

BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
REGULAR PUBLIC MEETING
Auditorium, Cavallini Middle School
392 West Saddle River Road
Monday, September 11, 2023, 8:00 p.m.

AGENDA

This is a 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.

Two 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.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. No speaker may comment again until all those who wish to speak 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. Gandara |
| II. | Flag salute and Pledge of Allegiance | Mrs. Gandara |
| III. | Opening statement by presiding officer | Mrs. Gandara |
| IV. | REPORTS | |
| A. | Superintendent's Report | Dr. Siegel |
| B. | Board Secretary's Report | Mrs. Imbasciani |
| C. | Board President's Report | Mrs. Gandara |
| D. | Committee Reports | Chairpersons |
| E. | Student Representative's Report | Miss Lozada |
| F. | PTO Report | Mrs. DeFrino & Mrs. McGovern |
| G. | USREF Report | Mrs. Tedd |
| V. | PUBLIC COMMENT (limited to comments on agenda items only) | |
| VI. | PRESENTATIONS | |
| 1. | New Staff Introductions | Dr. Siegel |
| 2. | 2023/2024 District Goals | Dr. Siegel |

VII. ADMINISTRATION

Dr. Siegel

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

- A. Approve the updated Guide for Standard Operating Procedures and Internal Controls.
- B. Approve the following Resolution:

RESOLUTION**Submission of Comprehensive Maintenance Plan**

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 Upper Saddle River School District 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 Upper Saddle River Schools hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for the Upper Saddle River School District in compliance with Department of Education requirements.

- C. Approve the following Board Resolution:

The District's required maintenance activities are reasonable to keep a school facility open and safe for use in its original condition in order to maintain the validity of their warranties.

- D. Approve the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2023/24 school year.

- E. Approve the District Goals for the 2023/24 school year:

1. **Classroom Management/Behavior:**

Expand staff support with strategies and interventions to more effectively address student behavior and minimize out of classroom consequences through 1) increased training and guidance in social problem-solving, emotional regulation, and conflict resolution and 2) clearly defined expectations and accountability across staff, students, and parents.

2. **District Culture:**

Enhance the district and school culture by continuing to promote a positive, inclusive, and supportive environment that strengthens relationships among students and staff, and further cultivates a sense of belonging, respect, and effective collaboration.

3. **Communication:**

Improve district and building level communication to keep all stakeholders (staff, students, and families) informed with more timely, consistent, and coherent messages about important school matters.

4. **Curriculum:**

Perform a systematic evaluation of all K-8 mathematical curricula, instruction, and assessment, as well as professional development practices, and formulate an actionable plan for improvement.

F. Approve the School Parent Compact for the FY24 Title 1 Grant.

G. Authorize the Board of Education to suspend the rules of Bylaw 0131 and adopt the following Policies and Regulations:

Policy 1642.01	Sick Leave
Policy 2419	School Threat Assessment Teams (M)
Regulation 1642.01	Sick Leave
Regulation 2419	School Threat Assessment Teams (M)

H. Approve the submission of the Emergency Virtual or Remote Instructional Plan and Attestation for the 2023/2024 School Year to the New Jersey Department of Education.

I. Approve the Nursing Plan for the 2023/2024 school year.

J. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #249961***06082023 is not an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).

K. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #250010***06092023 is not an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).

L. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #250309***06192023 is not an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).

VIII. **PERSONNEL**

Dr. Siegel

This motion will be one motion that encompasses items A through I and their approval will be formalized at this meeting. These items have been approved by the Superintendent as per the June 12, 2023 resolution authorizing "the Superintendent to make personnel decisions on new hires and offer contracts in consultation with the Board President during the summer for the 2023/24 school year."

A. Create/Abolish

1. Abolish one 1.0 FTE 2nd grade classroom teacher position, effective September 1, 2023.
2. Abolish one 1.0 FTE 5th grade classroom teacher position, effective September 1, 2023.
3. Create one 1.0 FTE 3rd grade classroom teacher position, effective September 1, 2023.
4. Create one 1.0 FTE 4th grade classroom teacher position, effective September 1, 2023.

B. Job Description (not applicable)

C. Resignations

1. Accept the resignation of Jacquelyn Asta, Paraprofessional at Reynolds School, effective September 1, 2023.
2. Accept the resignation of Jason Alba, Campus Aide at Bogert, effective July 1, 2023.
3. Accept the resignation of Kevin Maphis, ABA Paraprofessional, effective July 31, 2023.
4. Accept the resignation of Peter Petrow, PE/Health Teacher at Bogert School, effective September 1, 2023.
5. Accept the resignation of Francene Ragazzo, Paraprofessional at Cavallini Middle School, effective September 1, 2023.
6. Accept the resignation of Bruce Reicher, Computer Applications Teacher at Cavallini Middle School, effective August 28, 2023.

