

**Board of Education of the Township of Clark, Union County, NJ**  
**Regular Meeting Minutes September 11, 2018**

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This meeting opened at 5:34 p.m. in the Media Center of the Arthur L. Johnson High School located at 365 Westfield Avenue in Clark, and immediately convened to Executive Session for confidential matters, collective bargaining, matters of personnel, litigation or contract matters, and/or attorney/client privilege. The Public Session of this meeting began at 7:00 p.m. and was held in the Clark Council Chambers located at 315 Westfield Avenue in Clark.

**OPEN PUBLIC MEETINGS STATEMENT**

This is a public meeting of the Board of Education of the Clark Public Schools. Adequate notice of this meeting has been given in accordance with PL1975, Chapter 231, in that a special notice was made in conformance with Section 13 of the Act.

**PLEDGE TO THE FLAG**

**ROLL CALL 5:34 P.M.**

**Present:** Scott Bohm  
Laura Caliguire  
Steven Donkersloot, Vice President  
Christine Guerriero, Garwood Representative  
Thomas Lewis  
Robert Smorol  
Henry R. Varriano  
Jill Curran, President

**Absent:** Lorraine j. Aklonis  
Robert Brede

**Also Present:** Edward Grande, Superintendent of Schools  
R. Paul Vizzuso, Business Administrator/Board Secretary

**MOTION TO GO INTO CLOSED EXECUTIVE SESSION**

Motion: Christine Guerriero  
Second: Robert Smorol

**Roll Call:** Yes: 8 No: 0 Abstain: 0

WHEREAS, the Open Public Meetings Act allows for the exclusion from discussion at the public portion of a meeting certain matters as outlined below, and

WHEREAS, the Clark Township Board of Education wishes to discuss such matters made and will make such discussion public when a proper conclusion has been reached:

NOW, THEREFORE, BE IT RESOLVED, that the Clark Township Board of Education will hold a closed Executive Session on this date for the purpose(s) as outlined and described below:

- |                                     |  |       |
|-------------------------------------|--|-------|
| <input checked="" type="checkbox"/> | 1. Confidential Matters per Statute or Court Order             | _____ |
| <input type="checkbox"/>            | 2. Impact Rights to Receive Federal Funds                      | _____ |
| <input type="checkbox"/>            | 3. Unwarranted Invasion of Individual Privacy                  | _____ |
| <input type="checkbox"/>            | 4. Collective Bargaining                                       | _____ |
| <input type="checkbox"/>            | 5. Acquisition of Real Property or Investment of Funds         | _____ |
| <input type="checkbox"/>            | 6. Public Safety Procedures                                    | _____ |
| <input type="checkbox"/>            | 7. Litigation or Contract Matters or Attorney/Client Privilege | _____ |

- X   8. Personnel Matters
- 9. Imposition of Penalties upon an Individual

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**MOTION TO ADJOURN CLOSED EXECUTIVE SESSION**

Motion:        Laura Caliguire  
 Seconded:     Christine Guerriero

**Roll Call:**     Yes: 8   No: 0   Abstain: 0

This closed session was followed by an open session where action was taken.

The Board met in Executive Session from 5:34 p.m. until 7:00 p.m. After a 10 minute recess the following roll call was taken:

**OPENING PUBLIC MEETINGS STATEMENT**

This is a public meeting of the Board of Education of the Clark Public Schools. Adequate notice of this meeting has been given in accordance with PL1975, Chapter 231, in that a special notice was made in conformance with Section 13 of the Act.

**PLEDGE TO THE FLAG**

**Jill Curran, Board President**, requested a moment of silence in memory of those lost during 9/11 and especially James Nelson.

**ROLL CALL 7:10 P.M.**

**Present:**        Scott Bohm  
                       Laura Caliguire  
                       Steven Donkersloot, Vice President  
                       Christine Guerriero, Garwood Representative  
                       Thomas Lewis  
                       Robert Smorol  
                       Henry R. Varriano  
                       Jill Curran, President

**Absent:**         Lorraine j. Aklonis  
                       Robert Brede

**Also Present:**    Edward Grande, Superintendent of Schools  
                       R. Paul Vizzuso, Business Administrator/Board Secretary  
                       Vincent Gennaro, Student Board Member

**APPROVAL OF MINUTES**

Motion:        Christine Guerriero  
 Second:        Scott Bohm

**Roll Call:**     Yes: 6   No: 0   Abstain: 2   Jill Curran, Henry R. Varriano

**Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that**

the following minutes are hereby approved:

- Executive and Public Session minutes of the August 13, 2018 Regular Board Meeting

Once the need for confidentiality no longer exists, Executive Session minutes may be available to the public.

**FLOOR OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY**

The floor was opened to the public at 7:13 p.m. and immediately closed with no comments from the audience.

