usage during the week and on weekends shall be upon the mutual agreement of the Board and applicant.

All rules for the use of school fields shall be posted. All users of district fields shall abide by all aspects of this policy and its regulations.

School Equipment

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. No district equipment shall be removed from the premises for use by non-district personnel.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability



for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator **as determined by Supervisor of Buildings & Grounds and/or school district.**

The Board of Education requires that no item of district owned equipment may be loaned for a use off school premises which is not related to the operation of the school district. School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the Principal and the Superintendent is required for such removal. The removal of school equipment from school property by pupils or employees for personal use is prohibited.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 23 August 2010; ~~Revised 28 April 2014~~ **5 May 2014**



FORT LEE BOARD OF EDUCATION
 2175 LEMOINE AVENUE – 6TH FLOOR
 FORT LEE, NEW JERSEY 07024
APPLICATION FOR USE OF SCHOOL FACILITIES

Submit Application to:
 Supervisor of Building & Grounds
 Phone:(201)585-4609 Fax:(201)585-0195
 jdenichilo@flboe.com

The undersigned hereby makes application for the use of school facilities as follows:

School	Room or Area	Date(s)	Time Required	
			From:	To:
_____	_____	_____	○a.m.○p.m.	○a.m.○p.m.
_____	_____	_____	○a.m.○p.m.	○a.m.○p.m.
_____	_____	_____	○a.m.○p.m.	○a.m.○p.m.

Purpose: _____

The following extra facilities (tables, chairs, special set-up, stage, microphones, etc.) are also requested:

Custodian Required: Yes No If Yes, please indicate reason for custodial support: _____

Number of persons expected for this activity: _____

Please check one of the following:

- No money will be required for attendance
- Voluntary offering will be collected
- Admission of \$ _____ per person will be charged

PLEASE NOTE:
ALL ACTIVITIES MAY BE AUTOMATICALLY CANCELLED ON SCHOOL HOLIDAYS
OR WHEN SCHOOL IS CLOSED DUE TO INCLEMENT WEATHER.

THERE IS TO BE NO SMOKING IN THE SCHOOLS OR
ON SCHOOL GROUNDS

If this application is granted, which the undersigned represents as agent, agrees to assume full responsibility for personal injuries and for the loss or damage to property of the Board of Education arising out of said organization's use of the premises and further assumes full responsibility for the preservation of order in those portions of the premises set forth in this application, and full responsibility for the proper observance of the Board Policy No. 7510 and Regulation No. R7510 "Use of School Facilities" to the extent that they are not inconsistent with this application. The foregoing policies are as much a part of this application and agreement as if they were attached hereto. Policies and Regulations can be found on the district website: www.flboe.com. Upon approval, **CERTIFICATE OF INSURANCE IN THE AMOUNT OF \$1,000,000 LIABILITY IS REQUIRED, NAMING THE FORT LEE BOARD OF EDUCATION AS ADDITIONALLY INSURED.**

Organization _____
Please print clearly or type Date Telephone

Address _____
Street City State Zip

Applicants required to provide police and fire services for groups of 100 or more

Signature - Applicant cannot be a minor

FIRE ALARM NOTICE: All Fort Lee Public Schools are equipped with automatic fire detection devices. In the event the alarm sounds, vacate the building and do not return until so advised.

=====FOR BOARD USE ONLY=====

Classification _____ Application No. _____

Estimated Charges _____ Total _____ Authorized by _____

Building Principal

Custodian assigned Yes No If Yes, how many custodians and hours required each day of event:

Number of custodians _____ Hours per event _____

Supervisor, Building & Grounds

R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

Fort Lee District affiliated groups
Parent-teacher pupil organizations, employee organization, Board of Education advisory groups, adult education.
Municipal government agencies
Recreation commission, volunteer ambulance corps, civil defense, and appointed groups of the municipal governments
Community youth groups
Boy scouts, girl scouts, church-sponsored youth groups for sports from Fort Lee.

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:

Non-profit activities whose primary purpose is to serve youth in the Fort Lee area on a community-wide basis, these entities include:
Local civic organizations
Local religious groups
Local political organizations
Local community service organizations

The above groups must have seventy-five percent of its membership who are Fort Lee residents as members in the organization in order to qualify as a local organization.



3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:

This class shall include all other organizations, not included in Class I and II above, when using school facilities.

