

BOARD

#1B

RESOLUTION NO. 26484

APPROVE PRIVATE EXECUTIVE SESSION

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 September 8, 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: August 25, 2014

Motion by: Mrs. Candace Romba

Seconded by: Mr. David Sarnoff

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 R-PAT SOLUTIONS, LLC
TO CONDUCT SUPERINTENDENT SEARCH**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the attached **proposal from R-PAT Solutions, LLC to conduct a Superintendent Search** for the Fort Lee School District for the 2015-2016 school year.

DATED: August 25, 2014
Attachment

Motion by: Mrs. Candace Romba

Seconded by: Mr. David Sarnoff

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			

R-Pat Solutions, LLC

51 South Bath Ave. - Unit 12
Long Branch, NJ 07740
(908) 447-9334

809 Larch Street
Roselle Park, NJ 07204
(908) 245-7042

August 2, 2014

Mr. Paul Saxton
Interim Superintendent of Schools
Fort Lee Board of Education
2175 Lemoine Ave.
Fort Lee, NJ 07024

Re: Proposal to conduct the Fort Lee Public School Superintendent Search
Sent Via email to: psaxton@flboe.com

Dear Mr. Saxton,

R-Pat Solutions has conducted many successful searches for chief school administrators and would anticipate another if given the opportunity to provide our services to your board and community. As you know, the selection of a superintendent is the most important duty any board can fulfill and the process has to be above reproach yielding the highest caliber candidates.

We would like to highlight the following about our services:

a. **Qualifications:** Incorporated in 1997, R-Pat Solutions is a professional consulting firm representing and assisting school districts in labor negotiations, math curriculum workshops, and superintendent search initiatives. We have successfully conducted searches and placed successful superintendent candidates in the Oakland Elementary School District, Mahwah, Hillside, Pequannock, Ramapo/Indian Hills, Hoboken, West Milford (2), River Vale (2), Paramus, West Essex Regional High School District, Franklin Lakes, Union Beach, Clinton, Roseland, Ringwood, River Dell Regional, Westwood, Glen Ridge, and Englewood Cliffs.

We are confident about the quality of search service we can provide your board of education.

b. **Search Plan:** The search process will take two directions. The first in the traditional arena of advertising and promotions, the scope of which will be determined by you and your board in preliminary meetings. The second approach is in the confidential targeted recruitment of outstanding administrators based upon the expressed criteria of the board. The combination of these should yield a

range of exemplary candidates suitable and interested in the position. We believe that any consulting firm hired to conduct a search should not actually select the superintendent. This duty always rests with the district board of education. Consultants should recruit, screen and narrow the candidate pool so that the board's time can be focused on the final selection of a new school leader and the establishment of the initial relationship. We also offer to provide the board with an on-line survey of constituents which allows broad stakeholder input and valuable customer satisfaction and planning information to the board. A more detailed overview follows.

- c. **Schedule:** A timeline would need to be developed with the board which suits the individual characteristic of the district. Notwithstanding such a meeting, we would anticipate the following:

Many applicants have 60 day termination clauses in their contracts which usually would mean all negotiations and county approvals of the contract would need to be completed before the new board can approved the contract and candidate officially gives notice to their current district. Many current standing superintendents however have 90 or even 120 day termination clauses, which would mean that the official start date would be pushed further into the calendar year. There is no way to exactly know this until a final candidate is selected.

Given your board reorganizes in January, the board should conclude posting and screening activities by March in order to then approve a contract that will have a high likelihood that the candidate can start by July 1, 2015.

d. R-Pat draws its expertise in these areas from the principles of the firm, as well as the consultants it may additionally employ for various projects. The search process for your district will be conducted personally by Dr. James Patterson and Dr. Robert Rosado the co-presidents of the firm. The successful merger of their backgrounds, specifically and respectively the 41+ years in education with over 20 of that in human resources for a major NJ district for Dr. Patterson, and the 37 years in education with 14 of those as Superintendent for Dr. Rosado, provides the framework for understanding the recruitment and screening of superintendents. Their resumes are attached.

e.

Contact Information:
Dr. James Patterson
R-Pat Solutions, LLC
809 Larch Street

Roselle Park, NJ 07204
(908) 578-4896
rpatsolutions@verizon.net

- f. The fee for our screening service is only \$9,900. If the initial search does not yield a successful candidate for any reason, we will go out again one additional time for no additional cost to the board within one year of our firm's original appointment.

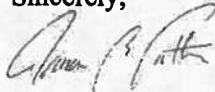
Costs of any advertising or printing is borne by the district but developed in conjunction with R-Pat Solutions. These costs typically run between \$3,000 and \$8,500 depending on any specific media requested by the board and the scope of the search. While the costs for advertisements are not covered in the fee, the development of each ad, internet posting and placement is included.

We typically work through the district business administrator or a designated board contact person during this process. Overall, R-Pat Solutions can often save the board thousands over the price suggested by larger national firms who may not even offer the same high quality personal service.

- g. R-Pat LLC is incorporated in New Jersey and we can provide our business registration certificate, affirmative action statement, or other legal documents for your review if requested. Unless approved by both parties, this proposal expires on 10/1/2014.

As stated previously, more complete description of the scope of services and search process is attached. We would be available to meet with you to provide any additional information on either the process or the timelines involved at your convenience.

Sincerely,



James B. Patterson, Ed. D.
Representing R-Pat Solutions

Attached: Overview and Scope, Resumes of the Partners,
Business Registration Certificate and Statement of Incorporation.

R-Pat Solutions, LLC

Overview of the Scope of Services and Superintendent Search Process

R-Pat acts as a consultant to the board, assisting in the recruiting and screening process as board members search for the individual who will be the best fit for the board and the school community. R-Pat has conducted this successful screening service by tailoring each search to the specific needs of the school district. Rather than a person from a college or university, or an association field services representative who may or may not have experience as a chief school administrator, the R-Pat team will actually be composed of both a retired superintendent of schools and a human resources expert. They understand the school superintendency, how to recruit candidates and how to screen those candidates according to the specified criteria from the board. The lack of a demonstrated professional knowledge and experiential base regarding school district operations and recruitment/selection techniques is often a weakness in many other firms. We have an expertise in interviewing techniques and have a thorough understanding of such issues as school law, facilities, curriculum, board communications, strategic planning and negotiations. We are aware of a district's specific needs, since we have operated districts and district departments that face similar problems and issues.

The R-Pat Screening Service is complete. Once retained, we handle the development of the screening profile and the recruiting timelines and targets based on the specifications outlined by each board. The goal is to conduct a search that yields the best candidates possible from New Jersey and other states. We match the applicants' resumes to the criteria and/or priorities set by the board; interview the most qualified candidates, and present the final candidates to the board. During this extensive process, the board itself is free to go about the business for which it was elected while waiting for the specified number of semifinalists it has requested, usually 5 to 8 candidates.

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How to Get Started

Once a board of education indicates that it is interested in learning about or has approved retaining R-Pat's screening services, a preliminary meeting with the board is scheduled. At this meeting, the service is explained in detail, and any questions the board may have are answered. This meeting may be quite lengthy, as the board and the consultants will examine such areas as the desired background and experience of the future superintendent, leadership qualities desired, parameters for advertising the position, timelines for applicants, salary and contractual arrangements, community and staff involvement in the process, and the development of a timetable for the entire process.

If requested by the board, R-Pat will hold meetings with staff and community groups if additional input is desired. We also offer a free on-line survey which is included as part of the process so that parents, community and staff can conveniently provide their input into the criteria and their perceived needs for the district. Along with these preliminary activities, the process of developing promotional materials and advertising for the opening is simultaneously developed. The newspaper, internet, and journal ads or postings will include information such as district size, makeup, location, type of community, and the basic qualifications deemed necessary for the position. Some of these have costs that will always be pre-approved and within and initially established budget.

Candidates responding to ads and candidates we will actively recruit all send their resumes directly to R-Pat's headquarters. Typically, 15-40 applications are received for any given vacancy. We review all applications based on the board's established criteria, and will narrow the field to 11-16 applicants. R-Pat Solutions then conducts interviews with each semi-final candidate and does preliminary reference and credential screening for high interest candidates. The interview process yields a final number of candidates determined to be the best fit for the district, usually five to eight individuals. These individuals will be the candidates recommended to the board.

A second meeting is set up with the full board to present a non-prioritized list of these finalists. Once all the information has been presented to the board and all questions are answered, the board reaffirms their dates for interviews with the semi-finalists. Although R-Pat is usually not as physically involved in the process at this

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juncture, we remain available for any questions and assistance the board may have such as the development of questions, interview processes, and decision assistance. R-Pat assists the board with these activities at no additional charge.

Additional Information

Candidates from within the district are a special case, and are usually handled in the following manner: The applications from internal candidates go to the screening committee just as those of the out-of-district candidates, and are reviewed for compliance with the criteria set by the board. If they meet these criteria, they will be among those interviewed by our firm and will be forwarded to the board along with the final number of candidates if they are competitively qualified. We usually recommend that the board consider giving the most highly qualified in-district candidates an interview, as this practice serves to avoid any later resentments should an out-of-district candidate secure the position.

Beginning to end, the entire screening process usually takes ten to sixteen weeks. This timetable includes the preparation and distribution of the vacancy announcement, the period of candidate application, the resume screening, and personal interviews. In the event the board requires an even more aggressive timeline we will do our utmost to meet any reasonable request and have done so in the past.

The cost of the search is \$9,900.00, which is comprised of a \$1,000 initial deposit due upon board approval of our services, \$4,500 due upon delivery of the slate of finalists to the board, and the balance of \$4,400 payable when the new superintendent is approved by the board. If the initial search does not yield a successful candidate for any reason, we will go out again one additional time for no additional cost to the board beyond advertising within one year of the firm's original appointment. The remaining balance of \$4,400 is then due following the delivery of the second slate of finalists.

We offer our services to local boards of education to ensure that educators of the highest caliber available can be identified, considered, and selected to serve as chief school administrator in your district. Our service is efficient and cost-effective. The strength of our process lies in the expertise and reputation of the individuals who are involved in our screening committee. We believe that a board of education

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recognizes that high quality educational programs depend upon strong and able leadership from school administrators, and R-Pat Solutions is well positioned to assist your board of education whenever the need to select such a leader arises.

For additional information contact:

Dr. Robert J. Rosado
(973) 535-9498

Dr. James B. Patterson
809 Larch St.
Roselle Park, NJ 07204
(908) 578-4896, (cell) or
(908) 245-7042

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Resumes of the Partners:

DR. ROBERT J. ROSADO
8 Falcon Road
Livingston, NJ 07039
(973) 535-9498

EXPERIENCE:**CALDWELL COLLEGE****2007 – Present****Director of Field Based Education**

Responsibilities include the coordination of 35 college field supervisors, as well as the placement of 180 students in field in school districts throughout the state.

SOUTH PLAINFIELD PUBLIC SCHOOLS**2003 – 2007****Superintendent of Schools**

Responsible for the administration of school district pre-K-12, curriculum and instruction pre-K-12, and all personnel functions for 500+ employees. Assisted in negotiations for teachers, custodians', maintenance personnel, secretaries' and administrators' contracts. Over the past two years the district was successful in passing monitoring as a result of a 40% increase in GEPA math scores and a 24% increase in HSPA scores. Developed and implemented a comprehensive restructuring of the district math program, five-year curriculum plan and added an in house SAT program. Expanded world language program to encompass grades 1-12. Developed and coordinated 48 million dollar budget for a district of 7 schools with 3950 students. Expanded summer school programs to include language development classes for ESL pre-kindergarten students. Revamped district technology plan with several new initiatives.

VERONA PUBLIC SCHOOLS**January 1993 - 2003****Verona, NJ****Superintendent of Schools**

Responsible for the administration of school district pre-K-12, curriculum and instruction pre-K-12, and all personnel functions for 200+ employees. Assisted in negotiations for teachers', custodians', maintenance personnel, secretaries' and administrators' contracts. Developed and coordinated 19 million dollar budget for a district of 6 schools with 1950 students, coordinated all efforts for 2 million dollars in construction projects from EDA (Economic Development Authority) loan. We successfully prepared the district for monitoring and resulting 7-year certification twice in the past ten years. Developed district 5-year strategic plan and coordinated all staff development activities. The superintendent completed initial development and updates of the comprehensive technology plan. Expanded foreign language instruction from grades 7-12 to 1-12. The district

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has received two Star School Awards and four Best Practice Awards. Verona High School has consistently been ranked as one of the top high schools in New Jersey, most recently 39th.

FRANKLIN TOWNSHIP PUBLIC SCHOOLS**1990 - 1992****Somerset, NJ****Assistant Superintendent for Curriculum and Instruction**

Responsible for the administration and supervision of curriculum and instruction pre-school (handicapped) through adult school and continuing education for a district with 4500 full time and 1000 part time students in seven elementary, one middle, and one senior high school. Directed and implemented magnet school programs in science and technology, early childhood, fine/visual/ performing arts, international studies, and academy. Direct responsibility for writing educational specifications; direct input and participation in construction of \$48 million budget; assisted in interviewing candidates for positions at all levels; coordination of all staff development activities.

MONTCLAIR PUBLIC SCHOOLS**1982 - 1990****Montclair, NJ****Principal**

Mount Hebron Middle School (Science and Technology magnet) - Direct supervision and evaluation of 6-8 middle school program with 60 staff members and 500 students; redesigned school-wide scheduling process, computerized office functions, initiated the development of a comprehensive technology program. 1989-1990

Principal

Hillside Gifted and Talented Elementary Magnet - Direct supervision and evaluation of 50 staff members and 550 students in grades 3-5; developed gifted and talented curriculum in mathematic language arts; unique program scheduling; trimester, 8 period day. 1984-1989

Assistant Principal

Montclair High School - Responsible for the supervision and evaluation of 35 staff members and 500 students; creation of master schedule; all scheduling activities; all computer grading concerns all computer attendance concerns; researched and supervised installation of in-house district-wide computer system. 1982-1984

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ROSELLE PARK HIGH SCHOOL**1980 - 1982****Roselle Park, NJ****Chairman, Mathematics Department**

Responsible for supervision and evaluation of mathematics program; evaluation of mathematics department staff; scheduling of department staff for all course work; evaluation and analysis of all state mandated testing.

EAST ORANGE PUBLIC SCHOOLS**1978 - 1980****East Orange, NJ****Elementary Mathematics Specialist**

Elmwood Elementary School - Coordinate K-6 math program; provide staff in-service; demonstration lessons and small group instruction, school test coordinator. 1978-1980

Teacher

William S. Hart Middle School - Math and reading teacher; team leader.

1975-1978**NEW YORK CITY SCHOOLS****1975****New York, NY****Bilingual Teacher**

Sara J. Hale High School - Math/science.

HONORS:

- 1988 The Alliance for Arts Education School Administrator Award; Sponsored by the Kennedy Center Alliance for Arts Education
- 1988 Award Winner - National Elementary School Recognition Program (Blue Ribbon School); one of four public schools in New Jersey; only urban school recognized; sponsored by the United States Department of Education
- 1988 New Jersey Governor's Award in Arts Education
- 1992 Practicum/Dissertation in ERIC research file as an exemplary work
- 1995 District cited by NJ Monthly Magazine and Money Magazine as one of the outstanding districts in the state and country
- 1995-96 Star Schools recognition Verona High School
- 1998-99 Star Schools recognition - Forest Avenue Elementary School

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RELATED EXPERIENCE:

1998-present R-Pat Solutions, LLC

Consulting firm that has conducted eight CSA searches, negotiated 5 labor contracts and prepares enrollment projections for various districts.

2003-04 Caldwell College -- Off Campus Leadership Development Program - Masters degree program in Educational Leadership. Taught in program and supervised student cohort.

1994-95 External Review Team - Jersey City Public School

1994-95 External Review Team - Paterson Public Schools

1995-96 President, Essex County Superintendent's Roundtable

1994-95 Grant Reviewer - NJASA/Bell Atlantic Technology Program

1993-present NJASA Technology Advisory Committee

1993-1994 Commissioner's Technology Advisory Committee

1992-1995 Grant Reviewer - New Jersey State Council of the Arts

1989 HSPT Early Warning Exam -8th grade initial design committee

1989 Project Prism Planning Committee; Governor's program to improve school mathematics

1980-1982 E.I.C.N.W., Morris Plains, NJ - Math consultant

1975-1980 Montclair State University - Montclair, NJ - Taught classes in Algebra and Analysis in Spanish; Calculus I; Business Math I and H as an adjunct lecturer

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EDUCATION

Ed.D. Nova Southeastern University, Ft. Lauderdale, Florida; 1989-1992. Early and Middle Childhood. Major Practicum/ Dissertation Topic: Creating Schools of Choice to Increase Learning Opportunities for Elementary School Children.

Doctoral - Rutgers University, New Brunswick, NJ 1979-1984; Math Education Program

M.S. Queens College of the City University of New York; 1976-1978; Education/Math

B.A. Queens College and City College of The City University of New York; 1971-1975; Math Major, Education Minor

CERTIFICATION

New Jersey: Chief School Administrator/Superintendent; Principal/Assistant Superintendent for Curriculum and Instruction, Supervisor; Secondary Mathematics

New York City: J.H.S. Bilingual Mathematics

PERSONAL

Married, two children, excellent health

REFERENCES

Dr. William Librera – Former Commissioner NJDOE – Professor Rutgers University – Graduate School of Education (732) 932-7496 x8150

Dr. Leonard Elovitz – Department Chair – Educational Leadership – Kean University (908) 737-4276

Dr. Nicholas Celso – Department of Educational Leadership – Kean University – Partner
Schwartz, Simon, Kessler, & Celso 10 James St. Florham Park, NJ (973) 301-0001

Dr. Edith Ries – Assistant Professor - Caldwell College – Graduate School of Education – (973) 618-3000

Dr. John McIntyre – Professor - Caldwell College – Graduate School of Education – (973) 618-3000

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James B. Patterson, Ed.D.

809 Larch Street
Roselle Park, NJ 07204
(908) 578-4896
rpatsolutions@verizon.net

Education:	Teachers College/Columbia University <i>New York, New York</i> Educational Administration/Management	1989	Ed. D.
	Kean University <i>Union, NJ</i> Educational Administration	1984	M.A.
	Huron University <i>Huron, South Dakota</i> Education – Music	1971	B.M.
Related Training:	Iona College, New Rochelle, NY	1988	
	C.W. Post, Brookville, NY	1987	
	Northern State College, Aberdeen, SD	1974	
	Numerous Professional Development Training Sessions Including: National Personnel Academy, Phoenix AZ Collective Bargaining/legal issues Tenure Dismissal and Discipline AAA Dispute Resolution NJSBA Compensation Administration NJ Partnership MAPs Corporate Management Training, 19 sessions Personnel Record Keeping Malcolm Baldrige Examiner Training		
	Administrative Certifications:		NJ
	Chief School Administrator		NJ
	Principal/Supervisor		NJ
Experience:	R-Pat Solutions, LLC		1997-present

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President and co-founder

Personnel Administrator

1990 – 2/1/2013

Montclair Public Schools, Montclair, NJ

Retired

Responsibilities include: contract negotiations with all bargaining units, administer all negotiated agreements for over 900 employees, comply with federal and state employment mandates, position tracking and recruitment, health benefits administration, labor relations, act as liaison on all legal matters pertaining to employment, advise supervisors throughout disciplinary proceedings, assist in staffing, enrollment and budget projections, serve as liaison for informal employee/union concerns, coordinate select district wide administrative computer operations, serve as district voice-mail and MacStar (Bell Atlantic Communications) computer coordinator, oversee registration desegregation assignments, monitor the evaluation process, report directly to the superintendent and oversee all other human resource functions district-wide.

Assistant Principal

Montclair High School, Montclair, NJ

1984 – 1990

Responsibilities included: all aspects of administrative computer operations including development of Master Schedule, attendance, grading, transcripts, etc.; all aspects of student management and discipline, staff evaluation and interviewing, technology department coordinator, creator and manager of the drug and alcohol response team.

Teacher

1974 - 1984

Roselle Park High School, Roselle Park, NJ

Responsibilities included: oversee the secondary music program, service on the drug and alcohol team, Jr. High Wrestling coach, girls softball coach, adult school word processing instructor.

Teacher

1971 - 1974

Willow Lake Public Schools, Willow Lake, SD

Responsibilities included: oversee the instrumental and vocal music program grades 4-12, high school assistant wrestling coach, girls basketball coach, Jr. high football coach.

Related Information:

Quality Education New Jersey - Malcolm Baldrige school initiative)

2000-2001

Member Board of Governors

1998-2003

President & Vice President

2002-2003

Monclair District Technology Plan

1996-2013

Initial Author, implementation and continued oversight.

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Mid-Atlantic Assoc. of School College & University Staffing 1990-2001
Elected to Executive Board as New Jersey representative - 1994

Madeline Hunter
Mastery Supervision - UCLA course 1988

Presenter:

Quality New Jersey Spring Reporting Conference	2002
NJSBA – numerous panel and forum presentations	1990-2014
NJASA – New Superintendents Forum	2001-2014
MAASCUS State Certification Issues Panel	1997
Working Effectively	1997
Alternate Certifications	1994
Panel Chairman, fall convention	1993
Columbia University/Seton Hall - guest lecturer, Ed. Admin.	1994-2001
NJ Assoc. of PE and Dance	1993
 Kean / Montclair State - Curriculum/ Interviewing presentations	 Various Years

Adjunct Professor:

Kean University - Personnel Administration and Negotiations	Various Years
Seton Hall University - School Finance, Personnel, Facilities, School Law,	Various Years
E'College, co-author, Seton World-Wide online course on finance for the Internet	2001

References: Available upon request.