D. Leaves

1. Approve a paid medical leave and an unpaid medical FMLA leave for Employee #2107, effective September 1, 2023 through approximately December 12, 2023.

E. Appointments

1. Appoint Mary Anne Arber to the position of Campus Aide at Bogert School, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
2. Appoint Kristen Byrne to the position of Paraprofessional at Reynolds School, Effective September 1, 2023, Step 10, subject to the satisfactory completion of the criminal history records check required by law.
3. Appoint Jadwiga Cieslar to the position of Campus Aide at Bogert School, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
4. Appoint Brian Haines to the position of long term, per diem PE/Health Leave Replacement Teacher at Bogert School, effective September 1, 2023 through November 17, 2023, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Jennifer Haveman to the position of Spanish Teacher at Cavallini Middle School, BA, Step 19, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
6. Appoint Lisa Heins to the position of ABA Paraprofessional at Bogert School, effective September 1, 2023, Step 6, plus ABA stipend, subject to the satisfactory completion of the criminal history records check required by law.

7. Appoint Joi Jonas to the position of School Secretary at Cavallini Middle School, Step 9, effective August 28, 2023, subject to the satisfactory completion of the criminal history records check required by law.
8. Appoint Samantha Liggio to the position of PE/Health Teacher at Bogert School, BA, Step 1, effective September 1, 2023, subject to the criminal history records check required by law.
9. Appoint Louis Napolitano to the position of Multimedia/Computer Applications Teacher at Cavallini Middle School, MA, Step 2, effective on or about September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law and issuance of the required NJDOE Teaching Certificate.
10. Appoint Rose Nappi-Wasser to the position of Grades 4-8 Instructional Support Teacher, MA+30, Step 3, effective September 1, 2023 through June 30, 2024, subject to the satisfactory completion of the criminal history records check required by law.
11. Appoint Dana Sileo to the position of ABA Paraprofessional at Bogert School, Step 1, plus ABA stipend, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
12. Appoint Erica Stearns to the position of Cavallini Enrichment Teacher, MA+30, Step 14, on or about October 10, 2023, subject to the satisfactory completion of the criminal history records check required by law.
13. Appoint Erin Stewart to the position of per diem leave replacement Case Manager for the Child Study Team, effective on September 1, 2023 through November 24, 2023, subject to the satisfactory completion of the criminal history records check required by law.
14. Appoint Molly Swift to the position of Lunch Aide at Reynold School, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
15. Appoint Constantina Apostolou to the position of ACE Team Member for the 2023/24 school year. \$16.00/hr
16. Appoint Jadwiga Cieslar to the position of ACE Team Member for the 2023/24 school year. \$22.00/hr
17. Appoint Bill Daub to the position of substitute ACE Team Member for the 2023/2024 school year. \$20.00/hr
18. Appoint Joseph Hull to the position of ACE Team Member for the 2023/24 school year. \$16.00/hr
19. Appoint Hakeem Kinard to the position of ACE Team Member for the 2023/24 school year. \$20.00/hr
20. Appoint John Griffith to the position of ACE Team member for the 2023/24 school year. \$20.00/hr
21. Appoint Gianna Mundy to the position of ACE Team member for the 2023/24 school year. \$20.00/hr

22. Appoint Brooke Reissman to the position of ACE Team member for the 2023/2024 school year. \$16.00/hr

F. Change in Assignment:

1. Approve the transfer of Denise Casella from Lunch Aide at Reynolds School to the position of per diem, long term ABA Paraprofessional leave replacement, effective September 1, 2023 through approximately November 24, 2023. Step 5 per diem, plus ABA stipend prorated (\$16.48 per diem).
2. Appoint Rosemarie Malloy to the position of K-8 Supervisor of Personnel and Staff Development, effective August 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
3. Approve the transfer of Helen Vega from 2nd Grade Classroom Teacher at Reynolds School to 3rd Grade Classroom Teacher at Bogert School, effective September 1, 2023.

G. Lateral Guide Move

1. Approve a lateral guide move for Anamarie Massaro, Spanish Teacher at Bogert School, from BA to MA, effective September 1, 2023.

H. Student Teachers/Interns

1. Approve Nicholas Annese as a student intern at Cavallini Middle School for the 2023/24 school year.
2. Approve Giana Carofine as a student intern at Reynolds School for the 2023/24 school year.
3. Approve James D'Arecca as a student intern at Cavallini Middle School for the 2023/24 school year.
4. Approve Joan Daigle as a student intern at Bogert School for the 2023/24 school year.
5. Approve Shari Flincher as a student intern at Bogert School for the 2023/24 school year.
6. Approve Samantha Jones as a student intern at Reynolds School for the 2023/24 school year.
7. Approve Gavin Latshaw as a student intern at Bogert School for the 2023/24 school year.
8. Approve Raymond McDowell as a student intern at Cavallini Middle School for the 2023/24 school year.
9. Approve Alyssa Padilla as a student intern at Reynolds School for the 2023/24 school year.