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Supervisor of Buildings and Grounds and/or the Athletic Director.
2. Application for use of school facilities must be submitted to the Supervisor of Buildings and Grounds and/or the Athletic Director not less than **30** working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than **30** working days prior to a regular Board meeting and not less than **20** working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.



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FORT LEE BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

C. Approval

1. The Supervisor of Buildings and Grounds and/or the Athletic Director will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the Supervisor of Buildings and Grounds and/or the Athletic Director will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Supervisor of Buildings and Grounds and/or the Athletic Director will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Supervisor of Buildings and Grounds and/or the Athletic Director_ for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations.

 School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.
 - b. School facilities are available for use ~~only during the hours of 8:00 a.m. and 9:00 p.m. or by mutual agreement of the Board and applicant.~~ **Permission may be granted for extended use; provided the user may be required to pays an overtime fee regardless of the**



~~user's classification.~~ School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.

- c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Supervisor of Buildings and Grounds and/or the Athletic Director will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
 6. In the event of a conflict between requesting organizations within the same class, the **Supervisor of Buildings & Grounds will determine schedule request received earlier by the district will be honored first.**
 7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
 8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
 9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.



10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Supervisor Buildings & Grounds and/or Athletic Director of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Supervisor of Buildings & Grounds and/or Athletic Director of a canceled use at least 7 working days in advance of the scheduled time **or as soon as reasonably possible.** ~~of the use may result in imposition of service charges.~~
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$500,000 per person for bodily injury
 - b. \$1,000,000 per accident or event for bodily injury
 - c. \$50,000 per accident for property damage.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance



policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling. ~~or games of chance.~~
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances are absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.



- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
- b. ~~The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility.~~ No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. **Any liability associated with safety as it pertains to food service or consumption rests with applicant.** The service and consumption of food and/or beverages is strictly limited to the area



for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.

- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
 - j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises without prior approval.
 - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.
- a. A school custodian may be on duty during the time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.



- b. The use of certain school facilities may require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

The Supervisor of Buildings and Grounds and/or the Athletic Director shall determine whether or not police are required. Classes II and III lessees are responsible for the payment of applicable custodial overtime, utilities and police fees where applicable.

All classes are responsible for fees associated with custodial overtime and police fees as a result of the use of facilities on a Sunday.

In order to ensure that facilities are left clean and undamaged after use, security deposits may be required prior to use as follows:

- Class I – No Fee
- Class II - \$500.00



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FORT LEE BOARD OF EDUCATION

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- Class III - \$500.00

Security deposits will be used to clean and restore facilities if needed. If not needed, they shall be returned to the lessee.

Athletic field use does not include the use of locker rooms and lavatories found within the school building.

The fee schedule is based on a minimum of five hours of use per rental. The allotment of time includes the one hour of set-up time and one hour of clean up time if need be. The time also includes the pre and post inspection conducted by the custodian assigned to the event and the lessee representative assigned to this task.

The lessee will be charged a prorated hourly rate for any use of the facilities that exceeds the five hour allotment of time as per the agreement. This prorated fee is based on a per hour computation of the fees set forth for each facility component listed.

Custodians

Custodian(s) are required (a) to be in attendance during the hours of indoor rental; (b) to act as the general custodian of school property and equipment; (c) to clean and make the building ready for the next school day, (d) facilitate the operation of the athletic field lighting system at the high school, (e) to conduct the pre and post inspection of the facility being used. Any such damages or related issues observed in the post inspection will be charged to the lessee.

At least one employee of the Board of Education must be on duty whenever the building is in use except as specified in other regulations adopted by this Board of Education.

Time spent by the custodian(s) in cleaning the facilities used by the lessee must be paid for by that lessee.

Custodial fees will not be charged to school-affiliated groups (Class I) when these fees are reasonable and are incurred because of a fund-raising activity the proceeds of which are to benefit pupils. Prior to scheduling these fund-raising activities, plans shall be submitted to the Supervisor of Buildings and Grounds or the Athletic Director for approval.

The number of custodians required for each rental will be determined by the Supervisor of Buildings and Grounds. Volunteer help from the organization renting the facility shall be used to the extent possible.



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USE OF SCHOOL FACILITIES

Police

Police may be required during the hours of rental for traffic control, etc. at the expense of the lessee, and as determined by the Board of Education.