**PERSONNEL**

**RESOLUTION BY BLOCK VOTE (1-21)**

Motion: Thomas Lewis

Second: Laura Caliguire

**Items 1, 3-9, 11, 13, 14, 16, 18:**

**Roll Call:** Yes: 7 No: 0 Abstain: 1 Christine Guerriero

**Items 2, 10, 12, 15, 17, 19-21:**

**Roll Call:** Yes: 8 No: 0 Abstain: 0

**Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that**

1. the resignation of Nicole Barbuto, leave replacement teacher, from the Clark Public Schools (FKH), is hereby accepted effective August 21, 2018.
2. the resignation of Lindsey Barrett, cheerleading coach, from the Clark Public Schools (ALJ), is hereby accepted effective August 13, 2018.
3. the resignation of Phyllis Mezaros, paraprofessional aide, from the Clark Public Schools (CHK), is hereby accepted effective September 3, 2018.
4. the resignation of Krista O'Connor, school nurse, from the Clark Public Schools (CHK), is hereby accepted effective November 4, 2018 or sooner pending start date of replacement school nurse.
5. the resignation of Dawn Palmucci, paraprofessional aide, from the Clark Public Schools (FKH), is hereby accepted effective August 16, 2018.
6. the resignation of Kayla Rodrigues, leave replacement teacher, from the Clark Public Schools (FKH), is hereby accepted effective August 13, 2018.
7. the resignation of Michele Thompson, cafeteria/playground aide, from the Clark Public Schools (VRS), is hereby accepted effective August 13, 2018.
8. Rosa Benevento is hereby appointed as a maternity leave replacement teacher (for Mathematics Teacher Meredith Peitz) for the Clark Public Schools (CHK), for the 2018-2019 school year, effective on or about September 4, 2018 to on or about February 1, 2019, at the annual salary of \$52,690.00 (BA Step 4), pro rata, pending a criminal history background check and a complete health physical.
9. Samantha Mazzucco is hereby appointed as a leave replacement teacher (for Grade Two Teacher Ashley Tenpenny) for the Clark Public Schools (FKH), for the 2018-2019 school year, effective

on or about September 1, 2018 to on or about January 11, 2019, at the annual salary of \$52,690.00 (BA Step 4), pro rata, pending a criminal history background check and a complete health physical.

10. Brooke Nacht is hereby appointed as a school psychologist for the Clark Public Schools (District), for the 2018-2019 school year, effective October 5, 2018, at the annual salary of \$56,490.00 (MA Step 4), pro rata, pending a criminal history background check and a complete health physical.
11. Amy Riddlestorffer is hereby appointed as a leave replacement teacher (for Grade K Teacher Eleni Gathercole) for the Clark Public Schools (FKH), for the 2018-2019 school year, effective on or about September 1, 2018 to on or about November 30, 2018, at the annual salary of \$52,690.00 (BA Step 4), pro rata, pending a criminal history background check and a complete health physical.
12. Michele Zederbaum is hereby appointed as a leave replacement teacher (English) for the Clark Public Schools (ALJ), for the 2018-2019 school year, effective on or about September 1, 2018, at the annual salary of \$52,690.00 (BA Step 4), pro rata, pending a criminal history background check and a complete health physical.
13. Darlene Alicea is hereby appointed as a cafeteria/playground aide for the Clark Public Schools (VRS), for the 2018-2019 school year, at a rate of \$11.00 per hour, without benefits, pending a criminal history background check and a complete health physical.
14. Jo Ellen Clancy is hereby appointed as a cafeteria/playground aide for the Clark Public Schools (FKH), for the 2018-2019 school year, at a rate of \$11.00 per hour, without benefits, pending a criminal history background check and a complete health physical.
15. Robert Imbriacco is hereby appointed as Mail Courier for the Clark Public Schools (District), for the 2018-2019 school year, at a rate of \$16.50 per hour, 4 hours per day, without benefits, pending a criminal history background check and a complete health physical.
16. Kelly Kondroski is hereby appointed as a before/after care aide for the Clark Public Schools, for the 2018-2019 school year, at a rate of \$13.50 per hour, without benefits, pending a criminal history background check and a complete health physical.
17. item 12 from February 5, 2018 Public Session minutes is hereby amended to read “November 30, 2018” in place of “October 12, 2018.”
18. item 11 from March 19, 2018 Public Session minutes is hereby amended to read “December 5, 2018” in place of “November 27, 2018.”
19. the following individuals are hereby approved for the “Other Than Athletics” extracurricular position for the Clark Public Schools (ALJ) for the 2018-2019 school year as listed:

**Arthur L. Johnson High School**

**RESCIND:**

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
Class Advisor – Junior	Michelle Gonzalez	\$1,290.00

**APPOINT:**

<u>Position</u>	<u>Name</u>	<u>Amount</u>
Class Advisor – Junior	Fredy Reyes	\$1,290.00

20. the following individuals are hereby appointed as substitutes for the Clark Public Schools for the 2018-2019 school year:

**Substitute Teacher**

Brooke Nacht	(NJ School Psychologist)
Jodi Olear	(UC)
LeeAnn Renda	(UC)
Amy Riddlestorffer	(NJ PreK-3 & Elem. K-6)

**Substitute Aide**

Darlene Alicea  
 Kristin Impellizzeri  
 Maria Monteverde  
 Eileen Moskowitz  
 Jodi Olear  
 LeeAnn Renda

21. the following job descriptions are hereby approved. (Attachment A)