I. Substitutes/Consultants/Volunteers

1. Approve Nicholas Annese as a substitute teacher/paraprofessional for the 2023/24 school year. Mr. Annese holds a NJ Substitute Teaching Certificate.

2. Approve Kristen Byrne as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Byrne's NJ Substitute Teacher Certificate is pending.
3. Approve Giana Carofine as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Carofine holds a NJ Substitute Teaching Certificate.
4. Approve James D'Arecca as a substitute teacher/paraprofessional for the 2023/24 school year. Mr. D'Arecca holds a NJ Substitute Teaching Certificate.
5. Approve Joan Daigle as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Daigle holds a NJ Substitute Teaching Certificate.
6. Approve Shari Flincher as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Flincher holds a NJ Substitute Teaching Certificate.
7. Approve Lisa Heins as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Heins holds a NJDOE Standard School Counselor Certificate.
8. Approve Samantha Jones as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Jones holds a NJ Substitute Teaching Certificate.
9. Approve Gavin Latshaw as a substitute teacher/paraprofessional for the 2023/24 school year. Mr. Latshaw holds a NJ Substitute Teaching Certificate.
10. Approve Raymond McDowell as a substitute teacher/paraprofessional for the 2023/24 school year. Mr. McDowell holds a NJ Substitute Teaching Certificate.
11. Approve Louis Napolitano as a per diem long term substitute teacher at Cavallini Middle School, effective September 1, 2023, \$322.08/per diem, subject to the satisfactory completion of the criminal history records check required by law.
12. Approve Elaina Reinke as a substitute teacher/paraprofessional for the 2023/24 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Reinke's NJ Substitute Teaching Certificate is pending.
13. Approve Sophia Rosenthal as a substitute teacher/paraprofessional for the 2023/24 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Rosenthal's NJ Substitute Teaching Certificate is pending.
14. Approve Dana Sileo as a substitute teacher/paraprofessional for the 2023/24 school year. Ms. Sileo's NJ Substitute Teaching Certificate is pending.
15. Approve Erin Stewart as a substitute teacher/paraprofessional for the 2023/24 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Stewart holds a NJ School Social Worker Certificate.

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

- A. Create/Abolish (not applicable)

B. Job Descriptions, effective September 1, 2023.

1. Paraprofessional (Revised)
2. ABA Paraprofessional (Revised)
3. LLD Paraprofessional (New)

C. Resignations (not applicable)

D. Leaves (not applicable)

E. Appointments

1. Approve Jodi Costa, Paraprofessional, as a 1:1 Aide for a Bogert student to assist with after school Chorus for the 2023/24 school year. hourly rate
2. Appoint Matthew Franklin to the position of LLD Paraprofessional at Cavallini Middle School, Step 12, effective on or about September 12, 2023, subject to the satisfactory completion of the criminal history records check required by law.
3. Appoint Annamarie Zimmermann to the position of substitute ACE Team Member for the 2023/2024 school year. \$22/hr
4. Approve the following Student Support Team staff members for the 2023/24 school year:

Gianna Apicella	Katherine Baker	Kim Casey
Christine Cipollini	Emily Cooper	Margaret Donnelly
Meghan Ennis	Julie Fallon	Anthony Farinacci
Lauren Foca	Kristen Groen	David Kaplan
James McCusker	Jillian Menendez	Sean O'Connor
Carlos Ramirez	Stacy Schiff	Erik Schlemm
Sara Senger	Devin Severs	Stefanie Slacin
Sara Soojian	Erin Stewart	Brigette Uzar
Brian Walis, Jr.	Alexis Yotka	
5. Appoint the following DEAC Committee for the 2023/2024 school year:

Katherine Baker	Christine Cipollini	Amy D'Ambola
Danielle Dorn	Tracy Goodman	James McCusker
Jessica McFaul	Sarah Maginnis	Rosemarie Malloy
Jill Powers	Devin Severs	Lyndsey Stickerling
Marci Titunick	Heather Walker	
6. Appoint the following SCiP Committee for the 2023/2024 school year:

Katherine Baker	Eda-Marie Carmilani	Christine Cipollini
Danielle Dorn	David Kaplan	James McCusker
Jessica McFaul	Sarah Maginnis	Jill Powers
Devin Severs	Lyndsey Stickerling	Marci Titunick
Heather Walker		
7. The following staff members are recommended for the positions listed below for the 2023/24 school year:

