

**BOARD OF EDUCATION  
Ridgewood, New Jersey**

**September 11, 2017  
Education Center**

**Regular Public Meeting  
7:30 p.m.**

**AGENDA  
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**MEETING REGULATIONS**

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

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics.

At the discretion of the presiding officer, public comments may be permitted at other times.

Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds.

Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop. No person will be recognized for a second time until all others asking to speak have been heard.

***Mission Statement***

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

- |  |            |
|--|------------|
| I. CALL TO ORDER AND ROLL CALL                                     | Mr. Loncto |
| II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE                           | Mr. Loncto |
| III. OPENING STATEMENT BY PRESIDING OFFICER                        | Mr. Loncto |
| IV. MOMENT OF SILENCE IN REMEMBRANCE OF SEPTEMBER 11 <sup>TH</sup> | Mr. Loncto |
| V. INFORMATION   | Mr. Loncto |

**A. ADVANCED PLACEMENT SCHOLARS**

One hundred thirty-four students at Ridgewood High School have been named AP Scholars by the College Board in recognition of their exceptional achievement on the college level Advanced Placement Examinations. About 18 percent of the more than 1.9 million high school students worldwide who took AP Examinations in May 2016 performed at a sufficiently high level to merit such recognition.

The College Board recognizes several levels of achievement based on the students' performance on AP exams.

At Ridgewood High School, three students qualified for the **National AP Scholar Award** by earning an average grade of 4.0 or higher on all AP Exams taken, **and** grades of 4 or higher on eight or more of these exams.

These students are: **Kate I. Fogg, Sunh Hyun Mo, and Molly Sokota.**

Forty-seven students qualified for the **AP Scholar with Distinction Award** by earning an average of at least 3.5 on all AP Exams taken, and grades of 3 or higher on five or more of these exams.

These students are: **Katherine A. Bonfiglio, Jessica Chau, Erica Choe, Benjamin S. Chung, Corina E. Cobb, Will A. Coben, Michael Crowe, Myroslav Dobroshnskyi, Gillian Driscoll, Haley Driscoll, Kevin J. English, Maria E. Esteve, Isabel S. Faherty, Tamara Fazylova, Kate I. Fogg, Robert N. Gomez, Erin C. Grant, Logan M. Grube, Anthony Hong, Cameron Hong, Joonho Jung, Daniel Kang, Alexander S. Karalokian, Emily A. Keeney, Rebecca L. Klane, Charles P. Koontz, Benjamin E. Liebson, Jamie Lim, Ryan Mahtab, Alexa Matx, Suneil K. Mendiratta, Sung Hyun Mo, Daniel Mularz, Niazi MurAtaj, Johsua T. Nathanson, Joseph C. O'Keefe, Brianna A. Patek, Kavita L. Patel, Leigh Plasil, Blythe Romano, Jonathan S. Ruhl, Christian H. Seremetis, Sophia Sheehy, Molly Sokota, Julia Tze, Sonali Vij, and Bruce Zhang.**

Thirty-three students qualified for the **AP Scholar with Honor Award** by earning an average grade of at least 3.25 on all AP Exams taken, and grades of 3 or higher on four or more of these exams.

These students are: **Seungmin Bae, Molly K. Burke, Jessica S. Chang, Haley A. Chelak, Dhruva M. Chhabra, Clara Cho, Sofia A. Cohen, Olivia Columbus, Isabella Degregorio, Christine A. Gaenslen, Michael P. Gentile, Emily G. Gilman, Ethan Glenning, Casey A. Hamlet, Jimin Hwang, Reagan J. Jacobs, Emily G. Kopec, Michelle R. Kvetnoy, Emma N. Lafrance, Douglas Lampone, Alison Legg, Emily Madison, Mary L. McCarthy, Ana A. McDade, Patrick J. Meyer, Tara Moore, Jack H. Ontiveros, Connor A. Perlman, Kumail Raza, Matthew R. Saraceno, Vanita Sharma, Julia M. Stuart, and Lena Yanella.**

Fifty-four students qualified for the AP Scholar Award by completing three or more AP Exams with grades of 3 or higher.