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STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 232
TRENTON, N.J. 08646-0232

TAXPAYER NAME:

R-PAT SOLUTIONS, LLC

TRADE NAME:

ADDRESS:

809 LARCH ST
ROSELLE PARK NJ 07204
EFFECTIVE DATE:

08/13/97

SEQUENCE NUMBER:

1120537

ISSUANCE DATE:

01/20/05

John S. Tully
Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

R-Pat Solutions, LLC

Robert J. Rosado, Ed.D.
8 Falcon Road
Livingston, NJ 07039
(201) 535-9498

James B. Patterson, Ed.D.
809 Larch Street
Roselle Park, NJ 07204
(908) 245-7042

January 1, 2014

To whom it may concern:

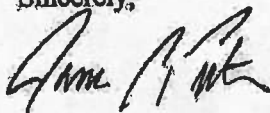
I will attest that R-Pat Solutions, LLC is an incorporated business in the state of NJ.

FEIN: 223562379

Corp Number: 0600041209

NJ Business Reg. Certificate number: 1120537

Sincerely,



James Patterson, Ed. D.
President, R-Pat Solutions, LLC

BUILDINGS & GROUNDS COMMITTEE

#1B&G

RESOLUTION NO. 26486

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:

<u>PROJECT</u>	<u>VENDOR</u>	<u>CHANGE ORDER #</u>	<u>AMOUNT</u>	<u>ALLOWANCE AMOUNT</u>	<u>NET EFFECT</u>
School #4 HVAC Upgrades	Amco Enterprises, Inc.	#3	\$3,623.04	(\$3,623.04)	-0-
High School Alterations and Renovations	Vanas Construction Note: Aluminum Door Hardware	#1	\$7,000.00	(\$7,000.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Signage	#2	\$1,287.00	(\$1,287.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Credit Eliminate Stainless Steel	#3	(\$2,000.00)	+\$2,000.00	-0-
High School Alterations and Renovations	Vanas Construction Note: Credit Remove Door and Frame	#4	(\$110.00)	+\$110.00	-0-
High School Alterations and Renovations	Vanas Construction Note: Corian Countertops in Trainer's Room	#5	\$1,474.00	(\$1,474.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Relocating and/or removing Electrical Conduit	#6	\$1,652.00	(\$1,652.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Providing Gyp Crete in Sewing Room and Home Economics Room	#7	\$6,957.00	(\$6,957.00)	-0-

<u>PROJECT</u>	<u>VENDOR</u>	<u>CHANGE ORDER #</u>	<u>AMOUNT</u>	<u>ALLOWANCE AMOUNT</u>	<u>NET EFFECT</u>
High School Alterations and Renovations	Vanas Construction Note: Dispose Concrete Slab in Old Auto Shop	#8	\$525.00	(\$525.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Replace Cafeteria Feeders for Electricity	#9	\$26,255.00	(\$26,255.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: New Sheetrock Wall in Room 132A	#10	\$2,441.00	(\$2,441.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Construct Chase Wall	#11	\$6,396.00	(\$6,396.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Additional Ductwork Removal and Baseboard Enclosure Removal	#12	\$1,506.00	(\$1,506.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Remove Structural Channel on Second Floor	#13	\$3,377.00	(\$3,377.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Changes to Ceilings and Soffits Drinking fountain for Weight Room	#14	\$1,676.00	(\$1,676.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Drinking Fountain for Weight Room	#15	\$1,556.00	(\$1,556.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Valves for 3" Piping	#16	\$2,479.00	(\$2,479.00)	-0-
High School Alterations and Renovations	Vanas Construction Note: Additional Work on Floor	#17	\$804.00	(\$804.00)	-0-

<u>PROJECT</u>	<u>VENDOR</u>	<u>CHANGE ORDER #</u>	<u>AMOUNT</u>	<u>ALLOWANCE AMOUNT</u>	<u>NET EFFECT</u>
High School Alterations and Renovations	Vanas Construction Note: Aluminum Door Frame for Door	#18	\$5,151.00	(\$5,012.00)	\$139.00
High School Alterations and Renovations	Vanas Construction Note: New Electrical Feeder Panel	#19	\$18,607.00	-0-	\$18,607.00

DATED: August 25, 2014

Motion by: Mr. Joseph Surace

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			

CURRICULUM & INSTRUCTION COMMITTEE

#1CUR

RESOLUTION NO. 26487

APPROVAL OF ADULT LITERACY PROGRAM WITH BERGEN COUNTY TECHNICAL SCHOOLS AT NO COST TO THE DISTRICT

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves the continuation of the **Bergen County Technical Schools' Adult Literacy Program** offering ESL instruction under the Adult Basic Skills Grant Program, at no cost to the Fort Lee School District.

DATED: August 25, 2014

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			

APPROVAL OF DR. JANE PETROZZINO AS PRESENTER FOR PROFESSIONAL DEVELOPMENT FOR THE CHILD STUDY TEAM TOTALING \$600.00

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves **Dr. Jane Petrozzino as a presenter for professional development for the Child Study Team for Executive Functioning Training**, at a cost \$600.00.

DATED: August 25, 2014

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			

APPROVAL OF NASSAU BOCES READING RECOVERY PROGRAM
AT COST OF \$1,995.00

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the attached proposal from the **Nassau Board of Cooperative Educational Services (BOCES) for a Reading Recovery Program** at a cost of \$1,995.00, to be funded by the Title I grant.

DATED: August 25, 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			

**Greater New York
 Reading Recovery® Site**

•
 Department of Curriculum,
 Instruction and Technology

•
 Patricia Iannacone
 Site Coordinator

July 24, 2014

Mr. Paul J. Saxton, Interim Superintendent
 Fort Lee Public Schools
 2175 Lemoine Ave, 6th Fl
 Fort Lee, NJ 07024

Dear Mr. Saxton,

Thank you for giving the Nassau BOCES **Reading Recovery** program the opportunity to serve the Fort Lee Public Schools during the 2014-2015 school year. Please review this Letter of Agreement between Nassau BOCES and the Fort Lee Public Schools. The details are included in the table below.

Cost Summary

Service	Cost
Reading Recovery services: 6 continuing contact classes, access to IDEC data base, monitoring of data every six weeks, phone consultations with teachers, minimum of one on-site teacher visit, end of year school data reports, 2 consultations with Reading Recovery principals, one meeting with assistant superintendent for curriculum, end of year letter confirming attendance of teacher.	
Number of teachers: 1	\$1,995.00

If this Letter of Agreement meets with your approval, please sign below indicating your acceptance of this plan. If this project is cancelled by the Fort Lee Public Schools less than 30 days prior to the start date of the project, the Fort Lee Public Schools will be billed a 10% cancellation fee based on the total cost of the project. Please sign below as indication of your acceptance of this plan.

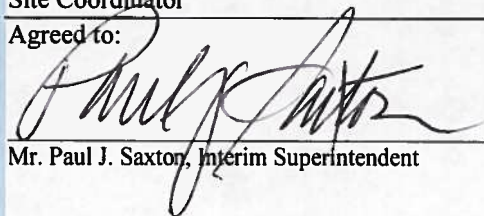
We look forward to assisting the Fort Lee Public Schools achieve its educational goals.

Sincerely,



Patricia Iannacone
 Site Coordinator

Agreed to:



Mr. Paul J. Saxton, Interim Superintendent

_____ Date

cc: V. D'Aguanno, Ed.D, K. Perkowski

LOA#501682

FINANCE COMMITTEE

#1F

RESOLUTION NO. 26490

APPROVAL – CURRENT BILLS LIST TOTALING \$4,520,759.75

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 **\$4,520,759.75** for August 2014 (computer checks) and July 2014 (manuals/transfers).

DATED: August 25, 2014
Attachment

Motion by: Mr. Joseph Surace

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			

Fort Lee Board of Education

Check Register By Check Number

JULY 2014-MANUALS

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
Hand Checks									
*	20030	1415-0278	11-190-100-440-10-002	8649/KEY GOVERNMENT FINANCE, INC	50	74,232.60	LEASE PAYMENT #2	07/01/2014	H
	20031	1415-0115	11-000-262-441-10-000	8333/MORGRAN NEW JERSEY HOLDINGS, LLC	50	13,487.00	JULY 2014	07/01/2014	H
	20032	1415-0116	11-000-262-441-10-000	7663/CHURCH OF THE GOOD SHEPARD	50	8,417.00	JULY 2014	07/01/2014	H
	20033	1415-0273	11-000-223-580-07-000	7785/UNIS	50	985.00	JULY 8,9,10,11-2014 WKSHP	07/01/2014	H
*	91714	PRL1415	11-000-211-100-00-000	1775/FORT LEE PAYROLL	76	2,379.90	SAL ATTEND OFFICE	07/14/2014	H
		PRL1415	11-000-216-100-00-000	1775/FORT LEE PAYROLL	76	1,000.58	SAL SPEECH/OTPT/REL SVC	07/14/2014	H
		PRL1415	11-000-218-104-00-000	1775/FORT LEE PAYROLL	76	2,982.00	SAL GUIDANCE	07/14/2014	H
		PRL1415	11-000-218-105-00-000	1775/FORT LEE PAYROLL	76	3,812.61	SAL GUIDANCE-SEC	07/14/2014	H
		PRL1415	11-000-219-104-00-000	1775/FORT LEE PAYROLL	76	4,819.46	SAL C.S.T.	07/14/2014	H
		PRL1415	11-000-219-105-00-000	1775/FORT LEE PAYROLL	76	4,494.47	SAL CST SEC	07/14/2014	H
		PRL1415	11-000-221-102-00-000	1775/FORT LEE PAYROLL	76	12,430.95	SAL. SUPERVISORS	07/14/2014	H
		PRL1415	11-000-221-104-00-000	1775/FORT LEE PAYROLL	76	823.52	SAL-OTHER PROF	07/14/2014	H
		PRL1415	11-000-222-177-00-000	1775/FORT LEE PAYROLL	76	4,045.46	SAL TECH COOR	07/14/2014	H
		PRL1415	11-000-230-100-00-000	1775/FORT LEE PAYROLL	76	13,455.34	SAL-GENERAL ADMIN	07/14/2014	H
		PRL1415	11-000-230-100-00-100	1775/FORT LEE PAYROLL	76	4,653.30	SAL SEC-SUPT OFFICE	07/14/2014	H
		PRL1415	11-000-230-100-00-200	1775/FORT LEE PAYROLL	76	252.00	SAL SUBS-SUPT OFFICE	07/14/2014	H
		PRL1415	11-000-230-110-00-710	1775/FORT LEE PAYROLL	76	299.19	SAL TREASURER	07/14/2014	H
		PRL1415	11-000-240-103-00-000	1775/FORT LEE PAYROLL	76	38,503.24	SAL-PRIN/ASST PRIN	07/14/2014	H
		PRL1415	11-000-240-103-00-010	1775/FORT LEE PAYROLL	76	20,909.29	SAL-PROGR DIRECTORS	07/14/2014	H
		PRL1415	11-000-240-105-00-000	1775/FORT LEE PAYROLL	76	12,597.68	SAL-SECRETARY	07/14/2014	H
		PRL1415	11-000-251-100-00-000	1775/FORT LEE PAYROLL	76	165,631.05	SAL-CENTRAL OFFICE	07/14/2014	H
		PRL1415	11-000-251-100-00-100	1775/FORT LEE PAYROLL	76	3,971.76	SAL-CENTRAL OFF- SEC	07/14/2014	H
		PRL1415	11-000-252-100-00-000	1775/FORT LEE PAYROLL	76	5,109.61	SAL-TECHNOLOGY	07/14/2014	H
		PRL1415	11-000-260-290-10-000	1775/FORT LEE PAYROLL	76	14,169.14	OTHER EMPLOYEE BENEFITS	07/14/2014	H
		PRL1415	11-000-261-100-00-010	1775/FORT LEE PAYROLL	76	244.19	SAL MAINT-SCH 1	07/14/2014	H
		PRL1415	11-000-261-100-00-020	1775/FORT LEE PAYROLL	76	209.31	SAL MAINT-SCH 2	07/14/2014	H
		PRL1415	11-000-261-100-00-030	1775/FORT LEE PAYROLL	76	174.42	SAL MAINT-SCH 3	07/14/2014	H
		PRL1415	11-000-261-100-00-040	1775/FORT LEE PAYROLL	76	209.31	SAL MAINT-SCH 4	07/14/2014	H
		PRL1415	11-000-261-100-00-060	1775/FORT LEE PAYROLL	76	279.07	SAL MAINT-MS	07/14/2014	H
		PRL1415	11-000-261-100-00-070	1775/FORT LEE PAYROLL	76	627.92	SAL MAINT-HS	07/14/2014	H
		PRL1415	11-000-262-100-00-000	1775/FORT LEE PAYROLL	76	39,206.02	SAL B&G	07/14/2014	H
		PRL1415	11-000-262-100-00-090	1775/FORT LEE PAYROLL	76	319.50	SAL CUST OT	07/14/2014	H

Fort Lee Board of Education

Check Register By Check Number

JULY 2014-MANUALS

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
91714	PRL1415		11-000-262-100-00-093	1775/FORT LEE PAYROLL	76	528.00	SAL CUST P/T & SUMMER	07/14/2014	H
	PRL1415		11-000-262-100-00-100	1775/FORT LEE PAYROLL	76	2,168.15	SAL SECRETARIAL-B&G	07/14/2014	H
	PRL1415		11-000-262-110-00-086	1775/FORT LEE PAYROLL	76	201.60	SAL COURIER	07/14/2014	H
	PRL1415		11-000-270-161-00-000	1775/FORT LEE PAYROLL	76	5,214.50	SAL PUPIL TRANSP-SP ED	07/14/2014	H
	PRL1415		11-000-270-161-00-081	1775/FORT LEE PAYROLL	76	522.75	SAL PUPIL TRANSP-SUBS	07/14/2014	H
	PRL1415		11-422-100-101-00-000	1775/FORT LEE PAYROLL	76	77,469.36	SALARIES-SUMMER SCHOOL	07/14/2014	H
	PRL1415		11-422-100-106-00-000	1775/FORT LEE PAYROLL	76	34,701.25	SAL-AIDES-SUMMER SCH	07/14/2014	H
	PRL1415		11-999-999-999-99-99	1775/FORT LEE PAYROLL	76	41,406.18	ACCRUED PAYROLL/NET ADJ	07/14/2014	H
	PRL1415		20-250-100-101-00-100	1775/FORT LEE PAYROLL	76	3,874.40	IDEA-BASIC-EIS-SAL	07/14/2014	H
Total For Check Number 91714						\$523,696.48			
* 970314	Non A/P Chk		DB10-141- , CR10-101-	1775/FORT LEE PAYROLL	50	6,057.00	STATE FICA 7/3/14	07/03/2014	H
	PRL1415		11-000-211-100-00-000	1775/FORT LEE PAYROLL	75	1,940.50	SAL ATTEND OFFICE	07/03/2014	H
	PRL1415		11-000-218-105-00-000	1775/FORT LEE PAYROLL	75	3,812.61	SAL GUIDANCE-SEC	07/03/2014	H
	PRL1415		11-000-219-105-00-000	1775/FORT LEE PAYROLL	75	4,226.07	SAL CST SEC	07/03/2014	H
	PRL1415		11-000-221-102-00-000	1775/FORT LEE PAYROLL	75	12,430.95	SAL. SUPERVISORS	07/03/2014	H
	PRL1415		11-000-222-177-00-000	1775/FORT LEE PAYROLL	75	4,045.46	SAL TECH COOR	07/03/2014	H
	PRL1415		11-000-230-100-00-000	1775/FORT LEE PAYROLL	75	11,522.65	SAL-GENERAL ADMIN	07/03/2014	H
	PRL1415		11-000-230-100-00-100	1775/FORT LEE PAYROLL	75	4,653.30	SAL SEC-SUPT OFFICE	07/03/2014	H
	PRL1415		11-000-230-110-00-710	1775/FORT LEE PAYROLL	75	299.19	SAL TREASURER	07/03/2014	H
	PRL1415		11-000-240-103-00-000	1775/FORT LEE PAYROLL	75	36,703.24	SAL-PRIN/ASST PRIN	07/03/2014	H
	PRL1415		11-000-240-103-00-010	1775/FORT LEE PAYROLL	75	20,909.29	SAL-PROGR DIRECTORS	07/03/2014	H
	PRL1415		11-000-240-105-00-000	1775/FORT LEE PAYROLL	75	8,126.30	SAL-SECRETARY	07/03/2014	H
	PRL1415		11-000-251-100-00-000	1775/FORT LEE PAYROLL	75	12,239.05	SAL-CENTRAL OFFICE	07/03/2014	H
	PRL1415		11-000-251-100-00-100	1775/FORT LEE PAYROLL	75	3,971.76	SAL-CENTRAL OFF- SEC	07/03/2014	H
	PRL1415		11-000-252-100-00-000	1775/FORT LEE PAYROLL	75	5,109.61	SAL-TECHNOLOGY	07/03/2014	H
	PRL1415		11-000-261-100-00-010	1775/FORT LEE PAYROLL	75	244.19	SAL MAINT-SCH 1	07/03/2014	H
	PRL1415		11-000-261-100-00-020	1775/FORT LEE PAYROLL	75	209.31	SAL MAINT-SCH 2	07/03/2014	H
	PRL1415		11-000-261-100-00-030	1775/FORT LEE PAYROLL	75	174.42	SAL MAINT-SCH 3	07/03/2014	H
	PRL1415		11-000-261-100-00-040	1775/FORT LEE PAYROLL	75	209.31	SAL MAINT-SCH 4	07/03/2014	H
	PRL1415		11-000-261-100-00-060	1775/FORT LEE PAYROLL	75	279.07	SAL MAINT-MS	07/03/2014	H
	PRL1415		11-000-261-100-00-070	1775/FORT LEE PAYROLL	75	627.92	SAL MAINT-HS	07/03/2014	H
	PRL1415		11-000-262-100-00-000	1775/FORT LEE PAYROLL	75	39,206.02	SAL B&G	07/03/2014	H
	PRL1415		11-000-262-100-00-100	1775/FORT LEE PAYROLL	75	2,168.15	SAL SECRETARIAL-B&G	07/03/2014	H
	PRL1415		11-000-270-161-00-000	1775/FORT LEE PAYROLL	75	2,522.42	SAL PUPIL TRANSP-SP ED	07/03/2014	H
	1415-0714		11-000-291-220-10-000	1775/FORT LEE PAYROLL	50	13,450.67	SOCIAL SECURITY 7/3/14	07/03/2014	H
	PRL1415		11-000-291-290-10-254	1775/FORT LEE PAYROLL	75	28.12	DCRP-7/3/14	07/03/2014	H
	PRL1415		11-999-999-999-99-99	1775/FORT LEE PAYROLL	75	85,597.39	ACCRUED PAYROLL/NET ADJ	07/03/2014	H

Fort Lee Board of Education

Check Register By Check Number

JULY 2014-MANUALS

Check # PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS								
			Total For Check Number 970314		\$280,763.97			
* 971714	Non A/P Chk	DB10-141- , CR10-101-	1775/FORT LEE PAYROLL	50	6,117.64	STATE FICA-7/17/14	07/14/2014	H
	1415-0714	11-000-291-220-10-000	1775/FORT LEE PAYROLL	50	29,650.27	SOCIAL SECURITY 7/17/14	07/14/2014	H
	PRL1415	11-000-291-290-10-254	1775/FORT LEE PAYROLL	76	28.12	DCRP-7/17/14	07/14/2014	H
			Total For Check Number 971714		\$35,796.03			
* 999999	1415-0105	11-000-291-270-10-259	7834/NJ STATE HEALTH BENEFITS PROGRAM	50	688,681.81	JULY 2014-ACTIVE	07/10/2014	H
	1415-0105	11-000-291-270-10-259	7834/NJ STATE HEALTH BENEFITS PROGRAM	50	3,325.92	JULY 2014-RETIRED	07/10/2014	H
			Total For Check Number 999999		\$692,007.73			
			Total for Hand Checks		\$1,629,385.81			
			Total Posted Checks		\$1,629,385.81			

Fort Lee Board of Education

Check Register By Check Number

JULY 2014-MANUALS

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10				\$12,174.64	\$12,174.64
	10	11			\$1,613,336.77		\$1,613,336.77
	Fund 10	TOTAL			\$1,613,336.77	\$12,174.64	\$1,625,511.41
	20	20			\$3,874.40		\$3,874.40
	GRAND	TOTAL	\$0.00	\$0.00	\$1,617,211.17	\$12,174.64	\$1,629,385.81