GRADE	DEPT. CHAIRPERSON	STIPEND
Kindergarten	Devon Joy	\$1,500.00
" (Split)	Cynthia Stawecki	\$1,500.00
Grade One	Sarah Maginnis	\$1,500.00
" (Split)	Jacqueline King	\$1,500.00
Grade Two	Christine Thies	\$1,500.00
" (Split)	Jaclyn Passanante	\$1,500.00
Grade Three	Marissa Hopson	\$3,000.00
Grade Four	Jamie Drucker	\$3,000.00
Grade Five	Heather Walker	\$3,000.00
Grade Six	Stephanie Chamberlin	\$3,000.00
Grade Seven	Aimee Aslanian	\$3,000.00
Grade Eight	Lyndsey Stickerling	\$1,800.00
" (Split)	Catherine Teehan	\$600.00
" (Split)	Eileen Tyburczy	\$600.00
SPECIAL TEACHERS		
Specialist K-2	Christina Cucci	\$1,500.00
" (Split)	Valerie Kersting	\$1,500.00
Specialist 3-5	Kristin Law	\$1,500.00
" (Split)	Annamarie Zimmermann	\$1,500.00
Certified School Nurse	Ailish Fillis	\$3,000.00
Unified Arts	Jennifer Kruter	\$3,000.00
ADVISORS		
District Curriculum Coordinator Chairperson	Erika Zeccardi	\$7,000.00
Family and Community Engagement Coordinator	Katherine Baker	\$7,000.00
Reynolds Community Service	Stefanie Slacin	\$465.00
" (Split)	Marci Titunick	\$465.00
Bogert Art Club (Level A)	Annamarie Zimmermann	\$1,650.00
Bobcat Buddies (Level A) (To be Reimbursed by YGC)	Sara Senger	\$1,650.00
Bogert Chorus (Level A)	Nathan Bischoff	\$1,650.00
Bogert Environmental Club (Level B)	Kristen Nicholas	\$930.00
Bogert Newspaper (Level A)	Alana Capogrosso	\$825.00
" (Split)	Jamie Drucker	\$825.00
Bogert Running Club (Level B)	Shea Darienzo	\$465.00
" (Split)	Shaelynn Guilfoyle	\$465.00
Bogert School Store (Level B)	Alana Capogrosso	\$465.00
" (Split)	Alexis Garcia	\$465.00
Bogert Student Council (Level A)	Jamie Drucker	\$825.00

" (Split)	Sarah Shetsen	\$825.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level A)	TBD	\$1,650.00
Cavallini (Level B)	TBD	\$930.00
Cavallini (Level B)	TBD	\$930.00
Cavallini (Level B)	TBD	\$930.00
Cavallini (Level B)	TBD	\$930.00
Cavallini (Level B)	TBD	\$930.00
Cavallini (Level B)	TBD	\$930.00
Cavallini Musical Director	TBD	\$3,000.00
Cavallini Assistant Musical Director	TBD	\$1,500.00
COACHES		
Athletic Director	Erik Schlemm	\$3,000.00
Boys' Baseball	TBD	\$1,500.00
" (Split)	TBD	\$1,500.00
Boys' Basketball	TBD	\$3,000.00
Girls' Basketball	TBD	\$3,000.00
Cross Country	Julia Shea	\$3,000.00
Intramurals	TBD	\$3,000.00
Boys' Soccer	Jason Dates	\$3,000.00
Girls' Soccer	Samantha Smith	\$3,000.00
Girls' Softball	TBD	\$3,000.00
Girls' Volleyball	Katherine Kaldawi	\$3,000.00
Fitness Club	TBD	\$3,000.00
Track & Field Head Coach	TBD	\$3,000.00
Track & Field Assistant	TBD	\$1,125.00
" (Split)	TBD	\$1,125.00
" (Split)	TBD	\$1,125.00
" (Split)	TBD	\$1,125.00
HEAD CUSTODIANS		
Reynolds	Scott Kirsch	\$3,600.00