The AP Scholars are: **Leopoldo E. Aguerrevere, Alexandra M. Alberta, Jiyoung An, Soham Basu, Ailish M. Bennett, Rachel Bradley, Natalie R. Bronfin, Noah Bronowich, Paul G. Calvetti, Alex Choi, Shreya Chowdhry, Luke R. Conenello, Emily M. Curtis, Valeria Diaz, Sunghwan Do, Cara M. Farley, Timothy Feldhahn, Julia C. Felsenstein, Daniel R. Gnall, Matthew Grabowski, Luke D. Grygier, Charlotte G. Hamlet, Zeyad M. Hamza, Ray Harada, Maximilian Horckenback, Cailin R. Jacobs, Alec Jacobson, Katherine Johansen, Hyoyi Joo, Brendan T. Keane, Lauren A. Leonard, Mia LoParo, James Mabli, Alexandra M. McCandless, Tara McGuire, Garrett H. Noeth-Goodman, Hyoungrae Noh, Issac T. Peabody, Parker J. Reynolds, Hannah Rigdon, Brandon A. Rivera, Daniel G. Schechter, Anna C. Schoff, Isra A. Shilad, Paul R. Simpson, Gwyneth Spincken, Shen-Ming Syz, Sally O. Watanabe, Davis A. Weil, Helen B. Witte, Zachary R. Wodenshek, Chan Young Yoo, Matthew Zachem, and Kathryn Zhou.**

Seventeen award recipients are juniors and one is a sophomore. The juniors have at least one more year in which to do college-level work and the sophomore has two more years, to possibly earn another Advanced Placement Award.

## **VI. PRESENTATIONS**

- |  |                     |
|--|---------------------|
|  | <b>Mr. Loncto</b>   |
| <b>A. RECOGNITION OF ASHBY AWARD &amp; TRADITION OF EXCELLENCE WINNERS</b> | <b>Dr. Fishbein</b> |
| <b>B. SUPERINTENDENT'S OPENING OF SCHOOL REPORT</b>                        | <b>Dr. Fishbein</b> |
| <b>C. STUDENT REPRESENTATIVE REPORT</b>                                    | <b>Dr. Fishbein</b> |

## VII. COMMENTS FROM THE PUBLIC

Mr. Loncto

## VIII. CONSENT ITEMS

Mr. Loncto

## A. ATTENDANCE AT CONFERENCES

Dr. Fishbein

As listed on **Attachment A**.

## B. ADMINISTRATION

Dr. Fishbein

i. **Approval: Second Reading and Adoption of Revisions to Policies and New Policies**

Dr. Fishbein

Approval of the second reading and adoption of revisions to policies and new policies as listed below:

- Policy 1240 – Evaluation of Superintendent, as listed on **Attachment B** (*revised*)
- Policy 3126 – District Mentoring Program, as listed on **Attachment C** (*revised*)
- Policy 3150 – Discipline, as listed on **Attachment D** (*new*)
- Policy 3221 – Evaluation of Teachers, as listed on **Attachment E** (*revised*)
- Policy 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators, as listed on **Attachment F** (*revised*)
- Policy 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals, as listed on **Attachment G** (*revised*)
- Policy 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals, as listed on **Attachment H** (*revised*)
- Policy 3240 – Professional Development for Teachers and School Leaders, as listed on **Attachment I** (*revised*)
- Policy 5610 – Suspension, as listed on **Attachment J** (*revised*)
- Policy 5620 – Expulsion, as listed on **Attachment K** (*revised*)
- Policy 7424 – Bed Bugs, as listed on **Attachment L** (*new*)

ii. **Approval: Submission of Statement of Assurance for Testing for Lead in Drinking Water**

Dr. Fishbein

Approval of the submission of the Statement of Assurance for the Testing for Lead in Drinking Water.

The Board has received background information.

iii. **Approval: Youth Consultation Service – Lunch Program for the 2017-2018 School Year**

Dr. Fishbein

Approval of the following resolution:

WHEREAS, the Ridgewood Board of Education (“District”), as deemed necessary, sends students to out of district private schools for students with disabilities (“PSSD”); and

WHEREAS, Youth Consultation Service, Inc. (“YCS”) operates PSSDs at various locations in New Jersey; and

WHEREAS, District students placed at YCS PSSDs receive meals meeting the nutritional requirements of the Child Nutrition Program that is administered by the New Jersey Department of Agriculture; and

WHEREAS, the YCS meals provided are discounted and/or free to the District students attending YCS PSSDs; and

WHEREAS, the District does not require YCS to charge District students for the meals being provided.

NOW, THEREFORE, BE IT RESOLVED, as follows:

**Section 1. District Does Not Require Charges for Meals.** The District’s Board of Education resolves that it does not require YCS PSSDs to charge students for reduced and/or paid meals.

**Section 2. Effective Date; Repealer.** This Resolution shall take effect immediately. All prior resolutions or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistency.

The Board has received background information.

**C. CURRICULUM & INSTRUCTION**

**Dr. Fishbein**

**i. Approval: Field Trips**

**Dr. Fishbein**

Approval of field trips, as listed on **Attachment M**.

**ii. Approval: ABA Analysis Parent Training Agreement Between Region II and Non-Member Districts for the 2017-2018 School Year**

**Dr. Fishbein**

Approval of an ABA Analysis Parent Training Agreement between Region II and Non-Member Districts for the 2017-2018 school year.