Expenses for police will not be charged to school affiliated groups (Class I) when these fees are incurred because of a fund-raising activity the proceeds of which are to benefit pupils. Prior to scheduling these fund raising activities, plans shall be submitted to the Supervisor of Buildings and Grounds for approval.

Equipment

Operators for technical equipment, such as the stage lights, sound equipment, etc., may be required by the Board of Education if such equipment is to be used, and paid for by the lessee. An attendant must be present when any cafeteria/kitchen equipment is to be used and paid for by the lessee.

Payment of Fees

Rental fees, including custodial and police charges will be paid in advance. If excess fees are required, they will be billed after the use of the facilities, and are payable within thirty days of the date of billing.

Use of School Facilities – Fee Schedule

	Class I	Class II	Class III
Auditorium (Performance)	N/C	\$105	\$105
Gym (LR Included)	N/C	\$105	\$105
Classrooms	N/C	\$52	\$52
Athletic Field	N/C	\$105	\$105
Cafeteria	N/C	\$105	\$105

Class II users will be charged a facility fee and shall abide by the following conditions and may be required to pay the following costs:

1. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users.



If the custodian is directed to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.

2. The use of certain school facilities may (auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly.

Classes II - III lessees are responsible for payment of custodial overtime and police fees. All classes are responsible for fees associated with custodial overtime and police fees as a result of the use of the facilities on a Sunday.

In order to ensure that facilities are left clean and undamaged after use, security deposits shall be posted prior to use as follows:

- Class II -- \$500.00
- Class III -- \$500.00

Security deposits will be used to clean and restore facilities if needed. If not needed, they shall be returned to the lessee.

Athletic field use does not include the use of locker rooms/lavatories within the school building.

The fee schedule is based on a minimum of five hours of use per rental. The allotment of time includes the one hour of set-up time and one hour of clean-up time if needed. The time also includes the pre and post inspection conducted by the custodian assigned to the event and the lessee representative assigned to this task.

The lessee will be charged a prorated hourly rate for any use of the facilities that exceeds the five hour allotment of time as per the agreement. This prorated fee is based on a per hour computation of the fees set forth for each facility component listed.

Issued: 23 August 2010; ~~Revised 28 April 2014~~ 5 May 2014



REGULATION

**FORT LEE
BOARD OF EDUCATION**

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USE OF SCHOOL FACILITIES



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

M

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

Eligibility to Attend School

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

The Board shall also admit any pupil that is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A pupil is only eligible to attend school in the district pursuant to this provision if the pupil's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and the pupil is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the pupil must file, if so required by the district, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the pupil relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian's return from active military duty.



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

A pupil is eligible to attend school in the district free of charge:

1. If the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the pupil is placed in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e)) or by a society, agency, or institution pursuant to N.J.S.A. 18A:38-2;
3. If the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and
4. If the pupil resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

The physical condition of an applicant's housing, an applicant's compliance with local housing ordinances, or terms of lease shall not affect eligibility to attend school.

A pupil's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The district shall accept forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22-3.4 et seq. The district shall consider the totality of information and documentation offered by



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.

The district shall not require or request any information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

Initial Assessment and Enrollment

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

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

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

Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. In this case, the parent(s) or guardian(s) shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement that the pupil will be attending school in another



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district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the event this written statement is not provided, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1, with the pupil's name, the name(s) of the parent/guardian/resident, the pupil's address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil's identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1 or N.J.S.A. 6A:22-3 et seq.

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

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

Notice of Ineligibility

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

Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this policy shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who



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may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.

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

Appeal to the Commissioner

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

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Nonresident Pupils

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

Former Residents

Any pupil enrolled in the Fort Lee School District who ceases to be domiciled within the Borough of Fort Lee may, in the sole and absolute discretion of the Fort Lee Board of Education, continue to attend the Fort Lee Public Schools for the remainder of the school year in which domicile with the Fort Lee School District ceases to exist, upon payment of tuition computed on the basis of 1/180 of the total annual present pupil cost to the Fort Lee School District, multiplied by the number of days of attendance after domicile within the Borough of Fort Lee ceases to exist.

1. No pupil who ceases to be domiciled within the Borough of Fort Lee prior to March 1 in any calendar year shall be eligible to remain enrolled in the Fort Lee School District upon payment of tuition; and
2. No pupil who is not domiciled within the Borough of Fort Lee shall be permitted to remain enrolled in the Fort Lee Schools except as mandated by statute, code, and this policy.