*** Total Prior Cycle Checks Voided in selected cycle(s): \$0.00**
Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

Fort Lee Board of Education

Bills And Claims Report By Vendor Name

va_bill5.5
08/19/2014

8/25/14

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *Check Description	Check #	Check Amount
Pending Payments						
AL'S TRUCK SERVICE/ 8789	1415-0676	11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CF INV 1762		244.36
ALLIED PRINTING, CO, INC./ 6888	1415-0551	11-000-240-890-06-000/ MISC EXPENDITURES		CF INV 46796		600.00
AMCO ENTERPRISES, INC./ 8772	1314-1975A	30-000-413-450-04-000/ HVAC SCH4		CP APPL 5		349,755.85
AT&T LONG DISTANCE/ 1004	1415-0101	11-000-230-530-10-722/ TELEPHONE		CP ACCT#0303697878001-AUG14		128.49
ATLANTIC ENGINEERING LABORATORIES(AEL)/ 8807	1314-2285	30-000-418-390-06-000/ ADD MS OTHER PROF FEE		CP INV 15761		7,762.00
ATRA JANITORIAL SUPPLY CO.,INC./ 1142	1415-0665	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 21291		5,719.32
ATRA MAINT REPAIR, CO., INC./ 6635	1415-0454	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CF INV 386105		565.50
AVAYA, INC/ 5922	1415-0103	11-000-230-530-10-722/ TELEPHONE		CF ACCT# 0101911994-FINAL		22.73
BERGEN FIRE EQUIPMT & SERV, LLC/ 8526	1415-0451	11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN		CF INV 19955		577.80
DE LAGE LANDEN FINANC SRV INC./ 8502	1415-0621	11-190-100-440-10-998/ COPIER RENTAL		CP INV 42244954		3,188.00
EARL JOHN/ 2164	1415-0481	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 1152380		2,630.88
	1415-0480	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 1152381		2,630.88
	1415-0477	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 1152378		9,228.85
	1415-0471	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 1152248		4,085.60
	1415-0479	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 1152382		2,630.88
				Total for EARL JOHN/ 2164		\$21,207.09
EASTERN DATACOMM/ 8781	1314-2097	12-000-400-450-40-250/ TELEPHONE INFRASTRUCTURE		CP INV 113971A		14,276.00
		12-000-400-450-40-250/ TELEPHONE INFRASTRUCTURE		CP INV 112508		52,501.00
		12-000-400-450-40-250/ TELEPHONE INFRASTRUCTURE		CF INV 112505		127,232.00
				Total for EASTERN DATACOMM/ 8781		\$194,009.00

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Bills And Claims Report By Vendor Name

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Vendor # / Name	PO #	Account # / Description	Inv #	Check		Check #	Check Amount
				Type *	Check Description		
Pending Payments							
ENVIRENT, CORPORATION/ 8794	1314-2237A	30-000-418-390-06-001/ ADD MS RENTAL EQUIP		CP	INV 43402		495.00
FAIRWAY MARKET, INC./ 4670	1415-0548	11-190-100-610-06-031/ HOME ECONOMICS		CF	INV 585466099		588.72
FORT LEE POLICE DEPT./ 4235	1314-2300	P1-401-100-390-06-000/ PURCHASED SERVICES (300-	1314-230	CF	INV 2014-165		400.00
			0				
FORT LEE TIRE CENTER, INC./ 6335	1415-0611	11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CF	INV 7/28/14		330.00
GALATIOTO, ANTHONY/ 4963	1415-0377	11-190-100-640-07-000/ TEXTBOOKS		CF	REIMB.		30.00
HOLY NAME MEDICAL CENTER/ 5435	1415-0432	11-000-213-300-07-000/ PURCH PROF SRVC		CP	INV 81400255-201406OH		375.00
		11-000-213-300-07-000/ PURCH PROF SRVC		CF	INV 81400246-201406OH		508.00
				Total for HOLY NAME MEDICAL CENTER/ 5435			\$883.00
J & C IRRIGATION, INC./ 2090	1415-0623	11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CP	INV 30611		104.35
		11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CP	INV 30610		177.40
		11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CP	INV 30635		676.90
		11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CF	INV 30688		130.62
				Total for J & C IRRIGATION, INC./ 2090			\$1,089.27
LEXISNEXIS RISK SOL FL, INC/ 8263	1415-0763	11-000-211-600-10-000/ SUPPLIES		CP	INV 1560485-20140731		145.00
LONGO, ASSOCIATES, INC./ 8569	1213-2026	30-000-403-450-07-000/ ALT FLHS		CP	INV 17953		458,802.53
METRO FIRE & SAFETY EQUIP. CO. INC/ 2485	1415-0606	11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CF	INV 207031		195.00
	1415-0668	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CF	INV 237229		195.00
				Total for METRO FIRE & SAFETY EQUIP. CO. INC/ 2485			\$390.00
MIDDLE STATES ASSOC./ 2509	1415-0393	11-401-100-800-07-000/ OTHER OBJECTS-HS		CF	INV FY15-NJ086		1,250.00
MILLENNIUM COMMUNICATION GROUP, INC./ 8769	1314-2646	P1-000-400-450-40-266/ SECURITY SYSTEM	1314-264	CF	INV 18288		21,034.45
			6				

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Vendor # / Name	PO #	Account # / Description	Check		Check #	Check Amount
			Inv #	Type * Check Description		
Pending Payments						
MORRIS-UNION JOINTURE COMMISS/ 5000	1314-2583	P1-000-216-320-60-000/ RELATED SERVICES	1314-258 3	CP INV 12490		2,142.00
		P1-000-216-320-60-000/ RELATED SERVICES	1314-258 3	CP INV 12569		2,142.00
Total for MORRIS-UNION JOINTURE COMMISS/ 5000						\$4,284.00
NATIONAL EDUCATIONAL MUSIC CO./ 8456	1415-0563	11-190-100-400-07-026/ PURCH TECH SERV-MUSIC		CF INV 1234A		3,400.00
NATIONAL WATER MAIN CLEANING, INC./ 5011	1415-0667	11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS		CF INV 25659		2,955.54
NJ ASSOC. OF SCHOOL ADM(NJASA)/ 3845	1415-0660	11-000-230-890-20-000/ MISC EXPENDITURES		CF LEGAL RESEARCH RENEWAL 2014-15		400.00
NJ DIVISION OF MOTOR VEHICLE CTR/ 7736	1415-0689	11-000-270-890-10-000/ MISC EXP-TRANSPORT		CF BUS DRIVER HISTORY		90.00
NJDEP/ 2709	1415-0545	11-000-262-890-40-000/ OTHER OBJECTS		CP INV 140654600		85.00
		11-000-262-890-40-000/ OTHER OBJECTS		CP INV 140657550		85.00
		11-000-262-890-40-000/ OTHER OBJECTS		CP INV 140657560		85.00
		11-000-262-890-40-000/ OTHER OBJECTS		CP INV 140657570		85.00
		11-000-262-890-40-000/ OTHER OBJECTS		CP INV 140657580		85.00
		11-000-262-890-40-000/ OTHER OBJECTS		CF INV 140657540		85.00
Total for NJDEP/ 2709						\$510.00
OFFICE TEAM/ 6794	1415-0120	11-000-230-339-10-100/ OTHER PURCHASED PROFESSI		CP INV 40945454		591.66
		11-000-230-339-10-100/ OTHER PURCHASED PROFESSI		CP INV 40992278		114.18
Total for OFFICE TEAM/ 6794						\$705.84
PARENT DOOR HARDWARE,INC/ 2810	1415-0455	11-000-266-610-40-000/ SECURITY-GENLSUPPLIES		CP INV A9583		24.00
		11-000-266-610-40-000/ SECURITY-GENLSUPPLIES		CP INV 77408		150.00
		11-000-266-610-40-000/ SECURITY-GENLSUPPLIES		CP INV 77407		208.85
		11-000-266-610-40-000/ SECURITY-GENLSUPPLIES		CP INV A9566		21.75

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type * Check Description	Check #	Check Amount
Pending Payments						
PARENT DOOR HARDWARE,INC/ 2810		11-000-266-610-40-000/ SECURITY-GENLSUPPLIES		CP INV 77406		109.00
Total for PARENT DOOR HARDWARE,INC/ 2810						\$513.60
PITNEY/BOWES (LEASE), LLC/ 2887	1415-0112	11-000-230-530-10-996/ POSTAGE-MS MAINT/RENT		CP INV 9374209-AUG14		198.00
		11-000-230-530-10-997/ POSTAGE-HS MAINT/RENT		CP INV 9374183-AUG14		198.00
		11-000-230-530-10-998/ POSTAGE-CO MAINT/RENT		CP INV 9372633-AUG14		472.00
Total for PITNEY/BOWES (LEASE), LLC/ 2887						\$868.00
PUBLIC SEWER SERVICE, CORP/ 8848	1415-0456	11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR		CP INV 234276		145.00
PUBLIC SVS GAS & ELECTRIC. INC/ 2965	1415-0104	11-000-262-621-10-000/ ENERGY-NATURAL GAS		CP JULY 2014		7,563.19
		11-000-262-622-10-000/ ENERGY-ELECTRICITY		CP JULY 2014		41,262.08
Total for PUBLIC SVS GAS & ELECTRIC. INC/ 2965						\$48,825.27
RELIABLE TREE SERVICE, INC./ 6609	1415-0664	11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR		CF INV 298		2,500.00
RELIANCE COMMUNICATIONS, LLC/ 7480	1415-0406	11-190-100-400-50-021/ PURCHASED TECHNICAL SERV		CF INV 43413		7,025.45
RICCIARDI BROTHERS, INC/ 6461	1415-0528	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 207217		1,545.27
	1415-0541	11-000-262-610-40-000/ GENERAL SUPPLIES		CF INV 51682		92.64
Total for RICCIARDI BROTHERS, INC/ 6461						\$1,637.91
RIVER EDGE BOARD OF EDUCATION/ 7169	1314-2623	P1-000-216-320-60-000/ RELATED SERVICES	1314-2623	CF INV 2373		1,990.20
			3			
SPRINGSHARE, LLC/ 8111	1415-0253	11-000-222-600-07-019/ LIBRARY SUP/BKS/PERIODIC		CF INV 14-R3272		569.00
TIME WARNER CABLE ENTERPRISES, LLC/ 8777	1415-0506	11-000-222-600-50-019/ TECH SUPPLIES		CP ACCT# 8150270010054187-AUG14		129.95
UNITED FEDERATED SYST, INC./ 4579	1415-0482	11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2		CF INV 217367		65.00
		11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4		CF INV 217367		65.00
	1415-0483	11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS		CF INV 217559		432.50

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Fort Lee Board of Education

Bills And Claims Report By Vendor Name

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Vendor # / Name	PO #	Account # / Description	Inv #	Check	Check #	Check Amount
				Type * Check Description		
Pending Payments						
UNITED FEDERATED SYST, INC./ 4579	1415-0636	11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1		CF INV 217597		724.65
Total for UNITED FEDERATED SYST, INC./ 4579						\$1,287.15
UNITED WATER NEW JERSEY, INC./ 3480	1415-0110	11-000-262-490-10-000/ WATER		CP JULY 2014		6,489.06
VANAS CONSTRUCTION, INC./ 8759	1314-1977A	30-000-418-450-06-000/ ADD MS CONSTRUCTION		CP PROJ 12-7967-APPL 4		537,305.00
		30-000-419-450-06-000/ ALT MS CONSTRUCTION		CP PROJ 12-7967-APPL 3		240,556.00
	1314-2355A	30-000-403-450-07-000/ ALT FLHS		CP PROJ 12-7970 APPL 3		535,132.00
	1415-0385	12-000-400-450-40-000/ CAPITAL PROJECTS		CP PROJ 14-8137 APPL 2		419,763.00
Total for VANAS CONSTRUCTION, INC./ 8759						\$1,732,756.00
VERIZON BUS NET SRV INC/ 7592	1415-0109	11-000-252-340-10-000/ PUR TECH-INTERNET		CP ID# Y2717690-AUG 2014		1,080.20
		11-000-252-340-10-000/ PUR TECH-INTERNET		CP ID# Y2717689-AUG 2014		1,750.96
Total for VERIZON BUS NET SRV INC/ 7592						\$2,831.16
WINDSTREAM/ 8858	1415-0745	11-000-230-530-10-722/ TELEPHONE		CP INV 57588493		2,242.70
Total for Pending Payments						\$2,891,373.94

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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.

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Fund Summary		Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10		11	\$120,084.91				\$120,084.91
	10		12	\$613,772.00				\$613,772.00
	10		P1	\$27,708.65				\$27,708.65
	Fund 10		TOTAL	\$761,565.56				\$761,565.56
	30		30	\$2,129,808.38				\$2,129,808.38
	GRAND		TOTAL	\$2,891,373.94	\$0.00	\$0.00	\$0.00	\$2,891,373.94

Chairman Finance Committee

Member Finance Committee

APPROVAL – LINE ITEM TRANSFERS FOR JULY 2014

BE IT RESOLVED, that upon the recommendation and approval of the Interim Superintendent of Schools, the Board confirms the **line item transfers for the month of July 2014**. In order to accomplish the aforesaid purpose, the Business Administrator was authorized to transfer the amount of money into and out of the line items set forth on the attached schedule.

DATED: August 25, 2014
Attachment

Motion by: Mr. Joseph Surace

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			

JULY 2014 LINE ITEM TRANSFERS		
TRANSFERS INTO:		
11-000-213-100	Salaries	39,547
11-000-213-590	Other purchased services(400-500 series)	4,380
11-000-213-600	Supplies and materials	15,605
11-000-218-320	Purchased professional - educational services	1,500
11-000-219-104	Salaries of other professional staff	40,046
11-000-219-320	Purchased professional - educational services	10,000
11-000-230-100	Salaries	25,000
11-000-230-585	BOE other purchased services	100
11-000-230-820	Judgment against the school district	132,000
11-000-260-290	Other Employee Benefits	5,589
11-000-262-610	General supplies	26,200
11-110-100-101	Kindergarten	39,547
11-120-100-101	Grades 1-5	127,372
11-130-100-101	Grades 6-8	45,761
11-140-100-101	Grades 9-12	44,646
11-190-100-610	General supplies	2,675
11-240-100-101	Salaries	48,278
		608,246
TRANSFERS FROM:		
11-000-211-290	Other Employee Benefits	3,154
11-000-213-290	Other Employee Benefits	50,071
11-000-216-320	Purchased professional - educational services	10,500
11-000-218-290	Other Employee Benefits	5,607
11-000-219-290	Other Employee Benefits	40,047
11-000-221-102	Salaries of supervisors of instruction	138,800
11-000-221-320	Purchased professional - educational services	1,500
11-000-222-600	Supplies and materials	500
11-000-230-590	Other purchased services	100
11-000-240-103	Salaries of principals/assistant principals	35,317
11-000-240-600	Supplies and materials	2,000
11-000-291-241	Other retirement contributions	19,738
11-190-100-290	Other Employee Benefits	220,154
11-190-100-640	Textbooks	24,875
11-204-100-610	General supplies	1,500
11-240-100-290	Other Employee Benefits	54,383
		608,246

**APPROVAL OF CLIFFSIDE PARK TRANSPORTATION CONTRACTS
FOR THE 2014-2015 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation and approval of the Interim Superintendent of Schools, the Board authorizes the Interim Business Administrator/Board Secretary to **renew all transportation contracts with Cliffside Park**, for the 2014-2015 school year as follows:

Route #	Contract Amount
Cliffside Park 1 Summer	\$ 13,180.00
Cliffside Park 2	140,220.00
Total Contract Amount	\$153,400.00

DATED: August 25, 2014
Attachment

Motion by: Mr. Joseph Surace

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			

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement

Host District **Cliffside Park** **County** **Bergen**
Joiner District **Fort Lee** **County** **Bergen**

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on change to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education

President _____ **Date** _____
(Signature)

Secretary _____ **Date** _____
(Signature)

Joiner District Board of Education

President _____ **Date** _____
(Signature)

Secretary _____ **Date** _____
(Signature)

FOR COUNTY USE ONLY - Additional Comments (if necessary):

Host District Executive County Superintendent Approval

Executive County Superintendent _____ **Date** _____
(Signature)

3F

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement - To and From School

Host District Cliffside Park								
Joiner District Fort Lee								
Joiner District To and From Total Route Cost: \$13,180.00								
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)
Term of the Agreement (if other than the full school year)		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code (if Applicable)	Number of Host District Students	Number of Joiner District Students	Joiner Cost
Start Date	End Date							
July	August		Calais School - Whippany	N			2	\$4,350.00
July	August		Chancellor Academy Pompton Plains	N			1	\$1,890.00
July	August		BCSS Midland Park	N			1	\$850.00
July	August		BCSS Woodridge	N			1	\$810.00
July	August		BCSS Paramus	N			4	\$3,240.00
July	August		Sage Day Rochelle Park	N			1	\$960.00
July	August		BCSS Hackensack	N			2	\$1,080.00
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement - To and From School

Host District Cliffside Park								
Joiner District Fort Lee								
Joiner District To and From Total Route Cost: \$140,220.00								
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)
Term of the Agreement (If other than the full school year)		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code (If Applicable)	Number of Host District Students	Number of Joiner District Students	Joiner Cost
Start Date	End Date							
9/4	6/24	127	Calais School Whippany	N		0	2	\$31,680.00
9/4	6/25	117	BCSS Paramus	N		17	4	\$38,160.00
9/4	6/24	122	BCSS Hackensack	N		0	2	\$12,600.00
9/4	6/25	123	Ttansion Center Woodridge	N		2	1	\$9,540.00
9/3	6/23	118	Children Center Midland Park	N		2	1	\$10,440.00
9/2	6/18	125	Chancellor Academy Pompton Plains	N		0	2	\$37,800.00
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
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				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				
				N				

ACCEPTANCE OF DONATION

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts the following donation:

Item	Amount	Donor	On Behalf Of
Check	\$300.00	Clothes for Kids Sake, Inc.	School #2
TOTAL VALUE	\$300.00		

DATED: August 25, 2014

Motion by: Mr. Joseph Surace

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			

APPROVAL OF OFFICE TEAM AGREEMENT

BE IT RESOLVED, that upon the recommendation and approval of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the attached Office Team Agreement which provides for HR Administrative Assistant Services in Central Office at the rate of \$23.06 per hour, not to exceed 40 hours per week, for September 1, 2014 through November 30, 2014.

DATED: August 25, 2014
Attachment

Motion by: Mr. Joseph Surace

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			

August 22nd, 2014

Personal & Confidential

TAMMI GIL

FORT LEE BOARD OF EDUCATION
255 WHITEMAN STREET
FORT LEE, NJ 07024

Job Order Number: 02710-126074

Dear Tammi,

Thank you for selecting OfficeTeam to meet your staffing needs. Hannah Mutsau is scheduled to start with Fort Lee Board of Education as a Front Desk Coordinator on 8-25-2014. In an effort to bring the Hannah's rate closer to the \$21.50 you mentioned would be more financially feasible, we can offer you one free day a month. At the quoted rate of \$23.06, one free day would equate to a monthly discount of \$184.48. With an average work week of 37.5 hours, the candidate would work approximately 150 hours/month. \$184.48 divided by the 150 hours worked, breaks down to a savings of \$1.22/hour. When you deduct \$1.22 from the \$23.06 bill rate, that brings the effective rate down to \$21.84. This is also assuming the candidate works every day, therefore, if he/she is out for one or two days a month, or there are any holidays within the month, the hours worked would be less, and therefore the discount per hour would be slightly higher, bringing the rate closer to the \$21.50.

Please find the enclosed General Conditions of Assignment and Terms of Payment for your review.

Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby will indicate you have read and agree to the OfficeTeam General Conditions of Assignment and Terms of Payment.

OfficeTeam specializes in the placement of highly skilled office and administrative support professionals on a temporary and temp-to-full-time basis. We are a division of Robert Half International Inc., the world's leader in specialized consulting and staffing services since 1948.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

OfficeTeam
250 Pehle Avenue, 5th Floor
Park 80 West Plaza II
Saddie Brook, NJ 07663
201-843-4534

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *OfficeTeam*. Our professional is assigned to you under the following General Conditions of Assignment and the enclosed Terms of Payment.

Scope of Background Inquiries	<p>We usually check references by asking specific questions to select past employers with regard to qualifications and work history. These types of checks are generally done the first time we place that individual on an assignment. We do not recheck references after this initial placement process has been completed. There are substantial legal restrictions on the use and communication of various types of personnel-related information. We have not screened for drug use, administered a medical exam, conducted a criminal background check, or engaged in any verification process other than these reference checks. You should conduct such additional or more recent reference inquiries of past employers or verify such other items as you deem appropriate for the position. If you would like to obtain further background information about the professional, we would be glad to refer you to third party agencies who have agreed to perform additional background checks for our clients at a competitive price. If you choose to directly employ one of our professionals, we are willing to provide you with the results of any reference checks that we have performed, to the extent permitted by law.</p>
Client's Responsibility	<p>Supervision of our professional's work is your responsibility. Our professional is only authorized to perform work within the scope of the assignment.</p> <p>It is expressly understood that our professionals are not authorized to sign contracts, statements, or binding agreements on your behalf or on behalf of <i>OfficeTeam</i>.</p> <p>It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures.</p> <p>Under no circumstances will you permit our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables. It is understood that you have full responsibility for providing safe working conditions, as required by law, including ensuring that safety plans exist for and safety related training is provided to our professional working on your premises. If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional assigned to you.</p> <p>It is understood that we will not authorize our professional to operate machinery (other than office machines) or automotive equipment. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing.</p> <p>It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will <i>OfficeTeam</i> be responsible for any claim related to work performed unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.</p>
Confidentiality	<p>Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature.</p> <p>You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.</p>
Employment Taxes and Withholdings	<p><i>OfficeTeam</i> will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.</p>
Insurance	<p>In addition to workers' compensation insurance, we also maintain commercial liability insurance and employer's liability insurance.</p>
No Contrary Agreements	<p>These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.</p>

Job Order: 02710-126074

Date: 08-25-2014

TERMS OF PAYMENT

Thank you for your confidence in *OfficeTeam*. Our professional for the assignment of a Front Desk Coordinator is Hannah Mutsau. The assignment will start on 08-25-2014. As verbally agreed or otherwise communicated, we will invoice your firm at the rate of \$23.06 per hour. Should you wish to use our professional for other assignments, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call *OfficeTeam* for any changes in the assignment.

