

**BOARD OF EDUCATION
Ridgewood, New Jersey**

**November 4, 2019
Education Center**

**Executive Session
6:30 p.m.
Regular Public Meeting
7:30 p.m.**

AGENDA

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment periods will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break point in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topic. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167).
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participant may speak more than once on the same topic until all others who wish to speak in that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potential to become lifelong learners and productive, responsible citizens.

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| I. CALL TO ORDER AND ROLL CALL | Ms. Smith Wilson |
| A. MOTION TO MOVE INTO EXECUTIVE SESSION – 6:30 P.M.
The Open Public Meetings Act authorizes a public body to meet in Executive Session under circumstances; and

Whereas, said law requires the Board to adopt a resolution at a public meeting before it can meet in such Executive Session; now, therefore,

Be it Resolved, by the Ridgewood Board of Education, that it does hereby determine that it is necessary to meet in Executive Session to discuss a personnel and/or litigation matter and/or negotiations and/or contract matter and/or student matter. | Ms. Smith Wilson |
| B. MOTION TO OPEN REGULAR SESSION – 7:30 P.M. | Ms. Smith Wilson |
| C. REGULAR PUBLIC MEETING SESSION CALL TO ORDER AND ROLL CALL | Ms. Smith Wilson |
| II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE | Ms. Smith Wilson |
| III. OPENING STATEMENT BY PRESIDING OFFICER | Ms. Smith Wilson |
| IV. PRESENTATIONS | Ms. Smith Wilson |
| A. HEARING ON STUDENT SAFETY DATA SYSTEM (INCLUDING HIB) REPORT | Dr. Fishbein |
| <ul style="list-style-type: none"> i. Introduction Dr. Fishbein ii. Student Safety Data System (including HIB) Report Dr. Fishbein iii. Comments from the Public on Student Safety Data System (including HIB) Report Dr. Fishbein iv. <u>Acceptance of the Student Safety Data System (including HIB) Report</u> Dr. Fishbein
 The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the Student Safety Data System (including HIB) Report. | |
| B. SHOP RITE CUP & NJSIAA SPORTSMANSHIP | Dr. Fishbein |
| <ul style="list-style-type: none"> • Supervisor of Athletics Keith Cook | |
| C. RHS WORLD CHALLENGE | Dr. Fishbein |
| <ul style="list-style-type: none"> • RHS English Teacher & World Challenge Advisor Eva Farrar | |
| D. STUDENT REPRESENTATIVE REPORT | Dr. Fishbein |

V. COMMENTS FROM THE PUBLIC

Ms. Smith Wilson

VI. COMMITTEE OF THE WHOLE REPORTS

Ms. Smith Wilson

- Finance – September Financial Reports/Training on Reports
- Facilities – Referendum Update

VII. CONSENT ITEMS

Dr. Fishbein

A. ATTENDANCE AT CONFERENCES

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION

Dr. Fishbein

i. Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii. Approval: School Safety and Security Plan Annual Review Statement of Assurance

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the School Safety and Security Plan Annual Review Statement of Assurance.

The Board has received background information.

iii. Approval: New Jersey High School Voter Registration Law Annual Statement of Assurance

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the New Jersey High School Voter Registration Law Annual Statement of Assurance.

The Board has received background information.

iv. Approval: Submission of the NJ Single Accountability Continuum (NJQSAC) District Performance Review for the 2019-2020 School Year

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Submission of the NJ Single Accountability Continuum (NJQSAC) District Performance Review for the 2019-2020 School Year to the Executive County Superintendent of Schools.

- v. **Approval: Health and Safety Evaluation of School Buildings Checklist for the 2019-2020 School Year** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Health and Safety Evaluation of School Buildings Checklist for the 2019-2020 School Year.

The Board has received background information.

- vi. **Approval: Settlement Agreement SE#2/2019-2020** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#2/2019-2020 between the parents of Student #906600 and the Ridgewood Board of Education.

The Board has received background information.

- vii. **Approval: Separation of Employment Agreement** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a Separation of Employment Agreement between Employee #7668 and the Ridgewood Board of Education.

The Board has received background information.

- viii. **Approval: School Bus Emergency Evacuation Drill Report** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the school bus evacuation drill report, as listed below.

SCHOOL	ROUTES	LOCATION OF DRILL	DATES	TIME	SUPERVISOR OF DRILL
BFMS	BF10, BF11, BF12, BF13 & BF13A	335 N. Van Dien Avenue	10/8/19	9:00 a.m. – 3:00 p.m.	Dan Kilday

- ix. **Approval: Authorization to Submit an Amendment to the 2019-2020 ESEA/ESSA Grant Application** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves submission of an amendment to the ESEA/ESSA FY20 grant application budgeting \$39,828 in FY19 carryover funds as follows:

Title I: \$35,602
 Title III Immigrant: \$4,226

The original FY20 application was approved by the Board at its meeting on June 24, 2019.

The Board has received background information.

x. **Approval: Second Reading & Adoption of Revisions to Policies/New Policies**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the second reading and adoption of revisions to Policies/New Policies as listed below.

- o Policy 1642 – Earned Sick Leave Law, as listed on **Attachment B** (*new*)
- o Policy 3159 – Teaching Staff Member/School District Reporting Responsibilities, as listed on **Attachment C** (*revised*)
- o Policy 3218 – Use, Possession, or Distribution of Substances, as listed on **Attachment D** (*revised*)
- o Policy 4218 – Use, Possession, or Distribution of Substances, as listed on **Attachment E** (*revised*)
- o Policy 4219 – Commercial Driver’s License Controlled Substances and Alcohol Use Testing, as listed on **Attachment F** (*revised*)
- o Policy 5517 – School District Issued Student Identification Cards, as listed on **Attachment G** (*revised*)
- o Policy 6112 – Reimbursement of Federal and Other Grant Expenditures, as listed on **Attachment H** (*revised*)
- o Policy 6620 – Petty Cash, as listed on **Attachment I** (*revised*)
- o Policy 7440 – School District Security, as listed on **Attachment J** (*revised*)
- o Policy 8600 – Student Transportation, as listed on **Attachment K** (*revised*)
- o Policy 8630 – Bus Driver/Bus Aide Responsibility , as listed on **Attachment L** (*revised*)
- o Policy 8670 – Transportation of Special Needs Students, as listed on **Attachment M** (*revised*)
- o Policy 9210 Parent Organizations, as listed on **Attachment N** (*revised*)
- o Policy 9400 Media Relations, as listed on **Attachment O** (*revised*)

C. **CURRICULUM & INSTRUCTION**

Dr. Fishbein

i. **Approval: Field Trips**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment P**.

ii. **Approval: Additional 2019-2020 ESY Out of District Placement, Budgeted 2019-2020 Out of District Placements, and Extraordinary Service for the 2019-2020 School Year**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the additional 2019-2020 ESY Out of District Placement, budgeted 2019-20 out of district placements,

and Extraordinary Service for the 2019-2020 school year, as listed below.

Additional 2019-2020 ESY Out of District Placement		
School	# of students	Service
Franklin Lakes Public Schools Franklin Lakes, NJ	1	n/a
Budgeted 2019-2020 Out of District Placements		
School	# of students	Service
Cresskill Public Schools Cresskill, NJ	1 (tuition previously approved)	1:1 aide (a/o 9/15/19)
CTC Academy, Inc. Oakland, NJ	1	n/a
Phoenix Center Nutley, NJ	1	n/a
River Dell Regional School District Oradell, NJ	1	n/a

D. HUMAN RESOURCES

Dr. Fishbein

i. Appointments

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, as required.

Teacher

Revision: NEER, Kathleen - Leave of Absence Replacement 0.50 FTE Ed Specialist (non-tenure track), Ridge School, **from** effective October 24, 2019, or as soon after as possible, through June 24, 2020, approved by the Board at its meeting on October 7, 2019, **to** effective January 2, 2020, or as soon after as possible, through June 24, 2020, pending verification of employment as outlined by Chapter 5. Ms. Neer possesses an NJDOE Standard Certificate as an Elementary School Teacher in Grades K-5.
Account #11-230-100-101-00-04-019-000

\$29,844
Cl. BA, St. 1
pro-rated

Long-term Substitutes

HAAS, Michelle – 0.50 FTE Ed Specialist, Ridge School, effective November 4, 2019 through December 20, 2019, at a daily rate of \$62.50, until the assignment ends
Account #11-230-100-101-00-04-019-000

Revision: GRAHAM, Kristen - Kindergarten Teacher, Orchard School, **from** effective August 30, 2019 through November 1, 2019, approved by the Board at its meeting on August 26, 2019 and October 7, 2019, **to** effective August

30, 2019 through November 5, 2019, at a daily rate of \$125 per day, until the assignment ends.

Account #11-110-100-101-11-03-019-000

Revision: LEWIS, Jenny – Third Grade Teacher, Orchard School, **from** effective August 30, 2019 through November 1, 2019, approved by the Board at its meeting on May 20, 2019, **to** effective August 30, 2019 through November 5, 2019, at a daily rate of \$125 per day, until the assignment ends.

Account #11-110-100-101-11-03-019-000

REIN, Brett – Health and Physical Education Teacher, Glen School and Travell School, effective November 21, 2019 through April 3, 2020, at a daily rate of \$125 per day, until the assignment ends.

Account #11-120-100-101-06-06-019-000

Revision: SEMYONOVA, Albina - Special Education Teacher, Willard School, **from** effective October 7, 2019 through November 1, 2019, approved by the Board at its meeting on October 7, 2019, **to** effective October 7, 2019 through October 28, 2019, at a daily rate of \$125 per day, until the assignment ends.

Account #11-213-100-101-00-07-019-000

Field Placements

LUPICA, Andrea – William Paterson University, Clinical Practice Placement with Donna Skettini, Physical Education and Health Teacher, Benjamin Franklin Middle School, effective January 22, 2020 through May 7, 2020.