Bogert	Scott Kirsch	\$3,600.00
Cavallini	Peter Lala	\$3,600.00
HALL DUTY/CROSSING GUARDS		
Reynolds Hall Duty	Eda-Marie Carmilani	\$1,030.00
Reynolds Hall Duty	Nicole Christensen	\$1,030.00
Reynolds Hall Duty	Josephine Griffith	\$1,030.00
Reynolds Hall Duty	Danielle Hoffman	\$1,030.00
Reynolds Hall Duty	Jacqueline Holder	\$1,030.00
Reynolds Hall Duty	Renee Yuhas	\$1,030.00
Bogert Hall Duty	Joan Aufiero	\$1,030.00
Bogert Hall Duty	Susan Kasnia Flood	\$1,030.00
Bogert Hall Duty	Sean O'Connor	\$1,030.00
Bogert Hall Duty	Jennifer Ranges	\$1,030.00
Reynolds Crossing Guard Duty (a.m.)	Brian Walis	\$2,700.00
Reynolds Crossing Guard Duty (p.m.)	TBD	\$1,240.00
Bogert Crossing Guard Duty (a.m.)	Jodi Costa	\$2,700.00
Cavallini Hall Duty	Helaine Kleinman	\$1,030.00
Cavallini Hall Duty	Donna Reilly	\$1,030.00
Cavallini Hall Duty	TBD	\$1,030.00
Cavallini Hall Duty	TBD	\$1,030.00
LUNCH DUTY - \$22/day		
Reynolds		
Carey Goralski	Josephine Griffith	Tracy Nussman
Kristen Rohdieck	Maureen VanBlarcom	Brian Walis
Renee Yuhas		
Substitutes for Reynolds Lunch Duty		
Alex Alberta	Meredith Ardito	Kim Casey
Eda-Marie Carmilani	Michelle Carucci	Emily Cooper
Nicole Christensen	Suzanne Cook	Cara Dellagatta
Christina Cucci	Samantha Dabal	Simona DiFranco
Kelly Diverio	Peggy Dobrinski	Nicole Fennell
Josephine Griffith	Kristen Groen	Danielle Hoffman
Jacqueline Holder	Valerie Kersting	Sarah Khalessi
Carolyn Lane	Mary Lavelle	Elissa Mark
Jillian Menendez	Justina Murphy	April Quinones
Carlos Ramirez	Tara Reilly	Bina Rivard
Heidi Rockwell	Stefanie Slacin	Aurela Sokoli
Sarah Soojian	Elayne Stern	Katie Stevens

Carol Stevens	Marci Titunick	Christine Vido
Lindsey Walker	Alexis Yotka	Renee Yuhas
Carol Zumbano		
Bogert		
Joan Aufiero	Erika Blumenfeld	Amy Caravela
Jodi Costa	Philip D'Anna	Elizabeth Decker
Meghan Ennis	Kasie Falato	Julie Fallon
Shaelynn Guilfoyle	Kerry Murphy	Sean O'Connor
Deborah Rodas	Nancy Schondorf	Elayne Stern
Carol Stevens	Katie Stevens	Lisa Wachino
Emily Whitman	Annamarie Zimmermann	
Cavallini		
Maria Bevia	Jason Dates	Mary Dixon
Danielle Dorn	Jennifer Gareffa	Joann Hayden
Katherine Kaldawi	Helaine Kleinman	Patricia Kramer
Louis Napolitano	Rose Nappi	Melvin Phillips
Donna Reilly	Lyndsey Stickerling	
Substitutes for Cavallini Lunch Duty		
Aimee Aslanian	Allison Au	Katherine Baker
Heather Balji	Alexandra Byrne	Stephanie Chamberlin
Paul Cirone	Megan Conners	Emily Cooper
Margaret Donnelly	Lauren Foca	Matthew Franklin
Caitlin Gervasio	Catherine Gonzales	Tracy Goodman
James Gorab	Caitlin Graf	Cynthia Haas
Jennifer Haveman	Linda Ho	Jennifer Kruter
Jonathan Kulhawy	Lauren Larco	Desiree Lascarro
Kristin Martin	Nicole Mascetti	Jennifer Moss
Shyret Murati	Jessica Pike	Thomas Pisciotta
Mora Popeil	Deborah Prionciotto	Erik Schlemm
Julia Shea	Samantha Smith	Erica Stearns
Erin Stewart	Catherine Teehan	Eileen Tyburczy
Brigette Uzar	Eric Van Hoven	

F. Change in Assignment (not applicable)

G. Lateral Guide Moves

1. Approve a lateral guide move for Nadia Balsamo, 5th Grade Classroom Teacher,, from BA + 30 to BA + 60, effective September 1, 2023.

H. Substitutes/Consultants/Volunteers/Interns

1. Approve Denise Casella as a substitute teacher/paraprofessional for the 2023/24 School year. Ms. Casella's NJ Substitute Teaching Certificate is pending.
2. Approve Matthew Franklin as a substitute teacher/paraprofessional for the 2023/2024 school year. Mr. Franklin holds a NJ Elementary School Teacher Certificate.
3. Approve Sadaf Memon as a substitute teacher/paraprofessional for the 2023/2024 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Memon's NJ Substitute Teacher Certificate is pending.

IX. FINANCE

Mrs. Imbasciani

This motion will be one motion that encompasses items A through L as per the June 12, 2023 resolution "authorizing the Business Administrator/Board Secretary to pay bills during the months of July and August 2023. These payments will be approved at the next regularly scheduled meeting."