Our professional is assigned to you under the following Terms of Payment:

Guarantee	<i>OfficeTeam</i> guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the professional assigned to you, <i>OfficeTeam</i> will not charge for the first eight hours worked, provided that <i>OfficeTeam</i> replaces the individual assigned. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional assigned is satisfactory.
Time Sheet	Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our assigned professional is on a weekly basis, and you will be billed weekly for the total hours worked, including time spent completing, revising, and/or resubmitting a time sheet or electronic time record during business hours, and we ask that you respect those guidelines. Because <i>OfficeTeam</i> invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	<p>After you evaluate the performance and potential of our professional on the job, you may wish to employ this person directly. Our professionals represent our inventory of skilled employees and in the event you wish them converted to employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional assigned to you, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional assigned to you is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer.</p> <p>The conversion fee calculation is one percent (1%) for each thousand dollars of the aggregate annual compensation (e.g., 20% for \$20,000) multiplied by the aggregate annual compensation, to a maximum of thirty percent (30%). Aggregate annual compensation includes bonuses.</p> <p>The conversion fee, plus an administrative fee, will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.</p>
General Conditions	<p><i>OfficeTeam</i> may increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the increase in our rates. Any increase in our rates will be prospective, starting as of the effective date <i>OfficeTeam</i> specifies.</p> <p>Our professional is also assigned to you under the General Conditions of Assignment, a copy of which has been provided. We reserve the right to re-assign our professional.</p>

Job Order: 02710-126074

Date: 08-25-2014

HEALTH-WELFARE & SAFETY COMMITTEE

#1HWS

RESOLUTION NO. 26495

PAYMENT OF HOME 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 Instruction Services**, as outlined below:

Time Period	Provider	# of Hours	Hourly Rate	Total
7/2, 7/8, 7/18, 7/30, 8/12/14	Andrew Guddemi	10	\$45	\$450.00
TOTAL				\$450.00

DATED: August 25, 2014

Motion by: Mrs. Esther Han Silver

Seconded by: Mr. David Sarnoff

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 OUTSIDE PLACEMENTS
FOR 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 **out-of-district placements for the 2014-2015 school year** as per the attached list.

DATED: August 25, 2014
Attachment

Motion by: Mrs. Esther Han Silver

Seconded by: Mr. David Sarnoff

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
OUT OF DISTRICT PLACEMENTS**

SCHOOL	STUDENT	STUDENT ID	STATUS	TUITION
PUBLIC				SEPT-JUNE
Leonia -ED Anna C. Scott (1:1 Aide)	AP	24060075	returning	43,139.00
Leonia - MD Middle School	MS	20070083	returning	42,310.00
Leonia - MD High School (1:1 Aide)	AS	99000007	returning	42,310.00
Leonia - MD High School	SC	9900060	returning	42,310.00
Leonia - LLD High Sch. (Shared Time w/HoHoKus Sch)	YYK	1509002	returning	20,771.00
Region III - Valley Program PSD	AA	99000283	returning	71,092.00
Ridgefield - AUT	DC	99000054	returning	59,342.00
Ridgefield - AUT	PG	9900070	returning	59,342.00
Ridgefield - AUT (1:1 Aide)	SL	25080100	returning	59,342.00
Ridgefield - AUT (1:1 Aide)	JM	99000009	returning	59,342.00
Ridgefield - AUT	IM	10513	returning	59,342.00
Ridgefield - AUT	LM	10514	returning	59,342.00
Ridgefield - AUT	JR	99000242	returning	59,342.00
Ridgefield - AUT	DJS	99000010	returning	59,342.00
Ridgefield - MD	MG	99000227	returning	34,674.00
Ridgefield - MD	CK	678	returning	34,674.00
Ridgefield - MD	RK	99000240	returning	34,674.00
Ridgefield - MD	GM	9900059	returning	34,674.00
Ridgefield -MD	JT	99000014	returning	34,674.00
Ridgefield -MD	MY	9900034	returning	34,674.00
BERGEN CO. SPECIAL SERVICES				
<i>Bergen VoTech-Paramus(full day)</i>	AA	18070066	<i>new</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	MA	1809096	<i>new</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	FB	1601073	<i>returning</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	SB	17060042	<i>returning</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	AC	1501062	<i>returning</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	JH	17080142	<i>returning</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	BK	18070051	<i>new</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	KM	1603030	<i>returning</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	ER	17070038	<i>returning</i>	26,100.00
<i>Bergen VoTech-Paramus(full day)</i>	EU	17090105	<i>returning</i>	26,100.00
<i>Bergen VoTech-Paramus(shared AM)</i>	KD	17060051	<i>returning</i>	10,008.00
<i>Bergen VoTech-Teterboro(full day)</i>	JH	9900040	<i>new</i>	14,400.00
BCSS-BELA MD	EB	10152	returning	54,900.00
BCSS-BELA PSD	BM	10154	returning	57,650.00
BCSS-Bleshman School	JF-L	99000250	returning	69,300.00
BCSS-Bleshman School (1:1 Nurse)	DS	17100027	returning	69,300.00
BCSS - HIP	SR	10136	new	69,700.00
BCSS-New Bridges AUT	DL	9900028	returning	74,500.00
BCSS - Transition Ctr @ WoodRidge MD	CH	9900039	returning	54,900.00
BCSS - NOVA	AF	99000021	change of placement	54,900.00
BCSS - NOVA	SF	1401110	returning	54,900.00
BCSS-VISIONS	JC	16050072	returning	54,900.00
BCSS-VISIONS	JV	17080106	returning	54,900.00
BCSS - Washington South	JP	20090110	returning	74,500.00
BCSS - Washington South	EY	26060005	returning	74,500.00

2HWS*

**2014 - 2015
OUT OF DISTRICT PLACEMENTS**

SCHOOL	STUDENT	STUDENT ID	STATUS	TUITION
PRIVATE APPROVED (IN STATE)				
Banyan School - Fairfield	TC	20080115	returning	56,050.34
Calais School	NC	99000291	returning	56,700.00
Calais School (1:1 Aide)	JJN	99000200	returning	56,700.00
Chancellor Academy - Pompton Plains	KA	18060117	returning	57,420.00
Chancellor Academy - Pompton Plains	TC	17060005	returning	63,800.00
Chapel Hill Academy	JB-N	5430	returning	66,780.00
Chapel Hill Academy (1:1 Aide)	EK	20060081	returning	66,780.00
Chapel Hill Academy	DJL	99000004	returning	66,780.00
Chapel Hill Academy	KP	20090032	returning	57,240.00
Children's Institute (1:1 Aide)	SD	96107	change of placement	56,025.45
Children's Therapy Ctr - Fair Lawn	GM	To be assigned	new (start 9/29/14)	67,138.48
Children's Therapy Ctr - Upper (1:1 Aide)	JHH	20080148	returning	75,428.96
Cornerstone	C-YS	16060010	change of placement	76,560.00
Eastwick College (Shared Time w/FLHS)	KS	17060115	new placement	10,010.00
ECLC - Ho-Ho-Kus, NJ	JHK	99000251	returning	55,176.00
ECLC - Ho-Ho-Kus, NJ (1:1 Aide)	WCS	9900052	returning	55,176.00
Forum School - Waldwick	SC	99000260	new	49,366.80
Forum School - Waldwick	MN	99000018	returning	49,366.80
Forum School - Waldwick	MW	99000213	returning	49,366.80
Garden Academy - Maplewood	IA	99000298	returning	102,816.00
Ho-Ho-Kus School (Shared Time w/Leonia)	YKK	1509002	shared placement	10,010.00
Holmstead School	BZ	1504038	change of placement	48,299.40
Lrning Ctr. For Excep. Chld.-MD	AB	99000228	returning	67,689.30
Palisades Regional Academy	AR	17070105	returning	68,428.50
YCS/Sawtelle Montclair	KT	1501077	returning	59,670.15
				3,497,748.98

**APPROVAL OF DR. SUKHA RUMASWAMY
AS BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)
FOR 2014-2015 SCHOOL YEAR**

BE IT RESOLVED, upon the recommendation of the Interim Superintendent, the Board hereby approves a **professional services agreement with Dr. Sukha Rumaswamy, a licensed Board Certified Behavior Analyst (BCBA), for the 2014-2015 school year.** Dr. Rumaswamy shall provide supplemental behavior services to the Child Study Team. Dr. Rumaswamy shall be paid at a rate of \$200 per hour not to exceed \$48,000 for the 2014-2015 school year.

DATED: August 25, 2014

Motion by: Mrs. Esther Han Silver

Seconded by: Mr. David Sarnoff

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 DELTA-T FOR SUPPLEMENTAL SERVICES
TO THE CHILD STUDY TEAM
FOR THE 2014-2015 SCHOOL YEAR**

BE IT RESOLVED, upon the recommendation of the Interim Superintendent, the Board hereby approves a professional services agreement with Delta-T for supplemental services to the Child Study Team for the 2014-2015 school year. The services include providing additional learning disabled teaching consultants, social workers, occupational therapists and certified occupational therapist assistants.

DATED: August 25, 2014
Attachment

Motion by: Mrs. Esther Han Silver

Seconded by: Mr. David Sarnoff

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			

AGREEMENT

-between-

FORT LEE BOARD OF EDUCATION

-and-

DELTA-T GROUP NORTH JERSEY, INC.

THIS AGREEMENT entered into and made effective as of the 21st day of **August 2014 through June 30, 2015**, by and between Delta-T Group ("CONTRACTOR" or "Delta-T Group") whose principal office is located at One Woodbridge Center Suite 512, Woodbridge, NJ 07095 and the Fort Lee Board of Education, whose principal office is located at 2175 Lemoine Avenue, Fort Lee, New Jersey 07024 (hereinafter, "Fort Lee" or "the District").

WITNESSETH

WHEREAS, the DISTRICT has the authority pursuant to N.J.S.A. 18A: 18A to utilize consultants to provide necessary and appropriate services for the DISTRICT; and

WHEREAS, the CONTRACTOR agrees to refer independent consultants in the areas of: **Learning Disability Teacher-Consultants (LDTc's), School Social Workers, One to One Aides, Paraprofessionals/Teacher Aides, Occupational Therapists, COTA's, RN's and LPN's.** as set more fully below under "Scope of Services" and in the proposal, which is attached hereto and incorporated herein by reference; and

NOW BE IT RESOLVED THAT, the District approves the hiring of Delta-T Group, to provide said referral services ("Services").

1. Nature of the Relationship with the referred Professionals:

The professionals referred to District through Delta-T to provide the services requested by the District are Independent Contractors ("professionals"). Delta-T requires, as part of its arrangement with the professionals, that each professional sign an operating agreement with Delta-T before they are contracted out to perform services ("Services") for the District or other client of Delta-T.

2. Scope of Services:

Upon a request from the District, Delta-T Group agrees to use its best efforts to source the following professionals who specialize in the areas of Learning Disability Teacher-Consultants (LDTc), One to One Aides/Paraprofessionals/Teachers Aides, School Social Workers, Occupational Therapists, COTAS, RNs, and LPNs to perform services as requested by the District. The professionals will report to the Director of Child Study Team (Director) and complete tasks within their certification

as needed by the Director.

3. Term of the Agreement:

The Agreement shall commence on **1st day of July 2014** and will remain in effect until **30th day of June 2015** or until the services contemplated under this Agreement are completed to the satisfaction of the District, unless terminated in accordance with the provisions herein.

4. Fee Schedule:

The CONTRACTOR agrees to the following Fee Schedule, as attached hereto and incorporated herein as the Rate Sheet. Should any other type of services be requested by the District, the Fees will be set, as mutually agreed upon by the District and Delta-T.

5. Payment:

Delta-T Group shall submit invoices to the District. Invoices shall be submitted to: David Rinderknecht, Interim Business Administrator, 2175 Lemoine Avenue, Fort Lee, NJ. Upon District approval, said invoices shall be paid within 45 (forty-five) days after submission for services received on or before the first day of the month.

5.2 Client shall notify Delta-T of any disputed amounts within ten (10) business days of Client's receipt of invoice. Invoices or amounts not disputed within this time period shall be deemed accepted by Client. Client shall not withhold payment of any undisputed amounts. All outstanding balances are subject to statutory interest and a late charge. If payment is not made in accordance with these terms, Delta-T will cease referring Contractors to Client and Contractors will not be released for referral until payment is received in full. Delta-T shall be entitled to recover reasonable attorneys fees in the event legal action is necessary to enforce the terms of this Agreement.

5.3 The District assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by, or on behalf of, Delta-T Group, its' employees, and others under this Agreement. Delta-T Group shall be responsible for payment of compensation, wages, benefits, as applicable, as well as all applicable federal and State tax and Social Security liability that may result from the performance of, and compensation for, the Services under this Agreement.

6. Confidentiality

Delta-T Group agrees to perform this Agreement at the direction of the District. Delta-T Group agrees to keep confidential all information and materials it currently maintains and in the future obtains in connection with this matter, except as may be required by law.

7. Records

7.1 Delta-T Group shall inform referred professionals of the District's requirement that they must complete all forms to document the services provided to the District's students as required by regulations promulgated by the New Jersey Department of Education and as may be required for its purposes.

7.2 Delta-T Group shall be responsible for maintaining proper records (relating to schedules and compensation of referred professionals) in compliance with both community and professional standards, as they relate to the services performed under this Agreement.

8. Professional Licenses and Credentials

8.1 Delta-T Group shall use its best efforts to identify and recruit professionals who are duly licensed, as specified by the District in writing in advance, as provided under the laws of the State of New Jersey, inclusive of the New Jersey Department of Education licensing requirements, to provide services to District students under this Agreement.

8.2 Delta-T Group shall certify that all subject professionals required by District to hold a professional license in accordance with federal, state or local statutes, rules, regulations, and orders, possess documentation evidencing such licensing and all other District specified documentation if required.

9. Criminal Background Checks

Fingerprinting and background checks, as specified in advance in writing by the District as required by the New Jersey Department of Education, will be the responsibility of the Delta-T Group. Copies of all referred professionals' fingerprinting and background checks are to be maintained by the Delta-T Group and are to be made available upon District requests.

10. Medical and Physical Requirements

The CONTRACTOR certifies that all referred professionals will meet the following medical and physical requirements prior to rendering services to the District:

A negative PPD, mantoux or chest ex-ray prior to rendering services to the District, subsequent exams every two years thereafter, and appropriate clinical follow-up in the event of positive indications.

11. Ethical Considerations:

District must immediately notify Delta-T of any and all job offers made to professionals that were referred to District by Delta-T. Delta-T's Temp to Perm Policy is that from the time the District notifies Delta-T of its intention to hire or contract directly with a professional that was referred by Delta-T, the professional must work seven hundred and fifty (750) additional hours through Delta-T at the District before the professional may accept a position with the District. The District may hire or contract with Contractor without meeting this 750-hour requirement by making payment to Delta-T the sum of \$7,500.00 or a sum equal to 1/3 of the total compensation package (including bonuses and fringe benefits) offered to professional, whichever sum is greater. This 750-hour requirement remains in effect for a period of six (6) months after the last date of a professional's assignment with the District..

12. Indemnification:

In addition to the other rights and remedies of the parties herein, Delta-T Group and the District, as the case may be (the "Indemnifying Party") agrees to indemnify and hold harmless the other party, including its officers, trustees, employees, and agents (collectively, the "Indemnified Party"), from any and all liability and claims for damages or injury caused by, or resulting from the negligent acts or omissions by the Indemnifying Party and its officers, trustees, employees, and agents, arising out of its obligations under this Agreement or any of the obligations assumed by the Indemnifying Party and its officers, trustees, employees, and agents hereunder, provided it is determined by a court having the appropriate jurisdiction that the Indemnifying Party and its officers, trustees, employees, and agents is or are wholly responsible for such liability. In the event it is determined by a court that the Indemnifying Party and its officers, trustees, employees, and agents is or are not wholly responsible for said liability, then the Indemnifying Party's liability shall be limited to that degree of liability determined by said court to be the proportionate liability of the Indemnifying Party and its officers, trustees, employees, and agents. The Indemnifying Party, upon notice from the Indemnified Party, shall resist and defend, at the expense of the Indemnifying Party, such action or proceeding with counsel reasonably satisfactory to the Indemnified Party. In addition, at its option, the Indemnified Party may engage separate counsel to appear on its behalf in such action or proceeding without waiving its rights or the Indemnifying Party's obligations under this paragraph. The Indemnified Party shall give prompt notice to the Indemnifying Party of any claims threatened or made or suit instituted against it which could result in a claim or right to indemnification as provided herein.

13. Insurance:

13.1 Delta-T Group shall maintain insurance coverage for comprehensive commercial general liability ("CGL") and workers' compensation by a carrier that is licensed to provide such coverage. The CGL policy should reflect coverage of \$1,000,000 per occurrence for general liability, and \$2,000,000 per occurrence for professional liability. Delta-T Group shall maintain auto liability coverage of \$1,000,000 per occurrence. Proof of

such insurance shall be submitted by Delta-T Group to the District at any time when a material change in coverage, carriers, or underwriters occurs. The continued maintenance in full current force and effect of such coverage shall be a condition precedent to the District's obligation to pay under this Agreement.

14. Termination Agreement:

The District and Delta-T Group may terminate this Agreement at any time and for any reason upon 10 (ten) days written notice. In the event this Agreement is terminated, CONTRACTOR shall be entitled to an equitable adjustment for fees for services rendered up to the date of termination.

15. Independent Contractor:

It is specifically understood that Delta-T Group is an independent contractor and nothing in this Agreement shall be construed to establish an employer/employee, agency, joint venture or partnership arrangement between the parties. In discharging all duties and obligations hereunder, CONTRACTOR, its agents, employees and representatives shall at all times remain in an independent contractor relationship with the District.

16. Assignment:

It is hereby further agreed between the parties that Delta-T Group shall not assign the whole or any part of his/her obligations under this Agreement without the written consent of the District.

17. Applicable Laws:

Delta-T Group shall comply with the anti-discrimination provisions of N.J.S.A. 10:2-1 at seq., the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq., N.J.A.C. 17:27-1.1 et seq. and N.J.A.C. 6A:71.1 et seq., as well as any and all other applicable law(s), rules, statutes, ordinances and any other applicable law.

18. Governing Law and Jurisdiction:

This Agreement and all of the rights and obligations of the parties shall be governed by the Laws and Courts of the State of New Jersey. It is agreed that any lawsuit concerning this Agreement will be filed, if at all, in the Superior Court of New Jersey, Law Division, **Bergen County**.

19. Notices:

Notices hereunder shall be in writing and delivered by hand or Registered or Certified Mail, Return Receipt Requested or by recognized overnight carrier, addressed as follows and deemed to be given on the day of hand delivery or on the date of mailing:

As to Delta-T Group North Jersey, Inc.

Delta-T Group
Scott McAndrews
950 Haverford Road, Suite 200
Bryn Mawr, PA 19010

As to the District:

Fort Lee Board of Education
Attn: Paul Saxton, Interim Superintendent
2175 Lemoine Avenue
Fort Lee, New Jersey 07024

20. Equal Employment Opportunity:

During the performance of this Agreement, Delta-T Group agrees as follows to comply with the following Mandatory Equal Employment Opportunity Language:

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

Delta-T Group, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, or sex. Except with respect to affectional or sexual orientation, the CONTRACTOR will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

Delta-T Group, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of Delta-T Group, state that qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex.

Delta-T Group, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers 'representative of CONTRACTOR'S commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Delta-T Group, where applicable agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended

and supplemented from time to time and the Americans with Disabilities Act. Delta-T Group agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO, pursuant to N.J.A.C. 17:27-5.2.

Delta-T Group agrees to inform in writing appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages *in* direct or indirect discriminatory practices.

Delta-T Group agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with applicable employment goals, Delta-T Group agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

Delta-T Group shall submit to the District, after execution of this goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee information Report
3. Employee Information Report Form AA302

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

21. Miscellaneous Provisions:

- 21.1 This Agreement represents the entire Agreement between the parties. Any modifications to the Agreement must be set forth in writing and signed by an authorized representative of both parties.
- 21.2 The failure of either party to enforce at any time any of the provisions of this Agreement shall not be construed to be a waiver of such provisions or of the right of such party thereafter to enforce any such provision. The District's failure at any time to require strict compliance by Delta-T Group with any of the provisions hereof shall not waive or diminish District's right thereafter to demand strict compliance therewith.

The provisions of this Agreement are severable, and the invalidity of any provision shall not affect the validity of any other provision.

IN WITNESS WHEREOF, the DISTRICT caused this Agreement to be signed by the Superintendent on the dates set forth below.

FOR THE BOARD:

FOR DELTA-T

Yusang Park, President

_____, President

Witness

Witness

Dated:

Dated:



Behavioral Healthcare Referral Agency

**Delta-T Group Rate Sheet
For
Fort Lee Public Schools
2014-2015 School Year (Expires on 6/30/15)**

Delta-T Group specializes in referring intermittent professionals in the **Human Services, Nursing and Education** fields for long and short term needs. Our **24 hours a day 7 days a week availability** and unique portfolio of services allow access to a strong network of professionals possessing a wide variety of experience and training. Delta-T Group is able to refer independent professionals with the appropriate Degree(s), Certification(s), Licensure and Experience to meet each organization's requirements.

<u>Professional</u>	<u>Hourly Bill Rate</u>
LDTTC	\$52.00
One to One Aides/ Paraprofessionals/Teachers Aid	\$18.00
School Social Worker	\$33.00
Occupational Therapist	\$85.00
COTA	\$40.00
RN	\$41.75
LPN	\$33.00

Please call for information on any of the following;

- Classroom Aides & Tutors
- Certified Teachers & Substitutes
- 1:1 Paraprofessionals
- PT, OT & SLP
- Psychologists & Psychiatrists
- Wrap Around Professionals
- Creative Arts & Recreational Therapists
- Social Workers / Clinicians / Counselors
- Case Managers
- Addiction Counselors
- Direct Care / Residential Counselors
- RN, LPN, CNA
- Home & Community Based Counselors
- Mentors

BEHAVIORAL HEALTHCARE REFERRAL AGENCY

DELTA-T GROUP

www.delta-tgroup.com

APPROVAL OF SPECIAL EDUCATION PROCEDURE MANUAL

BE IT RESOLVED, upon the recommendation of the Interim Superintendent, the Board hereby approves the attached **Special Education Procedure Manual**.

