

**Berkeley Heights Public Schools
Office of the Superintendent
November 17, 2022**

Professional Development Days

<u>Name</u>	<u>Event</u>	<u>Date(s)</u>	<u>Cost</u>
Margaret Berry	Hackensack Meridian - Bringing Pediatric Specialties to Schools	10/26/22	\$0.00
Ann Bird	MUJC - Speech and Language Specialist Subcommittee meeting	10/19/22	\$0.00
Marissa Gold	NJSCA - NJ School Counselors Association Spring Conference	4/21/23	\$0.00
Marissa Gold	Montclair University Counselor Workshop	12/2/22	\$0.00
Marissa Gold	Rowan University - Fall Counselor Reception	11/4/22	\$0.00
Marissa Gold	UCCTI School Counselor Workshop	11/15/22	\$0.00
Paul Grant	NJ DOE - Preschool Child Outcome Summary	10/18/22	\$0.00
David Greer	NJASA - Techspo 2023 Conference	1/25/23-1/27/23	\$1,115.00
Ashley Janosko	NJ Chapter, American Academy of Pediatrics - Asking Suicide Screening Questions	11/17/22	\$0.00
Sharon Leahy	ETS/College Board - AP European History Grading	5/28/23-6/9/23	\$0.00
Robert Nixon	NJASA - Techspo 2023 Conference	1/25/23-1/27/23	\$942.00
Jeremy Marx	NJECC Member Meeting	10/20/22	\$0.00

<u>Name</u>	<u>Event</u>	<u>Date(s)</u>	<u>Cost</u>
Melissa Mohr	Cornerstone Day School - Under the Radar: Part II of Identifying Risk Factors for Suicide in Youth	11/18/22	\$0.00
Kevin Morra	Inclusion Leadership Conference	12/2/22	\$0.00
Peter Sempepos	Cornerstone Day School - Under the Radar: Part II of Identifying Risk Factors for Suicide in Youth	11/18/22	\$0.00
Michael Skara	NJASA - Techspo 2023 Conference	1/25/23-1/27/23	\$870.12
Susan Tennant	NJ Chapter, American Academy of Pediatrics - Asking Suicide Screening Questions	11/17/22	\$0.00
Melissa Varley	NJASA - Techspo 2023 Conference	1/25/23-1/27/23	\$1,115.00
Melinda Willson	Social thinking - Demystifying Executive Functions - What They Are & How to Teach Them	10/20/22	\$0.00
Melinda Willson	MUJC - Speech and Language Specialist Subcommittee meeting	10/19/22	\$0.00
Megan Wranitz	ETS/College Board - Reader for AP Macroeconomics	6/2/23-6/10/23	\$0.00
Emily Zengel	William Paterson University School Counselor Reception	11/4/22	\$0.00

Berkeley Heights Public Schools
Office of the Superintendent
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Field Trips

<u>School/Group</u>	<u>Destination</u>	<u>Date(s)</u>
Governor Livingston High School Highlander Robotics Club	Essex County Schools of Technology 60 Nelson Place 1 North, Newark, NJ	12/3/22
Governor Livingston High School Highlander Robotics Club	Scotch Plains High School 667 Westfield Road, Scotch Plains, NJ	12/18/22
Governor Livingston High School Highlander Robotics Club	Millburn High School 462 Millburn Avenue, Millburn, NJ	1/14/23
Governor Livingston High School Highlander Robotics Club	Bayonne High School 669 Avenue A, Bayonne, NJ	2/5/23
Governor Livingston High School Model UN Club	Bergen County Academies 200 Hackensack Avenue, Hackensack	2/2/23
Columbia Middle School Grade 8 Students	Zimmerli Art Museum Rutgers University, New Brunswick, NJ	12/9/22

0142.1 NEPOTISM (M)

M

The Board of Education adopts this **Nepotism** Policy for various reasons **including** the condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

For the purposes of this Policy, **“relative” means an individual's spouse, by marriage or civil union pursuant to** ~~shall be consistent with N.J.S.A. 37:1-33, domestic partner as defined in and N.J.S.A.26:8A-3, and shall mean an individual's spouse or the individual's or spouse's~~ parent, child, **sibling** ~~brother, sister,~~ aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half -brother or half -sister, whether the relative is related to the individual or the individual's spouse by blood, marriage, or adoption.