A. Approve the Bills List for June 2023 as follows:

10	General Current Expense	\$82,939.71
11	General Current Expense	\$2,640,843.69
12	Capital Outlay	\$85,351.30
20	Special Revenue Funds	\$99,055.65
40	Debt Service Funds	\$288.70
50	Milk	\$333.11
60	Trust Fund	\$22,141.32
	Total	\$2,930,953.48

B. Approve the Bills List for July 2023 as follows:

10	General Current Expense	\$9,867.87
11	General Current Expense	\$1,702,606.29
20	Special Revenue Funds	\$6,600.00
40	Debt Service Funds	\$242,400.00
60	Trust Fund	\$3,333.34
	Total	\$1,964,807.50

C. Approve the Bills List for August 2023 as follows:

10	General Current Expense	\$10,449.04
11	General Current Expense	\$1,386,976.08
12	Capital Outlay	\$107,395.00
20	Special Revenue Funds	\$3,326.25
60	Trust Fund	\$3,333.34
	Total	\$1,511,479.71

- D. Approve the Transfers for June, July and August 2023.
- E. Approve the reimbursement for the State-Required two-year Residency Program through NJ Leader-to-Leader (NJL2L), not to exceed \$3,350 for Christine Cipollini.
- F. Approve D&L Paving Contractors Inc. to reset and level the entire walkway in the Learning Habitat at a total cost of \$11,900. (Pricing based on EDS #10980)
- G. Approve D&L Paving Contractors Inc. to clean and fill in cracks in all parking lots; restripe all parking spaces, repaint handicapped spaces, paint the new fire zone layout, and install ten (10) No Parking Fire Zone signs at a total cost of \$28,900. (Pricing as per EDS #10980)
- H. Approve Pesh-E-Lectric, Inc, to relocate the emergency generator from the boiler room in Reynolds School to the exterior of the building at a total cost of \$14,950.
- I. Approve A1 Garden State Construction to complete roof repairs on the main entrance to Bogert School and the Greenhouse at a total cost of \$15,000.00.
- J. Approve A.N.A. Painting Corp to prep, paint, and finish eight (8) light posts, four (4) picnic tables, and eight (8) benches at Cavallini Middle School for a total cost of \$5,923.11. Pricing as per NJ State Contract #A15451)
- K. Approve Trane to supply and install a new BAS Controller at Bogert/Reynolds, to replace the existing Tracer SC that was damaged by the lightning storm on July 26, 2023, at a total cost of \$5,031.00. (Pricing as per OMNIA Partners Contract #3341)
- L. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Cost	Total Cost
ABA Supervision - 8 hour Supervision Training (online)	Ongoing	Gianna Apicella	\$109.00	\$0.00
NJPSA Council Meetings Monroe Township, NJ	September 22, 2023 December 1, 2023 March 22, 2024	David Kaplan	\$0.00	\$179.52
William Paterson University Job Fair Wayne, NJ	September 14, 2023	Rosemarie Malloy	\$75.00	\$10.90
Rutgers Fall Career/Internship, Mega Job Fair New Brunswick, NJ	September 22, 2023	Rosemarie Malloy	\$565.00	\$70.00

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

- A. Approve the Minutes of Board Meetings:

June 12, 2023, June 22, 2023 (Retreat) and June 26, 2023 (Special Meeting)

- B. Approve the unaudited Board Secretary and Treasurer's Reports dated June 2023 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.
- C. Accept three (3) tuition students, whose names are on file in the Board Office, for the 2023/24 school year.
- D. Approve the change of placement for an Out-of-District student, whose name is on file in the Board Office, from Bleshman Regional School to CTC Academy beginning September 2023, in accordance with the Individual Education Plan for the 2023/24 school year.
- E. Approve the placement of a student, whose name is on file in the Board Office, at Holmstead School, in accordance with the Individual Education Plan, for the 2023/24 school year .
- F. Accept one out-of-district student from River Vale and one out-of-district student from Saddle River, whose names are on file in the Board Office, to attend the Upper Saddle River Special Education Program for the 2023/24 school year.
- G. Rescind the following motion which was approved on June 26, 2023:

- B. Approve FY24 IDEA Grant expenditures for salaries as follows:

		% of Salary	Amount
1.	Preschool Handicapped		
	Brandt (Paxos)	50%	\$13,851
2.	Part B Basic		
	Brandt (Paxos)	46%	\$12,583
	Kasnia Flood	100%	\$23,298
	Popeil	100%	\$23,881
	Princiotto	100%	\$23,881
	Rodas	100%	\$25,798
	Rohdieck	100%	\$25,298
	Sokoli	100%	\$26,887
	Stevens, C.	100%	\$24,275
	Vido	100%	\$24,404
	Wachino	100%	\$24,275
	Wehrle	100%	\$23,117

- H. Approve FY24 IDEA Grant expenditures as follows:

		% of Salary	Amount
1.	Preschool Handicapped		
	Dellagatta	51%	\$13,851

2. **Part B Basic**

Dellagatta	46%	\$13,424
Kasnia Flood	100%	\$23,298
Mark	91%	\$24,951
Popeil	100%	\$23,881
Princiotto	100%	\$23,881
Rohdieck	100%	\$25,298
Sokoli	100%	\$26,887
Stevens, C.	100%	\$24,275
Vido	100%	\$24,404
Wachino	100%	\$24,275
Wehrle	100%	\$23,117