Supervisor of Pupil Personnel Services/Guidance  
 Supervisor of Special Projects: Educational Initiatives  
 Supervisor of Special Projects: Preschool, Wellness, School Nursing, and 504  
 Plans/School Nurse  
 Supervisor of Special Services

**CURRICULUM/EDUCATION**

**RESOLUTION BY BLOCK VOTE (22)**

Motion: Steven Donkersloot

Second: Henry R. Varriano

**Roll Call:** Yes: 8 No: 0 Abstain: 0

**Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that**

22. WHEREAS, the employees listed below are requesting Board of Education authorization to attend the conferences/workshops listed below; and

WHEREAS, the attendance at stated functions was previously approved by the chief school administrator as work related within the scope of the work responsibilities of the attendees and within the funds budgeted for this purpose; and

WHEREAS, the attendance at these functions was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent; and

THEREFORE, BE IT RESOLVED, that the Board authorizes attendance at the stated conferences/workshops and reimbursement for the related expenses in accordance with Board policy on conference and workshop attendance:

Special Education Litigation Certificate Program on Wednesday, October 31, 2018, Monday, February 11, 2019, and Friday, February 22, 2019, 9:00 a.m. – 3:00 p.m. at the Foundation for Educational Administration, Inc. (FEA), Monroe Township, NJ at the approximate cost of \$450.00 – Nicole Viola

Michael Kim Marshall Workshop: Teacher Supervision and Evaluation on Tuesday, November 6, 2018, 12:00 p.m. – 4:00 p.m. at Arthur L. Johnson High School at the approximate cost of \$500.00 and approximate travel expense for presenter of \$300.00 – District Administrators

**POLICY**

**RESOLUTION BY BLOCK VOTE (23-25)**

Motion: Scott Bohm  
Second: Laura Caliguire

**Roll Call:** Yes: 8 No: 0 Abstain: 0

**Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that**

23. the Clark Board of Education adopts the following policy and regulations on second reading. A copy of these documents is on file in the Board Office.

**Policy**  
P 8550 Unpaid Meal Charges/Outstanding Food Service Charges

**Regulations**  
R 2624 Grading System  
R 5530 Substance Abuse (M)

24. the Clark Board of Education adopts the following policies and regulations on first reading. A copy of these documents is on file in the Board Office.

**Policies**  
P 1613 Disclosure and Review of Applicant’s Employment History (M)  
P 5512 Harassment, Intimidation, and Bullying (HIB) (M)  
P 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)  
P 8561 Procurement Procedures for School Nutrition Programs (M)

**Regulations**  
R 1613 Disclosure and Review of Applicant’s Employment History (M)  
R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)

25. the Clark Board of Education abolishes the following regulation: (Attachment B)  
Regulation 5512: Harassment, Intimidation, or Bullying Reporting Procedure (M)

**BOARD GOVERNANCE**

**RESOLUTION BY BLOCK VOTE (26-28)**

Motion: Laura Caliguire  
Second: Steven Donkersloot

Roll Call: Yes: 8 No: 0 Abstain: 0

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

- 26. the submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2018-2019 school year to the New Jersey Department of Education is hereby approved.
- 27. the Arthur L. Johnson High School Cross Country Team is hereby granted permission to practice in Oak Ridge Park in Clark, New Jersey.
- 28. the confidential settlement agreement and release between C.D. o/b/o J.D., and J.D., individually and the Clark Board of Education is hereby approved, and the Administration is hereby directed to take the necessary actions to effectuate the terms of the Agreement. A copy of the Agreement is on file in the Board Secretary’s office.

**FINANCE**

**RESOLUTION BY BLOCK VOTE (29-40)**

Motion: Robert Smorol  
Second: Scott Bohm

Items 29, 31:

Roll Call: Yes: 7 No: 0 Abstain: 1 Christine Guerriero

Items 30, 32-40:

Roll Call: Yes: 8 No: 0 Abstain: 0

Be it resolved by the Board of Education of the Township of Clark that upon the recommendation of the Superintendent of Schools that

- 29. approval is hereby given for the out-of-district placement and tuition for the 2018-2019 school year for the following student:

<b>Student #</b>	<b>Placement</b>	<b>Tuition</b>
4914723378	Center for Lifelong Learning	\$44,820.00
(Middle School)	Extraordinary Related Services (Speech)	2,072.00

- 30. approval is hereby given for the out-of-district placement and tuition for the 2018-2019 school year for the following student:

<b>Student #</b>	<b>Placement</b>	<b>Tuition</b>
7720403538	Center for Lifelong Learning	\$44,820.00
(High School)		

- 31. a donation of eight ELKAY EZH2O 2 piece water fountains with Bottle Filler Stations and twelve filter refills at a total value of \$5,169.08 to the Frank K. Hehnlly Elementary School (FKH) is hereby accepted from the FKH PTA with appreciation.
- 32. a donation of miscellaneous office furniture, as listed below, at a total value of \$700.00 to the Arthur L. Johnson High School is hereby accepted from Columbia Bank, Clark branch, with appreciation:

- 2 credenzas
- 2 check writing/signing desks
- 1 two shelf bookcase
- 1 large framed picture
- 2 wooden chairs

33. the Clark Public School District hereby accepts the grant award of the Individuals with Disabilities Act (IDEA) funds for the 2018-2019 school year as listed:

<b><u>Basic</u></b>	
Public	\$444,930.00
Non-public	\$ 83,282.00

<b><u>Preschool</u></b>	
Public	\$ 21,988.00

34. the Clark Public School District hereby accepts the grant award of the Elementary and Secondary Education Act (ESEA) funds for fiscal year 2019 at the following totals which consist of public and nonpublic allocations:

Title I-A	\$64,840.00
Title II-A	\$33,433.00
Title III-Immigrant	\$ 1,880.00
Title IV Part A	\$10,000.00

35. the Clark Board of Education hereby accepts the following grant awards for nursing services, security, auxiliary and handicapped services, technology, and textbooks for students who attend non-public schools in Clark for the 2018-2019 school year:

Non Public Nursing Aid	\$ 60,819.00
Non Public Security	\$ 47,025.00
Non Public Svc Aid Ch. 192	\$163,830.00
Non Public Svc Aid Ch. 193	\$115,972.00
Non Public Technology	\$ 22,572.00
Non Public Textbook Aid	\$ 33,482.00

36. approval is hereby given for the Clark Board of Education to enter into a Memorandum of Understanding (MOU) with Eatontown Public Schools and Member Districts to establish a Title III Consortium for the 2018-19 school year.

37. authorization is hereby given to Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the Security Vestibule Upgrades at Arthur L. Johnson High School, Carl H. Kumpf Middle School, Frank K. Hehnly Elementary School and Valley Road Elementary School to serve as an application to the office of School Facilities and an amendment to the District’s Long Range Facility Plan; and

BE IT FURTHER RESOLVED, this project shall be an “Other Capital” project and the Board of Education is NOT seeking State funding but will fund the Project through the District’s Capital Outlay Account.

BE IT FURTHER RESOLVED, that the Board authorize the Business Administrator and Parette Somjen Architect to solicit a public bid for the purpose of completing this project.



38. the Board of Education accepts the financial reports, as submitted, which include the monthly Board Secretary’s report and the Treasurer of School Monies report for the month ended July 31, 2018. The Board notes that the Secretary’s and Treasurer’s reports are in balance for the cash receipts and disbursements for the month ended July 31, 2018 and

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23A-16.10 (c), I, R. Paul Vizzuso, Board Secretary, certify that as of July 31, 2018 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1, and that the District financial accounts have been reconciled and are in balance, and

BE IT FURTHER RESOLVED, that through the adoption of this resolution, we, the Clark Board of Education, pursuant to N.J.A.C. 6A:23A-16.10, certify that as of July 31, 2018, after review of the Board Secretary’s monthly financial report (appropriation section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

39. the Board of Education hereby approves the Monthly Transfer Report for the month ended July 31, 2018. (Attachment C)

40. the Bill List submitted in the amount of \$1,535,413.27 for September 12, 2018 is hereby approved and payment authorized as funds of the board are made available following this meeting.

**REPORT OF THE SUPERINTENDENT**

- Teachers returned on Tuesday, September 4. I met with them and so did their principals. Time in classrooms. Wellness session.
- Wednesday, September 5: Motivational speaker (Gian-Paul Gonzalez and “All In”), CEA meeting, and Genesis training.
- Freshmen orientation and sixth-grade barbeque as means of welcoming new students.
- First day for students was Thursday, September 6. Smooth openings thanks to the administrators, teachers, and staff.
- Rosa Benevento (CHK Mathematics Leave Replacement Teacher): B.S. from MSU; Has completed leave positions with us in the past
- Samantha Mazzucco (FKH Grade Two Leave Replacement Teacher): Bachelor’s and Master’s from MSU; Has completed leave positions in Elizabeth; ALJ grad
- Brooke Nacht (School Psychologist): B.A. from U of Massachusetts and Master’s from Kean U.; Intern/externships at CHK, Woodbridge, and West Orange
- Amy Riddlestorffer (FKH Grade K Leave Replacement Teacher): B.S. from Kutztown U.; Taught in the Virgin Islands for eight years; ALJ grad
- Michele Zederbaum (ALJ English Leave Replacement Teacher): B.A. from Kean U.; Completed a number of prior leaves for us at ALJ and CHK
- Thanks to FKH PTA for water fountains with bottle fillers and filler refills and Columbia Bank for office furniture. Recognition of other donors who donated through the FKH PTA for the fountains.
- Back-to-School Nights at 7 p.m.

<b>School</b>	<b>Evening</b>
VRS	Monday, September 24
ALJ	Tuesday, September 25
FKH	Wednesday, September 26
CHK	Thursday, September 27, 2018

CPA                      Monday, October 1  
Looking forward to seeing our parents and to a great year ahead.

- Welcome Vincent Gennaro.

**REPORT OF THE COMMITTEES**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**STUDENT BOARD MEMBER UPDATE**

Vincent Gennaro reported to the board on activities for ALJ, CHK, FKH, VRS and CPA

**HEARING OF THE PUBLIC**

The floor was opened to the public at 7:24 p.m. and immediately closed with no comments from the audience.