For the purposes of this Policy, “immediate family member” means the person’s spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child, residing in the same household.

For the purposes of this Policy, “No relative of a Board member or administrator” is, ~~as defined and~~ set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall, ~~may~~ be employed in an office or position in ~~this~~ the school district except that a person employed by the school district on the effective date of ~~the~~ this Policy is ~~adopted by the Board~~ or the date a relative becomes a Board member or **Superintendent** ~~administrator~~ shall not be prohibited from continuing to be employed **or promoted in the district.**

~~in the person's current position or, in the case of a reduction in force, in any position to which that person has a legal entitlement. The Superintendent of Schools shall not recommend is prohibited from recommending to the Board of Education,~~ pursuant to N.J.S.A. 18A:27-4.1, any relative of a Board member or **the Superintendent.** ~~administrator unless the person is subject to the exception above.~~

A school district **administrator shall be** ~~officer or employee~~ is prohibited from supervising, or exercising **direct or indirect** authority, **supervision, or control** ~~with regard to personnel actions~~ over a relative of the **administrator.** **Where it is not feasible to eliminate such a direct** ~~officer~~ or **indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms must be put in place.**

~~employee.~~ A school district **administrator or Board member** ~~official~~ who has a **relative** ~~an immediate family member~~ who is a member of the bargaining unit **shall be** ~~is~~ prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the

negotiating team; nor should that school district ~~administrator official~~ be present with the Board in closed session when negotiation strategies are being discussed; **provided however, that the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.**

A school district ~~administrator or Board member official~~ who has an immediate family member who is a member of the same Statewide union in another **school** district ~~shall be~~ prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of **Education** in closed sessions when negotiation strategies are being discussed, prior to the Board of **Education** attaining a ~~Tentative Memorandum tentative memorandum of Agreement agreement~~ with the bargaining unit **that includes a salary guide and total compensation package.** - Once the ~~Tentative Memorandum tentative memorandum of Agreement agreement~~ is established, a school district ~~administrator official~~ with an immediate family member who is a member of the same ~~State-wide Statewide~~ union in another **school** district may fully participate in the process, absent other conflicts. **Notwithstanding these provisions, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.**

N.J.A.C. 6A:23A-6.2

Adopted: 11 September 2008

Revised: 13 March 2014

0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity.

The following standing committees and liaison representatives are recognized as official committees and liaison representatives of the Township of Berkeley Heights Board of Education with members appointed by the President with the consent of the majority of the Board:

Standing Committees

1. Athletics/Co-Curricular
2. Curriculum
3. Finance/Facilities
4. Mountainside
5. Negotiations
6. Personnel/~~Communications~~
7. Policy
8. Strategic Planning
9. Technology/**Communications**

Liaisons

- 1. Town Council**
- 2. PTO Council**
- ~~1-3.~~ Diversity (District)
- ~~2-4.~~ Diversity (Township)
- ~~3-5.~~ Education Foundation
- ~~4-6.~~ Environmental Commission
- ~~5-7.~~ HIB
- ~~6-8.~~ Legislation
- ~~7-9.~~ NJSBA
- ~~8-10.~~ Recreation Commission
- ~~9-11.~~ Special Education
- ~~10-12.~~ Technology Advisory Board
- ~~11-13.~~ UCSBA
- ~~12-14.~~ Union County Educational Services

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged. Ad hoc committees are designed to study specific areas of unusual or nonrepetitive problems. Ad hoc Committees, through their chairperson, shall report monthly to the Board any progress made in their area of study. When a specific study has been completed, a written recommendation shall be presented to the Board

for its consideration and action. Upon completion of its assigned task, the committee will be dismissed.