- I. Approve FY24 ARP NJTSS Mental Health Support Staffing Grant expenditures for stipends as follows:

Katherine Baker \$7,000

- J. Approve the Annual Contract for Hospital Instruction with Bergen County Special Services School District (BCSS) for the 2023/24 school year.
- K. Approve the Annual Contract for Audiological Services with Bergen County Special Services School District, Educational Enterprises Division, for three (3) students, whose names are on file in the Board Office, for the 2023/24 school year.
- L. Approve Rutgers Center of Mathematics, Science & Computer Education (CMSCE) to provide professional development for eight (8) separate days throughout the school year at a total cost of \$20,000.
- M. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Cost	Travel Cost
Orton-Gillingham Training (Online)	September 12-October 12, 2023	Tara Reilly	\$1,500.00	\$0.00
Conquer Math Workshops Pompton Plains, NJ	September 13, 2023 October 5, 2023 December 15, 2023 February 7, 2024	Rachel Squicciarri	\$720.00	\$56.78
Conquer Math Workshops Pompton Plains, NJ	September 14, 2023 October 6, 2023 December 18, 2023 February 8, 2024 April 9, 2024	Kristen Nicholas Maura Telfer Helen Vega Leigh Ann Weil Emily Whitman	\$900.00 \$900.00 \$900.00 \$900.00 \$900.00	\$70.50 \$103.40 \$103.40 \$103.40 \$75.20
Conquer Math Workshops Pompton Plains, NJ	September 15, 2023 October 4, 2023 December 19, 2023 February 9, 2024 April 11, 2024 May 2, 2024	Alexis Garcia	\$1,080.00	\$54.71

Conquer Math Workshops Pompton Plains, NJ	September 20, 2023 October 20, 2023 November 21, 2023 December 13, 2023 January 11, 2024 February 2, 2024 March 18, 2024	Philip D'Anna Emma Piazza	\$1,260.00 \$1,260.00	\$178.80 \$143.44
Conquer Math Workshop Pompton Plains, NJ	September 28, 2023	David Kaplan	\$0.00	\$14.10
NJPSA/FEA Principal Survival Guide Saddle Brook, NJ	September 28, 2023	Devin Severs	\$0.00	\$18.93
Conquer Math Workshops Pompton Plains, NJ	September 28, 2023 November 3, 2023 January 8, 2024 March 19, 2024	Ilene Vaughan	\$720.00	\$86.48
Tri-State Consortium Rye, NY	October 5, 2023 November 29, 2023 January 24, 2024 March 21, 2024	David Kaplan Devin Severs	\$0.00 \$0.00	\$162.58 \$162.58
Tri-State Consortium - Assistant Principal Consortium Rye, NY	October 12, 2023 January 10, 2024 April 10, 2024	Christi Cipollini	\$0.00	\$108.19
How to Implement Engaging Problem Solving in Your Classroom Norristown, PA	October 12, 2023	Heather Walker Erika Zeccardi	\$275.00 \$275.00	\$121.38 \$119.38
NJ School Counselor Association Fall Conference Edison, NJ	October 13, 2023	Stefanie Slacin	\$109.00	\$0.00
Handle With Care Restraint Training Oradell, NJ	October 18-20, 2023	Emily Cooper Alexis Yotka	\$900.00 \$900.00	\$0.00 \$0.00
SNAP Conference Garfield, NJ	October 19, 2023	David Kaplan	\$0.00	\$19.90
Therapeutic Evaluation and Treatment of Toe Walking - Level 1 (Online)	October 23 & 24, 2023	Nicole Fennell	\$375.00	\$0.00
Motor Learning: Tools to Enhance Academic Skills Through Movement (Online)	November 2 & 3, 2023	Meredith Ardito	\$369.00	\$0.00
Tri-State Consortium Training Rye, NY	November 14 & 15, 2023	Stefanie Slacin	\$0.00	\$0.00
2023 American Speech, Hearing & Language Association (ASHA) Convention Boston, MA	November 16-18, 2023	Kelly Diverio Carolyn Lane Elayne Stern	\$449.00 \$449.00 \$449.00	\$1,199.96 \$1,199.96 \$1,199.96
Toe Walking: In Depth Clinical Applications Using an Etiological Approach - Level II (Online)	November 20, 2023	Nicole Fennell	\$260.00	\$0.00

Orton Morphology Classes (Online)	December 18-22, 2023	Kristen Nicholas Emily Whitman	\$1,500.00	\$0.00
			\$1,500.00	\$0.00
Tri-State Visit: Curriculum & Instruction Practices Connected to Profile 5th - 12th Grade North Salem, NY	March 13-15, 2024	Christi Cipollini	\$0.00	\$61.91