**Henry R. Varriano, Board Member** – Commented that he attended a number of the activities of the Social Studies Camp held at Valley Road School this summer under the direction of Principal, Mr. Beltramba, and teacher, Bryan Lowe. The program was concise but the students learned a lot. He would like to recommend a theater workshop be created in the same vein.

**ADJOURNMENT**

Motion:            Robert Smorol  
Seconded:        Christine Guerriero

BE IT RESOLVED, that with no further business to come before the Clark Board of Education, the meeting adjourned at 7:25 p.m.

Respectfully submitted,



R. Paul Vizzuso  
Business Administrator/Board Secretary  
fm

- Attachment A – Job Descriptions
- Attachment B – Regulation 5512: Harassment, Intimidation, or Bullying Investigation Procedure (M)
- Attachment C – July Monthly Transfer Report

**CLARK PUBLIC SCHOOLS**  
Clark, New Jersey 07066

**JOB DESCRIPTION**

**TITLE:** Supervisor of Pupil Personnel Services/Guidance

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate or equivalent
2. Director of School Counseling Services Endorsement or Supervisor Certificate
3. Minimum experience as determined by the board
4. Broad knowledge of child growth and development, psychology of exceptional children and the principles of individual and group guidance and counseling
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Superintendent of Schools

**Supervises:** All School Counselors, District SAC

**JOB GOAL:** Responsible for all aspects of the Pre K-12 Guidance program, including all operational aspects of guidance program planning and master schedule development. Serves as the District's Test Coordinator.

**PERFORMANCE RESPONSIBILITIES:**

Serve as the leader/ facilitator of all day-to-day activities of the Guidance Office including assisting counselors, personnel evaluations, planning guidance programs as well as the development and coordination of the master schedule.

1. Plan and coordinate a comprehensive guidance program for all Pre K-12 students.
2. Provide leadership in planning and implementing operational aspects of the Guidance Office, including grade reporting and maintenance of all official student records
3. Develop and maintain master schedule.
4. Provide daily supervision of all counselors Pre K-12 including district SAC.
5. Coordinate Guidance Services with Special Education to meet all student needs.
6. Works with Counselors to provide a comprehensive Guidance program which is articulated with colleges, university and the world of work.
7. Facilitates the implementation of the NAVIANCE system with counselors, students, staff and parents

8. Assists Counselors with providing for the counseling needs of all students.
9. Works in conjunction with the Supervisor of Special Services, CST members and administration to provide academic, emotional and psychological support for all students.
10. Serves as the District's Test Coordinator and work with all building administrators and Content Area Supervisors. (Examples include but not limited to: PARCC, PSAT, SAT, ACT, AP, NJBCT)
11. Prepares the student-related NJ SMART submissions and other data-driven reports.
12. Work in concert with Supervisors to determine student placement, recommendations for levels of instruction and implementation of course selection for grades 9-12.
13. Coordinates the design of programs to meet the developmental and emotional needs of students.
14. Serves as a resource for the Child Study Team and building administration when required.
15. Coordinate the 504 processes.
16. Assists building and District Administration in the management of all school and students crises.
17. Coordinate Guidance programs such as career speakers, college planning workshops, financial aid presentations, career exploration program, College Fair, Career Day, and Scholarship Award Night.
18. Promotes District-wide Guidance articulation.
19. Supervises and evaluates all District Guidance members in accordance with BOE policy.
20. Responsible for the facilitation of all Home Instruction services including the application, implementation, follow-up, nursing services related to HI and counseling services related to HI.
21. Work in concert with Administration and Content Area Supervisors to develop the Program of Studies.
22. Any/all duties that shall be assigned by the Superintendent of Schools.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with State law and the provisions of the Board's policy on evaluation of Certified staff.

**APPROVED:** 9/11/18

**LEGAL REFERENCES:**

<p>N.J.S.A. 10:5-1 et <u>seq.</u>  <u>N.J.S.A.</u> 18A:6-7.1</p>	<p>Law Against Discrimination  Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception</p>
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<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:46	Classes and facilities for handicapped children
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly: <u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
See particularly: <u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9B-10.3	Special education
<u>N.J.A.C.</u> 6A:9B-10.4	Bilingual education
<u>N.J.A.C.</u> 6A:9B-10.5	English as a second language
<u>N.J.A.C.</u> 6A:9B-12.7	Director of school counseling services
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly: <u>N.J.A.C.</u> 6A:10-2.1 et seq.	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10-4.1 et seq.	Components of teacher evaluation
<u>N.J.A.C.</u> 6A:10-6.1 et seq.	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

**CLARK PUBLIC SCHOOLS**  
**Clark, New Jersey**

**JOB DESCRIPTION**

**TITLE:** **SUPERVISOR OF SPECIAL PROJECTS: EDUCATIONAL INITIATIVES**

**QUALIFICATIONS:**

1. Masters Degree from an accredited college or university
2. Supervisor Certification
3. Minimum experience in teaching, curriculum development, and school administration as determined by the board
4. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff
5. Strong leadership and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent of Schools

**JOB GOALS:** To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs.

**PERFORMANCE RESPONSIBILITIES**

1. Assists the superintendent in monitoring the district's instructional programs and services.
  - a. Prepares standards for each subject in every grade.
  - b. Establishes criteria for evaluation of education programs.
  - c. Develops and implements programs aimed at improving the quality of instruction.
  - d. Coordinates subject matter and activities with appropriate staff members throughout grades pre-kindergarten through twelve.
  - e. Coordinates staff development programs.
  - f. Directs the development of plans for instructional research.
  - g. Coordinates the articulation between and within levels.
  - h. Coordinates, in association with are supervisors, district-wide instructional programs (e.g., music, ESL).
  - i. Participates in the selection and recommendation for adoption of all textbooks and supplementary instructional material.