DATED: August 25, 2014
Attachment

Motion by: Mrs. Esther Han Silver

Seconded by: Mr. David Sarnoff

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			

Fort Lee Public Schools

**Department of
Special Education**

**Child Study Team
Procedure Manual**

Mrs. Priscilla Church
Director of Special Education
September 2014

CHILD STUDY TEAM PROCEDURE MANUAL

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The mission of the Fort Lee Department of Special Education Programs is to provide students with disabilities the opportunity to achieve academically and develop socially in the least restrictive environment to become productive citizens of society.

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Part I: Department Mission Statement

The mission of the Department of Special Education Programs is to provide students with disabilities the opportunity to achieve academically and develop socially in the least restrictive environment to become productive citizens of society.

Part II: Responsibilities

Director of Special Education

The responsibilities of the district's Director of Special Education include:

- Coordinates and assists the principal in the supervision of all special education teachers, child study team members and related service staff.
- Monitors and maintains district data on referrals, classifications program placements including out-of-district.
- Ensure district's eligibility criteria are consistently implemented.
- Assesses the strengths and needs of all district special education programs and services.
- Ensures all special education programs and services are compliant with state and federal regulations.
- Provides consultation and expertise to principals and child study team members.
- Establishes the district's Professional Development calendar for the child study team.
- Keeps the Superintendent of Schools informed of all significant student issues.

Principal (LDT-C designee)

The responsibilities of the Principal/LDT-C include:

- Co-chairs Intervention and Referral Services (I&RS) team.
- Schedules two monthly I&RS meetings.
- Develops the I&RS agenda, implements and monitors the data collection for the I&RS.
- Co-chairs the Child Study Team (CST).
- Schedules two monthly CST meetings.
- Develops the CST agenda, invite required participants and maintain minutes.
- Ensures the district CST manual is utilized and consistently implemented.
- Keeps the district's Director of Special Education informed of all significant school based issues.

Part III: Mandated Procedures

Locating Students

The Fort Lee Schools have developed procedures to locate students who are experiencing physical, sensory, emotional, communication cognitive or social difficulties and may be disabled. **Child Find** procedures will apply to students residing in Fort Lee who are age three through 21, including students who attend non-public schools.

Child Find Procedures:

The Fort Lee Schools will utilize a variety of procedures to locate potentially disabled students. These procedures include:

- Screenings at the preschool and kindergarten levels.
- Newspaper announcements.
- Grade level assessments.

When a student with special needs is located, the student will be referred for:

- Interventions in the general education program
- Other educational support programs (504, BSI, ESL)
- Evaluation to determine eligibility for special education and related services

Interventions in General Education

Overview of Requirements: New Jersey Administrative Code (NJAC 6A.14) mandates that interventions in general education must be provided to students exhibiting academic difficulties and must be utilized, as appropriate, prior to referring a student for an evaluation for special education. The code further mandates that general education classroom teachers must maintain written documentation that includes data describing the type of intervention utilized, when and how often it was utilized, and the effectiveness of each intervention.

District Procedures:

- Classroom teachers, including specialists, are always the first level of intervention. Every teacher is expected to provide and document classroom interventions.
- When the teacher has exhausted all possible classroom based interventions, the teacher must refer the student to the school based Intervention and Referral Services (I&RS) Team.

- **Procedure for Referral to the I&RS Team:**
 1. The teacher(s) complete(s) Referral Form and attaches a copy of the monitored classroom interventions that have been attempted.
 2. The I&RS Chair (Principal or LDT-C) schedules the teacher(s) at the next weekly I&RS meeting.
 3. The I&RS Chair determines the appropriate staff required at the I&RS meeting.
 4. The classroom teacher informs the parent(s) of the I&RS referral (the parent/guardian does **not** participate in the I&RS referral meeting)
 5. The composition of the I&RS Team will depend on the educational problem that requires additional problem solving and support.

- **The I&RS Team Meeting:**
 1. Scheduled two times per month by the school's I&RS Chair (Principal or LDT-C).
 2. The composition of the I&RS Team will depend on the specific educational problem(s) that require additional problem solving and support.
 3. The I&RS Team Meeting is a problem solving endeavor to identify additional interventions that may be utilized by the teacher(s). All interventions will include a goal or goals that can be monitored and will include a specified timeline for achieving each goal.
 4. The expected outcome of the I&RS meeting is an I&RS plan for the teacher(s). The I&RS Chair (Principal or LDT-C) sends a copy of the plan to the parent.
 5. The I&RS Chair schedules a meeting for the I&RS team to review progress on the goal(s) using the I&RS plan.

Referral, Identification and Initial Evaluation

Overview of requirements- When the school's I&RS Team determines, through an analysis of relevant documentation and data collection concerning each intervention utilized in general education that the student continues to experience educational problems, the principal will refer the student to the CST for an evaluation to determine the need for special education programs and services. The parent/guardian, teacher, or I&RS Team may refer a student to the CST for evaluation as described below.

Referral from I&RS

District Procedures:

- To ensure students' rights to the provision of interventions in general education, the I&RS Team should be the primary referral source for evaluation for special education.
- A direct referral to the Child Study Team (CST) may be made when it can be documented that the student's problem requires immediate attention.
- The I&RS Chair completes the referral form and date-stamps the referral form.

- The Principal will assign a case manager (the case manager must be one of three basic team members). The case manager will:
 1. Schedule a vision and audiometric screening with the school nurse. These screenings must be completed and sent to the case manager before the Identification Meeting.
 2. Schedule an **Identification Meeting** within 20 calendar days of the date-stamp documented on the request for referral.
 3. Send **Request for Parental Participation in a Meeting Form** inviting the student's parent(s) to the meeting. With the parent invitation, the parents must also receive a copy of Parents Rights in Special Education (PRISE) and NJAC 1:6A, the Due Process Rules.
 4. Inform all required participants who will include psychologist, Learning Disabilities Teacher Consultant (LDT-C) social worker, classroom teacher and speech and language specialist if the student is a preschooler or if the suspected disability is language related.
 5. Inform the Principal if coverage is needed for teacher(s) to attend the meeting.
 6. Ensure a room for the Identification Meeting(s) is reserved.

Direct Referral via Parental Request

- All written parental referrals for a CST evaluation must be honored. When the district/school receives a written parent referral, the request letter must be date stamped and immediately sent to the school Principal. The Principal (LDT-C) will assign a temporary case manager who will:
 1. Schedule a vision and audiometric screening with the school nurse. These screenings must be completed and sent to the case manager before the Identification Meeting.
 2. Schedule an Identification Meeting within 20 calendar days of the date stamp documented on the request for referral.
 3. Send **Request for Parental Participation in a Meeting Form** inviting the parent(s) to the meeting. At the identification meeting the parents must also receive a copy of Parents Rights in Special Education (PRISE) and receive a copy of the NJAC 6A:14 Due Process Rules.
 4. Inform all required participants who will include psychologist, Learning Disability Teacher-Consultant (LDT-C), social worker, classroom teacher and speech specialist if the student is a preschooler or if the suspected disability is language related.
 5. Inform the principal of the teacher (s') coverage that is required for the meeting.
 6. Reserve the Room for the meeting.

Identification

The **Identification Meeting** is held to determine whether an initial evaluation for special education services is required. If one is warranted, an "Initial Evaluation Plan" will be designed that will determine the nature and scope of that evaluation.

The Evaluation Plan must be designed to address the student's needs. The parent must provide written consent before any evaluation may begin. As soon as the parent provides consent for the Evaluation Plan, the student will be considered a student with a "disability" for disciplinary purposes.

District Procedures:

- Participants at the Identification Meeting must include:
 1. The CST including the LDT-C, psychologist, social worker and speech specialist for preschool students or any student with a suspected language disability
 2. General education (classroom) teacher
 3. Parent

- Participants at the Identification Meeting may also include:
 1. Principal/Vice Principal (School-based CST Chair)
 2. Guidance Counselor
 3. Occupational Therapist
 4. Physical Therapist
 5. Director of Special Education

- Process at Identification Meeting:
 1. Participants review all existing data, especially the monitored I&RS plan and any additional information provided by the parent, teacher, or principal. A medical evaluation may be one of the considered components of review.
 2. On the basis of the above review, the participants are trying to determine if all general education interventions have been attempted, whether the interventions have been effective, and that the data confirms that the student requires additional evaluations to determine eligibility for special education.
 3. When the decision is made to develop an Evaluation Plan to collect additional information to determine if the student is eligible for special education, the CST chair identifies one CST member (LDT-C, psychologist, social worker) as case manager.
 4. Student's primary language is identified.
 5. Parent/guardian receives NJAC handbook and NJSA 1:6A Due Process information.

Initial Evaluation Plan

Initial Evaluation Plan: The purpose of the CST evaluation is to determine a student's eligibility for special education. The Initial Evaluation Plan must consist of a multi-disciplinary assessment in all areas of suspected disability. The initial evaluation plan must include, in equal parts, standardized assessment and functional assessments.

The Evaluation Plan must include the following:

1. Evaluations by a minimum of two of the three basic CST members;
 - a. Educational Evaluation by the LDT-C,
 - b. Psychology evaluation by the school psychologist
 - c. Development family history by the school social worker

2. A speech evaluation, if the student is a preschooler or has a suspected language disability.
 3. All evaluations and parent interviews must be conducted in the student's primary language.
- The evaluations must include individually administered standardized test(s). Those tests must be administered in the child's primary or home language.
 - The evaluations must include:
 - a. Functional assessments of academic performance and where appropriate a functional behavioral assessment,
 - b. An assessment of the language needs of a student with limited English proficiency,
 - c. And an assessment of the student's communication needs and the need for assistive technology services.
 - Each of the following components must be completed by at least one evaluator and clearly identified in each evaluator's report:
 1. A minimum of one structured observation by one evaluator in a situation other than a testing session.
 2. An interview with the parent conducted in the parent's primary language.
 3. An interview with the teacher(s).
 4. A review of the student's developmental and educational history including records and interviews.
 5. A review of the interventions documented by the classroom teacher(s).
 6. One informal measure that may include but is not limited to surveys and inventories, analysis of the student's work, trial teaching, self-reports, criterion reference tests, curriculum based assessments and informal rating scales.
 7. Beginning at age 14, or younger if appropriate, include assessment(s) to determine post-secondary outcomes.
 - For students who display social and emotional problems, the functional behavioral assessment must be included in the psychological report. This behavioral assessment must be based on standardized evaluation instruments and functional assessments. The behavioral assessment must be clearly identified in the psychological report. The functional assessment is required for the student who requires a Behavior Intervention Plan (BIP).
 - The screening of a student by a teacher or specialist to determine appropriate strategies for curriculum implementation will not be considered to be an evaluation for eligibility for special education.
 - A written report for each evaluation will be completed within 60 calendar days from the date the parent provided written consent for the evaluation plan. Each evaluation report must be signed and dated by the individual evaluator.

- The CST must consider outside reports submitted by the parents. The CST may accept or reject entire report (s) or any part of the report. Acceptance of the report must be noted in writing and must become part of the reports of the district.
- When the determination is made about conducting an initial evaluation, in addition to the written notice contained in the Evaluation Plan Form, the parent(s) must be provided with copies of NJAC 6A: 14, the special education rules and NJAC 1:6A, the due process rules.
- Additional NJAC mandated evaluations to determine specific areas of disabilities are:
 - a. Auditorially Impaired: audiological and speech evaluations
 - b. Autistic: a speech and language evaluation and an assessment by a physician trained in neurodevelopmental assessments (Neurologist is preferred)
 - c. Communication Impaired: a speech and language evaluation that includes at least two standardized language tests one of which must be a comprehensive test of both receptive and expressive language. To be eligible, the student's performance must be 1.5 standard deviations or below the 10th percentile on the two standardized tests. The speech and language specialist can be considered a CST member and a minimum of one other team member must conduct the evaluation.
 - d. Orthopedically Impaired: a medical assessment documenting an orthopedic condition.
 - e. Other Health Impaired: a medical assessment documenting the chronic health problem and one more documented component affecting academic achievement is required.
 - f. Preschool Child with Disability: When utilizing a standardized assessment or criterion-referenced measure to determine eligibility, a developmental delay must mean a 33 percent delay in one developmental area or a 25 percent delay in two or more developmental areas (physical, cognitive, communication, social and emotional, and adaptive)
 - g. Specific Learning Disability (SLD): evaluations must include an assessment of current academic achievement (educational evaluation) and ability (psychological evaluation)
 - h. Visually Impaired: evaluation by a specialist qualified to determine visual disability
- Additional district required procedures to determine specific areas of disabilities.
 - a. Specific Learning Disabled (SLD) – district developed severe discrepancy criteria (1.5 standard) must be utilized to determine eligibility.
 - b. Eligible for Speech and Language Services (ESLS) and speech as a related service – state mandated speech criteria must be utilized to determine eligibility.

- The Child Study Team (CST) must consider outside reports submitted by the parent:
 1. Each report or assessment must be reviewed and considered by the CST member or related service provider with relevant knowledge or expertise.
 2. A complete report or components of a report may be utilized as a required assessment, if the assessment has been conducted within one year of the evaluation and the CST determines the reports and assessment meet code requirements.
 3. Acceptance or rejection of part or entire report must be noted in writing.
 4. Acceptance of part or entire report means the report will become part of the reports of the district.

- The parent must provide written consent for the Evaluation Plan by signing and dating it. Then the student is considered to have a disability for discipline purposes only and is entitled to all rights of a special education student in this area. The Evaluation Plan Form must contain written notice to parents/guardians describing the proposed actions, consideration of other options, data used to make the decision, and access to parental rights under special education law.

- The case manager must provide the parent(s), at the meeting, with a copy of the signed Evaluation Plan and monitor the completion of the evaluations.

- During the evaluation the case manager will:
 1. Maintain contact with all evaluators to ensure the evaluations are completed within 60 days.
 2. Schedule the Eligibility Meeting within 75 days from the date the parent(s) provided written consent.

- Prior to the Eligibility Meeting the case manager will:
 1. Inform the Principal /CST Chair and all required participants at the Eligibility Meeting the CST evaluations are complete and available for their review.

- When the determination is made to conduct or not to conduct an initial evaluation, in addition to the written notice contained in the evaluation plan form, the parent must be provided with copies of NJAC 6A: 14, the special education rules and NJAC 1:6A, the due process rules.

- The screening of a student by a teacher or specialist to determine appropriate strategies for curriculum implementation will not be considered to be an evaluation for eligibility for special education.

- A written report for each evaluation will be completed. This written report must be signed and dated by the individual evaluator.

STAFFING MEETINGS

Overview of district requirement: To ensure compliancy with state requirements, and help make better decisions for students, *significant* cases must be reviewed “staffed”. Administrators, case managers and child study team members should anticipate any potential problem (s) as soon as possible and schedule a staffing meeting. At the staffing meeting no educational decisions are made since the parent is not present. Staffing meetings must be scheduled for:

- All initial evaluations.
- All IEP meeting that may require complex programming.

District Procedures:

- Staffing meetings for initial, re-evaluations must be scheduled before sending the evaluation reports (ten days before meeting) to parents.
- The scheduling of the staffing meeting must not affect any state mandated timelines.
- Participants at the staffing meeting must include the professionals that can help make good educational decision for the student and should include the case manager, Principal and Director of Special Education.

Eligibility

Overview of Requirements: An Eligibility Meeting is scheduled to determine, based on the evaluations, whether a student is eligible for special education services. The meeting should be held between 60 and 75 calendar days from the date the parent provides written consent for the evaluation. The Evaluation Team, including the classroom teacher, case manager (who can also be the district representative) and parent must determine eligibility in a collaborative manner. If the student is eligible he/she will be assigned the classification “Eligible for special education and related services”.

District Procedures:

- At least 15 calendar days before the 90-day time limit,, the case manager will:
 1. Schedule the Eligibility Meeting
 2. Identify all participants, including required and any additional participants
 3. Send **Request for Parental Participation in a Meeting Form** to the parent inviting them to the Eligibility Meeting. The invitation will include all participants, date, time and location of the meeting
- Participants at the Eligibility Meeting must include:
 1. One CST member who completed an evaluation. This CST member may also fulfill the role of case manager and district representative.
 2. General education (classroom) teacher. The student’s teacher is preferred or if the student’s teacher is not available, a teacher knowledgeable about the school and district’s programs.

3. Parent. If the parent(s) has/have limited English proficient, a translator competent in the parent(s) primary language must attend to provide an accurate translation of the proceedings.
- Participants at the Eligibility Meeting may include (optional):
 1. Principal/LDT-C (School based CST Chair)
 2. Guidance Counselor
 3. Occupational Therapist
 4. Physical Therapist
 5. Director of Special Education
 6. Any appropriate individuals at the parent (s) or district's request. It is recommended that the parent (s) and/or school be advised in advance of additional participants.
 - At the Eligibility Meeting:
 1. All participants will sign an "Attendance Form".
 2. The participants at the Eligibility Meeting will review three standards to determine eligibility for special education.
 - (a) Standard One: The evaluation reports document one or more of the disabilities defined in NJAC 6A:14-3.5 (C),
 - (b) Standard Two: The disability adversely affects the student's educational performance,
 - (c) Standard Three: The student is in need of special education services.
 3. Each CST member must document in writing whether they agree or disagree with the decision of eligibility or non-eligibility.
 - Review of Standard One "Classifications" must be based on all assessments conducted including assessments by the CST members and assessments by other specialists as specified below:
 1. Auditorially Impaired means an inability to hear within normal limits due to physical impairments or dysfunction of auditory mechanisms. Audiological, speech and language evaluations are required to document hearing loss.
 2. Autistic means a pervasive developmental disability which significantly impacts verbal and nonverbal communications and social interaction that adversely affects a student's educational performance. A speech and language evaluation and an assessment by a physician trained in neurodevelopmental assessments (Neurologist is preferred) are required to document the developmental disability.
 3. Cognitively Impaired means a disability that is characterized by significantly below average general cognitive functioning that adversely affects a student's educational performance and is characterized by one of the following:
 - a. Mild cognitive impaired means performance on an individually administered test of intelligence that falls within a range of two to three deviations below the mean.
 - b. Moderate cognitive impaired means performance on an individually administered test of intelligence that falls three deviations or more below the mean.

- c. Severe cognitive impaired means student's performance cannot in some manner express basic wants or needs.
4. Communication Impaired means a language disorder that affects a student's educational performance and is not due primarily to auditory impairment. The problem shall be demonstrated through functional assessment of language and a speech and language evaluation that includes at least two standardized language tests, one of which one must be a comprehensive test of both receptive and expressive language. To be eligible the student's performance must be below 1.5 standard deviations below or the 10th percentile on the two standardized tests. The speech and language specialist shall be considered a CST member and a minimum of one other team member must conduct an evaluation.
 5. Emotionally disturbed – means a condition exhibiting one or more of the following characteristics over a long period of time that adversely affects a student's educational performance due to:
 - a. An inability to learn that cannot be explained by intellectual, sensory or health factors
 - b. An inability to build or maintain satisfactory interpersonal relationships with peers or teachers
 - c. Inappropriate types of behaviors or feelings under normal circumstances
 - d. A general pervasive mood of unhappiness or depression
 - e. A tendency to develop physical symptoms or fears associated with personal or school problems
 6. Multiply disabled (MD) means the presence of two or more disabling conditions, the combination of which causes such severe educational needs that they cannot be accommodated in a program designed solely to address one of the impairments (MD means must place student in a MD program. Placement in any other special education program, student would not qualify as MD)
 7. Deaf/blindness means concomitant hearing and visual impairments, the combination of which causes such severe educational problems that they cannot be accommodated in a special education program solely for students with blindness or students with deafness.
 8. Orthopedically impaired means a disability characterized with severe orthopedic impairments that adversely affects a student's educational performance. A medical assessment documenting orthopedic condition is required.
 9. Other Health Impaired means a disability characterized by chronic or acute health problems that adversely affects a student's educational performance. A medical assessment is required that documents the health problems.
 10. Preschool Disabilities - a child between the ages of three and five experiencing developmental delays as measured when utilizing a standardized assessment or criterion-referenced measure to determine eligibility. A developmental delay must

mean a 33% delay in one developmental area or a 25% delay in two or more developmental areas.

11. Specific Learning Disability (SLD) means a disorder in one or more of the basic psychological process(es) that involve(s) an understanding or using spoken or written language. A specific learning disability can be determined when a severe discrepancy is found between the student's current academic achievement and intellectual ability in one or more of the following areas:

- (1) Basic reading skills
- (2) Reading comprehension
- (3) Oral expression
- (4) Listening comprehension
- (5) Mathematical calculations
- (6) Mathematical problem solving
- (7) Written expression
- (8) Reading fluency

To be eligible for the classification of specific learning disabilities a statistical difference of 1.5 must be documented on individual evaluations that include an assessment of current academic achievement (educational) and ability (psychological).

12. Traumatic brain injury means an acquired injury to the brain. No medical evaluation is required to document traumatic injury but best practice would require it.

13. Visually Impaired means an impairment in vision that, even with correction, adversely affects a student's educational performance. Specialist qualified to determine visual disability must document educational need.