Committees are not authorized to take action on behalf of the Board. Each committee shall have a chairperson who is to be appointed by the Board President. Standing Committees shall consist of three Board members. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

Committee meetings may be called at any time by the committee Chairperson or when a meeting is requested by a majority of the members of the committee. As soon as is practicable following each committee meeting, the Chairperson or their appointee shall document the minutes of the committee meetings, with the exclusion of the Negotiations Committee or other matters as provided by law. At a minimum, the minutes shall specify the date, time, attendees, and items discussed at the meeting. Copies of committee minutes shall be distributed promptly to all Board members by the Chairperson or Board Secretary.

The Board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised. Committee meetings shall not be open to the public, except that a majority of the committee or the Chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

The selection and interview process relating to the hiring of a new Superintendent or Interim Superintendent shall be at all times conducted by the Board as a whole and not through the committee process.

A committee, with the consent of the Board, may be discharged at any time.

(8130)

Adopted: 13 July 1964

Revised: 11 November 1974

11 February 1991

15 February 2001

28 April 2022

2510 ADOPTION OF TEXTBOOKS

The Board of Education shall approve all textbooks used in the educational program of this district. "Textbook" means the principal source of instructional material for any given course of study, in whatever form the material may be presented, which ~~is~~ are available or distributed to every ~~student~~ pupil enrolled in the course of study.

In considering the approval of any proposed textbooks, the Board will weigh its value as a learning tool; its suitability for the maturity level and educational accomplishment of the students who will be using the book; its freedom from bias; its relationship to a course of study adopted by the Board; its relationship to a continuous multigrade program; its impact on community standards of taste; the manner by which it was selected; and its cost, appearance, and durability.

The Superintendent shall develop regulations for the selection of textbooks that include effective consultation with professional staff members at all appropriate levels.

Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance and shall be replaced or updated with new editions as often as necessary to meet the needs of students and the curriculum.

A list of all approved textbooks shall be maintained and revised annually by the Superintendent and made available for the use of the professional staff and for the information of members of the Board and the public.

(6143)

N.J.S.A. 18A:34-1; ~~18A:~~34-2

Adopted: 8 November 1985 Revised: 11 February 1991

3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, upon the Superintendent's recommendation, create new positions as required and approve job titles and job descriptions. The job description shall outline the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position.

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.

N.J.A.C. 6A:9B-5.1; 6A:9B-5.5

Adopted:

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9B-7.1 et seq. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C. 6A:9B-7.4(c), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional certificate of eligibility (CE), certificate of eligibility with advanced standing (CEAS), or standard certificate issued by the New Jersey State Board of Examiners with an endorsement within the scope of the subject being taught for no more than sixty instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:

1. The school district was unable to hire an appropriately certified teacher for the vacant position;
2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and
3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
 - a. CE or CEAS holders obtain a provisional certificate;

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BERKELEY HEIGHTS BOARD OF EDUCATION **TEACHING STAFF MEMBERS** **3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS**

- b. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;
- c. CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.

In the event that one individual employed pursuant to the provisions of N.J.S.A. 18A:16-1.1b. is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. and N.J.A.C. 6A:9B-7.4(b), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional CE, or a CEAS, or a standard certificate issued by the New Jersey State Board of Examiners with an endorsement not within the scope of the subject being taught for no more than forty instructional days in the same classroom per year. The Executive County Superintendent of Schools shall be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom.

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. and N.J.A.C. 6A:9B-7.4(a), a vacant teaching position may only be filled by one or more individuals holding a substitute credential or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for no more than twenty instructional days in the same classroom per year. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.
N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4;
6A:9B-7.5

Adopted:

3130 ASSIGNMENT AND TRANSFER

The Board of Education **and the Superintendent** will strive to assign teaching staff members to positions in which their service will best benefit the educational program of the district. Each teaching staff member must possess the certificate and endorsement appropriate to the position to which he/~~or~~ she is appointed. The Superintendent shall require each newly employed or reassigned teaching staff member to ~~exhibit~~~~have exhibited~~ the appropriately endorsed certificate before the member assumes responsibility for the duties of the position.

The Board ~~alone~~ will approve, ~~on the Superintendent's recommendation,~~ an assignment that requires a teaching staff member's **transfer to a different building, to a different seniority employment category, to a different tenure position, or to a nontenurable position only upon the recommendation of the Superintendent and by a roll call majority vote of the full membership of the Board.** The Board will not withhold its approval of the Superintendent's recommendation for arbitrary and capricious reasons.