PASSARO, Sarah – Montclair State University, Classroom Observation with Danielle Klion, Special Education Teacher; Amber Nizza, English Teacher; Lisa Sutera, Special Education Teacher; and Kristen Turchioe, Special Education Teacher, Benjamin Franklin Middle School; for four days, effective November 5, 2019 through December 20, 2019.

REIN, Brett – Adams State University, Internship Placement, Guidance, Ridgewood High School, for a total of one hundred hours, effective April 6, 2020 through June 30, 2020.

Classroom Aides

*COPPOLA, Jonathan - Resource Room Special Education Classroom Aide, Ridgewood High School, effective October 21, 2019, or as soon after as possible, through June 23, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of \$17.16

Account #11-213-100-106-00-10-024-001

DOYLE, Christine - Self-Contained Special Education Classroom Aide, Glen School, effective November 5, 2019, or as soon after as possible, through June 23, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of \$17.16
Account #11-216-100-106-00-01-024-001

*Related to staff member

Infant/Toddler Development Center

CALBI, Carmela – Teacher Assistant Entry Level – Step I, effective November 5, 2019, or as soon after as possible, through June 30, 2020, 5 hours per day, 5 days per week, at an hourly rate of \$12.00
Account #62-990-100-106-00-62-060-001

LARSON, Julia – College Aide, effective November 5, 2019, or as soon after as possible, through June 30, 2020, 8 hours per day, 5 days per week, at an hourly rate of \$12.00
Account #62-990-100-106-00-62-060-001

NAVARRO, Josephine – High School Aide, effective November 5, 2019, or as soon after as possible, through June 30, 2020, up to a maximum of 5 hours per day, 5 days per week, at an hourly rate of \$10.00
Account #62-990-100-106-00-62-060-001

Home Instructor, on an as-needed basis, for the 2019-2020 School Year

Ridgewood High School

- **Alejandro Escobar**, Social Studies Teacher, at an hourly rate of \$59.36

Account #11-150-100-101-00-24-024-001

(Regular Education)

Account #11-219-100-101-00-24-024-001

(Special Education)

Revision: Winter 2019 and Spring 2020 Coaching Assignments, approved by the Board at its meeting October 7, 2019

Head Boys/Girls Swimming

Remove: TBD

Replace: **Kyle Schulke**

Account #11-402-100-101-00-10-034-001

Assistant Boys Basketball Coach

Remove: **David Bailey**

Replace: **James Ponchak**

Account #11-402-100-101-00-10-034-001

Assistant Ice Hockey

Remove: TBD

Replace: **Brett Rein**

Account #11-402-100-101-00-10-034-148

Ridgewood High School Volunteer Coaches
Wrestling
Jonathan Germany
Jack Simpson

Additional: Season Site Manager(s)
Winter Season

James Beyer: \$5,000 stipend
Account #11-402-100-104-00-10-034-001

Spring Season

Robert Currier: \$5,000 stipend
Account #11-402-100-104-00-10-034-001

Additional:2019 Ridgewood Community School
Employees - Fall Semester 2019

Junior Editions

Max Gieselman
Patrick Mannion
Ben Neville

Account #13-423-100-101-00-60-060-001

Driver Education

Candace Mitola
Account #13-424-100-101-00-60-060-001

Volunteer Classroom Aides

Ridge School

Stephanie Gottesman
Jane Morales

ii. **Change of Assignments**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the change of assignments listed below.

DUBE, Christina - **from** Resource Room Special Education Classroom Aide, Hawes School, 5.75 hours per day, 5 days per day, **to** Leave of Absence Replacement First Grade Teacher (non-tenure track), Hawes School, effective January 2, 2020 through June 24, 2020.

Account #11-120-100-101-09-02-019-000

Dr. Fishbein

From: \$17.16
per hour
To: \$59,688
Cl. BA, St. 1
Pro-rated

LEWIS, Jenny – **from** Third Grade Teacher, Orchard School, **to** Resource Room Special Education Classroom Aide, Ridge School, effective November 6, 2019, or as soon after as possible, through June 23, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of \$17.16

Account #11-213-100-106-00-04-024-001

From: \$125
per day
To: \$17.16
per hour

LAURO, Livia – **from** Physical Education Teacher, Glen School and Travell School, **to** Physical Education Teacher, Ridge School, Willard School, and George Washington Middle School, effective November 21, 2019 through April 3, 2020. Salary will remain the same

Account #11-120-100-101-06-04-019-000

Account #11-120-100-101-06-07-019-000

Account #11-130-100-101-06-09-019-000

LORA, Cindy – **from** Behaviorist Analyst (K-12), District, **to** Behaviorist Analyst (K-12) **and** Behavior Analyst/Coordinator, District and Education Center, effective November 6, 2019 through June 30, 2020.

Account #11-000-219-104-00-24-019-000

From: \$82,856
(\$78,910 +\$3,946 ratio)

Cl. MA, St. 11

To: \$88,380
(\$78,910+\$9,470 ratio)

Cl. MA, St. 11

LUCCI, Joseph - **from** Latin Teacher, Ridgewood High School, **to** Latin Teacher, 0.20 FTE George Washington Middle School and 0.80 FTE Ridgewood High School, effective August 30, 2019 through June 24, 2020. Salary will remain the same

Account #11-130-100-101-07-09-019-000 (20%)

Account #11-140-100-101-07-10-019-000 (80%)

Revision: WEINSTEIN, Nicole – **from** Long-Term Substitute Special Education Teacher, Hawes School, **to** Resource Room Special Education Classroom Aide, Hawes School, **from** effective October 23, 2019, or as soon after as possible, through June 23, 2020, approved by the Board at its meeting on October 7, 2019, **to** effective October 17, 2019, or as soon after as possible, through June 23, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of \$17.16

Account #11-213-100-106-00-02-024-001

From: \$125
Per day

To: \$17.16
per hour

iii. **Resignations**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Dr. Fishbein

Classroom Aides

KRAL, Kirsten - Resource Room Special Education Classroom Aide, Ridge School, effective November 1, 2019

LACKA, Dafina - Resource Room Special Education Classroom Aide, Ridgewood High School, effective October 21, 2019

iv. Resignations for the Purpose of Retirement**Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations for the purpose of retirement, listed below.

Administrative Assistant

MANAHAN, Antonia – Administrative Assistant to Principal, Travell School, effective January 2, 2020, with 11 ½ years of Ridgewood service.

Secretaries

BORCHERS, Sheila - Math/Science Lead Secretary, Ridgewood High School, effective January 2, 2020, with 29 ½ years of Ridgewood service.

POLULAK, Clara - English/Social Studies Lead Secretary, Ridgewood High School, effective January 2, 2020, with 32 years of Ridgewood service.

v. Termination**Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the termination of Employee #8487, effective October 30, 2019.

vi. Leave of Absences**Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

Revision: AJOSA, Jennifer – School Psychologist, Benjamin Franklin Middle School and George Washington Middle School, **from** effective November 15, 2019 through March 20, 2020, with a reinstatement date of March 23, 2020, approved by the Board at its meeting on June 24, 2019 **to** effective October 1, 2019 through February 28, 2020, with a reinstatement date of March 2, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

CLARK, Clare – Resource Room Teacher, Orchard School, effective February 24, 2020 through June 24, 2020, with a reinstatement date of September 1, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: DODD, Stephanie – Physical Education Teacher, George Washington Middle School, Ridge School, and Willard School, **from** effective December 2, 2019 through April 3, 2020, with a reinstatement date of April 13, 2020, approved by the Board at its meeting on August 26, 2019, **to** effective November 21, 2019 through April 3, 2020, with a reinstatement date of April 13, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

MIRKOVICH, Jessica – Mathematics Teacher, Ridgewood High School, effective March 16, 2020 through June 24, 2020, with a reinstatement date of September 1, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

SHINE, Kristen – Special Education Teacher, George Washington Middle School, effective February 20, 2020 through June 24, 2020, with a reinstatement date of September 1, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vii. **Supplemental Pay Beyond Contract**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves supplemental pay beyond contract, as listed below.

Glen School/Travell School

- **Brett Rein**, Health and Physical Education Teacher, Glen School and Travell School, to shadow Livia Lauro, not to exceed 2 days, at a daily rate of \$125 (\$250)
Account #11-120-100-101-00-06-006-001

Orchard School

Professional Development Day - October 14, 2019

- **Kristen Graham**, at a daily rate of \$125
- **Stephanie Johnson**, at a daily rate of \$125
- **Jenny Lewis**, at a daily rate of \$125

Account #11-120-100-101-00-03-003-001

Ridge School

Kindergarten Planning and Parent Conferences

- **Kathleen Jarosz**, not to exceed 5 hours, at an hourly rate of \$53.33 (\$266.65)

Account #11-120-100-101-00-04-004-001

Additional Clubs and Activities for the 2019-2020 School Year

Glee Club

- **Elyse Mager:** \$2,808.92 stipend
 - **Annamarie Pecorelli:** \$4,213.38 stipend
- Account #TBD (funded by a donation)

Travell School

Professional Development Day - October 14, 2019

- **Diana Boyadjian,** at a daily rate of \$125
- Account #11-120-100-101-00-06-006-001

Benjamin Franklin Middle School

Professional Development Day - October 14, 2019

- **Elisabeth Fontana,** at a daily rate of \$125
- Account #11-130-100-101-00-08-008-001

Broadway Bound Field Trip to Lyric Theatre, New York, NY October 16, 2019

- **One Substitute Nurse: Therese DiMaulo,** at the rate of \$150 per day; and any additional time exceeding 7 hours to be paid at an hourly rate of \$21.43
- Account #11-000-213-104-00-08-008-001