Pupils whose parent(s) or legal guardian(s) have moved away from the school district on or after March 1, and twelfth grade pupils whose parent(s) or legal guardian(s) have moved away from the school district on or after March 1 will be permitted to finish the school year in this district with payment of tuition.

Future Residents

No pupil may attend Fort Lee Schools until his/her actual domicile has been established.

Other Nonresident Children

Other nonresident children, otherwise eligible for attendance, may be admitted to school in this district with payment of tuition if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate



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educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or guardian(s) residing in this district, or other good cause.

N.J.S.A. 18A:38-1 et seq.

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

Adopted: 23 August 2010

Updated 4-28-14 for board review



R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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A. Definitions

1. "Affidavit pupil" means a pupil attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1(b) and N.J.A.C 6A:22-3.1(a)2.
2. "Appeal to the Commissioner" or "appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3.
3. "Commissioner" means the Commissioner of Education or his/her designee.
4. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district subject to a rebuttable presumption that the child is actually living with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1(e).
5. "Parent" means the natural or adoptive parent, foster parent, and surrogate parent.

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

1. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the pupil is domiciled within the district:
 - a. A pupil is domiciled in the district when he or she is living with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.



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- (1) Where a pupil's parents or guardians are domiciled within different districts, and where there is no court order or written agreement between the parents designating the district for school attendance, the pupil's domicile is the district of the parent or guardian with whom the pupil lives for the majority of the school year, regardless of which parent has legal custody.
- (2) Where a pupil's physical custody is shared on an equal-time, alternating week/month or other similar basis such that the pupil is not living with one parent or guardian for a majority of the school year, and where there is no court order or written agreement between the parents designating the district for school attendance, the pupil's domicile is the present domicile of the parent or guardian with whom the pupil resided on the last school day prior to October 16 preceding the date of the application.
 - (a) If a pupil resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the pupil's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the pupil will be residing on the last school day prior to the ensuing October 16. Where the parents or guardians do not designate, or cannot agree upon, the pupil's likely residence as of that date, or if on that date the pupil is not residing with the parent or guardian previously indicated, the pupil will attend school in the district where the parent or guardian with whom the pupil is actually living as of the last school day prior to October 16 is domiciled.
 - (b) Where the domicile of the pupil with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such pupil's out-of-district placement.



- (3) Where a pupil is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the pupil's entitlement to attend school in the parent or guardian's district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
 - (4) The district shall not be required to provide transportation for a pupil residing outside the district for all or part of the school year, other than that based upon the home of the parent or guardian domiciled within the district to the extent required by law, as a result of being the district of domicile for school attendance purposes pursuant to the provisions of N.J.A.C. 6A:22.
- b. A pupil is domiciled in the district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a permanent home within the district. A home is permanent when the pupil intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
- c. A pupil is domiciled in the district when the pupil has come from outside the State and is living with a person domiciled in the district who will be applying for guardianship of the pupil upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-30(e) and N.J.S.A. 2A:34-31. However, any such pupil may later be subject to removal proceedings if application for legal guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
- d. A pupil is domiciled in the district when his or her parent or guardian resides within the district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.



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- e. A pupil is domiciled in the district if the Department of Children and Families is acting as the pupil's guardian and has placed the pupil in the district.
2. When a pupil's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes shall be that of the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the unit's property tax is paid by the owner of a multi-unit dwelling.
 - a. Where property tax is paid in equal amounts to two or more municipalities, and where there is no established assignment for pupils residing in the affected dwellings, the district of domicile for school attendance purposes will be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4. This provision shall not preclude the attendance of currently enrolled pupils who were permitted to attend school in the district prior to the provision's initial promulgation on December 17, 2001.
 3. Where a pupil's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 is intended to foreclose a pupil's entitlement to attend school in the district of domicile notwithstanding that the pupil is qualified to attend school in a different district pursuant to N.J.S.A. 18A:38-1(b) or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1(d).
- C. Eligibility to Attend School – Other Pupils Eligible to Attend School
1. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in the district pursuant to N.J.S.A. 18A:38-1(b) if that pupil is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child.
 - a. A pupil is not eligible to attend school in this district pursuant to this provision unless:



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- (1) The pupil's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and that the pupil is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the pupil has filed, if so required by the district:
 - (a) A sworn statement that he or she is domiciled within the district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the pupil relative to school requirements; and
 - (b) A copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease.
- b. A pupil shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained, where evidence is presented that the underlying requirements of the law are being met notwithstanding the inability of the resident or pupil to obtain the sworn statement(s).
 - c. A pupil shall not be deemed ineligible under this provision where evidence is presented that the pupil has no home or possibility of school attendance other than with a district resident who is not the pupil's parent or guardian but is acting as the sole caretaker and supporter of the pupil.
 - d. A pupil shall not be deemed ineligible under this section solely because a parent or guardian gives gifts or makes limited contributions, financial or otherwise, toward the welfare of the pupil, provided the resident keeping the pupil receives no payment or other remuneration from the parent or guardian for regular maintenance of the pupil.



- e. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence, is not the primary financial supporter of that child, and who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.
2. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in the district pursuant to N.J.S.A. 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian's return from active military duty.
 3. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in the district pursuant to N.J.S.A. 18A:38-1(d) if the pupil's parent or guardian temporarily resides within the district and elects to have the pupil attend school in the district of temporary residence, notwithstanding the existence of a domicile elsewhere.
 - a. The parent or guardian, when required by the district, shall demonstrate that such temporary residence is not solely for purposes of a pupil's attending school within the district of temporary residence;
 - b. Where one of a pupil's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no pupil shall be eligible to attend school based upon a parent or guardian's temporary residence in a district unless the parent or guardian demonstrates, when required by the district, that such temporary



residence is not solely for purposes of a pupil's attending school within the district.

4. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in the district pursuant to N.J.S.A. 18A:38-1(f) if the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in the district pursuant to N.J.S.A. 18A:38-2 if the pupil is placed in the home of a district resident by court order or by a society, agency, or institution as referenced in that statute. "Court order" as used in this paragraph does not encompass orders of residential custody, under which claims of entitlement to attend school in a district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in the district pursuant to N.J.S.A. 18A:38-3(b) if the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district. A district admitting a pupil pursuant to N.J.S.A. 18A:38-3(b) shall not be obligated for transportation costs.
7. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in the district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the pupil resides on Federal property within the State.

D. Housing and Immigration Status



ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

1. The physical condition of an applicant's housing, or an applicant's compliance with local housing ordinances or terms of lease shall not affect eligibility to attend school.
 2. Immigration/visa status shall not affect eligibility to attend school. Any pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, who is domiciled in the district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to pupils who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1 Visa").
- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident pupils, or the ability of a nonresident pupil to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3(a).
- F. Proof of Eligibility
1. The district shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district:
 - a. Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency;
 - b. Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;
 - c. Court orders, State agency agreements and other evidence of court or agency placements or directives;



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- d. Receipts, bills, cancelled checks, insurance claims or payments, and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the pupil;
 - e. Medical reports, counselor or social worker assessments, employment documents, unemployment claims, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit pupil," adult pupil, person(s) with whom a family is living, or others as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The district may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by a person seeking to enroll a pupil.
 3. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.
 4. The district shall not require or request, as a condition of enrollment in school, any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. These include but are not limited to:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b); or N.J.A.C. 6A:22-3.



- c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
 - 5. Documents or information of the type referenced in 4. above, or pertinent parts thereof, may be considered by the district if voluntarily disclosed by the applicant seeking enrollment. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
- G. Initial Assessment and Enrollment
 - 1. The district shall use registration forms provided by the Commissioner, or locally developed forms that:
 - a. Are consistent with the forms provided by the Commissioner;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
 - c. Summarize the criteria for attendance set forth in N.J.S.A. 18A:38-1 for applicant reference, and specify the nature and form of any sworn statements to be filed;
 - d. Clearly state the purpose, in relation to such criteria, for which requested information is being sought; and
 - e. Provide notice to applicants that any initial determination of eligibility is subject to a more thorough review and re-evaluation, and that there is a potential for assessment of tuition in the event that an initially admitted applicant is later found ineligible.
 - 2. The district shall ensure that sufficient numbers of registration forms, and sufficient numbers of trained registration staff, are available to ensure prompt determinations of eligibility and enrollment. Applications for enrollment may be taken by appointment, but such appointments must be promptly scheduled and may not unduly defer a pupil's attendance at school.