A teaching staff member may be transferred without the teaching staff member's consent, except that no tenured teaching staff member will be transferred to a different tenure position or to a nontenurable position without the member's consent.

The Superintendent shall recommend such teaching staff member transfers as will contribute to the provision of a thorough and efficient educational system. No teaching staff member shall be transferred for disciplinary reasons. The Board will consider and may grant the request of a teaching staff member who requests transfer to a new position.

Teaching staff members shall be given written notice of their annual assignments as per contract, but nothing ~~Nothing~~ in this policy shall preclude the reassignment of a teaching staff member at any time.

N.J.S.A. 18A:25-1; **18A:27**

~~N.J.A.C. 6:8-4.1; 18A:28-63(a)6i~~

Adopted: 12 April 1992

Revised: 11 February 1991, 8 November 1993

3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. ~~Staff member~~ Because absenteeism ~~disrupts~~ exacts a high cost in the ~~depletion of district resources and in the disruption of the educational program~~ **and**, the Board of Education is ~~vitaly interested in the attendance of each employee and considers conscientious attendance an important component~~ **critterion of a staff member's** satisfactory job performance.

~~The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his or her personal affairs to avoid conflict with district responsibilities.~~

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an ~~absence~~ **absence**, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences ~~without good cause~~ may be subject to **appropriate consequences** ~~discipline~~, which may include the withholding of ~~one or both~~ salary **increment, dismissal,** ~~increments and/or~~ certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the ~~collective bargaining agreement~~ **contract** negotiated with the member's majority representative, **in an individual employment contract,** or provided in the policies of the Board. **In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.**

The Superintendent, **in consultation with administrative staff members, will review** ~~is directed to ascertain the rate of absence among the professional staff, in accordance with rules of the State Board of Education. Whenever the rate of absence in any school year is higher than three and one half percent, the Superintendent shall develop and present to the Board a plan for the review and improvement of staff members.~~ **attendance.** The review **will include** ~~and improvement plan shall require~~ the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

(4151)

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.6

N.J.A.C. 6:8-4.3(a)6iv

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**BERKELEY HEIGHTS BOARD OF EDUCATION
TEACHING STAFF MEMBERS
3212 ATTENDANCE**

Adopted: 12 September 1966

Revised: 10 June 1974, 11 February 1991

4130 ASSIGNMENT AND TRANSFER

The Board of Education **and the Superintendent reserves** the right to assign **and transfer** support staff members to the positions for which they are qualified and in which their service will best serve the operation of the district.

The Superintendent ~~is and School Business Administrator/Board Secretary~~ are responsible for the assignment and transfer of support staff members, **except that the Board within their area of Education is responsible for the assignment of support staff members in the positions of Treasurer of School Moneys, Board Attorney, or Board Secretary, except a Board Secretary who performs business administrator functions** jurisdiction.

The Board will transfer support staff members only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval of the transfer for arbitrary and capricious reasons.

The Board will consider the request of an employee who requests transfer to a new position and may grant a transfer so requested that is in the best interests of the school district.

In considering any transfer, the Superintendent ~~or School Business Administrator/Board Secretary~~ shall base the choice on the employee's success in former positions, the employee's attitude toward change, the employee's length of service in the district, the recommendation of the employee's supervisor, and the operational efficiency advanced by the proposed transfer. **No support staff member shall be transferred for disciplinary reasons.**

Employees shall be given written notice of their annual assignments no later than June 30th of the school year when the assignment will be effective, but may be given notice of reassignment at any time during the year.

~~No employee may be transferred for disciplinary reasons.~~

Employees may not transfer duties from one position to another nor may one employee perform the duties of another employee without the prior approval of their immediate supervisor.

**N.J.S.A. 34:13A-1 et seq.
N.J.S.A. 18A:27-4.1**

Adopted: 11 February 1991

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER**4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER**

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the school district, the Superintendent shall recommend not to renew the nontenured support staff member's contract.

Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the **nontenured support** staff member their employment will be discussed in executive session in order for the **nontenured** support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall **provide written notification to** notify each **nontenured** support staff member to whom reemployment will not be offered in **accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.** Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be **notified of renewal or nonrenewal** writing on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a whose contract is not renewed has the right to a written statement **offer** for the reasons for such nonemployment which shall be given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

Whenever a nontenured support staff member has requested in writing and received a written nonrenewal, provided the request for the statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided to the staff member within thirty days after the receipt of the request. The nontenured support staff member shall have the right to an informal appearance before the Board. **The written request shall be submitted to**

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

~~to permit the Board within ten calendar days of staff member an opportunity to convince the nontenured support staff member's receipt members of the Board's statement of reasons. The informal Board to offer reemployment provided that a request for such an appearance shall be scheduled is received within thirty calendar ten days from after the nontenured support staff member's receipt of member receives the Board's statement of reasons provided by the Superintendent.~~

The Board is not required to offer reemployment ~~or~~ vote on reemployment after an informal ~~appearance~~ hearing with a **nontenured** support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the **nontenured** support staff member reemployment after the **informal appearance** ~~before employee has had the opportunity to meet informally with the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.~~

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

~~This Policy policy applies only to support staff members eligible for tenure. It does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.~~
N.J.S.A. 18A:27-3.2; 18A:27-4.1;
N.J.A.C. 6A:10-9.1

Adopted: March 9, 2004

4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 et seq.

Adopted:

5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;

10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;

5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9B-14.4.

POLICY GUIDE

BERKELEY HEIGHTS BOARD OF EDUCATION

STUDENTS

5305 HEALTH SERVICES PERSONNEL

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:16-2.3

Adopted:

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of ~~students~~^{pupils} against certain diseases in accordance with ~~State~~^{state} statute and rules of the New Jersey State Department of Health **and Senior Services**.

A student shall not knowingly be admitted or retained in school if the parent has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.

~~The Board will exempt from the requirements of this policy any pupil whose parent objects to immunization, in a signed statement, on the ground that the proposed immunization interferes with the free exercise of the pupil's religious principles and any pupil exempted from immunization on medical grounds in accordance with rules of the New Jersey State Department of Health.~~

~~A pupil who has not complied with the immunization requirements of this district and has not commenced a program of immunization will not be admitted to school.~~

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health **and Senior Services** or by order of the New Jersey State Commissioner of Health **and Senior Services**, may be conducted in ~~this~~ district **schools** without the express approval of the Board.

(5141)

N.J.S.A. 18A:40-20

N.J.S.A. 26:1A-7 et seq., 26:2N-1 et seq.; 26:4-6

N.J.A.C. 6A:16-2.3

N.J.A.C. 8:57-4.1 et seq.

Adopted: 12 May 1969 Revised: 9 May 1983, 11 February 1991

6210 FISCAL PLANNING

The ~~School Business Administrator~~/Board of Education shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the school district and to plan for the financial needs of the educational program. The Board will strive toward maintaining both short and long range perspectives of district financial requirements.

Accordingly, the Board directs the Business Administrator ~~to Secretary~~ will include cost estimates in all ongoing district studies of the educational program, to prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment, to forecast an estimated expenditure budget for one year in the future, to maintain a plan of anticipated state and federal revenues, to meet periodically with the municipal governing board to review planned expenditures and the joint effect of school and community costs on tax rates, and to ~~and~~ report to the Board any serious financial forecast that emerges from the district's fiscal planning.

Cross reference: Policy Guide No. 6810

~~(3110)-~~

N.J.A.C. 6:8-4.3(a)liii, 8-4.3(a)10

Adopted: 12 June 1967

Revised: 8 April 1974, 11 February 1991

7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS SPECIFICATIONS

Capital projects that affect any of the criteria for educational adequacy shall be reviewed and approved by the Division of Administration and Finance (Division) in accordance with N.J.A.C. 6A:26-5 et seq. The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and installation of temporary facilities.

New Jersey Schools Development Authority (Development Authority), Regular Operating District (ROD), along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.