Overnight Field Trip to Quebec City, Canada - February 4-7, 2020

- **Eight Chaperones TBD,** each for three nights, each to receive \$200 per night (\$4,800)
- Account #11-401-100-101-00-08-008-001

Spirit Night - October 26, 2019

- **Jeanne Gao,** not to exceed 3 hours, at an hourly rate of \$40.17 (\$120.51)
- Account #TBD (funded by a donation)

Ridgewood High School

Professional Development Day - October 14, 2019

- **David Goldsholl,** at a daily rate of \$125
- Account #11-140-100-101-00-10-010-001

Additional: PSAT Proctors

Proctors and Administrators for October 19, 2019, Preliminary Scholastic Aptitude Test (PSAT) as listed on **Attachment Q**

Account #11-000-218-104-00-10-010-001

Lunch Time Supervision

- **Ashley Pollitt,** as needed basis, at an hourly rate of \$27.87
- Account #11-140-100-101-00-10-010-001

Student Support (The Club) for the 2019-2020 School Year

- **Michael Kilcullen**, not to exceed 50 hours, at an hourly rate of \$40.17 (\$2,008.50)

Account #11-401-000-101-00-10-010-001

Overnight Field Trip to Philadelphia, PA; Jamesburg, Williamsburg, and Monticello, VA – From: December 6, 2019 - December 8, 2019, approved by the Board at its meeting on September 9, 2019, To: December 13-15, 2019

- **Two Chaperones: Patricia Hans and Nicole Riordan**, each for two nights, each at \$200 per night (\$800)

Account #11-401-000-101-00-10-010-001

Additional: Ticket Booth - Home Football Games, each to receive \$50 per game/\$65 per game for Ticket Taker Runner, each not to exceed 7 games per season

- **Ryan Crawford**
- **Allison Mende**
- **Dean Montelbano**

Account #11-402-100-104-00-10-034-001

Seven Field Trips for AHLISA I and AHLISA II Classes for the 2019-2020 School Year

- **One Chaperone: Jennifer Landa**, not to exceed 22.4 hours, at an hourly rate of \$40.17 (\$899.81)

Account #11-401-100-101-00-10-010-001

Steven Bourque – to chaperone the following activities, at an hourly rate of \$40.17 (\$1,205.10)

- All State Choir Rehearsal, October 27, 2019, not to exceed 6 hours (\$241.02)
- Region Choir Auditions, January 4, 2020, not to exceed 8 hours (\$321.36)
- Region Choir Rehearsal, Date TBD, not to exceed 8 hours (\$321.36)
- All State Chorus Auditions, April 4, 2020, not to exceed 8 hours (\$321.36)

Account #11-401-100-101-00-10-010-001

Additional: Co-curricular Activity Advisors and Stipends for the 2019-2020 School Year (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2019-20 BA Maximum of \$91,542)**T.E.E.E.M. (Global Philanthropic Club)**

- **Caitlin Musso**, category 1, .008 ratio, \$732 stipend, pay out June

Account #11-401-100-101-00-10-010-001

Special Programs

- **Jo'elle Oliver**, Special Education Classroom Aide, George Washington Middle School, to provide support for a special education student after school, not to exceed 10 hours, at an hourly rate of \$19.77 (\$197.70)

Account #11-000-217-106-00-09-024-001

- **Jane Kraemer**, Special Education Classroom Aide, Benjamin Franklin Middle School, to provide support for a special education student participating in after school Art Club, not to exceed 20 hours, at an hourly rate of \$17.16 (\$343.20)

Account #11-000-217-106-00-08-024-001

- **Tara Cullen**, Special Education Classroom Aide, Benjamin Franklin Middle School, to provide support for a special education student participating in after school Coding Club, not to exceed 20 hours, at an hourly rate of \$17.16 (\$343.20) **and** to provide support for a student participating in after school Film Making Club, not to exceed 8 hours, at an hourly rate of \$17.16 (\$137.28)

Account #11-000-217-106-00-08-024-001

- **Lisa Cermack**, Special Education Classroom Aide, Benjamin Franklin Middle School, to provide support for a special education student participating in after school clubs, not to exceed 20 hours, at an hourly rate of \$17.16 (\$343.20)

Account #11-000-217-106-00-08-024-001

- **Olga Leibkind**, Special Education Classroom Aide, George Washington Middle School, to provide support for a special education student participating in after school Gaming Club, not to exceed 20 hours, at an hourly rate of \$17.16 (\$343.20)

Account #11-000-217-106-00-09-024-001

- **Ariana Bray**, Behaviorist, District, to provide behavioral support/parent training to a student on home instruction, not to exceed 10 hours, at an hourly rate of \$46.75 (\$467.50)

Account #11-000-219-104-00-24-024-001

ABA Handle with Care Training - October 14, 2019

- **Wendy Coughlin**, not exceed 3 hours, at an hourly rate of \$17.16 (\$51.48)

Account #11-000-217-106-00-24-024-001

ABA Training Completed and Certified – hourly rates from \$19.77 to \$20.81, effective October 1, 2019

- **Joseph Crabbe**

Account #11-000-217-106-00-24-024-001

Team Evaluations

- **Allison Barba**, not to exceed 20 hours, at an hourly rate of \$39.79 (\$795.80)

Account #11-000-219-104-00-24-024-001

Counseling for Student on Home Instruction

- **Allison Barba**, not to exceed 10 hours, at an hourly rate of \$39.79 (\$397.90)

Account #11-000-219-104-00-24-024-001

Curriculum, Instruction & Assessment**Extended-day Program to work with Title I Students Before/After School - Funded by ESEA/ESSA Title I Grant Funds**

Orchard School, total not to exceed \$15,464

- **Jill Bonfanti**, at an hourly rate of \$66.41
- **Katherine Fischer**, at an hourly rate of \$48.19
- **Megan Galanti**, at an hourly rate of \$66.74
- **Lisbeth Jerejian**, at an hourly rate of \$68.40
- **Michelle Jones**, at an hourly rate of \$76.25
- **Maureen LaBarr**, at an hourly rate of \$76.25
- **Judith Meany**, at an hourly rate of \$44.56
- **Megan Price**, at an hourly rate of \$68.62
- **Mary Saglimbeni**, at an hourly rate of \$48.39
- **Amy Schaffer**, at an hourly rate of \$69.62
- **Ellen Scott**, at an hourly rate of \$49.68
- **Jena Tell**, at an hourly rate of \$60.49
- **Ellen Wolff**, at an hourly rate of \$62.22

Account #20-231-100-101-00-03-022-001

In-Service Program: Preparation and Delivery of a District Goal Course

- **Anthony Albergate**, at a flat rate of \$239.98
- **Deirdre Azzopardi**, at a flat rate of \$479.97
- **Erin Corcoran**, at a flat rate of \$479.97
- **Christie DeAraujo**, at a flat rate of \$479.97
- **Eileen D'Elia**, at a flat rate of \$239.98
- **Patricia Hans**, at a flat rate of \$479.97
- **Ashley Pollitt**, at a flat rate of \$319.98
- **Jaime Marzochhi**, at a flat rate of \$479.97
- **Karen Morris**, at a flat rate of \$479.97

Account #11-000-221-104-00-22-022-001

Information Technology Department**Tech Support for an outside event "Ridgewood Irish Dance", December 15, 2019, to be held at Benjamin Franklin Middle School (Funded by the Outside Group)**

- **Neil Valere**, not to exceed 5 hours, at an hourly rate of \$31.06 (\$155.30)

Account #11-000-252-104-00-40-040-001

Tech Support for an Outside Event “Arya Samaj of NJ (Diwali Cultural Event)”, November 17, 2019, to be held at Benjamin Franklin Middle School (Funded by the Outside Group)

- Neil Valere, not to exceed 7 hours, at an hourly rate of \$31.06 (\$217.42)

Account #11-000-252-104-00-40-040-001

viii. Substitutes for the 2019-2020 School Year

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2019-2020 school year, as listed below.

Teachers: Lori Ganci, Brandon Gehres, Lilia Marotta, Abigail Munro*, Brett Rein, and Terryjo Shahidi

Secretary: Angela Stoehr

Lunch Aides: Karen Battaglia and Cinthya Herrera

*Related to staff member

Account Number: TBD

E. FINANCE

Dr. Fishbein

i. Acceptance of Restricted Donations

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the 2019-2020 school year, to be used as indicated.

Donor	Amount	Use	Account Number
Allstate Foundation	\$ 500.00	To be used towards expenses for the RHS Drivers Ed Program ‘Save a Life Tour’ on March 20, 2020.	20-055-100-890-00-36-036-002
GWMS HSA	\$1,020.00	To be used to purchase birthday books.	20-025-100-610-00-09-009-000
Learning Services HSA	\$ 281.19	To be used for transportation expenses for an RHS field trip to Duke Farms on November 14, 2019	20-039-200-512-00-10-010-000
RHS Korean Parents Association	\$1,000.00	To be used towards travel expenses for RHS teacher Lauren DePinto to attend the 2019 Annual Conference on Advancing School Mental Health.	20-043-200-580-00-10-010-003
RHS Student Activity Account/Guidance	\$5,279.40	To be used to purchase testing chairs for the Campus Center.	20-030-100-610-00-10-010-025

Ridge Student Activity Account/Parents	\$7,604.00	To be used to pay stipends for two Glee Club Advisors.	20-030-100-101-00-04-004-001 (\$7,017.19) 20-030-200-220-00-04-004-001 (\$586.81)
Rosen, Martin & Barbara	\$ 150.00	To be used to purchase supplies for the FTC Robotics Team.	20-054-100-610-00-10-010-000
Schwab Charitable/on behalf of the Stephen G. Jones Charitable Fund	\$2,500.00	To be used for the enhancement of the Carole G. Jones science education center at RHS.	20-007-100-610-00-10-010-002
Somerville HSA	\$1,997.00	To be used to purchase library books for the book-gifting program.	20-025-100-610-00-05-005-000
United Rentals/RHS Project Graduation 2019	\$3,522.58	To be used to purchase stained glass for the RHS cafeteria, classroom furniture, and equipment for a student photo display.	20-058-100-610-00-10-010-000

Acceptance of a gift in kind from the Grasso family of an elliptical machine to be used for the GWMS Fitness Center, valued at approximately \$2,000.

ii. **Approval: Agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team for use of the YMCA’s facilities in order to run swim team practice from November 11, 2019 through February 21, 2020, in the amount of \$12,000. This represents a \$2,100 increase in fee from the 2018-2019 school year.