The Board has received background information

iii. **Approval: Budgeted Summer 2017 Extended School Year Out-of-District Placements and 2017-2018 School Year Out-of-District Placements**

Approval of the and 2017-2018 School Year Out-of-District Placements Budgeted Summer 2017 Extended School Year Out-of-District Placements.

| Summer 2017 Extended School Year Out-of-District Placements |               |
|---|---------------|
| SCHOOL  | # OF STUDENTS |
| Franklin Lakes Board of Ed<br>Franklin Lakes, NJ            | 12            |
| 2017-2018 School Year Out-of-District Placements            |               |
| SCHOOL  | # OF STUDENTS |
| Franklin Lakes Board of Ed<br>Franklin Lakes, NJ            | 2             |

iv. **Approval: Agreement with Fairleigh Dickinson University for Orton-Gillingham Training**

Dr. Fishbein

Approval of an agreement with Fairleigh Dickinson University to provide Orton-Gillingham Training for approximately 21 teachers over the period September 1, 2017 – June 30, 2019.

This agreement was agreed upon by the REA and the Ridgewood Board of Education and will be a shared cost.

**D. HUMAN RESOURCES**

Dr. Fishbein

i. **Appointments**

Dr. Fishbein

(Appointments subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.)

**Teachers**

BRAY, Natalie – Family & Consumer Science Teacher (tenure track), Ridgewood High School, effective September 5, 2017, or as soon after as possible, through June 21, 2018. Ms. Bray possesses a NJDOE Certificate of Eligibility as a Teacher of Family & Consumer Sciences: Food/Nutrition & Food Science and Certificate of Eligibility as a Teacher of Family & Consumer Sciences: Child & Family Development. Ms. Bray will be enrolled in the NJDOE Provisional Teacher Program.

\$76,108  
Cl. PHD, St. 1  
pro-rated

CERBASI, Joyce – District Staff Developer, effective September 1, 2017 through June 21, 2018, to be partially funded by NCLB Title II A funds to a maximum of \$65,226.  
Account #20-270-200-104-00-22-022-000

\$97,676  
(\$93,025 +  
\$4,651)  
Cl. MA+30,  
St. 15

**Revision: FINK, Gary\*** – Leave of Absence Replacement Music Teacher (non-tenure track), Ridgewood High School, **from** effective September 1, 2017 through June 4, 2018, approved by the Board at its on August 28, 2017 **to** effective September 19, 2017, or as soon after as possible, through June 4, 2018. Mr. Fink possesses a NJDOE Certificate of Eligibility as a Teacher of Music. Mr. Fink will be registered into the NJDOE Provisional Program.

\$58,358  
Cl. BA, St. 1  
pro-rated

**GROSS, Steven** – Science Teacher (teacher track), Ridgewood High School, effective October 30, 2017, or as soon after as possible, through June 21, 2018. Mr. Gross possesses a NJDOE Provisional Certificate as a Teacher of Biological Science and Provisional Certificate as a Teacher of Students with Disabilities.

\$58,858  
Cl. BA, St. 2

**JEREJIAN, Lisbeth** – District Title I Teacher (Orchard School, Ridge School, and George Washington Middle School) effective September 1, 2017 through June 21, 2018, to be funded 100% by the NCLB Title I Grant.

\$102,493  
(\$97,612 +  
\$4,881)  
Cl. BA+30 2E  
St. 18

Account #20-231-100-101-00-22-022-000

**NOLAN, Amy** – English-as-a-Second Language Teacher, Ridgewood High School, effective September 1, 2017 through June 21, 2018, to be partially funded by the No Child Left Behind Title III Grant, to an annual maximum amount of \$15,086.

\$75,430  
(\$75,13 +  
\$300 CP)  
Cl. MA, St. 10

Account #20-241-100-101-00-22-022-000

**Revision: SPECTOR, Stefanie** – Multi-Sensory Reading Teacher (tenure track), District, **from** effective October 9, 2017, or as soon after as possible, through June 21, 2018, approved by the Board at its meeting on August 28, 2017 **to** effective September 5, 2017, or as soon after as possible, through June 21, 2018. Ms. Spector possesses a NJDOE Standard Certificate as an Elementary School teacher in Grades K-6 and a Standard Certificate as a Teacher of Students with Disabilities.

\$71,006  
Cl. MA+30,  
Ste. 4-5  
pro-rated

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\*Related to staff member

### **Field Placement**

**NICOLARO, Megan** – William Paterson University, to shadow Eileen Head, Speech Language Pathologist, Travell Elementary School, effective September 11, 2017 through December 22, 2017.