X. PUBLIC COMMENT

XI. ADJOURNMENT

Mrs. Gandara

Upper Saddle River Board of Education

County/State Code: 03 5330
Comprehensive Maintenance Plan

Report
Actual FY 23-- Current FY 24-- Planned FY 25

School Name	22/23 Actual	23/24 Budgeted	24/25 Planned
Reynolds Elem. School 070	\$223,467	\$243,500	\$240,000
Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Installation of security shades and film. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.
Bogert Elementary School 060	\$290,568	\$278,400	\$276,900
Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, roof repair, lighting replacement, and paving. Installation of security shades and film. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.
Cavallini Middle School 050	\$300,496	\$275,000	\$285,000
Repairs to roof, elevator, boiler, HVAC, floors, master clock, fire detection system, plumbing, septic and painting. Window repair, lighting replacement, floor tile replacement, and paving. Installation of security shades and film. Extend network cabling and security systems. Pest management. Snow removal. Compliance safety and environment regulations.	Repairs to roof, elevator, boiler, HVAC, floors, master clock, fire detection system, plumbing, septic and painting. Window repair, lighting replacement, floor tile replacement, and paving. Extend network cabling and security systems. Pest management. Snow removal. Compliance safety and environment regulations.	Repairs to roof, elevator, boiler, HVAC, floors, master clock, fire detection system, plumbing, septic and painting. Window repair, lighting replacement, floor tile replacement, and paving. Extend network cabling and security systems. Pest management. Snow removal. Compliance safety and environment regulations.	Repairs to roof, elevator, boiler, HVAC, floors, master clock, fire detection system, plumbing, septic and painting. Window repair, lighting replacement, floor tile replacement, and paving. Extend network cabling and security systems. Pest management. Snow removal. Compliance safety and environment regulations.
Administration Building	\$57,500	\$30,000	\$25,000
Repairs to floors & walls. Security. Pest management. Snow removal. Paving. Tree removal. Compliance safety and environment regulations.	Lighting replacement. Security system. Pest management. Snow removal. Paving. Compliance safety and environment regulations.	Window replacement. Roof repairs. Pest management. Snow removal. Paving. Compliance safety and environment regulations.	
Totals All Schools	\$872,031	\$826,900	\$826,900

DRAFT

P1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this 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 in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;
 - c. Psychological or other counseling;
 - d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;

6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 11 September 2023

P2419 SCHOOL THREAT ASSESSMENT TEAMS (M)

M

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, must include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6.

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4, this Policy, and Regulation 7440 that is consistent with the Guidance developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP). The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise

as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted: 11 September 2023

R2419 SCHOOL THREAT ASSESSMENT TEAMS (M)

M

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports.

Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.

5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

B. Multidisciplinary Threat Assessment Team

1. Threat Assessment Team Members

- a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:
 - (1) A Principal or other senior school administrator;
 - (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
 - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
- b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student’s IEP, 504 plan, or FBA plan and addressed in a manner that is

required by N.J.A.C. 6A:14 and all other Federal and State special education laws.

- c. The district may choose to name the threat assessment team in a manner that suits the school community needs.

2. Threat Assessment Team Structure

- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
 - (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.
 - (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
 - (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

- 1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.

- c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.
- 2. Step 2: Define Prohibited and Concerning Behaviors
 - a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
 - b. Identify other behaviors for screening or intervention.
 - c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
- 3. Step 3: Create a Central Reporting Mechanism
 - a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
 - b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
 - c. Ensure availability to respond.
 - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
- 4. Step 4: Define Threshold for Law Enforcement Intervention
 - a. Most reports can be handled by the School-Based Team.
 - b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).

5. Step 5: Establish Threat Assessment Procedures
 - a. Decide how to document cases.
 - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
 - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
6. Step 6: Develop Risk Management Options
 - a. Identify all available resources for creating individualized management plans.
 - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
 - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
 - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.
 - b. Establish points of contact for all resources.
7. Step 7: Create and Promote Safe School Climates
 - a. Assess current school climate.
 - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.

- b. Enhance current school climate.
 - c. Strengthen students' connectedness.
 - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
 - d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.
 - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
8. Step 8: Conduct Training for all Stakeholders
- a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.
 - b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
 - c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
 - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
 - d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

1. Step 1: Receive a Report of Concern
 - a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.
2. Step 2: Screen the Case
 - a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
 - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
 - b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
 - c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
 - d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.
3. Step 3: Gather Information from Multiple Sources
 - a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.

4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.
5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: Re-Assess (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.
 - c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.
8. Step 8: Document and Close the Case
 - a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.

- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

- 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
- 2. Threat assessment team membership:
 - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.
 - b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
 - c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
 - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
 - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.

3. Awareness Training for Other School Community Stakeholders
 - a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

1. Individualized Education Program (IEP) or 504 Plans
 - a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.
2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
 - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
 - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting

bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.

3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records

- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:

- (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
 - b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
 - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.
6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted: 11 September 2023