2. Provides leadership and guidance in the process of curriculum planning, coordination, and evaluation.
  - a. Initiates the revision of existing curricula.
  - b. Recommends to the superintendent: further activities to be followed in curriculum development and implementation in keeping with the needs of the school system and the community.
  - c. Supervises the development and/or revision of curricula.
  - d. Establishes and maintains systems for curricula evaluation.
  - e. Maintains up-to-date knowledge of new concepts in education and evaluates their potential impact on education.
  - f. Advises those aspects of budget preparation designed for curriculum implementation.
3. Assists in the planning and administration of an effective system for the recruitment, selection, and staff development for professional personnel.
4. Develops and administers in-service programs for professional staff based on district priorities for instructional improvement.
5. Establishes necessary procedures for cooperative planning with other children's services agencies.
6. Maintains liaison with professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
7. Keeps informed of all legal requirements governing "Elementary and Secondary Education Act" and ensures that all requirements under administrative code, state/federal law, and board policy are met.
8. Recommends policies and programs essential to the needs of exceptional children.
9. Works with principals, assistant principals, content area supervisors, directors, teachers, and information technology (IT) staff in developing the district's technology program to achieve Common Core State Standard and New Jersey Core Curriculum Content Standards and district educational goals and objectives.
10. Oversees the preparation and dissemination of press releases throughout the district.
11. Works, at times with staff, on the preparation of grant and presentation applications.
12. Organizes the district's twelve-month community education program.
13. Organizes the district's Parent University.
14. Analyzes district data and prepares summary reports.
15. Updates and maintains the district's social media accounts.



16. Interviews all substitutes and prepares paperwork for board approval.
17. Observes non-tenured teachers throughout the district.
18. Organizes and facilitates the new teacher orientation and monthly meetings.
19. Performs other related duties s may be assigned by the superintendent and/or requested by board policy.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the Board's policy of evaluation of certified staff.

**APPROVED DATE:** 09/11/18

**CLARK PUBLIC SCHOOLS**  
**Clark, New Jersey**

**JOB DESCRIPTION**

**TITLE: SUPERVISOR OF SPECIAL PROJECTS: PRESCHOOL, WELLNESS, SCHOOL NURSING, AND 504 PLANS/SCHOOL NURSE**

**QUALIFICATIONS:**

1. Masters Degree from an accredited college or university.
2. Supervisor Certification.
3. Valid New Jersey School Nurse Certification.
4. Minimum experience as determined by the board.
5. Broad knowledge of child growth and development.
6. Demonstrated expertise in school health nursing practice and emergency procedures.
7. Strong Leadership and communication skills.
8. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Superintendent of Schools/Supervisor of Special Services

**SUPERVISES:** Preschool staff and health services personnel

**PERFORMANCE RESPONSIBILITIES:**

**Supervisory**

1. Assists in the supervision and evaluation process of preschool teachers.
2. Provides in-service training for early childhood education teachers and parents.
3. Provides systematic and adequate program oversight of preschool program. Works to evaluate programs and practices.
4. Assesses the implementation of the Preschool Teaching and Learning Expectations – Standards of Quality and the New Jersey Student Learning Standards in order to provide high quality early childhood programs.

5. Assists in the development and implementation of a performance-based system for measuring and assessing skills and knowledge of the early childhood population. Regularly communicates results to early childhood staff and parents.
6. Works to ensure that curriculum is aligned to the Preschool Teaching and Learning Expectations: Standards of Quality (2004), linked to the NJSLs, and is articulated and implemented between preschool and kindergarten programs to ensure a seamless transition to kindergarten.
7. Provides leadership, coordination, and participation in the development of curriculum and the implementation of instructional strategies, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
8. Collects and analyzes data, regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs, using the information on assessment results with staff.
9. Encourages the development and use of developmentally appropriate materials by the professional staff.
10. Ensures coordination of services and articulation between early childhood and elementary levels (PreK-3) of the instructional program by developing a transition process.
11. Develops an articulation process which extends the early childhood experiences into the elementary school program.
12. Follows procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
13. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
14. Attends required staff meetings and serve, as appropriate, on staff committees.
15. Represents the school and district at community, State, and professional meetings.
16. Summarizes, interprets, and disseminates current developments in instruction, learning theory, and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
17. Provides leadership, programming, and professional development to support a safe school environment and a positive school culture.

