

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
ELECTRONIC PUBLIC HEARING AND REGULAR MEETING
Monday, April 27, 2020, 8:00 p.m.**

Agenda

This is an Electronic Public Hearing and Regular Meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Three opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

Members of the public may access the meeting and submit any questions or comments during the portions of the meeting reserved for comments. Persons wishing to comment should identify themselves by name and address; the commenter should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each commenter will limit his/her remarks to three minutes. No person may comment again until all those who wish to comment have had an opportunity and as long as time allows. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

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|------|--|-----------------|
| I. | Call to order and roll call | Mrs. Johnston |
| II. | Flag salute and Pledge of Allegiance | Mrs. Johnston |
| III. | Opening statement by presiding officer | Mrs. Johnston |
| IV. | PUBLIC HEARING ON THE 2020/21 BUDGET | Mrs. Imbasciani |
| V. | PUBLIC COMMENT (Questions pertaining to Public Hearing) | |

This motion will be voted on at this meeting. This motion has been recommended for approval by the Superintendent:

- A. Approve the following Resolution:

RESOLUTION TO APPROVE THE 2020-2021 SCHOOL YEAR BUDGET

BE IT RESOLVED that the Upper Saddle River Board of Education, County of Bergen, approves the 2020/21 school year budget as follows:

Current General Expense (Fund 11)	\$25,326,159
Capital Outlay (Fund 12)	\$935,800
TOTAL GENERAL FUND	\$26,261,959
Special Revenue (Fund 20)	\$313,150
Debt Service Fund (Fund 40)	\$292,214
TOTAL EXPENDITURES/APPROPRIATIONS	\$26,867,323

and

BE IT FURTHER RESOLVED that the **GENERAL FUND** tax levy, \$23,126,452 is approved to support Current General Expense and \$221,827 to support Debt Service, for the 2020/21 school year budget.

WHEREAS, school district Policy 6471 and *NJAC 6A:23B-1.2(b)* provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2020/21.

WHEREAS, the Upper Saddle River Board of Education appropriated \$28,400 for travel during the 2019/20 school year and has spent \$12,695.43 as of April 24, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Board of Education hereby establishes the School District travel maximum for the 2020/21 school year at the sum of \$40,900; and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

VI. **REPORTS**

- | | | |
|----|--------------------------|-------------------------------|
| A. | Superintendent's Report | Dr. Siegel |
| B. | Board Secretary's Report | Mrs. Imbasciani |
| C. | Board President's Report | Mrs. Johnston |
| D. | Committee Reports | Chairpersons |
| E. | PTO Report | Mrs. Apostolou/Mrs. Degenaars |
| F. | USREF Report | Mrs. Mueller |

VII. **PUBLIC COMMENT (for Agenda Items only)**

VIII. **ADMINISTRATION:** Dr. Siegel

This motion will be one motion that encompasses items A and B and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

- A. Accept the resignation of Mrs. Elizabeth Pittman from the Upper Saddle River Board of Education, effective April 16, 2020.
- B. First reading of the following Policies and Regulation:
- | | |
|-----------------|--|
| Policy 1642 | Earned Sick Leave Law (new) |
| Policy 5240 | Tardiness (revised) |
| Policy 8601 | Student Supervision After School Dismissal (revised) |
| Regulation 1642 | Earned Sick Leave Law (new) |

IX. **PERSONNEL** Dr. Siegel

This motion will be one motion that encompasses items A through G and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

- A. Job Descriptions
1. Create the following Job Descriptions as of September 1, 2020:
- | | |
|----|---|
| a. | Instructional Coach (new) |
| b. | Mental Health Social Worker (new) |
| c. | Revise title of Technology and Media Integration Teacher to School Library Media Specialist (revised) |