The Board has received background information.

iii. **Approval: Submission of the Comprehensive Maintenance Plan and M1 Form**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution for Submission of the Comprehensive Maintenance Plan and M1 Form, as shown on **Attachment R**.

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Board of Education of the Village of Ridgewood are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now, Therefore, Be It Resolved, that the Village of Ridgewood Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Comprehensive Maintenance Plan for the Village of Ridgewood Board of Education.

iv. Approval: Disposal of Equipment

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of equipment listed on **Attachment S** below through www.govdeals.org. These items are obsolete and are no longer needed.

v. Approval: Disposal of Textbooks

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of textbooks listed on **Attachment T**.

vi. Approval: Authorization to Use National Cooperative Purchasing Agreements

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the Business Administrator to utilize the following vendors under the National Cooperative Purchasing Agreements to purchase various school related items for the 2019-2020 school year, whenever it is determined that this method of purchasing is in the best interest of the school district, as listed below.

Buy Board

- Follett School Solutions

E&I Cooperative Services

- B&H Photo
- Sherwin-Williams
- GovDeals.com

National IPA (an OMNIA Partner)

- American Paper Towel & Supply

Sourcewell

- Staples

U.S. Communities (an OMNIA Partner)

- Amazon
- Home Depot
- TRANE

vii. **Approval: Close out of Capital Projects from the 2009 Bond Referendum**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, as of June 30, 2019 the unspent balance in the capital projects from the 2009 bond referendum was \$134,640; and

Whereas, the district is required to return the unspent balance to the taxpayers in the form of tax relief; now, therefore,

Be it Resolved, that the Ridgewood Board of Education close out the capital projects from the 2009 bond referendum and transfer the amount of \$134,640 to the Debt Service Fund.

The \$134,640 funds are budgeted as anticipated revenue in the 2019-2020 Debt Service Fund Budget.

viii. **Approval: Elimination of Enterprise Fund**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the REACH Program is now accounted for as part of the regular operating budget; and

Whereas, it is no longer necessary to maintain a separate enterprise fund; now, therefore,

Be it Resolved, that the Ridgewood Board of Education approve the elimination of the Enterprise Fund for the REACH Program and to transfer any remaining fund balance to the General Operating Fund.

ix. **Approval: Establishment of Enterprise Fund**

Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the establishment of an Enterprise Fund for the Lab Fees collected for the photography program at Ridgewood High School. The annual lab fee will be established at \$25.00 per student and will be reviewed on an annual basis to determine if the fee amount is sufficient to cover the program expenses.

- x. **Approval: Budget Appropriation Transfers** **Dr. Fishbein**
 The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **September 2019** as shown in the Journal Entry listing pursuant to Policy 6422.

- xi. **Approval: Secretary's Line Item Certification** **Dr. Fishbein**
 The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **September 2019**;

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

- xii. **Approval: Acceptance of the Board Secretary and Treasurer Report** **Dr. Fishbein**
 The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **September 2019**; now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

VIII. APPROVAL OF BILLS**Ms. Smith Wilson**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Oct 3	Columbia Bank On-Line	095493-095844	1,544.676.02	S. Brogan
Oct 7	Electronic Transfer	H27730	1,240,053.46	S. Brogan
Oct 3	Electronic Transfer	L27711	3,770.94	S. Brogan
Oct 7	Electronic Transfer	L27731-L27733	15,622.45	S. Brogan
Oct 11	Electronic Transfer	L27746-L27747	2,077.01	S. Brogan
Oct 21	Electronic Transfer	L27955	3,748.00	S. Brogan
Oct 28	Electronic Transfer	L27971-L27972	20,395.52	S. Brogan
Oct 14	Electronic Transfer	R27748	69,933.70	S. Brogan
Oct 17	Electronic Transfer	R27956	12,000.00	S. Brogan
Sept 24	Payroll Transfer	P27728	3,189,955.07	S. Brogan
Oct 10	Payroll Transfer	P27953	3,274,727.03	S. Brogan
Oct 2	Food Service	620164-620169	227,201.55	S. Brogan
Oct 3	Columbia Bank Void Check	095119	(1,059.00)	S. Brogan
Oct 8	Columbia Bank Void Check	095478	(3,115.02)	S. Brogan
Oct 8	Columbia Bank Void Check	095494	(2,531.36)	S. Brogan
Oct 16	Columbia Bank Void Check	095263	(1,896.44)	S. Brogan
Oct18	Columbia Bank Void Check	620165	(871.35)	S. Brogan
		TOTAL	\$9,594,687.58	

IX. BOARD MEMBER ANNOUNCEMENTS**Ms. Smith Wilson****X. COMMENTS FROM THE PUBLIC****Ms. Smith Wilson****XI. DISCUSSION ITEMS****Ms. Smith Wilson**

- Voting in the Schools

XII. ACCEPTANCE OF MINUTES**Ms. Smith Wilson**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Acceptance of the Minutes listed below.

- September 23, 2019 Executive Session & Regular Public Meeting
- October 2, 2019 Executive Session
- October 7, 2019 Executive Session & Regular Public Meeting

XIII. OTHER BUSINESS**Ms. Smith Wilson****XIV. MOTION TO GO INTO EXECUTIVE SESSION****Ms. Smith Wilson****XV. RECONVENE PUBLIC MEETING****Ms. Smith Wilson****XVI. ADJOURNMENT****Ms. Smith Wilson**

Coming Meetings

November 18, 2019
Regular Public Meeting
7:30 p.m. Education Center

December 2, 2019
Regular Public Meeting
7:30 p.m. Education Center

December 16, 2019
Regular Public Meeting
7:30 p.m. Education Center

2019 – 2020 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Revision: From: Lydia Neff, Willard (approved 7/29/19) To: Kelsey Parrasch Willard	Intermediate IMSE Orton-Gillingham Training – Secaucus, NJ October 28-November 1, 2019	Professional Development	\$1,175	5
Polk, Laura RHS	AATF NJ Fall Workshop – AP French Update Training & Strategies Summit, NJ November 2, 2019	Professional Development	\$ 55	0
Feeney, Lynne RHS	Regeneron DNA Learning Center Professional Development Sleepy Hollow, NY November 5, 2019	Professional Development	\$ 37	0
Joseph, Andrea RHS	Regeneron DNA Learning Center Professional Development Sleepy Hollow, NY November 5, 2019	Professional Development	\$ 37	0
Musso, Caitlin RHS	9/11 Museum School Programs New York, NY November 5, 2019	Professional Development	\$ 43	0
Landa, Jen RHS	Mental Health First Aid Online Recertification – November 6, 2019	Professional Development	\$ 30	0
Muro, Daniel RHS	The Declaration of Independence Academy for Teachers Master Class New York, NY November 7, 2019	Professional Development	\$ 250	0
Gigante, Stefanie RHS	NJEA 2019 Convention Atlantic City, NJ November 7-8, 2019	Professional Development	\$ 328	0
DePinto, Lauren RHS	2019 Annual Conference on Advancing School Mental Health: Safe & Supportive Schools for All Students Austin, TX – November 7-9, 2019	Professional Development	\$1,450 (\$1,000 to be funded by a donation)	0
Haas, Jeffrey RHS	NJ Association for Jazz Education Newark, NJ November 15, 2019	Professional Development	\$ 87	0
Pollitt, Ashley RHS	Literacy Advancement Project Ewing, NJ November 15, 2019	Professional Development	\$ 175	0
Spector, Stefanie Education Center	Supporting Students with Learning Disabilities Through Data-Based Instruction – Ewing, NJ November 15, 2019	Professional Development	\$ 200	0
Hackett, Loren BFMS	National Conference for Teachers of English – Baltimore, MD November 21-22, 2019	Professional Development	\$ 467	2
Nadi, Paola BFMS	National Conference for Teachers of English – Baltimore, MD November 21-24, 2019	Professional Development	\$ 628	2
O’Hagan, Carlin RHS	National Conference for Teachers of English – Baltimore, MD November 21-24, 2019	Professional Development	\$1,261	0