### **RHS Robotic Club**

#### **Volunteer**

**Melissa Baginski**

**Classroom Aides**

CARUSO, Julia – Inclusion/Resource Room Special Education Classroom Aide, Ridge School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.

COOPER, Emily – Inclusion/Resource Room Special Education Classroom Aide, Willard School, effective September 18, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.

DITTAMO, Rachel - Inclusion/Resource Room Special Education Classroom Aide, Ridge School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.

HECHINGER, Amber – Lunchroom Aide, Ridge School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 2 hours per day, 5 days per week, at an hourly rate of \$16.49.

HORT, Irene – Inclusion/Resource Room Special Education Classroom Aide, Ridge School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.

JOYCE-BARNES, Deborah – Inclusion/Resource Room Special Education Classroom Aide, Willard School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.

KESSLER, Jordyn – One-to-One Special Education Classroom Aide, Somerville School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.

KNEER, Maria – Behavior Instructional Aide, George Washington Middle School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$19.00.

KOSKI, Dorotea - Inclusion/Resource Room Special Education Classroom Aide, Hawes School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.

SALTALAMACCHIA, Julianne – Self-Contained Special Education Classroom Aide, Hawes School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49.



SCHIERLOH, Lauren – Behavior Instructional Aide, Ridge School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$20.00

TILYOU, Tina – Behavior Instructional Aide, Hawes School, effective September 12, 2017, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$20.00

**Infant/Toddler Development Center**

SUAREZ, Marisol – Teacher Assistant Entry Level – Step 1, effective September 12, 2017 through June 30, 2017, 8 hours per day, 5 days per week, at an hourly rate of \$10.00.

**Acting Principal, on an as needed basis, for the 2017-2018 School Year**

SOLOMON, Dr. Gene – at a daily rate of \$500.00

ii. **Rescind Appointments**

Dr. Fishbein

**Classroom Aides**

CARBONE, Kevin - Inclusion/Resource Room Special Education Classroom Aide, Hawes School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49, approved by the Board at its meeting on July 17, 2017.

GRAVINA, Gina – Inclusion/Resource Room Special Education Classroom Aide, Willard School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49, approved by the Board at its meeting on July 17, 2017.

LaROSA, Angela – Inclusion/Resource Room Special Education Classroom Aide, Ridge School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49, approved by the Board at its meeting on July 17, 2017.

WOLLERMAN, Diana – Inclusion/Resource Room Special Education Classroom Aide, Willard School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49, approved by the Board at its meeting on August 28, 2017.

WOO, Elizabeth - Inclusion/Resource Room Special Education Classroom Aide, Ridge School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an

hourly rate of \$16.49, approved by the Board at its meeting on July 17, 2017.

**Infant/Toddler Development Center**

AMATO, Christina – teacher Assistant Entry Level – Step 1, effective September 5, 2017 through June 30, 2018, 8 hours per day, 5 days per week, at an hourly rate of \$10.00, approved by the Board at its meeting on August 28, 2017.

- iii. **Changes in Salary Classification, effective September 1, 2017 through June 30, 2018, in accordance with the REA/Board Agreement, as listed on Attachment N** Dr. Fishbein

- iv. **Change of Assignments Classroom Aides** Dr. Fishbein

AMARAL, Carla – **from** One-to-One (RED) Special Education Classroom Aide, Glen School, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49 **to** Behavior Instructional Aide, Glen School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$20.00

LAURITANO, Scott – **from** Self-Contained (RISe) Special Education Classroom Aide, Glen School, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49 **to** Behavior Instructional Aide, Glen School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$20.00

OSTROVSKAIA, Olga – **from** One-to-One (RED) Special Education Classroom Aide, Glen School, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49 **to** Behavior Instructional Aide, Glen School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$20.00

TRONCONE, Laurette – **from** One-to-One (RED) Special Education Classroom Aide, Glen School, 5.75 hours per day, 5 days per week, at an hourly rate of \$16.49 **to** Behavior Instructional Aide, Glen School, effective September 6, 2017 through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of \$20.00

- v. **Resignations for the Purpose of Retirement Teacher** Dr. Fishbein

DODD, Leah – Learning Disability Teacher-Consultant, George Washington Middle School, effective January 1, 2018, with approximately thirty-three years of Ridgewood service.

vi. **Resignations for the Purpose of Medical Disability Retirement** Dr. Fishbein  
**Teacher**

GAGLIANO, Ernestina – Family and Consumer Teacher, Ridgewood High School, effective August 1, 2017, with nine years of Ridgewood service.

vii. **Supplemental Pay Beyond Contract** Dr. Fishbein  
**Ridge School**  
**Word Study Coordinator**

- **Dana Higgins**, not to exceed 10 hours, at an hourly rate of \$53.33 (\$533.30).