B. Create/Abolish

1. Abolish the following positions as of September 1, 2020:
 - a. One 1.0 FTE Computer Literacy Teacher
 - b. One 1.0 FTE Enrichment/Basic Skills Instructor at Reynolds
 - c. One 1.0 FTE Technology and Media Integration Teacher at Reynolds
 - d. One 1.0 FTE Technology and Media Integration Teacher at Cavallini
2. Create the following positions as of September 1, 2020:
 - a. One 1.0 FTE Instructional Coach
 - b. One 1.0 FTE Mental Health Social Worker
 - c. One 1.0 FTE School Library Media Specialist at Reynolds
 - d. One 1.0 FTE School Library Media Specialist at Bogert
 - e. One 1.0 FTE School Library Media Specialist at Cavallini
 - f. One .50 FTE Special Education Teacher at Bogert
 - g. One 1.0 FTE Enrichment Teacher at Reynolds
 - h. One .50 FTE Basic Skills Instructor at Reynolds
 - i. One 1.0 FTE K-2 Paraprofessional/Applied Behavior Analysis (ABA) Instructor
3. Create the following stipend as of September 1, 2020:
 - a. One Applied Behavior Analysis (ABA) Instructor Stipend \$3,000.00

C. Resignations

1. Accept the resignation of Aliza Waldman, Special Education Teacher at Cavallini Middle School, effective July 1, 2020.

D. Leaves

1. Approve unpaid child care leave for Carla LaBarbera, effective September 1, 2020 through June 30, 2021.
2. Approve the termination of child care leave of Jessica Bollenbach, effective September 1, 2020.
3. Approve the termination of FMLA/NJFLA unpaid leave of Alexandra Byrne, effective May 1, 2020.
4. Approve the termination of child care leave of Meagan Schwartz, effective September 1, 2020.
5. Approve the termination of child care leave of Elizabeth Waldt, effective September 1, 2020.

E. Appointments

1. Approve the reappointment of non-tenured contractual Bargaining Unit certificated staff, for the 2020/21 school year, as per attached.
2. Approve the reappointment of tenured contractual Bargaining Unit certificated staff for the 2020/21 school year.
3. Appoint Chelsea Chiellini to the position of per diem leave replacement 5th Grade Classroom Teacher, BA, Step 1, effective on or about May 25, 2020 through approximately June 25, 2020.

4. Appoint Alexis Gallinger to the position of Social Worker, MA, Step 10, effective September 1, 2020, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Kerri E. Jakobsen to the position of School Library Media Specialist at Bogert School, MA, Step 12, effective September 1, 2020, subject to the satisfactory completion of the criminal history records check required by law and the required Teaching Certificate.
6. Revise the effective dates of the appointment of Christine Moon to the position of long-term per diem leave replacement Special Education Teacher at Bogert School, to effective March 9, 2020 through April 30, 2020 from effective on or about March 23, 2020 through approximately June 25, 2020.
7. Rescind the following motion which was approved on January 13, 2020:

Appoint Joseph Ventresca to the stipend position of Boys Lacrosse Coach for the 2019/20 school year subject to the satisfactory completion of the criminal history check required by law. \$2,900.00
8. Appoint Mary Walsh to the position of long-term leave replacement Enrichment Teacher and Basic Skills Instructor, at Reynolds School, MA, Step 1, effective on or about May 11, 2020 through approximately June 25, 2020.
9. Appoint Leigh Ann Weil to the position of long-term leave replacement 3rd Grade Teacher, MA, Step 2, effective September 1, 2020 through June 30, 2021.

F. Change in Assignment

1. Approve the transfer of Katherine Baker from 1.0 FTE School Social Worker to 1.0 FTE Mental Health Social Worker, effective September 1, 2020.
2. Approve the transfer of Erika Zeccardi from 1.0 FTE 5th Grade Classroom Teacher to 1.0 FTE Instructional Coach, effective September 1, 2020.

G. Substitutes/Consultants/Volunteers

1. Approve Rose Martinez, Ridgewood Pediatric Therapy Associates, to provide an OT functional evaluation for a student whose name is on file in the Board Office, at a rate of \$600.00.

X. **FINANCE**

Mrs. Imbasciani

This motion will be one motion that encompasses items A through N and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

A. Approve the Minutes of Board Meeting:

March 16, 2020

B. Approve the Bills List for March 2020 as follows:

10	General Current Expense	\$73,071.67
11	General Current Expense	\$1,978,717.73
20	Special Revenue Funds	\$30,867.56
50	Milk	\$216.35
Total		\$2,082.873.31

C. Approve the Transfers for March 2020.

D. Approve the Board Secretary and Treasurer's Reports dated March 2020 and to certify that after review of these reports and upon consultation with appropriate district officials, as to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the remainder of the year.

E. Approve the renewal of Application for Toilet Room Facilities for Kindergarten Classrooms in Reynolds School, rooms 99, 100, 101, 102, 103 and 104, for the 20120/21 school year.