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- a. If the district uses separate forms for "affidavit pupil" applications, rather than a single form for all types of application for enrollment, such forms shall comply in all respects with the provisions of G.1. above. Where such forms are used, the district shall provide them to any person attempting to register a pupil of whom he or she is not the parent or guardian, whether or not they are specifically requested. The district shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a pupil living with a person other than the parent or guardian, since such pupil may qualify as an "affidavit pupil" nor shall the district demand or suggest that "affidavit pupil" proofs be produced by an applicant seeking to enroll a pupil of whom the applicant has guardianship or custody.
 - b. A district level school administrator designated by the Superintendent shall be available, and clearly identified to applicants, to assist persons who are experiencing difficulties with the enrollment process.
3. Initial determinations of eligibility shall be made upon presentation of an application for enrollment, and enrollment shall take place immediately in all cases except those of clear, uncontested denials.
 - a. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant shall be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.
 - b. Where an applicant appears ineligible based on information provided in the initial application, a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and intent to appeal to the Commissioner.
 - (1) An applicant whose pupil is enrolled pursuant to this provision shall be notified that the pupil will be removed,



without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

4. Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws and shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement indicating the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement from the parent or guardian, the district level school administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1 ("willfully failing to provide regular school education as required by law"). The administrator designated by the Superintendent shall provide the district or the Department of Children and Families, as the case may be, with the pupil's name, the name(s) of the parent/guardian/resident, and the pupil's address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Where enrollment is denied and an intent to appeal is indicated, or where enrollment is provisional subject to further review or information, enrollment or attendance at school shall not be conditioned on advance payment of tuition in whole or part.
6. The Superintendent or designee, shall ensure that information suggesting an applicant may be homeless is identified during the registration process, so that, where appropriate, procedures may ensue in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil's identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A: 36-25.1.
8. Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred



as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.1 et seq.

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

H. Notice of Ineligibility

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



- d. A clear statement that the pupil is entitled to attend school for the twenty-one day period during which an appeal can be made to the Commissioner, but that, if missing information is not provided or an appeal is not filed, the pupil will not be permitted to attend school beyond the 21st day following the date of the notice;
- e. A clear statement that the pupil is entitled to continue attending school during the pendency of an appeal to the Commissioner;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the pupil's entitlement to attend the schools of the district, or the applicant abandons the appeal through withdrawal, failure to prosecute or any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
 - (1) If removal is based on the pupil having moved from the district, the notice of ineligibility shall also provide information as to whether district policy permits continued attendance, with or without tuition, for pupils who move from the district during the course of the school year.
- h. The name of a contact person in the district who can provide assistance in explaining the contents of the notice; and
- i. Notice that, where no appeal is filed, the parent or guardian shall still comply with compulsory education laws, and that, in the absence of a written statement from the parent or guardian that the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school, the district level administrator designated by the Superintendent shall notify the school district of actual



domicile/residence, or the Department of Children and Families of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1 ("willfully failing to provide regular school education as required by law"). Such staff shall provide the pupil's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission to the district based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere, for purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25).

I. Removal of Currently Enrolled Pupils

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.
2. When a pupil, enrolled and attending school in the district based on an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the pupil.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, such notice shall also provide for a hearing before the Board prior to a final decision on removal.
3. No pupil shall be removed from school unless the parent, guardian, adult pupil or resident keeping an "affidavit pupil," as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult pupil or resident keeping an "affidavit pupil," as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for hearing, the Board shall make a prompt determination of the pupil's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2.



5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by a committee, at the discretion of the full Board, which shall make a recommendation to the full Board for action. No pupil may be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.
- J. Appeal to the Commissioner
1. A district determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult pupil or resident keeping an "affidavit pupil," as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit pupil" eligibility determinations shall be filed by the resident keeping the pupil.
- K. Assessment and Calculation of Tuition
1. If no appeal to the Commissioner is filed by the parent, guardian, adult pupil, or district resident keeping an "affidavit pupil" following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
 2. If an appeal to the Commissioner is filed by the parent, guardian, adult pupil, or district resident keeping an "affidavit pupil", where the petitioner does not sustain the burden of demonstrating entitlement to attend the schools of the district, or abandons the appeal through withdrawal, failure to prosecute or any means other than settlement agreeing to waive or reduce tuition, the Commissioner may order assessment of tuition for any



period of a pupil's ineligible attendance in a district, including the twenty-one day period for filing of an appeal and the period during which the hearing and decision on appeal were pending.

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

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