**LLI Curriculum Organizing, Training, and Advising**

- **Dana Higgins**, not to exceed 18 hours, at an hourly rate of \$53.33 (\$959.94).

**Revision: Fifth Grade Overnight Encampment – May 24-25, 2017, approved by the Board at its meeting on February 6, 2017**

Remove: Rachel Oldenburger

Replace: Mary LeBlancq

**Somerville School**

**Additional 2017 Summer Secretarial Support Hours**

- **Carla Nebbia**, not to exceed 6 hours, at an hourly rate of \$30.07 (\$180.42)

**Benjamin Franklin Middle School**

**Secretarial Support – Back-to-School – September 12, 2017**

- **Susan Christopher**, at the contracted hourly rate of \$36.94, not to exceed three hours (\$110.82)

**Ridgewood High School**

**Overnight Field Trip to Lille, France – April 6-15, 2018**

**Two Chaperones: Laura Polk and Helene Palumbo**, each at \$200 per night, each for 10 nights (\$4,000)

**Before School Supervision**, each at an hourly rate of 40.17, each not to exceed 61 days, each not to exceed 45 minutes per day.

- **Peter Burkard**
- **Craig Bunzey**
- **Mark Syvret**

**Lunch Time Supervision**

- **Adam Brunner**, not to exceed 4 days per week, at an hourly rate of \$38.69
- **James Donnelly**, not to exceed 2 days per week, at an hourly rate of \$51.72
- **Rosanna Griffith**, not to exceed 5 days per week, at an hourly rate of \$29.45
- **Raymond Lug**, not to exceed 5 days per week, at an hourly rate of \$29.45
- **Timothy Monahan**, not to exceed 4 days per week, at an hourly rate of \$68.40
- **Nancy Reilly**, not to exceed 5 days per week, at an hourly rate of \$67.29
- **TBD**

**Academic Study Hall/Detention Supervisors, each at an hourly rate of \$40.17, each not to exceed one hour per day**

- **Laura Fleming**
- **Sean Lynaugh**
- **Liz O'Brien**
- **Meg Schaeffer**
- **Meredith Yannone**

**Before-School Library Supervision**

**TBD**, at an hourly rate of \$40.17, pro-rated, 30 minutes per day, 5 days per week, September 6, 2017 through June 13, 2018.

**After-School Library Supervision**

**TBD**, at an hourly rate of \$40.17, pro-rated, 15 minutes per day, 5 days per week, September 6, 2017 through June 13, 2018.

**Back-to-School Night – September 13, 2017**

Secretarial Support and Technology, each not to exceed seven hours, at the contracted hourly rate (\$1,156.40)

- **Adam Brunner**, at an hourly rate of \$38.69 (\$270.83)
- **Patricia Maggi**, at an hourly rate of \$35.30 (\$247.10)
- **Celinett Ortega**, at an hourly rate of \$29.23 (\$204.61)
- **Lesley Whyard**, at an hourly rate of \$28.30 (\$198.10)
- **Janine Zegel**, at an hourly rate of \$33.68 (\$235.76)

**Additional Guidance Department – 2017 Summer Hours**

- **Peter Burkard**, not to exceed 8 hours, at an hourly rate of \$74.81 (\$598.48)
- **Laura Moore**, not to exceed 8 hours, at an hourly rate of \$74.81 (\$598.48)

**Additional Secretarial Support**

- **Nancy Wrocklage**, not to exceed 8 hours, at an hourly rate of \$36.00 (\$288.00)

**Professional Development Days – September 1, 2017, September 5, 2017, and March 29, 2018**

- **Kristen Caldwell**, not to exceed 1.5 hours, at an hourly rate of \$48.80 (\$73.20)
- **Deniz Ekin**, not to exceed 4.5 hours, at an hourly rate of \$40.24 (\$181.08)
- **Larry Holand**, not to exceed 2.25 hours, at an hourly rate of \$61.12 (\$137.52)
- **Brenda Ingoglia**, not to exceed 1.5 hours, at an hourly rate of \$60.32 (\$90.48)
- **Tamara Kalebic**, not to exceed 1.5 hours, at an hourly rate of \$75.26 (\$112.89)
- **Jennifer Landa**, not to exceed 3 hours, at an hourly rate of \$50.29 (150.87)
- **Brian Lee**, not to exceed 1.5 hours, at an hourly rate of \$61.90 (\$92.85)
- **Monica Romero**, not to exceed 1.5 hours, at an hourly rate of \$62.22 (\$93.33)
- **Josh Saladino**, not to exceed 1.5 hours, at an hourly rate of \$59.60 (\$89.40)
- **Lisa Valenti**, not to exceed .75 hours, at an hourly rate of \$62.38 (\$46.79)