F. Approve the Application for Dual Use of Educational Space for Bogert School room 11, for the 2020/21 school year.

G. Approve the Application for Change of Use of Educational Space for the 2020/21 school year, Bogert Stage to be used for OT/PT.

H. Approve Bloomfield Drapery Company, Inc. to furnish, fabricate and install a new front curtain and furnish and install a mid -stage traveler for the Bogert School at a total cost of \$3,950.00. (Pricing as per Middlesex Coop #65 MCESSCCPS – ESCNJ 19/20-05)

I. Approve Generations Technologies, Inc. to provide the materials for the interior LED lighting upgrades at Reynolds School, Bogert School and Cavallini Middle School at a total cost (before rebate) of \$59,946.20. (Pricing as per HCESC-CAT-19-07: LED Lighting Supplies & Equipment. This project qualifies for a NJ Clean Energy Rebate of \$56,940.00. Generations Technologies, Inc. will submit and process the rebate on behalf of the district.)

J. Approve Pesh-E-Lectric, Inc. to provide the labor to install the LED lighting upgrades at Reynolds School, Bogert School and Cavallini Middle School at a total cost of \$75,900.00.

K. Approve Dr. Jennifer Altman to provide consultation and resources to staff members, families and community members on managing anxiety in a period of trauma on April 23 and April 30, 2020, at a rate of \$250.00 per day.

L. Approve the donation of \$500.00 to the Youth Guidance Council from "Do Kind, Inc." on behalf of the Bogert 5th Graders as a result of their completing 100 acts of kindness in a 24-hour period. As one of these acts, the students raised \$92.00 to donate to charity and have requested approval to donate this to "Do Kind, Inc." from the Bogert Student Activities account.

M. Approve the donation of 22 Samsung Chromebook Plus Convertible Touch units and 15 Samsung Galaxy Tab A Android units to the Bergen County Prosecutor's Office. The Bergen County Prosecutor's Office will be distributing the units to Hackensack, Holy Name, Englewood and St. Joseph's Hospitals. These were awarded to the district as part of the Samsung Challenge.

N. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
Summit Professional Offers: A Multitude of Pediatric Therapy Courses (Online)	One-year subscription	Karen Hunter	\$279.00	\$0.00
Bright Morning Coaching Summit (Online)	April 28 – May 28, 2020	Erika Zeccardi	\$495.00	\$0.00
2020 Educator Summit: The Virtual Experience! (Online)	July 22, 2020	Gianna Apicella	\$100.00	\$0.00
		Brad Siegel	\$100.00	\$0.00

XI. **PUBLIC COMMENT**

XII. **ADJOURNMENT**

Mrs. Johnston

Contractual Appointments

April 27, 2020

Name	Tenured	Category	FTE
Baker, Katherine	N	Teacher	
Balsamo, Nadia	N	Teacher	
Brause, Melissa	N	Teacher	
Byrnes, Kelsey	N	Teacher	
Capogrosso, Alana	N	Teacher	
Capollari, Erlinda	N	Teacher	
Chen, Chang Po	N	Teacher	
Cipollini, Christine	N	Teacher	
Conners, Megan	N	Teacher	
Cook, Catherine	N	Teacher	
Drucker, Jamie	N	Teacher	
Dunn, James	N	Teacher	
Ennis, Meghan	N	Teacher	
Feijo, Amanda	N	Teacher	
Fillis, Ailish	N	Teacher	
Iannaccone, Amanda	N	Teacher	
Kruter, Jennifer	N	Teacher	
Larsen, Danielle	N	Teacher	.50
Lumaj, Livia	N	Teacher	.50
Miros, Katharine	N	Teacher	.50
Ramirez, Carlos	N	Teacher	
Samimi, Elizabeth	N	Teacher	
Schlemm, Erik	N	Teacher	
Schneider, Rachel	N	Teacher	
Topolosky, Carrie	N	Teacher	.50
Walis, Brian	N	Teacher	
Wassmer, Stephanie	N	Teacher	
Welch, Lindsey	N	Teacher	
Name	Tenured	Category	FTE
Pentrelli Apicella, Gianna	N	Director of Special Education	
D'Ambola, Amy	N	Director of Curriculum and Instruction	
Padilla, Michael	N	Supervisor of Special Projects	