NOVEMBER 4, 2019

ATTACHMENT A

Galasso, Patricia RHS	Curate & Create CI Resources While Making Connections – Monroe Twp, NJ – December 5, 2019	Professional Development	\$ 195	0
Purrinos, Damary RHS	Curate & Create CI Resources While Making Connections – Monroe Twp, NJ – December 5, 2019	Professional Development	\$ 175	0
Nagy, Zsuzsanna Travell/Somerville	Annual Bilingual ESL Conference Wayne, NJ – December 6, 2019	Professional Development	\$ 135 (to be paid out of Title III grant funds)	.
Eng Coppola, Michele Ridge	NJASL 2019 Fall Conference East Brunswick, NJ December 9-10, 2019	Professional Development	\$ 300	2
Moss-Keller, Corrina RHS	NJASL 2019 Fall Conference East Brunswick, NJ December 9-10, 2019	Professional Development	\$ 394	2
Antonellis, Donna Travell	NJASL 2019 Fall Conference East Brunswick, NJ December 10, 2019	Professional Development	\$ 160	1
Wearley, Meredith BFMS	Writing Effective HIB Reports New Providence, NJ December 10, 2019	Professional Development	\$ 150	0
Leininger, Margy Travell	New Ideas About Conferring with Student Writers Grades 2-8 Paramus, NJ December 12, 2019	Professional Development	\$ 200	0
Marchioni, Alicen Travell	New Ideas About Conferring with Student Writers Grades 2-8 Paramus, NJ December 12, 2019	Professional Development	\$ 200	1
O’Herlihy, Christopher Travell	New Ideas About Conferring with Student Writers Grades 2-8 Paramus, NJ December 12, 2019	Professional Development	\$ 200	1
Schick, Casey Travell	New Ideas About Conferring with Student Writers Grades 2-8 Paramus, NJ December 12, 2019	Professional Development	\$ 200	1
Velazquez-Walters, Maria Travell/Orchard	Autism De-Escalate Meltdowns & Diffuse Explosive Behaviors in Children & Adolescents Parsippany, NJ December 13, 2019	Professional Development	\$ 220	0
Doris, Michelle RHS	Bergen ETTC – Technology & Student Wellness – Paramus, NJ December 17, 2019	Professional Development	\$ 75	0
Kunzle, Sandra RHS	Developing Students’ Initiative, Ownership and Follow-Through to Create Responsible, Independent & Successful Learners New Rochelle, NY December 17, 2019	Professional Development	\$ 294	0
Mancinelli, Samantha RHS	Bergen ETTC – Technology & Student Wellness – Paramus, NJ December 17, 2019	Professional Development	\$ 75	0
Sweeney, Maria Hawes	Language is Power Paramus, NJ January 8, 2020	Professional Development	\$ 200 (To be paid out of Title III grant funds)	0

NOVEMBER 4, 2019

ATTACHMENT A

Rothschild, Linda BFMS	American Library Association MidWinter Meeting Philadelphia, PA January 25-27, 2020	Professional Development	\$ 495	0
Gorman, Tom RHS	2020 Techspo Atlantic City, NJ January 30-31, 2019	Professional Development	\$ 832 (To be paid out of RAA Funds)	0
Vasquez, Jessica Education Center	Hot Issues in Special Education Mahwah, NJ February 3, 2019	Professional Development	\$ 100	0
DeAraujo, Christie Education Center	Expository Writing Instruction: Part One Windward – White Plains, NY Feb. 6, 13, 27 & March 5, 12, 2020	Professional Development	\$ 93	0
Gigante, Stefanie RHS	Northeast Council for the Teaching of Foreign Languages Annual Conference - New York, NY February 14-15, 2020	Professional Development	\$ 475	1
Kay, Peter RHS	NJASPERD Annual Convention Long Branch, NJ February 24, 2020	Professional Development	\$ 121	
Calandra, Laura Somerville	On Our Shoulders: Supporting Elementary Writers through Scaffolding that Works! Paramus, NJ February 27, 2020	Professional Development	\$ 200	1
Petrick, Donna Somerville	On Our Shoulders: Supporting Elementary Writers through Scaffolding that Works! Paramus, NJ February 27, 2020	Professional Development	\$ 200	1
Nagy, Zsuzsanna Travell/Somerville	FABRIC: Continuing Education Course for K-5 Teachers Wayne, NJ – March 12, 2020	Professional Development	\$ 45 (to be paid out of Title III grant funds)	0
Lohr(Wyka), Sarah Willard	Intermediate IMSE Orton-Gillingham Training – Secaucus, NJ May 11-15, 2020	Professional Development	\$1,175	5
Neff McCoy, Lydia Willard	Intermediate IMSE Orton-Gillingham Training – Secaucus, NJ May 11-15, 2020	Professional Development	\$1,175	5

The total cost for these conferences is \$12,230; and \$832 to be paid out of RAA funds, \$380 to be paid out of Title III grant funds and \$1,000 funded by a donation. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2019-20 will be \$111,149 leaving a balance of \$80,289.

The total cost of substitutes for these conferences is \$3,000. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2019-20 will be \$16,000.

RIDGEWOOD

POLICY

BOARD OF EDUCATION

ADMINISTRATION

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Earned Sick Leave Law

M

1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.

The employer will provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment



RIDGEWOOD

POLICY

BOARD OF EDUCATION

ADMINISTRATION

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Earned Sick Leave Law

before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee’s employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave beginning on the 120th calendar day after the employee commences employment.

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits that the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer’s own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law.”

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted: 4 November 2019



RIDGEWOOD

POLICY

BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District

Reporting Responsibilities

M

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

The Board of Education and all certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. For the purposes of this Policy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CEAs and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect or establishing “concerns” regarding a certificated teaching staff member.



RIDGEWOOD

POLICY

BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District
Reporting Responsibilities

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided.

The Superintendent shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee’s contract is not renewed. The Superintendent will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent notifies the New Jersey State Board of Examiners of an employee’s dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member’s failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3

N.J.A.C. 6A:9B-4.3; 6A:0B-4.4

Adopted: 7 December 2009

Revised: 10 October 2016

Revised: 04 November 2019



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Use, Possession, or Distribution of Substances

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3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

The Board of Education recognizes a teaching staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purposes of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a teaching staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.



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In the event a teaching staff member’s medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, the Principal’s designee responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.



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Additionally, if the Superintendent recommends, a teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted: 7 December 2009

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Revised: 04 November 2019



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4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

The Board of Education recognizes a support staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purposes of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a support staff member to consent to the medical examination including a substance test will be deemed to be a positive result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.



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In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's supervisor responsible at the time of the alleged violation. Either the Principal or the staff member's supervisor responsible at the time of the alleged violation shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or Superintendent's designee or following the discovery by the Principal or Superintendent's designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.



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Additionally, if the Superintendent recommends, a support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

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4219 COMMERCIAL DRIVER’S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace, that protects the district's students as well as the health and safety of its employees and the general public.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the United States Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40 et seq.

In the event the Board contracts with a service provider for transportation, the Business Administrator and/or Transportation Coordinator will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

The school district shall maintain and retain all records as required by Federal regulation.

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy, “employee” means a person required to have a Commercial Driver’s License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;



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- 4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
- 5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded and unloaded; and
- 6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U. S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates the Business Administrator as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.

Violations

Any violation of this Policy may result in discipline, up to and including termination.



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Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR Part 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 C.F.R. 40.85. Testing for alcohol will be conducted in accordance with as 49 CFR Part 40, Subparts J, K, L, M and N.

Definitions

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

"Confirmatory drug test" means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

"Confirmed drug test" means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

"Controlled substances" means those substances identified in 49 CFR 40.85.

"CCF" means the Federal Drug Testing Custody and Control Form.

"Designated Employer Representative (DER)" is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

"FMCSA" means Federal Motor Carrier Safety Administration.



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"Initial drug test (also known as a “Screening drug test”) means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

"Initial specimen validity test” means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

"Medical Review Officer MRO)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" includes, but is not limited to, either in or on the driver's person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

"Substance Abuse Professional (SAP)" is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as SAP must possess the credentials as outlined in 49 CFR 40 281.

"Work Site" means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.



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An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days and while participating in that program either:
- b. The employee while participating in that program either:
 - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
 - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer).
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous six months and any other violations.



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In accordance with 49 CFR 382.301(d), the Board will conduct pre-employment alcohol tests before the first performance of safety-sensitive functions by a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 CFR 40 et seq.

An employee will not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the new employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT) regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.



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2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. These minimum annual percentage rates may be adjusted as determined by the FMSCA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or



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- (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or

- b. Who receives a citation with thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

- (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or

- (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

An employee driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the



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testing). Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.



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A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test. The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled-substances test with a result indicating a verified negative result for controlled-substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six (6) unannounced, follow-up drug screening and alcohol tests over the following twelve (12) months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.



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Commercial Driver’s License

Controlled Substance and

Alcohol Use Testing

Medical Review Officer (MRO) Notifications

The Board shall employ or contract with an MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee’s confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.

Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO’s evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF t report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.



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Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, and individual refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen. In the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;



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- 6. Fails or declines to take an additional drug test the DER of collector has directed the employee to take;
- 7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
- 8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
- 9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
- 10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
- 11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation), must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refusal to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.



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Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse effect on the driver's ability to properly perform safety-sensitive functions.

Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by an SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by an SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary Policy and Regulations of the Board.



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Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.

Maintenance and Retention of Records

The DER shall maintain and retain all records as required by federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process:
 - a. Collection logbooks (if used);
 - b. Documents related to the random selection process;
 - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
 - d. Documentation of Breath Alcohol Technician (BAT) training;
 - e. Documentation of reasoning for reasonable suspicion testing;
 - f. Documentation of reasoning for post-accident testing;
 - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
 - h. Consolidated annual calendar year summaries.
2. Records Related to the Employee's Test Results:
 - a. Employer's copy of the alcohol test form, including results;
 - b. Employer's copy of the controlled substance test chain of custody and control form;



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- c. Documents sent to the employer by the MRO;
 - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
 - e. Documents provided by an employee to dispute results of test.
3. Documentation of any other Violations of Controlled Substance Use or Alcohol Misuse Policies
4. Records Related to Evaluations and Training:
- a. Records pertaining to the SAP's determination of an employee's need for assistance;
 - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;
 - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
 - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
 - e. Documentation of supervisor training; and
 - f. Certification that training conducted under this Policy complies with all requirements of the Policy.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, MRO's and consortia;
 - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
 - c. Monthly statistical summaries of urinalysis; and
 - d. The employer's drug testing policy and procedures.



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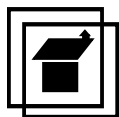
Controlled Substance and

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6. Required Period of Retention:

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years
A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.