**Athletics Department**

**Event Staff**, each not to exceed more than 40 hours over the fall season, each at an hourly rate of \$40.17 (\$14,461.20)

- **Douglas Aday**
- **Charlie Appel**
- **David Bailey**
- **Craig Bunzey**
- **Ronald Kott**
- **Raymond Lug**
- **Craig Mahler**
- **Aaron Mandel**
- **Brian Quirk**

**Ticket Booth – Home Football Games**, each not to exceed 7 games, each to receive \$50 per game (\$2,450)

- **Shelia Borchers**
- **Carla Collins**
- **Maureen Grieco**
- **Clara Polulak**
- **Christopher Reilly**
- **Nancy Reilly**
- **Ilene Weiss**

**Athletic Games**

- **Kenneth Moscarello**, not to exceed 50 games, at a rate of \$45 a game (\$2,250)

**Special Programs**

- **Kristina Kain**, to attend training sessions for SAIL/RISe Teaching Assistant Training (Handle with Care) on Tuesday, September 5, 2017, 8:15 am – 3:15 pm, at an hourly rate of \$19.00.
- **Kristina Kain**, four additional training hours Wednesday, September 6, 2017 – Friday, September 8, 2017, at an hourly rate of \$19.00, not to exceed 4 hours total.

**Additional CST Hours – 2017 Summer Hours**

- **Lorraine Zak**, not to exceed 32 hours, at an hourly rate of \$73.43 (\$2,349.76)

**Human Resources**

**Sub-Secretarial Support**

**Carleen Ulinsky** – not to exceed 15 hours, at an hourly rate of \$13.25 and after the sixth day increases to \$17.00.

viii. **Substitutes for the 2017-2018 School Year**

Dr. Fishbein

**Nurses: Denise Eickmeyer-Tze, Kerith Sunden**

**Teachers: Patricia Baney, Caroline DeVoe, Jaclyn Durant, Ashley Flagg, Jonathan Fritog, Robert Gordon, Seoyoung Han, Antenette Lam, James Lloyd, Fatima Manji, Christina Martin, Katherine Savitscus\*, Louise Sclafani, Fatima Shilad, Jeffrey Spang, Jacqueline Stewart, Gina Tarabocchio**

\*Related to staff member

**E. FINANCE**

Dr. Fishbein

i. **Acceptance of Restricted Donations**

Dr. Fishbein

Resolved, the Board of Education accepts the following restricted gifts for the **2017-2018** school year to be used as indicated:

| 2017-2018 SCHOOL YEAR                  |          |  |                              |
|--|----------|--|------------------------------|
| Donor                                  | Amount   | Use  | Account Number               |
| Scott Muller – The Allstate Foundation | \$ 1,000 | To be used for the driver's education program to purchase supplies and/or speaker fees at RHS. | 20-055-100-890-00-36-036-001 |

- ii. **Approval: Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms at Glen and Willard Schools for the 2017-2018 School Year** Dr. Fishbein

Approval to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3(h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom.

- iii. **Approval: Disposal of Equipment** Dr. Fishbein
- Approval to dispose of the equipment listed below through [www.govdeals.com](http://www.govdeals.com). This equipment is outdated and do not work.

Travell

- Toshiba TV Model 27AF44
- Sharp TV Model 27NS50
- Panasonic DVD player DVD4745S
- Magnavox DVD player DV225MG9

RHS

- JBL Powered Sound System
- Mixer
- Three Powered Speakers (2 smaller and 1 Large powered speaker)

- iv. **Approval: Contracted Therapists to Provide Special Education Services** Dr. Fishbein

Approval of the contracted therapists to provide special education services for the 2017-2018 school year, as listed below:

| <u>Contractor</u>   | <u>Service</u>                  | <u>Cost</u> |
|---------------------|---------------------------------|-------------|
| Springboard Therapy | Occupational Therapy Evaluation | \$500       |

- v. **Approval: Agreement with Midtown Bridge, LLC, d/b/a Ice House** Dr. Fishbein

Approval of an agreement with Midtown Bridge, LLC, d/b/a Ice House, Hackensack, NJ, for scheduled ice rink usage from November 6, 2017 through February 28, 2017, in the amount of \$40,262.50. This fee represents a \$7,198.75 increase from the 2016-17 school year due to increased ice time.

The Board has received background information.