JOB DESCRIPTION

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I Title: Instructional Coach

II Qualifications:

- A. N.J. Instructional Teaching Certificate
- B. Demonstrated knowledge of subject specialty and effective teaching methods.
- C. Experience in English/Language Arts and Special Education, preferred
- D. Ability to maintain a positive learning environment
- E. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers
- F. Minimum of five years teaching experience
- G. Ability to provide professional growth and staff development opportunities
- H. Required criminal background check and proof of U.S. citizenship or legal alien status
- I. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

III Primary Function: The primary function is planning, coordinating, and implementing instructional support to teachers in academic (general and special education) and social-emotional development programs. The instructional coach is responsible to facilitate professional learning and growth in an effort to promote student achievement and improve learning outcomes. The individual should perform job embedded coaching using scientifically research based strategies and provide personalized support based on identified needs of individual teachers and differentiated supports that foster the growth and development of teachers. It is important for the instructional coach to work collaboratively, build skills, analyze data, examine needs related to professional practice, and engage in peer coaching with teachers.

IV Reports to: Director of Curriculum and Instruction

V Major Duties and Responsibilities:

- A. Provides teachers on site, job-embedded professional development
- B. Analyzes and communicates school-wide data

INSTRUCTIONAL COACH

- C. Oversees planning, facilitation, and follow-up of collaborative group meetings
- D. Team-teaches with colleagues, demonstrates model lessons, develops and helps implement curriculum
- E. Observes and provides peer assistance and coaching towards meeting teacher's individual goals
- F. Coaches teachers in effective instructional strategies in a variety of content areas
- G. Participates in workshops, seminars, conferences and/or advanced coursework which further advance knowledge of current trends in effective instructional practices
- H. Monitors and maintains accurate records on student achievement in the areas being coached and articulates progress.
- I. Plans and delivers components of literacy, math, social studies, science/STEM, and arts instruction through embedded professional development in the classrooms, based on student trends in data.
- J. Provides in-service training and follow-up coaching to assist teachers in improving best practices in literacy, math, social studies, science/STEM, and arts instruction.
- K. Assists with research and provides content knowledge and resources to staff about learning and teaching literacy, math, social studies, science/STEM, and arts instruction. including the effective use of technology to engage students and promote differentiation. The coaching will include teaching strategies, assessment techniques, interpretation of assessment results, and alignment to New Jersey Standards for Student Learning.
- L. Researches and provides information and guidance regarding a range of effective and innovative literacy, math, social studies, science/STEM, and arts practices through various activities such as individual discussions, demonstration lessons, team teaching, study groups, staff meetings, and professional development programs.
- M. Meets regularly with teachers either individually or as teams to co-plan instruction and problem-solve challenges.

- VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.
- VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA USRBOE contract, state law/code, and Board policy.



**UPPER SADDLE RIVER
SCHOOL DISTRICT**

A TRADITION OF EXCELLENCE

JOB DESCRIPTION

DRAFT

I. Title: Mental Health Social Worker

II. Qualifications:

- A. Valid New Jersey Educational Services Certificate with a School Social Worker Endorsement
- B. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
- C. Minimum experience as determined by the board
- D. Ability to work effectively with students, staff, parents, outside agencies and community groups
- E. Required criminal background check and proof of U.S. citizenship or legal alien status
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

III. Primary Function: Provides counseling services to meet the needs of students experiencing difficulty in school programs or settings. Provides leadership in the development, implementation and coordination of a comprehensive wellness education aligned to NJ Student Learning Standards and researched-based practices.

IV. Reports to: Director of Special Education

V. Major Duties and Responsibilities:

Direct Assistance to Students and Parents

- A. Assesses students' mental health and/or substance abuse needs and makes appropriate referral to treatment facilities when necessary.
- B. Works in cooperation with treatment facilities, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
- C. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of mental health intervention and options.
- D. Provides short-term counseling or group counseling for students with mental health or substance abuse concerns.
- E. Implements and coordinates parent education programs related to mental health, substance awareness, and other wellness-related issues.