- If the student meets all three of the above standards the student will be eligible for special education services and an Eligibility Form will be completed.
- The case manager must provide the parent(s) with a copy of the Eligibility Statement and the Parent Notice of Eligibility Statement. The Eligibility Statement should be provided by the case manager in the parent's primary language.
- The parent(s) has/have the right to wait 15 calendar days before they provide written consent for the determination of Eligibility for Special Education Services.
- The parent(s) has/have the right to waive the 15 calendar days before they provide written consent for the determination of Eligibility for Special Education Services and sign the Eligibility Form at the Eligibility Meeting.
- Without written consent for the initial evaluation NO Special Education Services may be implemented. Case manager should monitor 15 calendar days and if the parent does not provide written consent they should inform the principal and district special education administrators.

- Once the parent signs the Eligibility Form (written consent) the parent has the right to wait 15 calendar days before they provide written consent for participating in an IEP meeting. The case manager should ask the parent to waive their rights to wait for 15 days before the IEP meeting and provide written consent to transition into an IEP meeting at the end of the Eligibility Meeting.

Independent Evaluations

A parent may request in writing an “Independent Evaluation” if they disagree with any assessment conducted as part of the initial evaluation or a reevaluation provided by the district. The case manager must immediately send the parent written request for an independent evaluation to the Director of Special Education.

A parent may request in writing an independent evaluation in an area not assessed as part of an initial evaluation or reevaluation. If a parent request in writing an independent evaluation in an area not assessed as part of an initial evaluation or reevaluation, the case manager must immediately inform the Director of Special Education.

The child study team (initial evaluation) or the IEP team (re-evaluation) must consider the parent request and determine within ten days of receipt of the written request whether or not to support the parental request for an independent evaluation. If the CST/IEP team supports parental request for an independent evaluation, the Director of Special Education will notify the parent (s) in writing of the determination and provide the parent with the Board of Education policy.

The district must complete the new (independent) evaluation within 45 days of the date of the parental request.

For any independent evaluation, the school district must (with advance notice) permit the evaluator to observe the student in the classroom or other educational setting.

Individual Education Program (IEP)

Overview of Requirements: When the parent has provided written consent for Eligibility For Special Education, the case manager may develop a draft IEP. The draft IEP is based on the standardized and functional evaluations that will create the present levels of educational and functional performance section of the IEP. The “IEP Team” develops the actual IEP. Goals and objectives will be selected for all areas of need identified in the Present Levels of Academic Achievement and Functional Performance (PLAAFP). The implementation of the goals and objectives in the Least Restrictive Environment (LRE) will determine the required special education program and/or services. The initial IEP must be implemented 90 calendar days from the date the parent provided signed consent for evaluation.

Implementation Guidelines:

- A meeting to develop the IEP must be held within 30 calendar days of a determination that a student is eligible for special education and related services or eligible for speech and language services.
- Every student's IEP must be accessible to every general education teacher, special education teacher, related service provider and other service provider responsible for the implementation of the IEP.
- The district must inform every teacher and/or provider of his or her responsibilities related to implementing the student's IEP and the specific accommodations, modifications and supports to be provided for the student in accordance with the EASY IEP software.
- Using the Easy IEP program, the district must document that the teacher(s) and service provider(s) have been informed of their specific responsibilities related to implementing the student's IEP.
- The IEP must be implemented immediately and within 90 calendar days from the date of the parent consent to evaluate.

District Procedures:

- At least 15 calendar days before the 90-day time limit, the case manager will:
 1. Schedule the IEP Meeting
 2. Identify all participants, both required and any additional participants
 3. Send **Request for Parental Participation in a Meeting Form** to the parent(s) inviting them to the IEP Meeting. The invitation will include all participants, date, time and location of the meeting
- The IEP Team participants must include:
 1. The case manager/CST member (who may also serve as district representative)
 2. Speech specialist for a preschool student or any student with a suspected language disability
 3. General Education Teacher
 4. Special Education Teacher
 5. Parent: If the parent(s) has/have limited English proficiency, a translator with sufficient competence in the parent's language must be present.
 6. Student (if appropriate)
- Participants may include (optional):
 1. Principal/LDT-C (School based CST chair)
 2. Guidance Counselor
 3. Occupational Therapist
 4. Physical Therapist
 5. Director of Special Education
 6. Any individual at the request of the parent. It is suggested the parent be requested to inform the school in advance of additional participants.

- All participants at the IEP team meeting must sign an Attendance Form to document their participation at the meeting
- Excusal of participants: An IEP team member may be excused from participation, in whole or in part, if his/her area of curriculum or related services is not being modified or discussed, provided the parent and district agree that:
 1. The IEP Team member need not attend the meeting
 2. The IEP Team member provides written input to the parent, with notice of the IEP meeting date
 3. The IEP team and the parent consents to such excusal in writing prior to the meeting

IEP Development:

The case manager is responsible for:

- All personal information, Statement of Special Education Services Information and related services information. Before the IEP team convenes, the case manager must develop a "DRAFT IEP" for the meeting. On every page in the "DRAFT IEP" a watermark of DRAFT must be included.
- Reviewing with every classroom teacher the IEP and providing the classroom teacher with the appropriate section (s) of the IEP that will be essential for instruction of the student. If possible, this review of the IEP should take place before the IEP is implemented.
- Related Services guidelines:
 1. All services must be documented as an area of need in the Present Levels of Academic and Functional Performance
 2. Are specified in the student's IEP, including but not limited to counseling, occupational therapy, physical therapy, school nurse services, recreation, social work services, medical services, transportation and speech and language services must be provided for a student to benefit from the educational program
 3. All related services must have starting and ending date, frequency and duration
 4. Related services must be provided by appropriately certified and/or licensed professionals
 5. Must include a statement, as appropriate, of any integrated therapy services to be provided that address the student's individual needs in an educational setting
- Present Levels of the Academic and Functional Levels of Performance guidelines must include:
 1. Parents' concerns and a description of the student's strengths, interests and preferences
 2. How the identified disability affects the student's involvement and progress in the general education curriculum
 3. Considerations of need in the following areas: technical consultation, behavior, language, communication, auditory, assistive technology devices and services, and vision
 4. Communication/Language Needs. Document consideration of whether the student requires Assistive Technology devices and services
 5. Behavior interfering with learning. If the area of behavior is identified as a weakness, a Behavior Intervention Plan (BIP) must be included in the IEP

6. Any consideration of a visual impairment and need for Braille.
 7. Transition Needs must be related to statement made in later Transition Plan and Transition Service section of the IEP
 8. All evaluation results and their impact on learning
- **Goals and Objectives guidelines:**
 1. All areas of need identified in the Present Levels of Academic Achievement and Functional Performance require measurable educational goals and objectives
 2. Measurable annual goals must be related to the Common Core State Standards (CCSS) through general education unless otherwise required according to the student's educational needs
 3. Must include measurable academic and functional goals and objectives
 - **Program guidelines:**
 1. All educational goals and objectives must be implemented by special education providers in the Least Restrictive Environment (LRE)
 2. Special education programs and service must document starting and ending date, frequency and duration
 - **Academic Accommodations guidelines:**
 1. Must be identified for participation in general education and special education.
 2. Must match area of need
 3. Must match accommodation to subject area
 4. Accommodation should be limited to most important two to three accommodations per subject area
 - **Supplemental Aids and Services**
 1. Must be identified for participation in general education, special education teachers in general education and in special education
 2. Must match accommodation to subject area
 3. Accommodation must match area of need
 - **Support for School Personnel**
 1. Must identify the roles of the case manager, all special education providers including the teachers and related service personnel and when appropriate the role of the school administrators
 2. Must identify the system of communication between home and school
 - **Progress Reporting**
 1. Must state how the parent(s) will be regularly informed of their student's progress toward annual goals
 2. The parent(s) of a student with a disability must be informed of the progress of their child as often as non-disabled parent are informed through the school report card system. Progress reports to parents should be provided in their primary language.

3. If a non-disabled student receives a report card four times per year, a special education student in the same grade must have IEP progress monitored four times per year and a report card four times per year
 4. The specific method and schedule must be documented (the term "as needed" cannot be utilized)
- **Special Education Determinations**
 1. Must include the length of the school day and justification if the student will not participate the same amount of time as a non-disabled student
 2. Must include a statement that specifies the date for beginning and ending of services, the frequency and duration and location of those services or modifications
 3. Must include a statement of student's transition from elementary program to secondary program which must be determined by factors including number of years in school; social, academic and vocational development; and chronological age.
 - **Extended School Year (ESY)**
 1. ESY is an IEP team decision.
 2. ESY is appropriate if the student's severe disability would create significant regression and the length of recoupment would interfere with progress for the next IEP. The ESY Program may address specific areas of regression concern. In April or May of the school year, the case manager must review all IEPs for consideration of an Extended School Year (ESY). If the case manager feels an ESY may be appropriate, an IEP team meeting must be scheduled for final determination.
 3. An ESY IEP must be developed for each ESY student and include:
 - (a) Program and location
 - (b) Starting and ending date and time
 - (c) Goals and objectives
 - (d) Need for transportation
 - (e) Contact person
 - **NOTE:** the ESY must be to the Director of Special Education by May 15.
 - **Participation in District and State Assessment**
 1. Must include a statement of any individual modification in the administration of statewide or district-wide assessments of student achievement needed for the student to participate in state or district assessments
 2. All testing accommodations must be documented as an area of need in the Present Levels of Academic and Functional Performance
 3. All special education students are expected to participate in state and district-wide testing
 4. All exceptions must have an alternate proficiency
 - **Graduation Requirements**
 1. Beginning at age 14, a student's IEP must include a statement of the state and district requirements that the student will be expected to meet
 2. The statement must be reviewed annually

3. If the student is exempted from meeting any of the graduation requirements the IEP must document the alternate proficiencies the student is expected to meet
 4. The IEP must state all graduation requirements
 5. The IEP must document if the student is NOT exempt from the requirement
 6. If a requirement is exempted or modified a rationale must be identified based on the student's educational needs
 7. If a requirement is exempted or modified a rationale must be identified based on the student's educational needs a description of an alternate proficiency for each exemption or modification must be documented to allow the student to qualify for a state endorsed diploma.
- **Specialized Transportation Services**
 1. A district transportation form must be completed before the IEP is developed.
 2. If specialized transportation services are required inform school and district administrators.
 3. Specialized transportation services must include the name of the Bus Company, the home address and pick-up or drop-off times.
 4. PPS Transportation Department will inform CST members and parents/guardians of pickup and drop off times
 - **Rationale for Removing from General Education**
 1. Must include an explanation of the extent, if any, to which the student will not participate with nondisabled students in general education
 2. Must include participation with non-disabled students in extracurricular and non-academic activities
 - **Modifications in Extracurricular and Nonacademic Activities**
 1. For students in an out-of-district program, the IEP must identify how the student will participate with non-disabled peers in extracurricular and nonacademic activities.
 2. Modifications must match accommodation to subject area
 3. Modifications for students must be identified for teachers in general education and special education, and for student participation in general education and special education
 4. Accommodations and Modifications must match area of need
 - **Behavior Intervention Plan (BIP) guidelines**
 1. Must be included for students who have been identified by the IEP team as having the potential of demonstrating behavior that would interfere with learning
 2. Must be developed beginning with positive interventions and slowly moving towards negative interventions
 3. Must be reviewed with each significant behavior problem to determine if the BIP is appropriate to the needs of the student

- Transition from elementary to high school: A statement of transition from elementary to high school determined by factors including number of years in school, social, academic and vocational development; and chronological age.
- Transition at age 14: A statement of transition services must be included in the IEP that is in place when the student turns 14 or younger (if determined appropriate by the IEP team) and updated annually. The IEP must include:
 1. A statement of the student's strengths, interests and preferences
 2. Identification of a course of study that matches the student's need and assists the student in developing or attaining postsecondary goals
 3. A description of the need for consultation from other agencies' interagency linkages
- Transition at age 16: Beginning with the IEP in place for the school year when the student turns age 16, the IEP must include transition services in:
 1. Instruction
 2. Related services
 3. Community experiences
 4. Employment and other post school adult living objectives
 5. Acquisition of daily living skill, if appropriate
 6. Vocational evaluation, if appropriate
 7. When appropriate, a statement of interagency responsibilities or responsibilities
 8. If appropriate, invite a representative of any agency that is likely to be responsible for paying for or providing transition services
 9. The student should attend the IEP team meeting to provide information about his/her preferences and interests.
 10. A person must be designated to serves as the liaison to post-secondary resources.
- Transfer the Right of Majority: At least three years before a student reaches age 18, the
- CST team or case manager must inform the parent(s) of the law regarding right of majority. The IEP must document the rights of special education that will be transferred to the student at age 18. If the IEP team feels the student may not be capable of assuming his/her rights at age 18, the parent(s) should be provided with the necessary information to maintain the student's rights at age 18.
- At the end of the IEP Meeting, the parent is provided with a copy of the IEP or written notes of the meeting and if requested, after receiving a copy at a previous meeting, the Parental Rights in Special Education (PRISE) handbook
- The initial IEP cannot be implemented until written parental consent is obtained.
- When the parent declines participation in an IEP meeting, or is in disagreement with the recommendations, the remaining participants must complete the process and develop a written IEP. The initial IEP cannot be implemented until written parental consent is obtained therefore no special education services can be provided. For other than the initial IEP, written consent is not required. The case manager must review with the parent/guardian their rights

included in written notice that is embedded in the IEP. The case manager must inform the Director of Special Education of the parental issue.

- If there is no resolution of the IEP at the meeting, then the parties may proceed with due process mediation
- The initial IEP cannot be implemented until written parental consent is obtained.

Amended IEP Procedures

- The IEP may be amended without a meeting of the IEP team as follows:
 1. If the parent(s) make(s) a written request to the district for a specific amendment to a provision or provisions of the IEP and the district agrees.
 2. The district provides the parent(s) with a written proposal to amend a provision or provisions of the IEP and the parent(s) consent(s) in writing to the proposed amendment within 15 days from the date of receiving the written proposal.
 3. All amendments pursuant to #1 and #2 above must be incorporated in an amended IEP or an addendum to the IEP, and a copy of the amended IEP or addendum must be provided to the parent(s) within 15 days of receipt of parental consent by the district.
 4. If an IEP is amended, such amendments must not affect the requirement that the IEP team review the IEP at a meeting annually, or more often if necessary.

Program Placement

- Within 30 days of an eligibility meeting, a student must be placed in an appropriate program.
- If a student with disabilities transfers into the district with an IEP, that student must be placed in a program as similar as possible to that of the sending district. The IEP team must review the IEP within 30 days and develop a new IEP or accept the existing IEP as written. If IEP documentation cannot be obtained from the sending district, an evaluation must be completed within 60 days.

Annual Reviews

Overview of Requirements: no less than one calendar year from the previous date of the IEP's implementation, the IEP team must meet to review and revise it at an Annual Review Meeting and if necessary, make appropriate changes in the IEP.

District Procedures:

- The case manager is responsible for the IEP's Annual Review. He or she will schedule the annual review meeting with the IEP Team, 30 days prior to the 12-month anniversary date of the IEP
- At the Annual Review Meeting, all participants are expected to sign an Attendance Form to document participation at the Annual Review Meeting.

- The case manager must inform the principal and district special education administrator before the meeting regarding any changes to an IEP that may result in a new out-of-district placement.
- At the conclusion of the meeting the case manager will provide the parent(s) with a copy of the revised IEP.
- When the parent declines participation in an IEP meeting or is in disagreement with the recommendations, the remaining participants must complete the annual review process and develop a written IEP.
- The case manager should review with the parents and/or guardian(s) their rights included in the written notice embedded in the IEP form.
- The case manager must inform the school CST chair (school principal) and the district special education administration of any changes to an IEP that may result in a new placement, program, or request for outside evaluation.

Reevaluation

Overview of Requirements: to determine the effectiveness of the IEP, within three years of the previous classification, the case manager must schedule a meeting with the IEP team to determine the need for continued special education services. The IEP team (parent, case manager, special education teacher and general education teacher) must develop the reevaluation plan and eligibility collaboratively. A reevaluation must be conducted when a change in placement is being considered.

District Procedures:

- While the state code allows the IEP team to determine that no educational testing is required to determine eligibility, district guidelines require educational testing at least once every six years to assess educational growth.
- By June 30th, all preschoolers with disabilities must be reevaluated to continue eligibility in grade K.
- The case manager will:
 1. Contact the IEP team (including the parent) 120 days prior to the triennial anniversary date to schedule the Re-evaluation Planning Meeting
 2. Ensure all participants sign an attendance form to document participation at the Re-evaluation Meeting
 3. At the Re-evaluation Planning Meeting secure written consent from the parent
 4. If additional evaluations are required, all evaluations must be completed within 40 days of written parental consent (if no evaluations are required, IEP team moves to eligibility)
 5. Schedules the eligibility meeting within 60 calendar days of receipt of written parental consent
 6. Sends all evaluations to the parent(s) 10 days before the scheduled eligibility meeting
- To determine continuation of eligibility, the IEP team must review all data, including the IEP to determine the nature and scope of the re-evaluation plan including:

1. Evaluations and information provided by the parent
 2. Current classroom based assessments and observations
 3. Observations by teachers and related service providers
- On the basis of that review, the IEP team must identify what additional data, if any, it needs to determine:
 1. Does the student continue to demonstrate an educational disability?
 2. What are the student's present levels of educational performance?
 3. Does the student need special education and related services?
 4. Does the student need any additional modifications to the IEP to meet the annual goals?
 - If the IEP team determines that NO additional evaluations are required, the IEP team must:
 1. Move to a re-evaluation Eligibility Meeting and provide the parent with written notice "Reevaluation: No Assessment Required"
 2. Inform the parent (s) they have the right to request any additional assessments
 - If the IEP team determines additional evaluations are required, an evaluation plan will be developed and the parent must provide written consent before the evaluation are initiated.
 - If the student continues to be eligible for special education the IEP must be reviewed and revised.

TRANSFER STUDENTS

Transfer Students: the following procedures should be followed when a student with a disability transfers to our district from within the state or out of state.

The CST must conduct an immediate review of the evaluation information and the IEP and without delay, in consultation with student's parent(s), provide a program comparable to the student's previous program until a new IEP is implemented.

- **Program Placement:** In all situations, a student must be provided with a program comparable to their existing IEP within 30 days of the student's enrollment in the district. The CST has 30 days to review and accept or conduct new evaluations without delay. The CST, in consultation with parents will provide a program comparable to the student's existing IEP until a new IEP can be implemented.
- **Transfer within New Jersey:** If the parents and district agree, the IEP may be implemented as written. If there is a disagreement with the current IEP, the district must conduct all necessary assessments and develop and implement a new IEP within 30 days.
- **Transfer from Out of State:** The district must conduct any necessary assessments and develop and implement a new IEP for the student within 30 days.
- If the assessments are complete and fulfill the requirements of New Jersey's eligibility criteria, the case manager should complete the district's Statement of Eligibility. The CST should note their acceptance in writing.

- If the evaluations appear to be inaccurate, incomplete or not available, the CST should develop an evaluation plan with the parent(s) and conduct the necessary evaluations as soon as possible. A Written Notice form should be completed that explains this action.

Home Programming

The district provides training services for parents to assist them in understanding the special education needs of their child". The purpose of the Fort Lee Parent Training Program for Home-based ABA services is to empower the parent, family members and/or caregivers with the skills needed to work with their child to general skills within the natural home environments. The principles and strategies of ABA are taught to the parent and if required additional family members and/or caregivers. These strategies assist parents, family members and/or caregivers to teach skills, manage behaviors, and support the implementation of the child's IEP.

Parent Commitment

When the ABA program is recommended and agreed upon, the parents are required to participate in a "Parent Training Program". Once the parent training is completed and the home-based program is implemented, parents are required to be active participants in the interventions developed and utilized within the home. While there may be direct contact with students by the Fort Lee staff for instructional purposes, the primary focus of the interventions and strategies utilized in the home program will be developed for the parents, family members and/or caregivers to implement with their child.

Procedures:

- The parents are required to participate in a training program with the Fort Lee Behaviorist before the implementation of the home-based program.
- The Fort Lee Behaviorist will determine the design and scope of the parent training.
- The parents and the Fort Lee Behaviorist will determine what additional family members and/or caregivers require training. The Fort Lee Behaviorist will determine the scope of the training.
- When the additional training program is completed, the parent and the Fort Lee Behaviorist will discuss additional training with a specific focus on target areas of concern.
- The Fort Lee Behaviorist will observe and monitor the parent, family members and/or caregivers implementing the home program and provide written feedback.
- Additional parent, family members and/or caregivers training will be provided based on the recommendation of the Fort Lee Behaviorist.

Guidelines for Delivery of Home-based ABA Services

- The Fort Lee Behaviorist is responsible for the home-based program and monitoring progress.
- The Fort Lee School District is responsible for the supervision and training of required staff. All home program staff must be the employees of the Fort Lee School District.
- The IEP team establishes the objectives of the home-based program. The implementation of the home-based program follows the student's IEP.
- Home-based ABA Services are considered an extension of the student's IEP and therefore take priority over other activities that the family may arrange.
- Home-based programs are provided between the hours of 3:30 p.m. an 6:00 p.m., Monday through Friday.
- Changes in the home-based schedule can only be made with prior written agreement from the Fort Lee Behaviorist. If sessions are cancelled and/or postponed as a result of a schedule change without written agreement from the Fort Lee Behaviorist, no make up hours will be provided.
- If a Fort Lee staff member cancels a session, it will be made up.
- Parent cancellations will not be made up.