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7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall insure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
 - (1) The identity of the person designated by the employer to answer employee questions about the materials;
 - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
 - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the work day the employee is required to be in compliance;
 - (4) Specific information concerning employee conduct that is prohibited;



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- (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
- (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
- (7) The requirement that an employee submit to alcohol and controlled substance tests;
- (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
- (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04;
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

Omnibus Transportation Employee Testing Act of 1991

49 CFR 40 et seq.

49 CFR 382 et seq.

49 CFR 395.2

Adopted: 7 December 2009

Revised: 01 April 2019

Revised: 04 November 2019



POLICY

RIDGEWOOD BOARD OF EDUCATION

STUDENTS

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School District Issued Student Identification Cards

5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security and field trip security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry school district issued identification cards (Identification Card).

An Identification Card will be issued to all students in elementary schools (field trips only), middle schools (field trips only), and high school.

The Principal or designee may require a high school student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs (Coaches will have picture identification for each student) pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

N.J.S.A. 18A:36-43

Adopted: 04 November 2019



POLICY

**RIDGEWOOD
BOARD OF EDUCATION**

FINANCES

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Reimbursement of Federal and Other
Grant Expenditures

M

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

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

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE shall be made using the NJDOE’s Electronic Web-Enabled Grant (EWEG) System.

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

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

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



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Reimbursement of Federal and Other
Grant Expenditures

The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

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

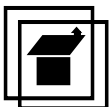
Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement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

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant’s criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant’s cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures –March 2014.

Adopted: 1 November 2010

Revised:04 November 2019



POLICY

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FINANCES
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Petty Cash
M

6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

Account	Amount	Maximum Disbursement	Custodian	Required Signatures
Districtwide	\$500	\$50	Assistant Business Administrator	School Business Administrator or Assistant Business Administrator
Hawes Elementary School	\$500	\$50	School Secretary	Principal and Secretary
Orchard Elementary School	\$500	\$50	School Secretary	Principal and Secretary
Ridge Elementary School	\$500	\$50	School Secretary	Principal and Secretary
Travell Elementary School	\$500	\$50	School Secretary	Principal and Secretary
Willard Elementary School	\$500	\$50	School Secretary	Principal and Secretary
Benjamin Franklin Middle School	\$1,000	\$50	School Secretary	Principal or AP and Secretary
Ridgewood High School	\$1,000	\$50	School Secretary	Principal or AP and Secretary
Infant/Toddler	\$500	\$50	Special Services Secretary	Supervisor of Special Programs and Business Administrator



POLICY

RIDGEWOOD BOARD OF EDUCATION

FINANCES
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Petty Cash

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to ten percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 7 December 2009
Revised: 04 November 2019



POLICY**RIDGEWOOD
BOARD OF EDUCATION**

PROPERTY
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School District Security
M

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.



POLICY**RIDGEWOOD
BOARD OF EDUCATION**

PROPERTY
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School District Security

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13

N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 7 December 2009

Revised: 5 March 2018

Revised: 1 April 2019

Revised: 4 November 2019



RIDGEWOOD

POLICY

BOARD OF EDUCATION

OPERATIONS
8600/page 1 of 3
Student Transportation
M

8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining “Hazardous Routes.”

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.



RIDGEWOOD

POLICY

BOARD OF EDUCATION

OPERATIONS

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Student Transportation

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district’s transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

Within District

School bus transportation will be provided for pupils in Kindergarten through grade eight who live a distance of two or more miles from school, and for those in grades nine through twelve who live two and one-half or more miles from school. The Board of Education may also authorize transportation for reasons of safety or for other good reason.

Other Districts

Children attending schools in other districts with tuition paid by the Board of Education will be furnished transportation to and from school.

Nonprofit Private Schools

The Board is responsible for Ridgewood residents attending nonprofit private schools who reside two or more miles from elementary schools (Kindergarten through eight) and two and one-half or more miles from secondary schools (grades nine through twelve), but in no case more than twenty miles distant. Transportation or reimbursement for costs is provided in accordance with N.J.S.A. 18A:39-1.

Disabled Children

The Board of Education shall furnish transportation within the State to all children of Ridgewood residents found to be disabled under this act who qualify for such transportation under New Jersey statutes.



RIDGEWOOD

POLICY

BOARD OF EDUCATION

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Student Transportation

Transportation for Medical Reasons

The Board of Education is willing to provide temporary transportation to pupils with valid medical disabilities in order to enable them to attend regular classes. Requests for transportation due to a medical disability may be made in writing by the school physician or family physician. The request must state the specific nature and diagnosis of the disability with clear medical evidence, reasons for the request, and a definite duration of time for transportation specified. No request will be granted which exceeds one semester in length. If transportation is required for longer than one semester, the request must be renewed each semester.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;

6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;

6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 7 December 2009

Revised: 04 November 2019



RIDGEWOOD

POLICY

BOARD OF EDUCATION

OPERATIONS

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Bus Driver/Bus Aide Responsibility

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8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the transporting of children to and from schools, pursuant to



RIDGEWOOD

POLICY

BOARD OF EDUCATION

OPERATIONS

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Bus Driver/Bus Aide Responsibility

N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the “New Jersey Controlled Dangerous Substances Act,” (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the “Motor Carrier Safety Improvement Act of 1999,” 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual’s employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.



RIDGEWOOD

POLICY

BOARD OF EDUCATION

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Bus Driver/Bus Aide Responsibility

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus and the student’s parent(s) or legal guardian(s) shall provide for the student’s transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver’s license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation following an accident that involves injury, death or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.



POLICY

RIDGEWOOD BOARD OF EDUCATION

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Bus Driver/Bus Aide Responsibility

School bus drivers are prohibited from using a cellular telephone or other electronic communication device, while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 7 December 2009

Revised: 18 May 2015

Revised: 10 October 2016

Revised: 5 March 2018

Revised: 4 November 2019



POLICY**RIDGEWOOD
BOARD OF EDUCATION**

OPERATIONS

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Transportation of Special Needs Students
M8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS

The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, and with their Individualized Education Program (IEP) The Board will provide transportation in accordance with N.J.A.C. 6A:27-5.1 as a related service for a student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent with the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

When necessary, the student's case manager shall provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

Students with special needs below the age of five shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations.

The transportation of students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1.

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23
N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1

Adopted: 7 December 2009
Revised: 04 November 2019



POLICY

RIDGEWOOD BOARD OF EDUCATION

COMMUNITY
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Parent Organizations

9210 PARENT ORGANIZATIONS

In each school, any organization consisting of parent(s) or legal guardian(s), school staff, and friends of the school shall be a Board-approved, voluntary organization, and independent from the Board of Education. It may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs. Representatives of recognized parent organizations shall comply with all applicable Board policies.

Such organizations shall have among their objectives the promotion of student welfare, the development of close relationships between the home and the school, and the development between educators and the public of such united efforts as will secure for every student in the schools the best kind of educational program possible.

The school Principal may serve on the executive board of each school's home and school association. All members of the professional staff shall be encouraged to join the organization and to participate in its activities.

The Federated Home and School Association, an agency whose purpose is to foster cooperative effort among all the home and school associations, is made up of the presidents of the individual home and school associations, an executive committee, and the Superintendent. The Superintendent and a Board member will act as liaison between the Board and this group.

The Board and Superintendent shall make it a practice not to interfere in the internal workings of such groups.

Permission to hold regular meetings of such associations in school facilities is granted, in accordance with Board policy.

Adopted: 7 December 2009

Revised: 04 November 2019



RIDGEWOOD

POLICY

BOARD OF EDUCATION

COMMUNITY
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Media Relations

9400 MEDIA RELATIONS

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district's community relations program.

The Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the broadcasting, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate.

Individual schools may prepare press releases of routing announcements and submit them directly to the press, upon the approval of the Building Principal or designee. Copies should be sent to the Superintendent and Public Information Officer.

The Superintendent must approve in advance interviews between staff members or students and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.



POLICY

RIDGEWOOD BOARD OF EDUCATION

COMMUNITY
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Media Relations

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.

The Superintendent or designee must authorize the release of any images of district subjects, personnel, or students.

Any images of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any images may violate the privacy of a any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

Taking pictures of district students and buildings for commercial purposes is prohibited without written approval of the Superintendent. "Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services. "School students" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Adopted: 7 December 2009

Revised: 04 November 2019



FIELD TRIPS FOR APPROVAL

November 4, 2019

ONE DAY TRIPS

ATTACHMENT P

Date	School	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$100 per day for teachers and \$150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
10/10/19	RHS	1 member of DECA	1	0	\$0	\$24 (mileage/tolls)	yes	no
10/17/19	RHS	1 member of DECA	1	0	\$0	\$24 (mileage/tolls)	yes	no
10/25/19	GWMS	10 member of Brain Busters	1	0	\$0	\$161 (driver)	yes	no
10/29/19	BFMS	4 grades 6-8 members of the Student Council	3	0	\$0	\$0	yes	no
10/29/19	RHS	40 grades 10-11 Art students	3	0	\$0	\$360 (bus)	no	yes
10/30/19	RHS	42 grades 10-11 Social Studies students	2	0	\$0	\$0	no	no
11/11/19	BFMS	220 grade 6 Students	15	0	\$0	\$0	yes	yes
11/11/19	RHS	20 grades 9-12 students	1	0	\$0	\$0	yes	yes
11/12/19	RHS	20 grades 9-12 students	1	0	\$0	\$0	yes	yes
11/13/19	RHS	27 grades 11-12 business students	2	0	\$0	\$0	yes	yes
11/14/19	RHS	15 grades 9-10 special ed students	3	0	\$0	\$282 (transp - funded by donation)	no	yes
11/14/19	RHS	20 grades 9-12 students	1	0	\$0	\$0	yes	yes