MENTAL HEALTH SOCIAL WORKER

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Districtwide Duties

- A. Assists in the coordination of supplemental programs and guest speakers.
- B. Assists in the research, review, and development of instructional materials for possible purchase and use.
- C. Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for mental health or substance abuse; coordinates a referral system with local, state and other services, providers or agencies.
- D. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
- E. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
- F. Maintains a continuing review of statutes and codes related to mental health, substance abuse, and wellness-related issues.
- G. Assists with the development and annual review of policies and procedures regarding mental health, substance abuse, wellness-related education, and recommends changes to administration.

Interaction with Other Staff and with Community Groups

- A. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
- B. Assists in the design, implementation and coordination of staff development related to mental health education.
- C. Provides in-service education for all teachers and staff responsible for the delivery of wellness education.
- D. Serves as a resource to district personnel on mental health and substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
- E. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
- F. Provides coordination of school-based prevention programs with community-based prevention programs.
- G. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
- H. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

VI. **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.

VII. **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.



JOB DESCRIPTION

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I. Title: School Library Media Specialist

II. Qualifications:

- A. School Library Media Specialist or Associate School Library Media Specialist endorsement (Under general supervision of Principal if Associate School Library Media Specialist Certificate) and NJ Instructional Teaching Certificate
- B. Demonstrated ability related to collection development, information technology, research methodology, and library program designs for children
- C. Effective problem solving, written and verbal communication skills, and human relations skills
- D. Required criminal background check and proof of U.S. citizenship or legal alien status

III. Reports to: Supervisor of Special Projects

IV. Primary Function: To develop and coordinate educational media services in order to assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills.

V. Performance Responsibilities:

- A. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology
- B. Provides instruction to students and staff in the effective use and production of technology and information resources in multiple formats, both local and remote.
- C. Helps students to develop habits of independent reference work and to develop skill in the use of reference material and presentation software in relation to planned assignments
- D. Teaches students information literacy skills and technology proficiencies as defined by the NJ Student Learning Standards for appropriate grade levels.
- E. Presents and discusses materials with a class studying a particular topic at the request of the teacher
- F. Coordinates library skills instruction with classroom instruction and works to achieve NJ Student Learning Standards, AASL Standards Learning Framework, district educational goals and objectives and collaborates with teachers to integrate information literacy competencies across the curricula
- G. Recognizes the existence and use of multiple information environments

School Library Media Specialist

- H. Selects, applies, and uses the appropriate software, hardware, and communications technologies to promote effective teaching and learning
- I. Produces media in graphic, multimedia and electronic formats in support of the library media and instructional programs
- J. Evaluates, selects and requisitions new Technology & Media Center materials and informs teachers and other staff of new acquisitions
- K. Conducts in-service education for teachers in the effective evaluation, selection and use of media and technology and maintains professional library materials for teacher use
- L. Prepares and administers the Technology & Media Center Budget under the direction of the Principal.
- M. Oversees and monitors the clerical activities necessary for the operation of the Technology & Media Center
- N. Oversees the work of volunteer workers
- O. Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the Technology and Media Center's capacity to access information globally
- P. Maintains professional competence and continuous improvement through in-service education and other professional development activities
- Q. Performs such other related duties as may be assigned.
- R. Is responsible for the operation and supervision of the school Media and Technology Center
- S. Maintains a comprehensive and efficient system for cataloging all Media Center Materials and instructs teachers and students on use of the system
- T. Assists teachers in the selection of books and other instructional materials and makes Media Center materials available to supplement the instructional program

VI. Terms of Employment:

Compensation, benefits, work day and year as defined by the negotiated contract between the USR BOE and the USREA

VII. Evaluation:

Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.

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POLICY GUIDE

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ADMINISTRATION
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Earned Sick Leave Law
Mar 19
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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.

POLICY GUIDE

The employer will not 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.

The employer will not permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

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 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 as 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."

POLICY GUIDE

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:

POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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Students
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TARDINESS

5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness with a note from doctor/dentist, ~~and emergency in the pupil's family~~, the observance of a religious holiday, ~~a death in the pupil's family~~, a late bus, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

In addition, schools will enforce tardiness rules as detailed in the published codes of conduct.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

Adopted: 16 June 2008

Revised: 16 June 2014

Revised:



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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Operations
8601/Page 1 of 4

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL (M)

8601 STUDENT SUPERVISION AFTER SCHOOL DISMISSAL (M)

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The Board of Education has a number of students that are not eligible for district-provided transportation either to or from school. Such students, if not transported to and from school by way of vehicle, walk to and from school, either by themselves or with an escort. The Board recognizes that that some students, due to their age, may not be able to fully appreciate the dangers that may be present when they are walking unescorted from school after dismissal to either their home or another location. Although it is a parent's option as to whether or not his or her child should be permitted to leave school grounds after dismissal without an escort, the Board shall ensure that students are supervised after dismissal in accordance with this Policy.