Educational specifications for educational adequacy reviews shall be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications shall detail the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate. The educational specifications shall include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their net areas in square feet, as well as the net of the total room area required for each space. The educational specifications shall also include specific technical and environmental criteria, adjacencies and other requirements for the educational program and a building-space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project and/or temporary facility.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter to the Executive County Superintendent indicating project document submission to the Division, and a copy of the transmittal letter indicating the date of plan submission to the local planning board shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4.

In the case of a Development Authority school facilities project, upon completion of detailed plans and specifications, the Development Authority on behalf of the district shall apply, upon completion of detailed plans and specifications, for final approval of the project's educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b). In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy in accordance with N.J.A.C. 6A:26-5.4(c).

The Division shall collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward the report to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(a). The review shall require the documentation required by the Uniform Construction Code (UCC) in accordance with N.J.A.C. 5:23-2.15.

For a ROD school facilities project or other capital project, not subject to educational-adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward their determination to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(b). The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15.

N.J.A.C. 6A:26-5.1 et seq.; N.J.A.C. 5:23-2.15

~~The Board shall develop comprehensive educational specifications for new or renovated facilities to be considered by the Board and a licensed architect before plans are drawn.~~

~~Educational specifications shall include but not be limited to:~~

~~A. Identification of Facilities Needed~~

~~1. Statement of Need;~~

~~2. Enrollment Projection by Cohort or Percent of Population Method when construction is to accommodate increasing enrollments. Projections must be at least a five year projection.~~

~~B. Identification of Solution~~

~~1. Statement of proposed new construction;~~

~~2. Statement of proposed additions;~~

~~3. Statement of proposed renovations.~~

~~C. Description of Activities, Physical and Environmental Features and Spatial Relationships~~

~~1. Physical Aspects—General~~

~~a. General Recommendations;~~

~~b. Special Features;~~

- ~~(1) Educational Environment,~~
- ~~(2) Athletic Environment,~~
- ~~(3) Structural Environment,~~
- ~~(4) Electronic and Mechanical Environment,~~
- ~~(5) Thermal Environment,~~
- ~~(6) Visual Environment,~~
- ~~(7) Sonic Environment,~~
- ~~(8) Safety and Health Environment.~~

~~2. Physical Aspects – Specific~~

~~For each administrative, educational and auxiliary space there shall be a specification which includes but is not limited to the:~~

- ~~a. Number of students housed,~~
- ~~b. Number of teachers, aides or other staff housed,~~
- ~~c. Approximate square feet,~~
- ~~d. Number of similar spaces,~~
- ~~e. Spatial relationship to other spaces,~~
- ~~f. Description of instructional activities,~~
- ~~g. Special features~~
 - ~~(1) Architectural,~~
 - ~~(2) Electronic/Electrical,~~
 - ~~(3) Mechanical,~~
 - ~~(4) Specialized Equipment,~~

~~There shall also be a summary chart listing all spaces showing net square feet and a total showing gross square feet.~~

~~D. Capacity Worksheets~~

~~N.J.A.C. 6:22-1.2; 6:22-5.4~~

Adopted: 12 July 2001

9180 SCHOOL VOLUNTEERS

The Board of Education recognizes ~~that~~ the services of ~~community~~ volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board ~~authorizes~~ ~~directs the institution of~~ a program for the utilization of volunteer services in **the school(s) of the school district** ~~grades K through 12.~~

The Principal shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

An unpaid volunteer is not required to complete a criminal history record check. A volunteer is not required to be approved by the Board.

Volunteers must be persons of known character, responsibility, and integrity.

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of **students.** ~~pupils.~~

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of **an appropriately certified or licensed** ~~a teaching staff member or building administrator;~~
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only **appropriately certified or licensed** ~~teaching~~ staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to **student** ~~pupil~~ records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community **and must maintain confidential any information that if disclosed would violate Federal and State laws;**
7. ~~6-~~Volunteers may consult with the Principal regarding their duties and responsibilities; **and**

8. ~~7.~~Volunteers shall receive no financial remuneration from the Board.

N.J.S.A. 18A:6-7.1; **18A:6-7.2**

Adopted: 12 July 2001