FIELD TRIPS FOR APPROVAL

November 4, 2019

ONE DAY TRIPS

ATTACHMENT P

Date	School	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$100 per day for teachers and \$150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
11/15/19	BFMS	1 grade 6 SAIL student	2	0	\$0	\$0	no	yes
11/15/19	GWMS/ BFMS	31 grades 6-8 social psychology students	13	0	\$0	\$0	no	yes
11/15/19	RHS	3 grades 9-11 music students	1	0	\$0	\$0	no	yes
11/21/19	Orchard	48 grade 1 students	16	0	\$0	\$0	no	yes
11/21/19	RHS	30 members of the Math Team	2	0	\$0	\$340 (bus)	yes	yes
11/22/19	BFMS	1 grade 6 SAIL student	2	0	\$0	\$0	no	yes
11/22/19	GWMS	10 members of Brain Busters	1	0	\$0	\$161 (driver)	yes	yes
11/23/19	RHS	30 members of the Math Team	2	0	\$0	\$750 (bus)	yes	yes
12/06/19	BFMS	1 grade 6 SAIL student	2	0	\$0	\$0	no	yes
12/09/19	Ridge	48 grade 5 Art students	4	1	\$0	\$100 (sub)	yes	yes
12/11/19	Ridge	24 grade 5 Art students	4	1	\$0	\$100 (sub)	yes	yes
12/13/19	BFMS	1 grade 6 SAIL student	2	0	\$0	\$0	no	yes
12/13/19	GWMS	10 members of Brain Busters	1	0	\$0	\$161 (driver)	yes	yes
12/13/19	BFMS	10 members of Brain Busters	1	0	\$0	\$161 (driver)	yes	yes

FIELD TRIPS FOR APPROVAL

November 4, 2019

ONE DAY TRIPS

ATTACHMENT P

Date	School	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$100 per day for teachers and \$150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
12/19/19	RHS	30 members of the Math Team	2	0	\$0	\$340 (bus)	yes	yes
12/20/19	BFMS	1 grade 6 SAIL student	2	0	\$0	\$0	no	yes
01/07/20	RHS	20 members of Teen Leads	2	0	\$0	\$81 (driver)	no	yes
01/07/20	RHS	15 grades 10-12 Humanities students	1	0	\$0	\$335 (bus)	yes	yes
01/10/20	BFMS	12 members of Brain Busters	1	0	\$0	\$161 (driver)	yes	yes
01/11/20	BFMS	50 members of the Ski/Snowboard Club	4	0	\$0	\$0	yes	yes
01/14/20	RHS	15 grades 10-12 Humanities students	1	0	\$0	\$335 (bus)	yes	yes
01/16/20	RHS	30 members of the Math Team	2	0	\$0	\$340 (bus)	yes	yes
01/21/20	RHS	15 grades 10-12 Humanities students	1	0	\$0	\$335 (bus)	yes	yes
01/25/20	BFMS	50 members of the Ski/Snowboard Club	4	0	\$0	\$0	yes	yes
01/28/20	RHS	15 grades 10-12 Humanities students	1	0	\$0	\$335 (bus)	yes	yes
02/01/20	BFMS	50 members of the Ski/Snowboard Club	4	0	\$0	\$0	yes	yes
02/05/20	RHS	40 grades 10-11 Arts students	3	0	\$0	\$0	no	yes

FIELD TRIPS FOR APPROVAL

November 4, 2019

ONE DAY TRIPS

ATTACHMENT P

Date	School	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$100 per day for teachers and \$150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
02/12/20	Hawes	70 grade 5 students	24	0	\$0	\$0	no	yes
02/13/20	Travell	61 grade 3 students	13	0	\$0	\$0	yes	yes
02/21/20	BFMS	12 members of Brain Busters	1	0	\$0	\$161 (driver)	yes	yes
02/27/20	RHS	30 members of the Math Team	2	0	\$0	\$340 (bus)	yes	yes
02/29/20	BFMS	50 members of the Ski/Snowboard Club	4	0	\$0	\$0	yes	yes
03/20/20	BFMS	111 grade 6 Math/Science students	8	0	\$0	\$0	yes	yes
03/20/20	GWMS/ BFMS	31 grades 6-8 social psychology students	11	0	\$0	\$0	no	yes
03/26/20	BFMS	111 grade 6 Math/Science students	8	0	\$0	\$0	yes	yes
04/24/20	BFMS	12 members of Brain Busters	1	0	\$0	\$161 (driver)	yes	yes
05/08/20	BFMS	12 members of Brain Busters	1	0	\$0	\$161 (driver)	yes	yes
05/11/20	Willard	43 grades K-5 students	5	0	\$0	\$0	yes	yes
05/12/20	Willard	42 grades K-5 students	5	0	\$0	\$0	yes	yes
05/13/20	Travell	68 grade 4 students	8	0	\$0	\$0	no	yes
05/15/20	Willard	44 grades K-5 students	5	0	\$0	\$0	yes	yes
05/18/20	Willard	41 grades K-5 students	5	0	\$0	\$0	yes	yes

FIELD TRIPS FOR APPROVAL

November 4, 2019

ONE DAY TRIPS

ATTACHMENT P

Date	School	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$100 per day for teachers and \$150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
05/19/20	RHS	8 World Language students	1	0	\$0	\$282 (bus)	yes	yes
05/27/20	Orchard	63 grade 4 students	16	0	\$0	\$0	yes	yes
06/02/20	Orchard	48 grade 1 students	16	0	\$0	\$0	no	yes
06/02/20	Orchard	40 grade 3 students	6	0	\$0	\$0	yes	yes

OVERNIGHT FIELD TRIPS FOR APPROVAL

November 4, 2019

Overnight Trips - Cocurricular

ATTACHMENT P

Dates	School	Approx. # and Group of Students	# Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ \$200 per Overnight	# of Substitutes and dates for each	Anticipated Cost of Subs @ \$100 per day for teachers and \$150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
11/15/19 to 11/17/19	RHS	26 members of DECA	2	0	\$0	0	\$0	\$0	yes	yes
12/04/19 to 12/8/19	RHS	7 members of the Boys & Girls Cross Country Team	2	0	\$0	0	\$0	\$240 (bus)	no	yes
03/04/20 to 3/8/20	RHS	3 members of the Wrestling Team	6	0	\$0	0	\$0	\$0	yes	yes
03/26/20 to 3/29/20	RHS	12 members of Model Congress	1	0	\$0	0	\$0	\$81 (driver)	yes	yes

OVERNIGHT FIELD TRIPS FOR APPROVAL

November 4, 2019

Overnight Trips - Paid

ATTACHMENT P

Dates	School	Approx. # and Group of Students	# Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ \$200 per Overnight	# of Substitutes and dates for each	Anticipated Cost of Subs @ \$100 per day for teachers and \$150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
02/04/20 to 2/7/20	BFMS	50 grade 8 World Language students	0	8 for 3 nights	\$4,800	0	\$0	\$4,800	yes	yes

**PSAT PROCTORS
OCTOBER 2019**

**Submission for late hires and additional hours beyond original estimate.

Administrators – Hourly Salary Rate – Not to Exceed 30 Hours Each

Donna Antonellis
Lauren Hellman

Proctors -- Ridgewood Public School employees, hourly rate; all other employees,
\$40.17 – Not to Exceed 8 Hours each

Christine Anderson
Ariana Bray
Matthew Cheplic
Colleen Contreras
Alejandro Escobar
Eva Farrar
Brian Quirk
Zsuzanna Nagy
Laura Tolve

Ridgewood Board of Education
County Code 03 District Code 4390 Comprehensive Maintenance Plan
FY19 Actual, FY20 Budget, FY21 Planned

School Name	FY19 Actual	FY20 Budget	FY21 Planned
Glen Elementary School	\$45,729	\$47,349	\$48,295
Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown shades		Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Refinish the Gym Floor	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.
Hawes Elementary School	\$83,418	\$78,671	\$80,245
Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown shades		Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Remove carpeting.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.
Orchard Elementary School	\$69,656	\$65,141	\$66,444
Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Ceiling Repairs, Stage curtain, Refinish Stage Floor, Lockdown Shades		Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Replace ceiling tiles in lobby	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.
Ridge Elementary School	\$96,435	\$90,565	\$91,776
Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown Shades, Ceiling Repairs		Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.,Asbestos Abatement.
Somerville Elementary School	\$131,631	\$113,837	\$116,113
Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown Shades, Ceiling Repairs		Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.
Travell Elementary School	\$71,580	\$85,716	\$87,430
Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown Shades, Ceiling Repairs		Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement.
Willard Elementary School	\$143,221	\$135,108	\$137,810
Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Flooring, Lockdown Shades, Repair Stairs, Ceiling Repairs.		Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Replace cabinets and cubbies in 2 classrooms	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.
Benjamin Franklin Middle School	\$180,005	\$197,502	\$201,492

	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown Shades	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys Asbestos Abatement. Screen and coat Gym floor.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement
George Washington Middle School	\$165,307	\$175,211	\$178,715
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown Shades	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Paint 4 stairwells, Repair roof over Elevator.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.
Ridgewood High School	\$391,535	\$352,113	\$359,155
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Asbestos Abatement, Flooring, Lockdown Shades, Ceiling Repairs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Replace doors to exterior of Gym 2 and Doors to Hallway from Gym 2	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.
Education Center	\$38,942	\$26,058	\$26,579
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Lockdown Shades.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Repair bathroom on 1st floor	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Repair windows throughout the building.
Totals All School	\$1,417,460	\$1,337,269	\$1,364,014