I. Dismissal Procedures

- A. Each school Principal, in conjunction with the Superintendent of Schools or his/her designee, shall promulgate specific written dismissal procedures for his/her school building. The dismissal procedures shall, at a minimum, specify:
 - 1. Starting and dismissal times for regular school days, early dismissal days, and/or any other starting or dismissal times whether due to emergencies, weather, or other events.
 - 2. The number of staff members assigned to student supervision duties at dismissal;
 - 3. The responsibilities of said staff members;
 - 4. Where the staff members shall be located and/or patrol during dismissal;
 - 5. How long the staff members will perform such supervision duties;
 - 6. Designated pick up areas at each school building;
 - 7. The locations and work hours of any crossing guards employed by the municipality;
 - 8. The procedures for early-dismissal days;



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9. Where a student that is ineligible to leave school grounds after dismissal without an escort shall be supervised if his/her parent(s), legal guardian(s) or designated escort(s) do not arrive to escort the student from school grounds within the time frame specified in such dismissal procedures, as well as the specific procedures to be followed by staff members when such events take place; and
10. The procedures that parent(s) or legal guardian(s) shall follow when notifying school officials of any change in his/her student's dismissal preferences.

- B. Each school's dismissal procedures shall be incorporated into this Policy by reference, and copies of said procedures shall be part of any and all student handbooks.

II. Students' Eligibility to Leave School Grounds After Dismissal

- A. A student in grades six through eight shall be permitted to leave school grounds after dismissal unescorted.

- B. A student in grades ~~kindergarten-one~~ through five shall not be permitted to leave school grounds after dismissal unescorted unless his/her parent(s)/legal guardian(s) provide the Principal of his/her child's school with written notice that his/her child is permitted to leave school grounds after dismissal unescorted.

1. The written notice shall be on a form provided by the Board to all parent(s)/legal guardian(s) before the beginning of each school year, shall be made available on the Board's website, and shall be provided to any parent(s) or legal guardian(s) upon request. This notice shall be valid for the entire school year unless the child's parent(s) or legal guardian(s) advise the Principal of his/her child's school that his/her child is not permitted to leave school grounds after dismissal unescorted. The Principal shall, on the same day notice is received, notify all staff members providing supervision at dismissal time of any changes applicable to an individual student's dismissal protocol.

- C. Students who are not permitted to leave school grounds after dismissal unescorted shall be supervised by the staff members until the student's



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parent(s), legal guardian(s) or other escort(s) designated by the parent(s)/legal guardian(s) arrive to escort the student from school grounds in accordance with the school's specific written dismissal procedures. The Building Principal shall keep a record of any and all individuals other than the parent(s) or legal guardian(s) designate as eligible to escort a student from school grounds for each student enrolled in his/her school. An individual must be at least 18 years old to be designated as an escort by a child's parent(s) or legal guardian(s).

- D. Students who receive District-provided parent subscription bus transportation to their homes shall be released at their bus stops.

III. Notification to Parents

- A. The Board shall ensure that a copy of this policy is incorporated into any and all student handbooks, along with a copy of the school's written dismissal procedures.
- B. The Board shall ensure that each student's parent(s) and/or legal guardian(s) are provided with information regarding the availability of any after-school services offering supervision after school dismissal, as well as enrollment procedures for the same.
- C. The Board shall ensure that a copy of the school calendar is distributed to each student's parent(s) or legal guardian(s) at the beginning of each school year, and that each student's parent(s) or legal guardian(s) are promptly notified of any and all changes to the school calendar.

N.J.S.A. 18A:17-42, -43; and -45 through -48

N.J.S.A. 18A:20-21

N.J.S.A. 30:5B-26 through -29

N.J.A.C. 6A:16-1.1 et seq.

N.J.A.C. 6A:26-12.1 et seq.

Manual for the Evaluation of Local School Districts *Jenkins v. Anderson*, 191 N.J. 285 (2007)

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