18. Supports students' social and emotional learning and promotes student safety and wellness.
19. Coordinates wellness initiatives and programming districtwide. As such, identifies trends and sets goals and objectives to further define and improve wellness programming. This includes:
  - i. Collecting data using surveys and other data sources.
  - ii. Identifies and prioritizes needs through data analysis.
  - iii. Develops and implements school and district improvement plans to address needs.
  - iv. Implements progress monitoring and makes modifications as necessary.
  - v. Researches and implements best practices, including collaborating with peers both within and outside of the district in the development of strategies to drive the health and well-being of the student population.
20. Manages the district's anonymous reporting tool.
21. Coordinates district and school-based character education efforts and activities.
22. Applies for and manages local, state, and federal grants as they relate to the district's wellness initiative.
23. Provides professional development to relevant staff members, including the modeling of best practices.
24. Supervises and evaluates all District school nurses in accordance with BOE policy.
25. Oversees the districtwide school nursing program, including the healthy foods initiative.
26. Coordinates the 504 processes.

#### **Preschool Nurse**

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, non-certified nurses, optometrist), members of the staff, parents, and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Conducts health services and screening programs as required by law and/or board policies.
3. Provides emergency care in case of sudden illness and administers first aid in case of injury to students or staff according to established policies and procedures. Is responsible for the availability and maintenance of required medical supplies and equipment.

4. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.
5. Helps prevent and control communicable disease through lectures, inspections, and exclusion/re-admission of students and staff in keeping with state and local health regulations and school policies.
6. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
7. Assists the child study team in the identification and placement of students with disabilities who need special education services.
8. Participates in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of certain health units.
9. Promotes a healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school.
10. Administers prescribed medication to students in accordance with law and board policy. Provides training and supervision to designated school staff for the emergency administration of epinephrine.
11. Collaborates with community and other non-school health agencies to meet the health needs of children and families.
12. Provides special health care and related services to meet the needs of students with disabilities.
13. Prepares the school's health budget.
14. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
15. Assists in the development of policies and procedures for comprehensive health education and services.
16. Prepares health and safety reports as required by law.
17. Reports any suspicion of child abuse to the Department of Children and Families.

Other

1. Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
2. Performs such other tasks as may be assigned by the Superintendent.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the Board's policy of evaluation of certified staff.

**APPROVED: 9/11/18**

**CLARK PUBLIC SCHOOLS**  
Clark, New Jersey 07066

**JOB DESCRIPTION**

**TITLE:** Supervisor of Special Services

**QUALIFICATIONS:**

1. Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations; Certificate of Eligibility (CE) for supervisor or school principal or Director of Special Services.
2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff. Preferred: Three or more years of successful experience in teaching and site-level administrative experience.
3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements.
4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies.
5. Strong leadership and communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Child study team members, ancillary certificated department personnel and certified and noncertified special education and health services personnel

**JOB GOAL:** Under the direction and supervision of the Superintendent the Supervisor will coordinate, supervise and evaluate the Department of Special Services including providing a diagnostic and clinical approach in working with children who have emotional, physical or academic disabilities and provide individualized program top meet their needs.

**PERFORMANCE RESPONSIBILITIES:**

**Instructional Leadership**

1. Directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs of the district.
2. Coordinate, supervise and evaluate the work of the School Psychologists, Learning

Disabilities Consultants, School Social Workers, Speech /Language Specialists, Behaviorists, Occupational Therapists, Physical Therapists, Special Education Teachers and paraprofessional aides for Special Education Students.

### Special Education

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors the implementation of IEPs.
4. Recommends policies and programs essential to the needs of special education children.
5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Supervises and coordinates home instruction for homebound / hospitalized or those that have a valid reason for Home Instruction special education pupils.
7. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services and prepares the timely submission of all required reports.
8. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.

### Staff Supervision and Coordination

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
2. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.

### Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district's special education program to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances. Handles parent complaints effectively.



### District Meetings

1. Prepares board of education agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner for final review.
2. Attends all meetings as assigned by Superintendent including, but not limited to, Board of Education meetings as needed, principal meetings, administrative meetings, Directors or other staff meetings.

### Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of in-service and training programs.
3. Prepares and administers the departmental budget.
4. Provides timely and effective communications regarding incidents and/or situations, which might impact the district, its divisions, or schools.
5. Makes active and consistent efforts to maintain or improve the external and internal image of the District, its divisions, and its schools.
6. Establishes annual goals and objectives as deemed appropriate by the supervisor. Gathers appropriate data in support of the status of annual objectives and job description elements.

### Other

1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
2. Serves as the District's Homeless liaison.
3. Performs other related duties as may be assigned by the superintendent.

### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with State law and the provisions of the Board's policy on evaluation of certified staff.

**APPROVED:** 9/11/18

### **LEGAL REFERENCES:**

N.J.S.A. 10:5-1 et seq.  
N.J.S.A. 18A:6-7.1

Law Against Discrimination  
Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception

<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:46</u>	Classes and facilities for handicapped children
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9B-10.3</u>	Special education
<u>N.J.A.C. 6A:9B-11.5</u>	Principal
<u>N.J.A.C. 6A:9B-11.6</u>	Supervisor
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records

8 U.S.C.A. 1100 et seq - Immigration Reform and Control Act of 1986

20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 *et seq.*

# REGULATION

## CLARK BOARD OF EDUCATION

STUDENTS

R 5512/Page 1 of 3

REPORTING PROCEDURE - HAZING AND/OR HARASSMENT,  
INTIMIDATION OR BULLYING (M)

### R 5512 REPORTING PROCEDURE - HAZING AND/OR HARASSMENT, INTIMIDATION OR BULLYING (M)

#### M

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school's Anti-Bullying Specialist, in coordination with the Principal.
  - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
  - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).
4. The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting



# REGULATION

CLARK  
BOARD OF EDUCATION

STUDENTS  
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REPORTING PROCEDURE - HAZING AND/OR HARASSMENT,  
INTIMIDATION OR BULLYING (M)

following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.