Home Instruction

Specialized District Responsibilities:

- Prior to the home instruction program's implementation, the CST must provide written notification to the Department of Education through the school's county office. The Department of Education's approval for home instruction is effective for a maximum of 60 calendar days
- Maintain a written record of the student's home instruction, including dates and time during which home instruction is provided.
- Ensure that the home instructor is appropriately certified as a teacher of students with disabilities or for the subject or level in which instruction is given.
- Home instruction must take place at a location conducive to providing educational services, an adult must be present during the entire home instruction time.
- The parent(s) must be consulted in determining the appropriate location, the home instruction schedule and adult monitor for the provision of home instruction.

- If the parent(s) repeatedly fails to make the student available for the scheduled home instruction, the district must consider whether the student is truant. If the parent's (s') do not have the student available for home instruction, the district is not responsible for the missed time.
- If the district is responsible for not providing the student's home instruction, the district is responsible for the missed time and must provide compensatory time.

Home Instruction

Overview of Requirements: As a result of an annual review or a required change in the student's IEP, home instruction may be considered as a temporary educational placement. A student classified as disabled may have his or her IEP implemented through one-on-one instruction at home or in another appropriate setting when it can be documented that all other less restrictive programs options have been considered and have been deemed inappropriate.

District Procedures for General Education Students

The responsibilities of the case manager:

1. Complete the Home Instruction "Individual Program Plan" (IPP) and send to all required district staff.
2. Complete the "Implementation of Home Instruction Form" and send to all required district staff.
3. A general education student must receive a minimum of 5 hours home instruction per week.

District Procedures for Classified Students

1. A classified student must have at least 10 hours of home instruction and no fewer than three sessions per week.
2. The hours are selected by determining how many hours per week are required to achieve the goals and objectives in the revised IEP.
3. When the student has received clearance by the IEP team to return to school, complete the Termination of Home Instruction Form and send to all required teachers.
4. If the home instruction is due to suspension related to disciplinary behavior, the student is eligible for 10 hours of home instruction.

Classified Student Home Instruction Due to a Temporary Illness or Injury

Overview of Requirements: The parent(s) must submit a written determination from a physician documenting the need for confinement at the student's residence for at least a two-week period of time. The physician must provide a date the student is medically cleared for instruction.

Section 1.03 District Procedures

The responsibilities of the case manager:

1. Complete the Home Instruction "Individual Education Program" (IEP) and send to all required teachers and administrators.
2. Complete the "Implementation of Home Instruction Form" and send to all required teachers and administrators.
3. Classified student who receives Home Instruction due to a temporary illness or injury must be provided no fewer than 10 hours per week of instruction, in no fewer than three sessions.
4. When the provision of home instruction exceeds 30 consecutive school days in a school year, the IEP team must meet to review, and if appropriate, revise the student's IEP. When the student has received medical clearance to return to school, the case manager completes the Termination of Home Instruction Form and sends it to all required district staff.

Part IV: Discipline/Dispute Resolutions/Transfer Students

A disciplinary action is defined as the removal (suspension) of a student resulting in a "significant change of placement".

A significant change of placement occurs if:

- the removal is for more than 10 consecutive school days
- the removal exceeds 10 cumulative school days in a year
- a pattern of behavior exists that results in suspension

Procedures have been designed to ensure that students with disabilities are not deprived of their right to a free and appropriate public education in the LRE due to a disciplinary action. A student whose behavior is a manifestation of the disability may be disciplined, but specific procedures and limitations must be observed to protect the student's right to education. Students who are not yet determined as eligible for special education, but have been identified to the school as potentially disabled or demonstrate the need for special education services, must be afforded the same protections as students with disabilities.

These steps should be followed while implementing disciplinary actions:

For Disciplinary Actions Accumulating in Less Than 10 days:

School authorities may suspend a student with disabilities from his or her current placement for up to 10 school days at a time for any violation of school rules, if nondisabled students would be subjected to removal for the same offense.

At the time of removal, the principal must forward written notification and a description of the reasons for removal to the case manager.

The case manager should review the circumstances that led to the disciplinary action.

The parent of the student should be notified immediately of the disciplinary action consistent with school policies. With this notice, parents should be provided with the PRISE booklet and procedural safeguards if they have not already received it within the school year.

The school must provide academic instruction within 5 days of the removal.

Consideration should be made whether the student was being provided services in accordance with the IEP, whether his or her behavior constitutes a pattern or could be addressed through minor classroom or program adjustments, or if an IEP team meeting should be convened to address possible changes to the IEP.

If the IEP team convenes, the IEP team may choose to review the student's BIP, or if none exists, the IEP team may choose to conduct a functional behavioral assessment.

If the IEP team contemplates or receives information that disciplinary actions may exceed 10 consecutive days, a functional behavioral assessment to develop a BIP and a manifestation determination should be conducted.

Copies of all documentation and reports should be forwarded to the district Department of Special Education Services.

For Repeated Disciplinary Actions, accumulating to 10 days:

Disciplinary suspensions that accumulate to 10 school days or more may be considered a "change in placement"

The same initial procedures should be followed for disciplinary actions up to 10 days. (Steps 1-4).

School officials, in consultation with the case manager, must determine whether the series of short-term removals is a change of placement. A **change of placement** is the removal for more than 10 consecutive school days

or

the short-term removals constitute a pattern because they accumulate to more than 10 school days in a school year and because of factors such as the length of removal, the total amount of time the student is removed and the proximity of the removals to one another.

If the removals are **not** considered a change in placement, the student may be removed from his or her current placement. The case manager and the special education teacher must determine the extent to which services are necessary to enable the student to progress in the general education curriculum and to advance towards achieving the IEP goals. If the school did not conduct a functional behavioral assessment and implement a BIP, the IEP team must meet to develop an assessment plan and then develop an appropriate BIP. If a plan has already been developed, the IEP team must meet to review it and its implementation.

If the removals **are** considered a change of placement, the IEP team must meet to determine whether the misconduct is a manifestation of the student's disability. A behavioral assessment and a BIP must be developed. If a plan already exists, the IEP team must review it and its implementation.

If the determination is made that the behavior is related to the student's disability, the student may not be removed from the current educational placement until the IEP team develops a new IEP and decides upon a new placement.

If the determination is made that the behavior is **not** related to the student's disability, the student may be disciplined as any other student except that the school must provide services to the student within 5 days of the suspension.

Copies of all documentation and reports should be forwarded to the district Department of Special Education Services.

For Disciplinary Actions of More Than 10 Consecutive Days:

Removal from the educational placement for more than 10 consecutive school days is a change of placement.

If the school is suspending a student for more than 10 consecutive school days, the IEP team must convene to review the BIP (or conduct a behavioral assessment and develop a behavioral intervention plan), and it must determine whether the behavior is a manifestation of the student's disability.

If the behavior is a manifestation of the student's disability, the student may not be removed from the current educational placement until the IEP team develops a new IEP and decides upon a new placement.

If the behavior is not a manifestation of the student's disability, the student may be disciplined as any other student except that the school must provide services to the student within 5 days of the suspension.

Copies of all documentation and reports should be forwarded to the Department of Special Education.

For Disciplinary Actions Involving Weapons or Drugs:

The school may place a student in an interim alternative educational setting for 45 days if the student:

- possesses a weapon or carries a weapon in school, at school functions,

or

- possesses or uses illegal drugs, or sells or solicits the sale of controlled substances at school or at a school function.
- causes serious bodily injury to another

The IEP team must decide the interim alternative educational setting, conduct a manifestation determination, and plan the steps to be taken at the end of the 45-day placement.

Copies of all documentation and reports should be forwarded to the Special Programs Office.

For Disciplinary Actions Involving Danger to the Student or Others:

The school may get an order from an Administrative Law Judge (ALJ) to change a student's placement to an interim alternative educational setting for up to 45 days if there is danger that the student or others are likely to be injured if he or she stays in the current placement. The ALJ decides the interim alternative educational setting.

In this situation, the school should request assistance from the Central Special Education Office.

Definitions of District Actions:

BIP (Behavioral Intervention Plan): A plan designed to teach the student a more acceptable behavior in place of the inappropriate or problem behavior. The plan will include positive behavioral interventions, strategies, and supports.

FBA (Functional Behavioral Assessment): A problem solving process that relies on a variety of techniques and strategies to identify the purposes of specific problem behaviors and helps the IEP Team to select interventions to address problem.

MD (Manifestation Determination): Within 10 days of any decision to change the placement of a student with a disability because of a student conduct code violation, the IEP Team members (including the parent) and any other district personnel shall review all the relevant information in the student's file, any teacher observations and any relevant information provided by the parents to determine if the student's conduct was

1) caused by or in direct and substantial relationship to the student's disability

or-

2) a direct result of the district's failure to implement the student's IEP.

DISPUTE RESOLUTIONS

Many, if not most, disagreements between parents and the district can be resolved by further communication. CST members are encouraged to exhaust all efforts in hopes of resolving any disagreements. Case managers are encouraged to maintain communications with the principal and contact the district Special Education Office for support in controversial or challenging situations.

Parents are welcome to bring other family members or friends for their own personal support. However, if a parent brings an advocate to an IEP Team meeting, a representative from the Special Programs Office must also be present. Additionally, if a parent brings representation to an IEP Team meeting, the district's counsel must also be present. If either of these situations occurs without advance warning, the case manager should immediately contact the Central Special Education Office for advice on how to proceed.

Unfortunately, there are times when the parent or district cannot resolve their disagreement. In this case, four options are offered by the New Jersey Department of Education:

- **Mediation:** A way to discuss and resolve disagreements between the parent and the district with the help of a trained, impartial third person (mediator). A mediation meeting is scheduled within 15 days of its request.
- **Due Process Hearings:** A legal process in which the resolution of a disagreement is decided by an ALJ from the Office of Administrative Law (OAL). Either the school or parent may file for an impartial due process hearing. Within 10 days of the request, the district must file a response, and within 15 days, must offer a resolution meeting. The resolution meeting period may last up to 30 days. If the disagreement is not resolved, the due process hearing request will be transmitted to the courts.
- **Expedited Due Process Hearings:** A hearing before an ALJ on disciplinary matters and must be held within 20 days of the request.
- **Emergent Relief:** An immediate decision on an issue that is related to a due process hearing, often in situations where there appears to be irreparable harm if the requested relief is not granted.

A two-year statute of limitations exists regarding any request for due process. In any situation where a parent or district initiates any legal proceedings, the district personnel must consult with the Special Programs Office prior to any further communication with the parent. Through the Special Programs Office, the district's legal counsel will advise district personnel on all actions leading to the dispute's resolution.

Part V: Glossary of Terms

A

Adult student – A person who has attained age 18, is not under legal guardianship and is entitled to receive educational programs and services in accordance with federal and state law or regulation.

C

Case Manager-

- a. A case manager shall be assigned to a student when it is determined that an initial evaluation shall be conducted. CST members or speech-language specialists when they act as members of the CST shall be designated and serve as the case manager for each student with a disability.
- b. The case manager shall coordinate the development, monitoring and evaluation of the IEP's effectiveness. The case manager shall facilitate communication between home and school and shall coordinate the annual review and reevaluation process.

CST members - Include a school psychologist, a learning disabilities teacher-consultant (LDT-C), school social worker and speech specialist when applicable .

Consent – Written agreement that is required by N.J.A.C. chapter 14. Consent shall be obtained from the parent(s) having legal responsibility for educational decision making. The district board of education shall ensure that the parent:

1. Has been fully informed of all information relevant to the activity for which consent is being sought, in his or her native language or other mode of communication.
2. Understands and agrees in writing to the implementation of the activity for which consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom;
3. Understands that the granting of consent is voluntary and may be revoked at any time; and
4. If the parent revokes consent, that revocation is not retroactive (that is, it does not negate an action that has occurred after the consent was given and before the consent was revoked).

D

Discipline/suspension/expulsions -

- a. For disciplinary reasons, school officials may order the removal of a student with a disability from his or her current educational placement to an interim alternative educational setting, another setting, or a suspension for up to 10 consecutive or cumulative school days in a school year.
- b. School district personnel may, on a case-by-case basis, consider any unique circumstances when determining whether to impose a disciplinary sanction or order a change of placement for a student with a disability who violates a school conduct code.

- c. Removals of a student with a disability from the student's current educational placement for disciplinary reasons constitutes a change of placement if:
 - 1. The removal is for more than 10 consecutive school days; or
 - 2. The student is subjected to a series of short-term removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed and the proximity of the removals to one another.
 - i. School officials, in consultation with the student's case manager, shall determine whether a series of short-term removals constitutes a pattern that creates a change of placement.
- d. Disciplinary action initiated by a district board of education which involves removal to an interim alternative educational setting, suspension for more than 10 school days in a school year or expulsion of a student with a disability shall be in accordance with 20 U.S.C. §1415(k) as amended and supplemented.
- e. In the case of a student with a disability who has been removed from his or her current placement for more than 10 cumulative or consecutive school days in the school year, the district board of education shall provide services to the extent necessary to enable the student to progress appropriately in the general education curriculum and advance appropriately toward achieving the goals outlined in the student's IEP.

E

Extended school year (ESY) services- Special education and related services that are provided to a student with a disability beyond the normal school year in accordance with the student's IEP at no cost to the parent.

F

FAPE – Is an acronym for Free Appropriate Education guaranteed under the Individuals with Disabilities Education Act (IDEA).

G

Graduation –

(a) The IEP of a student with a disability who enters a high school program shall specifically address graduation requirements. The student shall meet the high school graduation requirements according to N.J.A.C. 6A:8-5.1(c) except as specified in the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the state endorsed diploma issued by the school district responsible for his or her education.

(b) Graduation with a state endorsed diploma is a change of placement that requires written notice according to N.J.A.C. 6A:14-2.3 (f) and (g)

1. As part of the written notice the parent shall be provided with a copy of the Department of Education's procedural safeguards statement.
2. As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.
3. In accordance with N.J.A.C. 6A:14-3.8 (d), a reevaluation shall not be required.
4. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievements and functional performance prior to the student's graduation date or the school year's conclusion in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

(c) If a student attends a school other than that of the school district of residence which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.

(e) Students with disabilities who meet the standards for graduation according to this section shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

I

IEP team- The group of individuals who are responsible for the development, review and revision of the student's individualized education program (IEP). The members of the IEP team are listed at N.J.A.C. 6A:14-2.3(k)2.

Individualized Education Program (IEP)-A written plan which sets forth present levels of academic achievement and functional performance, measurable annual goals and short-term objectives or benchmarks. It describes an integrated, sequential program of individually designed instructional activities and related services necessary to achieve the stated goals and objectives. This plan shall establish the rationale for the student's educational placement, serve as the basis for program implementation and comply with the mandates set forth in this chapter.

L

Least Restrictive Environment (LRE)- means that a student who has a disability should have the opportunity to be educated with non-disabled peers, to the greatest extent appropriate. They should have access to the general education curriculum, or any other program that non-disabled peers would be able to access. The student should be provided with supplementary aids and services necessary to achieve educational goals if placed in a setting with non-disabled peers. Generally, the less opportunity a student has to interact and learn with non-disabled peers, the more the placement is considered to be restricted.

M

Manifest Determination- is a process to determine if a student's behavior problem **was** or **was not** a manifestation of the student's disability.

N

Native Language-

- a. Written notice to the parent and parent conferences required by this chapter shall be conducted in the language used for communication by the parent and student unless it is clearly not feasible to do so.
 1. Foreign language interpreters or translators and sign language interpreters for the deaf shall be provided, when necessary, by the district board of education at no cost to the parent.

Parent- means the natural or adoptive parent, the legal guardian, foster parent when willing to so serve, and/or surrogate parent who has been appointed according to N.A.J.C.6A:14-2.2(a) a person acting in the place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student's welfare).

Parental consent- shall be obtained:

1. Prior to conducting any assessment as part of an initial evaluation;
2. Prior to implementation of the initial IEP resulting from (a) above;
3. Prior to conducting any assessment as part of a reevaluation, except that such consent is not required if the district board of education can demonstrate that it has taken reasonable measures, consistent with (k) 7 below, to obtain such consent and the parent failed to respond;
4. Prior to the release of student records according to N.J.A.C. 6A:32;
5. Each time a district board of education seeks to access private insurance covering a student with a disability;
6. Whenever a member of an IEP team is excused from participating in a meeting pursuant to (k) below;
7. Whenever an IEP is amended without a meeting pursuant to N.J.A.C. 6A:14-3.7(d); and
8. Whenever a parent and district board of education agree to waive a reevaluation pursuant to N.J.A.C. 6A:14-3.8(a).

R

Related services- Defined in accordance with the term set forth in IDEA and its implementing regulations, as amended and supplemented, incorporated by reference herein and reproduced at chapter Appendix B.

S

Statewide Assessment -

- (a) Students with disabilities shall participate in the statewide assessment system according to the following:
1. Except as provided in (a)2 below, students with disabilities shall participate in each content area of the general statewide assessment for their grade. Accommodations and modifications approved by the Department of Education shall be provided when determined necessary by the IEP team to students with disabilities who participate in the general statewide assessments.
 2. Students with disabilities shall participate in the Alternative Proficiency Assessment (APA) in each content area where the nature of the student's disability is so severe that the student is not receiving instruction in any of the knowledge and skills measured by the general statewide assessment and the student cannot complete any of the types of questions on the assessment in the content area(s) even with accommodations and modifications.
 3. Following the 11th grade, students with disabilities who are required to pass the High School Proficiency Assessment (HSPA) or graduation and have not done so shall participate in the Special Review Assessment (SRA) in accordance with N.J.A.C.6A:8. If a student is participating in the SRA as determined by the IEP team, the student shall not be required to again take and pass the HSPA.

Student- A person age three through 21 who is entitled to receive educational programs and services in accordance with federal or state law or regulation.

Student age - means the school age of a student as defined by the following:

1. "Age three" means the attainment of the third birthday. Children with disabilities attaining age three shall have a free, appropriate education available to them provided by the district board of education.
2. "Age five" means the attainment of age five by the month and day established as the kindergarten entrance cutoff date by the district board of education. Students with disabilities attaining age five after the kindergarten entrance cutoff date shall continue to be provided preschool services for the balance of that school year.
3. "Age 21" means the attainment of the 21st birthday by June 30 of that school year. Students with disabilities attaining age 21 during the school year shall continue to be provided services for the balance of that school year.

T

Transfer -

- (g) When a student with a disability transfers from one New Jersey school district to another or in from an out-of-state school district, the district's CST into which the student has transferred shall conduct an immediate review of the evaluation information and the IEP and, without delay, in consultation with the student's parents, provide a program comparable to that outlined in the student's current IEP until a new IEP is implemented as follows:
- (h) When the IEP of a student with a disability does not describe any restrictions the student shall be included in the general education program provided by the district board of education.

Transition services - for students age 16 or older, is defined in accordance with the definition of term set forth in IDEA and its implementing regulations, as amended and supplemented. For students under age 16, transition services are defined in N.J.A.C. 6A:14-3.7(e)11.

W

Ward of the State - means a student who, pursuant to an order of a court competent jurisdiction, is under the guardianship of an agency of the state, is a foster child or is a student who, pursuant to an order of a court of competent jurisdiction, is in the custody of the state child welfare agency.

Written Notice – the responsibility the school has to the parent to inform them of decisions made about their child. Written Notice must be given when the school district:

1. Proposes to start or change:
 - The identification, evaluation, and classification
 - The implementation of an IEP or educational placement
 - The provision of a free, appropriate public education (FAPE) to the student
 - A reevaluation
2. Asks for consent
3. Approves or denies a request the parent has made in writing about the identification, evaluation, educational placement or provision of a free and appropriate public education to the student

PERSONNEL COMMITTEE

#1P

RESOLUTION NO. 26500

APPROVAL - STAFF TRIPS AND CONFERENCES TOTALING \$1,213.78

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: August 25, 2014
Attachment

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

**STAFF TRIPS AND CONFERENCES
BOARD AGENDA OF 8/25/2014**

First	Last Name	District Location	Conference	City, State	Dates	Total Cost Not to Exceed
Sharon	Amato	CO	BCASA Meetings	Washington Twp, NJ	9/22/14,10/20/14, 11/17/14, 12/15/14,1/12/15, 2/9/15,3/16/15, 4/27/15, 5/22/15, 6/15/15	\$266.00
Sharon	Amato	CO	Court House Newark, NJ	Newark, NJ	9/25/2014	\$41.28
Peter	Emr	CO	Anti-Bullying Coordinators Association	Lodi, NJ	9/15/2014	\$0.00
Jodi	Etra	FLHS	IB Training Film Course	Miami, FL	11/1-3/2014	\$906.50
Priscilla	Church	CST	NJPSA	Clark, NJ	10/7/2014	\$0.00
Priscilla	Church	CST	NJSEAA CST Round Table Meetings	Ridgewood, NJ	9/24/14,10/29/14, 11/26/14,12/7/14, 1/28/15,2/25/15 3/25/15,5/27/15	\$0.00
TOTAL						\$1,213.78

**RESIGNATION OF JOHN COVIELLO AS ASSISTANT PRINCIPAL
AT LEWIS F. COLE MIDDLE SCHOOL**

WHEREAS, John Coviello has submitted a letter of resignation to the Superintendent of Schools dated August 15, 2014 for his resignation to the position of Assistant Principal at Lewis F. Cole Middle School; and

NOW THEREFORE, BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts the **resignation of John Coviello as Assistant Principal at Lewis F. Cole Middle School,** effective October 14, 2014 or sooner.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

RESIGNATION OF PALAK PATEL AS 1:1 AIDE AT SCHOOL NO. 4

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts the **resignation of Palak Patel as a 1:1 Aide at School No. 4**, effective August 25, 2014.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

RESIGNATION OF KAITLIN DISTASI
AS PART-TIME PHYSICAL EDUCATION AIDE AT SCHOOL NO. 1

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts the **resignation of Kaitlin DiStasi as a Part-Time Physical Education Aide at School No. 1**, effective August 25, 2014.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 MEDICAL LEAVE FOR CENEIDA RAMIREZ
AS A CUSTODIAN 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 a **medical leave for Ceneida Ramirez as a Custodian at School No. 3**, as follows:

- 50 sick days from August 4, 2014 through and including October 10, 2014; and

with the intention of returning to her custodial duties on October 13, 2014 pending medical authorization.