- IX. **BOARD MEMBER ANNOUNCEMENTS** Mr. Loncto
  - Legislative Update
- X. **BOARD COMMITTEE REPORTS** Mr. Loncto
- XI. **COMMENTS FROM THE PUBLIC** Mr. Loncto

**XII. DISCUSSION ITEMS**

**Mr. Loncto**

- Revisions to Policies and Regulations as listed below:
  - Policy 2700 Services to Nonpublic School Students, as listed on **Attachment O** (*Revised*)
  - Policy & Regulation 7100 Long-Range Facilities Planning, as listed on **Attachment P** (*Revised*)
  - Policy & Regulation 7101 Educational Adequacy of Capital Projects, as listed on **Attachment Q** (*Revised*)
  - Policy & Regulation 7102 Site Selection and Acquisition, as listed on **Attachment R** (*Policy – revised, regulation - new*)
  - Policy 7130 School Closing, as listed on **Attachment S** (*Revised*)
  - Policy 7300 Disposition of Property, as listed on **Attachment T** (*Revised*)
  - Regulation 7300.1 Disposition of Instructional Property, as listed on **Attachment U** (*Abolished*)
  - Regulation 7300.2 Disposition of Land, as listed on **Attachment V** (*Revised*)
  - Regulation 7300.3 Disposition of Personal Property as listed on **Attachment W** (*Revised*)
  - Regulation 7300.4 Disposition of Federal Property as listed on **Attachment X** (*Revised*)

**XIII. ACCEPTANCE OF MINUTES**

**Mr. Loncto**

- August 28, 2017 Executive Session & Regular Public Meeting

**XIV. OTHER BUSINESS**

**Mr. Loncto**

**XV. MOTION TO GO INTO EXECUTIVE SESSION**

**Mr. Loncto**

**XVI. RECONVENED PUBLIC MEETING**

**Mr. Loncto**

**XVII. ADJOURNMENT**

**Mr. Loncto**

Coming Meetings

September 25, 2017  
**Regular Public Meeting**  
 7:30 p.m. Education Center

October 16, 2017  
**Regular Public Meeting**  
 7:30 p.m. Education Center



2017 – 2018 CONFERENCES FOR APPROVAL

| Staff Member                          | Name of Conference<br>Location & Dates   | Rationale                   | Estimated Cost<br>for Approval | # of Sub Days<br>required |
|---------------------------------------|--|-----------------------------|--------------------------------|---------------------------|
| Connor, Danielle<br>Willard           | Mindfulness Based Stress Reduction –<br>Mahwah, NJ Thursdays<br>September 21 – November 9, 2017              | Professional<br>Development | \$ 395                         | 0                         |
| Mortara, Christie<br>Education Center | NJ Branch – International Dyslexia<br>Association Annual Fall Conference -<br>Somerset, NJ- October 13, 2017 | Professional<br>Development | \$ 200                         | 0                         |
| Taylor, Tara<br>RHS                   | NJ Science Convention- Princeton, NJ<br>October 24, 2017   | Professional<br>Development | \$ 193                         | 0                         |
| Clarke-Anderson,<br>Kathleen<br>BFMS  | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Cigolini, Lucille<br>BFMS             | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Hackett, Loren<br>BFMS                | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Marzocchi, Jamie<br>BFMS              | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| McCann, Meredith<br>BFMS              | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| McDonald, Greg<br>RHS                 | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 0                         |
| Orsini, Tony<br>BFMS                  | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 0                         |
| Pfeiffer, Courtney<br>BFMS            | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Rooney, Michael<br>BFMS               | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Rosolanko, Kristen<br>BFMS            | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Ryter, Maureen<br>BFMS                | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Sutera, Lisa<br>BFMS                  | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Tashian, David<br>BFMS                | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Weinberger,<br>Jennifer<br>BFMS       | Association for Middle Level Education<br>Annual Conference- Philadelphia, PA<br>November 6-8, 2017          | Professional<br>Development | \$ 495                         | 3                         |
| Poelstra, Stacie<br>Education Center  | Learning & the Brain Conference<br>Boston, MA<br>November 10-12, 2017  | Professional<br>Development | \$1,297                        | 0                         |

The total cost for these conferences is \$9,015. Upon Board approval of all of these conferences, the total expenditure for travel and conferences for 2017-18 will be \$85,589 leaving a balance of \$105,849 remaining in the \$191,438 approved by the Board for travel and conferences.

The total cost of substitutes for these conferences is \$3,312. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2017-18 will be \$3,312.

# POLICY

# RIDGEWOOD BOARD OF EDUCATION

ADMINISTRATION  
1240/page 1 of 3  
Evaluation of Superintendent  
M

## 1240 EVALUATION OF SUPERINTENDENT

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Superintendent, improve the quality of the education received by the students in the schools, and provide a basis for the review of the Superintendent's performance.

This Policy and Regulation 1240 shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not be limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures;
2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and
5. Preparation of an annual Performance report by a majority of the full membership of the Board of Education and an annual summary conference between the President, Vice President of the Board of Education and the Superintendent.