6. Parents of individual student offenders and targets/victims shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent may request a hearing before the Board of Education after receiving the information.
  - a. This hearing shall be held within ten school days of the request;
  - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and
  - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
8. At the next regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of each investigation to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
9. A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).



# REGULATION

CLARK  
BOARD OF EDUCATION

STUDENTS  
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REPORTING PROCEDURE - HAZING AND/OR HARASSMENT,  
INTIMIDATION OR BULLYING (M)

Issued: 20 October 2009  
Revised: 5 April 2016



District:  Clark Board of Education  
 Month / Year:  Jul 31, 2018

Monthly Transfer Report NJ

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - A:23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers / (from) 7/31/2018	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4+Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	11,868,884	0	11,868,884	1,186,888	0	0.00%	1,186,888	1,186,888
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education -	11-2XX-100-XXX	3,918,360	0	3,918,360	391,836	0	0.00%	391,836	391,836
12160 40560	Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv	11-000-216, 217								
41080	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
15180	TOTAL School-Sponsored Co/Extra Curricular, Total School-Sponsored Athletics - Instr. Total Before/After School Programs, Total Summer School, Total Instructional Alternative Education, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra. Total Other Instructional Programs - Ins	11-4XX-X00-XXX	714,537	0	714,537	71,454	0	0.00%	71,454	71,454
17100 17600	Total School-Sponsored Co/Extra Curricular, Total School-Sponsored Athletics - Instr. Total Before/After School Programs, Total Summer School, Total Instructional Alternative Education, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra. Total Other Instructional Programs - Ins	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
19620 20620	Total Community Services Programs/Operat	11-000-100-XXX	2,794,065	0	2,794,065	279,407	0	0.00%	279,407	279,407
21620 22620	Total Undistributed Expenditures - Instr	11-000-211, 213, 218, 219, 222	2,537,374	0	2,537,374	253,737	0	0.00%	253,737	253,737
23620 25100	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-221, 223	279,519	0	279,519	27,952	0	0.00%	27,952	27,952
43200 44180	Total Undist. Expend. - Improvement of I., Total Undist. Expend. - Instructional St	11-000-230-XXX	673,399	0	673,399	67,340	0	0.00%	67,340	67,340
45300	Support Serv. - General Admin	11-000-240-XXX	1,289,330	0	1,289,330	128,933	0	0.00%	128,933	128,933
46160	Support Serv. - School Admin	11-000-25X-XXX	356,659	0	356,659	35,666	0	0.00%	35,666	35,666
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-26X-XXX	3,819,774	0	3,819,774	381,977	0	0.00%	381,977	381,977
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-270-XXX	1,446,828	0	1,446,828	144,683	0	0.00%	144,683	144,683
52480	Total Undist. Expend. - Student Transpor	11-XXX-XXX-2XX	5,893,202	0	5,893,202	589,320	0	0.00%	589,320	589,320
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72020	Total Undistributed Expenditures - Food	11-000-520-934	0	0	0	0	0	0.00%	0	0
72120 72122	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	10-605	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-606	0	0	0	0	0	0.00%	0	0
72180	Increase in Maintenance Reserve	10-607	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-607	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	TOTAL GENERAL CURRENT EXPENSE		35,591,931	0	35,591,931	3,559,193	0	0.00%	3,559,193	3,559,193

District:

Clark Board of Education

Monthly Transfer Report NJ

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08/27/18

Month / Year:

Jul 31, 2018

Line	Budget Category	Account	(col 1) Original Budget Data	(col 2) Revenues Allowed MIAC - A:23A-2.3 Data	(col 3) Original Budget For 10% Calc Col1+Col2	(col 4) Maximum Transfer Amount Col3 * .1	(col 5) YTD Net Transfers In/ (From) 7/31/2018 + or - Data	(col 6) % Change YTD Col5/Col3	(col 7) Remaining Allowable Balance From Col4+Col5	(col 8) Remaining Allowable Balance To Col4+Col5
75980	TOTAL EQUIPMENT	12-XXX-XXX-73X	196,166	0	196,166	19,617	0	0.00%	19,617	19,617
75280	Total Facilities Acquisition and Constru	12-000-4XX-XXX	119,442	0	119,442	11,944	0	0.00%	11,944	11,944
76320	Capital Reserve - Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve - Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		315,608	0	315,608	31,561	0	0.00%	31,561	31,561
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000	Transfer of Funds to Charter Schools, Transfer of Funds to Renaisss Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		35,907,539	0	35,907,539	3,590,754	0	0.00%	3,590,754	3,590,754

  
 School Business Administrator Signature

  
 Date