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

DATED: August 25, 2014

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			

**APPROVAL OF EXTENDED MEDICAL LEAVE FOR VITA ORTIZIO
AS A 12- MONTH SECRETARY AT LEWIS F. COLE MIDDLE SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves a **extended medical leave for Vita Ortizio as a 12 Month Secretary at Lewis F. Cole Middle School**, as follows:

- 11 additional sick days from August 1, 2014 through and including August 15, 2014; and

with the intention of returning to her secretarial duties on August 18, 2014.

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

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 ADMINISTRATIVE LEAVE FOR EMPLOYEE #5235

BE IT RESOLVED, upon the recommendation of the Interim Superintendent, the Board hereby approves the **administrative leave with full pay of Employee #5235** for a period of May 20, 2014 through June 30, 2014 with pay.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

TRANSFER OF STAFF MEMBERS

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **transfer of Staff Members for the 2014-2015 school year**, effective September 1, 2014, as follows:

Name	From	To	Reason
Deanna Capiello	District Behaviorist	Special Education Teacher S#2	Due to the resignation of Donna Currie
Dragica Viducic	Language Arts Teacher - MS	Elementary Teacher S#4	Due to transfer of Steven Choi
Steven Choi	Elementary Teacher - S#4	Teacher - MS	Due to transfer of Dragica Viducic

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 CO-CURRICULAR PERSONNEL
FOR 2014-2015 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **appointment of co-curricular personnel for the 2014-2015 school year**, as per the attached list. All co-curricular appointments are subject to completion of all personnel documentation and fingerprinting process, prior to starting of said activities.

*Pending completion of contract negotiations.

DATED: August 25, 2014
Attachment

Motion by: Mrs. Holly Morell

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			

**FORT LEE PUBLIC SCHOOLS
2014-2015 CO-CURRICULAR APPOINTMENTS**

2014-2015 Applicant	Co-Curricular Activity	Class	14-15 Stipend (Pending Negotiations)	Agenda Date
Guisseppa Walsh	Academy of Finance Internship Director	A	\$2,126.00	8/25/2014
Calogero Pagano	Asian Club	A	\$2,126.00	8/25/2014
Harry Welte	Assistant Choral Director-HS	A	\$2,126.00	8/25/2014
Anthony Gioia	Band Wind Instructor-HS	A	\$2,126.00	8/25/2014
Janue Vargas	Bell Choir Director	A	\$2,126.00	8/25/2014
Bo Kyung Park	Brass Instructor	A	\$2,126.00	8/25/2014
Gary Glebas	Computer Club	A	\$2,126.00	8/25/2014
Meng Yang	Drill Technician	A	\$2,126.00	8/25/2014
Alycia Adams	Environmental Advisor - S#3	A	\$2,126.00	8/25/2014
Kevin Oliver	Environmental Advisor - HS	A	\$2,126.00	8/25/2014
Kathryn Hetman	Gay/Straight Alliance (GSA) - HS	A	\$2,126.00	8/25/2014
Amarillys Schwed	Hebrew Club	A	\$2,126.00	8/25/2014
Kristen Baldofsky	Interact Club Advisor	A	\$2,126.00	8/25/2014
Jodi Etra	International Thespian Society	A	\$2,126.00	8/25/2014
Gabriella Bernardo	Italian Club/Italian Honor Society [split stipend 14-15]	A	\$1,063.00	8/25/2014
Francesca Marotta	Italian Club/Italian Honor Society [split stipend 14-15]	A	\$1,063.00	8/25/2014
Andria Magliozzi	Key Club	A	\$2,126.00	8/25/2014
Adrian Rodriguez	Model UN Club Advisor	A	\$2,126.00	8/25/2014
Harry Welte	Modern Music Masters	A	\$2,126.00	8/25/2014
Phillip Murphy	Percussion Instructor	A	\$2,126.00	8/25/2014
Brianne Baker	Sophomore Class Advisor	A	\$2,126.00	8/25/2014
Suzanne Elkhecken	Spanish Club	A	\$2,126.00	8/25/2014
Anthony Gioia	All City Band Director	B	\$3,161.00	8/25/2014
Miriam Lockhart	Band Leader-MS	B	\$3,161.00	8/25/2014
Janue Vargas	Chorus Director-MS	B	\$3,161.00	8/25/2014
Nina Anderson	Intermedia (Art)-MS	B	\$3,161.00	8/25/2014
Olga Sagalchik	Junior Class Advisor [split stipend 14-15]	B	\$1,580.50	8/25/2014
Doug Walden	Junior Class Advisor [split stipend 14-15]	B	\$1,580.50	8/25/2014
Stefanie Beretin	Math Club - MS	B	\$3,161.00	8/25/2014
Angela Johnson	Math League	B	\$3,161.00	8/25/2014
Amy Grossmann	SADD Advisor - S#1	B	\$3,161.00	8/25/2014
Aimee DeSheplo	SADD Advisor - S#2	B	\$3,161.00	8/25/2014
Sandi Klein	SADD Advisor - S#3	B	\$3,161.00	8/25/2014

**FORT LEE PUBLIC SCHOOLS
2014-2015 CO-CURRICULAR APPOINTMENTS**

Sandy Kim	SADD Advisor - S#4	B	\$3,161.00	8/25/2014
Stefanie Yundi	SADD Advisor - MS	B	\$3,161.00	8/25/2014
Andria Magliozzi	SADD Advisor - HS	B	\$3,161.00	8/25/2014
Jeffrey Angus	Science League	B	\$3,161.00	8/25/2014
Brandon Barron	Speech & Debate	B	\$3,161.00	8/25/2014
Stephen Dominguez	Voice (Literary)	B	\$3,161.00	8/25/2014
Solanlly Ortega	Yearbook Club Advisor-MS	B	\$3,161.00	8/25/2014
Suzanne Elkhecken	Future Business Leaders of America	B-1	\$4,754.00	8/25/2014
Gabriella Bernardo	Senior Class Advisor	B-1	\$4,754.00	8/25/2014
Joseph Picone	Assistant Band Director-HS	C	\$6,327.00	8/25/2014
Harry Welte	Band Director	C + \$800	\$7,127.00	8/25/2014
Solanlly Ortega	Cheerleader Advisor	C+ \$1000	\$7,327.00	8/25/2014
Joseph Picone	Chorus Director	C	\$6,327.00	8/25/2014
Jodi Etra	Drama Director	C	\$6,327.00	8/25/2014
Mateusz Pokoj	Student Council Advisor	C	\$6,327.00	8/25/2014
Harry Welte	Marching Band Coordinator	Hourly	\$68.82/hr. not to exceed \$5,787 (approx. 84 hrs.)	8/25/2014
Joseph Picone	Chorus Director (Piano Accompanist for Spring Musical)	Hourly	\$55.13/hr. not to exceed 25 hrs.	8/25/2014
Christine Lepore	Recreation Coordinator-MS	Hourly	\$31.31/hr. Note: <u>all</u> appointments for Recreation Coordinator not to exceed \$6,002 (approx. 192 hours).	8/25/2014
Joseph Picone	Asst. All-Borough Orchestra	Hourly	\$55.13/hr. not to exceed 25 hrs.	8/25/2014
Harry Welte	Orchestra Director [Spring Musical]	Hourly	\$55.13/hr. not to exceed 25 hrs.	8/25/2014
Samuel Ghali	Theatre - Lighting/Sound Technical Elements Director/Construction Manager	N/A	\$1,250.00	8/25/2014
Mateusz Pokoj	Theatre - Producer	N/A	\$1,000.00	8/25/2014

**APPOINTMENT OF ROBERT YAN
AS CUSTODIAN AT SCHOOL NO. 1**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **appointment of Robert Yan as Custodian at School No. 1, from the call-back list of custodians**, to be placed on Step 10 of the 2012-2013 Custodial Salary Guide at an annual salary of \$45,500.00 plus \$375.00 night differential and \$350.00 Black Seal, totaling \$46,625.00 to be prorated, pending negotiations, effective September 1, 2014, due to the transfer of Valentino Chiaviello.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

SALARY ADJUSTMENTS FOR EXTENDED LEAVE REPLACEMENTS

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **salary adjustments for Extended Leave Replacements** with no lapse in service for the **2014-2015 school year**, as outlined below:

LEAVE REPLACEMENTS							
FIRST NAME	LAST NAME	GRADE / SUBJECT	SCHOOL	Salary	Effective Dates	Replacing	Reason for opening
Karen	Lallo	Elementary Grade 1	3	Equivalent of a BA, Step 1 which equals \$54,000.00; No Benefits	2014-2015 school year	Joanne Bakas	Extended Maternity Leave
This resolution supersedes Resolution No. 26307 dated June 9, 2014 relating to Karen Lallo.							
Danielle	DePalma	Grade 2	2	Equivalent of a BA, Step 1 which equals \$54,000.00; No Benefits	Extend for 2014-2015 school year	Sara Cuomo	Maternity Leave
This resolution supersedes Resolution No. 26355 dated June 30, 2014 relating to Danielle DePalma.							

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 JOSEPH FINIZIO
AS ASSISTANT PRINCIPAL AT FORT LEE HIGH SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the appointment of **Joseph Finizio as Assistant Principal at Fort Lee High School**, in the amount of \$110,000 prorated, as per the FLAG agreement, effective October 27, 2014 or sooner, for the 2014-2015 school year, due to the transfer of Patrick Ambrosio.

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Interim Superintendent of Schools to make application for approval of the employment of said employees to the Commissioner of Education on an emergent basis for a period of three months pursuant to N.J.S.A. 18A:6-7.1c pending completion of a Criminal History Records Check, subject to the submission of a sworn statement by said employees in accord with N.J.S.A. 18A:6-7.1c(3).

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon said employees executing the Board's customary employment contract, containing a sixty (60) day termination clause.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 YITZHAK SHNIDMAN AS SCIENCE 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 approves the appointment of **Yitzhak Shnidman as Science Teacher at Fort Lee High School** for the 2014-2015 school year, to be placed at **Step 1, Class MA+30, on the 2012-2013 Teachers' Guide, at an annual salary of \$60,500.00, pending negotiations**, effective September 1, 2014, due to the resignation of Aimee Babbín.

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Interim Superintendent of Schools to make application for approval of the employment of **Yitzhak Shnidman** to the Commissioner of Education on an emergent basis for a period of three months pursuant to N.J.S.A. 18A:6-7.1c pending completion of a Criminal History Records Check, subject to the submission of a sworn statement by **Yitzhak Shnidman** in accord with N.J.S.A. 18A:6-7.1c(3).

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon **Yitzhak Shnidman** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 LEAVE REPLACEMENTS
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 appointment of **leave replacements during the 2014-2015 school year**, as outlined below:

LEAVE REPLACEMENTS							
FIRST NAME	LAST NAME	GRADE / SUBJECT	SCHOOL	Salary	Effective Dates	Replacing	Reason for opening
Vincenzo	LoGiudice	History/ Psychology	HS	Sub pay for the first 10 days \$90 per day, day 11-60 \$95 per day, day 60 forward equivalent of a BA, Step 1 which equals \$54,000.00: No Benefits	Work days: 10/23/14-6/30/15 + 3 days for NTO	Gina Graziano-Hempton	Maternity Leave
Melanie	Mattei	Grade 6	S#3	Sub pay for the first 10 days \$90 per day, day 11-60 \$95 per day, day 60 forward equivalent of a BA, Step 1 which equals \$54,000.00: No Benefits	Work days: 9/1/14-6/30/15 + 3 days for NTO	Olivia Matsoukas	Maternity Leave

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

TRANSFER OF LOLA NANNAS FROM 10-MONTH SECRETARY TO ASSISTANT PRINCIPAL TO 12-MONTH SECRETARY TO PRINCIPAL AT FORT LEE HIGH SCHOOL

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **transfer of Lola Nannas from 10-Month Secretary to the Assistant Principal at Fort Lee High School to 12-Month Secretary to the Principal at Fort Lee High School for the 2014-2015 school year**, to be placed on **Step 1** on the 2012-2013 Secretaries' Guide, at a salary of **\$36,900.00 prorated, plus \$1,000 pensionable stipend, pending negotiations**, effective September 1, 2014, due to the transfer of Allison Evangelista Schumacher.

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon **Lola Nannas** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

**UNUSED VACATION PAYOUT FOR ARLENE SCALA
AS 12-MONTH SECRETARY AT LEWIS F. COLE MIDDLE SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **payment of unused vacation days for the 2013-2014 and 2014-2015 school years** for **Arlene Scala** as a 12-month Secretary at Lewis F. Cole Middle School as per the attached.

DATED: August 25, 2014
Attachment

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 FACULTY COORDINATORS
FOR 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 appointment of the following **Faculty Coordinators for the 2014-2015 school year**:

<u>FACULTY COORDINATORS</u>		
<u>Name</u>	<u>Subject Area</u>	<u>Stipend</u>
Claudia Perillo	ESL/World Languages	\$5,000
Stephen Dominguez	English Language Arts (ELA)	\$5,000
Angela Johnson	Mathematics	\$5,000
Jeffrey Angus	Science	\$5,000
Bruna Capalbo	Social Studies	\$5,000
Kathryn Hetman	Humanities	\$5,000
Nancy Sanders	Testing - Elementary/MS	\$5,000
Debra Brigida	Testing - HS	\$5,000
Douglas Walden	School Community Service Co-Coordinator	\$3,570
Tara Lawlor	School Community Service Co-Coordinator	\$3,570

DATED: August 25, 2014

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

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 PART-TIME AIDES
AT FORT LEE HIGH SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the appointment of the following **Part-Time Aides at Fort Lee High School to assist in coverage for Study Hall**, to be placed at outlined below based upon the 2012-2013 Classroom Instructional Aides Guide for the 2014-2015 school year, effective September 1, 2014, as follows:

PART-TIME AIDES		
Name	Step/Class	Annual Salary Pending Negotiations
Irene Chernyavsky	Step 1/Degreed	\$14,064.44
Lori Indri	Step 1/Degreed	\$14,064.44
Dottie Johnson	Step 1/Degreed	\$14,064.44

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Interim Superintendent of Schools to make application for approval of the employment of said employees to the Commissioner of Education on an emergent basis for a period of three months pursuant to N.J.S.A. 18A:6-7.1c pending completion of a Criminal History Records Check, subject to the submission of a sworn statement by said employees in accord with N.J.S.A. 18A:6-7.1c(3).

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon said employees executing the Board’s customary employment contract, containing a thirty (30) day termination clause.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 ADDITIONAL STUDENT TEACHERS
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 additional Student Teachers** during the 2014-2015 school year, subject to submission of all required paperwork, as follows:

Referring University	Student Name	Type of Placement	Subject Area	# Hours Start-End	Months From-To	School Placed	Cooperating Teacher
MSU	Julianna DaSilva	Clinical II Exp.	K-6	16 wks	9/2-12/19/2014	S#3	Alycia Adams G-5
MSU	Jessica Placeres	Clinical II Exp.	K-6	16 wks	9/2-12/19/2014	S#1	Christine Accetta

BE IT FURTHER RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education **rescinds** the **placement of the following Student Teachers** during the 2014-2015 school year, as previously approved on Resolution No. 26244 dated May 5, 2014.

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	Annelize Esposito	Clinical II Exp.	K-6	16 wks	9/2-12/19/2014	S#1	Christine Accetta

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 CHRISTY KEARNEY FROM 4/5TH TO FULL-TIME LDTC FOR 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 appointment of **Christy Kearny from 4/5th Learning Disabilities Teacher Consultant (LDTC) to Full-Time LDTC** for the 2014-2015 school year, to be placed at **Step 12, Class MA, on the 2012-2013 Teachers' Guide, at an annual salary of \$82,000.00, pending negotiations**, effective September 1, 2014.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 ALYSSA CIOFFI
AS PRESCHOOL CLASSROOM AIDE AT SCHOOL NO. 2**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the appointment of **Alyssa Cioffi as Preschool Classroom Aide at School No. 2** for the 2014-2015 school year, to be placed at **Step 1, Degreed**, of the 2012-2013 Classroom Instructional Aides Guide, at an annual salary rate **\$24,614.00, effective September 1, 2014**, due to the resignation of Grace Kenny.

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Interim Superintendent of Schools to make application for approval of the employment of **Alyssa Cioffi** to the Commissioner of Education on an emergent basis for a period of three months pursuant to N.J.S.A. 18A:6-7.1c pending completion of a Criminal History Records Check, subject to the submission of a sworn statement by **Alyssa Cioffi** in accord with N.J.S.A. 18A:6-7.1c(3).

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon **Alyssa Cioffi** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 SABREIN KHATER AS 1:1 AIDE
AT SCHOOL NO. 4**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the appointment of **Sabrein Khater as a 1:1 Aide at School No. 4** for the 2014-2015 school year, to be placed at **Step 1, Degreed**, of the 2012-2013 Classroom Instructional Aides Guide, at an annual salary rate **\$24,614.00, effective September 1, 2014**, due to the resignation of Palak Patel.

BE IT FURTHER RESOLVED, that contingent upon the appointment of **Sabrein Khater** as a full-time 1:1 Aide at School No. 4, the Board of Education rescinds the appointment of **Sabrein Khater as a Part-Time Preschool 1:1 Aide at School No. 2** for the 2014-2015 school year, as previously approved on Resolution No. 26468 dated August 18, 2014.

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Interim Superintendent of Schools to make application for approval of the employment of **Sabrein Khater** to the Commissioner of Education on an emergent basis for a period of three months pursuant to N.J.S.A. 18A:6-7.1c pending completion of a Criminal History Records Check, subject to the submission of a sworn statement by **Sabrein Khater** in accord with N.J.S.A. 18A:6-7.1c(3).

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon **Sabrein Khater** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

**RESIGNATION OF TAMAR ALBERT-EPHRAT
AS PART-TIME SCIENCE TEACHER AT LEWIS F. COLE MIDDLE SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts the **resignation of Tamar Albert-Ephrat as a Part-Time Science Teacher at Lewis F. Cole Middle School**, effective August 25, 2014.

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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 ADDITIONAL COACHES
FOR 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 following additional appointments of **Coaching positions for the 2014-2015 school year, pending negotiations**, as follows:

Coach	Sport	Position	Season	Class	Step	Stipend Pending Negotiations
James Puliatte	Boys' Basketball	Head Coach	Winter	II	1	\$7,829
Robert Ciccone	Boys' Basketball	Assistant Coach	Winter	II	2	\$6,524

BE IT FURTHER RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education **rescinds the appointment of Diane Robertazza as Assistant Coach for Girls' Soccer** for the 2014-2015 school year (as previously approved on Resolution No. 26373 dated June 30, 2014) and **approves the appointment of Angela Johnson as the Assistant Coach for Girls' Soccer** for the 2014-2015 school year as follows:

Coach	Sport	Position	Season	Class	Step	Stipend Pending Negotiations
Angela Johnson	Girls' Soccer	Assistant Coach	Fall	II	1	\$5,955

DATED: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

**ADDITIONAL SUBSTITUTES
FOR THE 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 following as **Substitutes** for the 2014-2015 school year:

Name	Position
Vincenzo LoGiudice	Substitute Teacher / Aide
Christina Zalokistas	Substitute Teacher / Aide
Jill McBride	Substitute Teacher / Aide
Nancy Spoto	Substitute 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: August 25, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Candace Romba

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			

POLICY COMMITTEE

#1POL

RESOLUTION NO. 26525

FIRST READING OF POLICIES AND REGULATIONS

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

Policy No.	Topic
Revised Policies/Regulations	
P0141	Board Member Number and Term (Revised)
P0143	Board Member Election and Appointment (Revised)
P1581	Victim of Domestic or Sexual Violence Leave (New)
P3125	Employment of Teaching Staff Members (Revised)
P3230	Outside Activities (Revised)
P3240	Professional Development for Teachers and School Leaders (Revised)
R3240	Professional Development for Teachers and School Leaders (Revised)
P4125	Employment of Support Staff Members (Revised)
P4230	Outside Activities (Revised)
P6511	Direct Deposit (New)
P8507	Breakfast Offer Versus Serve (OVS) (New)
P8508	Lunch Offer Versus Serve (OVS) (New)
Additional Revised Policies/Regulations	
P & R 2412	Home Instruction Due to Health Condition (Revised)
P & R 2417	Student Intervention and Referral Services (Revised)
P & R 2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition(Revised)
P3283	Electronic Communications Between Teaching Staff Members and Students (New)
P4283	Electronic Communications Between Teaching Staff Members and Students (New)
P & R 5200	Attendance (Revised)
P & R 5610	Suspension (Revised)
P & R 5611	Removal of Students for Firearms Offenses (Revised)
P5612	Assaults on District Board of Education Members or Employees (Revised)
R5612	Assaults on District Board of Education Members or Employees (New)
P & R 5613	Removal of Students for Assaults with Weapons Offenses (New)
P5620	Expulsion (Revised)
P & R 8462	Reporting Potentially Missing or Abused Children (Revised)

DATED: August 25, 2014

Attachments

Motion by: Mrs. Esther Han Silver

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			