Detailed Actual Expenditures by Year by Building Worksheet													
District Name Ridgewood		District Number 4390											
A	B	C	Actual Expenditure by Building										T
			J	K	L	M	N	O	P	Q	R	S	
A School Facility Name	School Number	Gross Building Area (GSF)	Actual Expenditures FY 10-11	Actual Expenditures FY 11-12	Actual Expenditures FY 12-13	Actual Expenditures FY 13-14	Actual Expenditures FY 14-15	Actual Expenditures FY 15-16	Actual Expenditures FY 16-17	Actual Expenditures FY 17-18	Actual Expenditures FY 18-19	Budgeted Expenditures FY 19-20	Total
Ridgewood High School	050	248,286	\$ 28,872	\$ 377,586	\$ 354,914	\$ 355,470	\$ 341,601	\$ 381,326	\$ 515,000	\$ 613,781	\$ 391,535	\$ 352,113	\$ 3,360,085
Benjamin Franklin Middle School	060	190,400	\$ 75,875	\$ 349,328	\$ 222,601	\$ 204,427	\$ 226,296	\$ 270,353	\$ 237,962	\$ 278,756	\$ 180,005	\$ 197,502	\$ 2,045,603
George Washington Middle School	070	124,600	\$ 122,790	\$ 173,071	\$ 222,054	\$ 141,019	\$ 171,895	\$ 198,100	\$ 216,470	\$ 213,827	\$ 165,307	\$ 175,211	\$ 1,624,583
Glen School	080	27,300	\$ 20,656	\$ 37,476	\$ 64,290	\$ 52,398	\$ 50,749	\$ 20,795	\$ 17,509	\$ 34,604	\$ 45,729	\$ 47,349	\$ 344,206
Hawes Elementary School	085	39,765	\$ 46,837	\$ 25,864	\$ 41,089	\$ 89,505	\$ 77,212	\$ 77,929	\$ 76,622	\$ 53,069	\$ 83,418	\$ 78,671	\$ 571,545
Ridge Elementary School	090	47,420	\$ 73,875	\$ 52,033	\$ 50,330	\$ 66,201	\$ 61,654	\$ 31,550	\$ 52,236	\$ 76,117	\$ 96,435	\$ 60,565	\$ 620,996
Somerville Elementary School	100	68,000	\$ 186,173	\$ 116,760	\$ 106,774	\$ 142,082	\$ 99,807	\$ 131,741	\$ 154,809	\$ 123,305	\$ 131,631	\$ 113,837	\$ 1,193,082
Travell Elementary School	110	45,800	\$ 140,485	\$ 83,408	\$ 71,861	\$ 70,942	\$ 86,430	\$ 95,994	\$ 87,420	\$ 64,535	\$ 71,580	\$ 85,716	\$ 772,655
Orchard Elementary School	120	38,500	\$ 204,930	\$ 126,520	\$ 83,384	\$ 66,450	\$ 70,350	\$ 50,943	\$ 129,946	\$ 80,520	\$ 69,656	\$ 65,141	\$ 882,699
Willard Elementary School	130	50,500	\$ 427,401	\$ 25,329	\$ 43,966	\$ 73,703	\$ 116,597	\$ 50,677	\$ 206,793	\$ 154,294	\$ 143,221	\$ 135,108	\$ 1,241,981
Education Center	999	32,640	\$ 134,943	\$ 111,929	\$ 35,155	\$ 83,579	\$ 43,186	\$ 30,734	\$ 25,842	\$ 25,762	\$ 38,942	\$ 26,058	\$ 530,072
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District Total		913,211	\$ 1,462,837	\$ 1,479,304	\$ 1,296,418	\$ 1,345,776	\$ 1,345,777	\$ 1,340,142	\$ 1,720,609	\$ 1,718,570	\$ 1,417,460	\$ 1,337,269	\$ 13,187,458

Serial Number	Vendor	Model
9YVK722	Dell	Chromebook 11
894Q722	Dell	Chromebook 11
JP2L722	Dell	Chromebook 11
FVWK722	Dell	Chromebook 11
1PVK722	Dell	Chromebook 11
922L722	Dell	Chromebook 11
JL2L722	Dell	Chromebook 11
JC0GY22	Dell	Chromebook 11
8HFP722	Dell	Chromebook 11
HZ7V242	Dell	Chromebook 11
DPVK722	Dell	Chromebook 11
DP7V242	Dell	Chromebook 11
JPVK722	Dell	Chromebook 11
2QVK722	Dell	Chromebook 11
913L722	Dell	Chromebook 11
CD2L722	Dell	Chromebook 11
2TDP722	Dell	Chromebook 11
3M9T242	Dell	Chromebook 11
9K2L722	Dell	Chromebook 11
60L0342	Dell	Chromebook 11
4KVY242	Dell	Chromebook 11
7JFN722	Dell	Chromebook 11
5T3Q722	Dell	Chromebook 11
CKTP722	Dell	Chromebook 11
H6DN722	Dell	Chromebook 11
98RQ952	Dell	Chromebook 11
HRFV952	Dell	Chromebook 11
F17N952	Dell	Chromebook 11
1RJq0C1	Dell	1100
CN0KG170	Dell	1100
6216XW8-70-13	Dell	1720
8KWVTB1	Dell	1720
BOB4CC1	Dell	1720
52kq0c1	Dell	1100 printer
9DHQ0C1	Dell	1100 Printer
CFHQ0C1	Dell	1100 printer
HZJQ0C1	Dell	1100 printer
930214916	Dell	1320C
2CD4CC1	Dell	1320c
4094CC1	Dell	1320C
41B4CC1	Dell	1320C
F984CC1	Dell	1320C
FBD4CC1	Dell	1320C
JXB4CC1	Dell	1320C
62174MR-70-13	Dell	1720 Printer
CNNCH17422	HP	Color LJ 3800
CNYBB17361	HP	Color LJ 3800

JPGMC57630	HP	Color LJ 4600
CNGSC64402	HP	Color LJ CP2025
4H5260**S85	Apple	ibook
CNBB196051	HP	LaserJet 1200
CNCK008364	HP	Laserjet 1300
CNHC63M0V0	HP	LaserJet 1320
CNBCC39530	HP	LaserJet 2300
CNDJB44952	HP	Laserjet 2430
CNGC66P1YY	HP	Laserjet 2600
USBH002387	HP	Laserjet 4050
CNRXS47787	HP	LaserJet 4250
USBXX15454	HP	LaserJet 4250
JPFMC48583	HP	Laserjet 4600
F1TMSP1	Dell	Latitude 5410
H1TMSP1	Dell	Latitude 5410
WQ009B288PW	Apple	MacBook
W8749858Z63	Apple	MacBook
WQ009AW78PW	Apple	MacBook
WQ009C408PW	Apple	MacBook
W8009XNK8PW	Apple	MacBook
WQ0093FA8PW	Apple	MacBook
45103S8ZF5W	Apple	MacBook
W8821K510P0	Apple	MacBook
W8745J9TZ63	Apple	MacBook
W882507Q2PN	Apple	iMac
W882507Z2PN	Apple	iMac
QP82502A2PN	Apple	iMac
W882507V2PN	Apple	iMac
QP82502E2PN	Apple	iMac
W88250862PN	Apple	iMac

SCHOOL	BOOK TITLE	ISBN	DATE	NUMBER TO BE
RHS	Chemistry Addison-Wesley (Honors)	0-13-054384-5	2001	191
RHS	Chemistry	013127333-7	1992	16
RHS	Astronomy Today	0-13-094334-7	2002	32
RHS	Meteorology Today	0-534-39771-9	2003	27
RHS	Conceptual Physics	0-13-054254-7	2002	57
RHS	C++ for You++	0-9654853-9-0	1997	10
RHS	Workbook for C++ for You++	0-9654853-8-2	1997	4
RHS	Simply Java Programming	0-13-142648-6	2004	20
Willard	TCI - Me and My World	978-1-58371-804-9	2010	90
Willard	TCI - My School and Family	978-1-58371-776-9	2010	90
Willard	TCI - My Community	978-1-58371-801-8	2010	90
Willard	TCI - Our Community and Beyond	978-1-58371-826-1	2010	90
Willard	TCI - Regions of Our Country	978-1-58371-851-3	2010	90
Willard	TCI - America's Past	978-1-58371-876-6	2010	90
Orchard	TCI - Me and My World	978-1-58371-804-9	2010	4
Orchard	TCI - My School and Family	978-1-58371-776-9	2010	68
Orchard	TCI - My Community	978-1-58371-801-8	2010	71
Orchard	TCI - Our Community and Beyond	978-1-58371-826-1	2010	44
Orchard	TCI - Regions of Our Country	978-1-58371-851-3	2010	71
Orchard	TCI - America's Past	978-1-58371-876-6	2010	63
Travell	TCI - Me and My World	978-1-58371-804-9	2010	4
Travell	TCI - My School and Family	978-1-58371-776-9	2010	58
Travell	TCI - My Community	978-1-58371-801-8	2010	70
Travell	TCI - Our Community and Beyond	978-1-58371-826-1	2010	63
Travell	TCI - Regions of Our Country	978-1-58371-851-3	2010	64
Travell	TCI - America's Past	978-1-58371-876-6	2010	62
Hawes	TCI - America's Past	978-1-58371-876-6	2010	50
Hawes	TCI - Regions of Our Country	978-1-58371-851-3	2010	50
Hawes	TCI - Our Community and Beyond	978-1-58371-826-1	2010	50
Hawes	TCI - My Community	978-1-58371-801-8	2010	50
Hawes	TCI - My School and Family	978-1-58371-776-9	2010	50
Hawes	TCI - Me and My World	978-1-58371-804-9	2010	50

Ridge	TCI - My School and Family	978-1-58371-776-9	2010	90
Ridge	TCI - My Community	978-1-58371-801-8	2010	90
Ridge	TCI - Our Community and Beyond	978-1-58371-826-1	2010	90
Ridge	TCI - Regions of Our Country	978-1-58371-851-3	2010	110
Ridge	TCI - America's Past	978-1-58371-876-6	2010	110