There shall be an annual summary conference between the Board of Education with the President and possibly the Vice President of the Board of Education present, and the Superintendent which shall be held before the annual performance report is filed. The conference shall be held privately, unless the Superintendent requests that it be held in public. The conference shall include, but not be limited to, review of the following:



# POLICY

# RIDGEWOOD BOARD OF EDUCATION

ADMINISTRATION

1240/page 2 of 3

Evaluation of Superintendent

1. Performance of the Superintendent based upon the Board approved job description;
2. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student progress and growth toward program objectives; and
4. A self-assessment submitted by the Superintendent using the NJSBA template.

The annual performance report shall be prepared by July 1 by a majority of the Board of Education's total membership and shall include, but not be limited to:

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
3. Recommendations for professional growth and development;
4. A summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.

The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year. Each newly appointed or elected Board of Education member shall complete a New Jersey School Boards Association training program on the evaluation of the Superintendent within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.



**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

ADMINISTRATION

1240/page 3 of 3

Evaluation of Superintendent

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.

The Board of Education shall add to the Superintendent’s personnel file all annual performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in the annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board President, or the Board President’s designee, shall oversee the annual evaluation of the Superintendent. The Board of Education may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Education.

Policy and Regulation 1240 shall be distributed to the Superintendent upon adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten working days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A:10-8.1 et seq. are the minimum requirements for the evaluation of a Superintendent.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129

N.J.A.C. 6A:10-1.1 et seq.; 6A:10-8.1 et seq.

Adopted: 7 December 2009

Revised: 27 January 2014

Revised: 22 February 2016

Revised: 11 September 2017



**RIDGEWOOD**

**POLICY**

**BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

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District Mentoring Program

3126 DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the New Jersey Student Learning Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9C-5.1 et seq.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

The Board of Education shall budget State funds appropriated for the novice teacher mentoring program in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f). The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The



# POLICY

# RIDGEWOOD BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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District Mentoring Program

Board of Education shall ensure that State funds shall be used for one or more of the following: the costs associated with release time; substitutes for mentor teachers and novice teachers; and professional development and training activities related to the program. The stipends for mentor teachers are paid by the mentee.

Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9B-8.6.

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

Adopted: 7 December 2009

Revised: 22 February 2010

Revised: 10 October 2016

Revised: 11 September 2017



**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

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Discipline

3150 DISCIPLINE

The Board of Education directs all teaching staff members to observe statutes, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies, and regulations will be subject to discipline.

The Superintendent shall deal with disciplinary matters on a case by case basis. Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

Any employee may be suspended by the Superintendent with the approval of the President of the Board of Education. The Board of Education, at its next meeting, shall review the suspension and take such action by a recorded roll call majority vote of its membership for the restoration or removal of the employee as it shall deem proper, subject to the provisions of the law.

In the event disciplinary action is contemplated, notice will be given to the employee in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, rule, or regulation that the employee is alleged to have violated; a date when the employee may be heard and the administrator who will hear the matter; and the penalty that may be imposed.

N.J.S.A. 18A:25-7; 18A:27-4  
N.J.S.A. 34:13A-1 et seq.; 34:19-1

Adopted: 11 September 2017





**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

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Evaluation of Teachers

**M**

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned to a class roster of students for at least one particular course.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teachers which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.



# POLICY

# RIDGEWOOD BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Teachers

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

Adopted: 27 January 2014

Revised: 22 February 2016

Revised: 11 September 2017



**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

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Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

**M**

3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING  
TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teaching staff members which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



# POLICY

# RIDGEWOOD BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted: 27 January 2014

Revised: 22 February 2016

Revised: 11 September 2017



**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

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Evaluation of Administrators, Excluding Principals,  
Vice Principals, and Assistant Principals

**M**

3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS,  
VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for administrators which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

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Evaluation of Administrators, Excluding Principals,  
Vice Principals, and Assistant Principals

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: 27 January 2014  
Revised: 22 February 2016  
Revised: 11 September 2017



**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

3224/page 1 of 2

Evaluation of Principals, Vice Principals,  
and Assistant Principals  
**M**

3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND  
ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.



**RIDGEWOOD**

**POLICY**

**BOARD OF EDUCATION**

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Evaluation of Principals, Vice Principals,  
and Assistant Principals

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-6.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted: 27 January 2014

Revised: 22 February 2016

Revised: 11 September 2017





# POLICY

# RIDGEWOOD BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Professional Development for  
Teachers and School Leaders

M

## 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et. seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9B-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et. seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The PDP shall be developed by each teacher’s supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The PDP shall be updated annually in accordance with N.J.A.C. 9C-4.4(c) and modified during the year as outlined in N.J.A.C. 9C-4.4(d).



# POLICY

# RIDGEWOOD BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Professional Development for  
Teachers and School Leaders

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9C-4.2.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2, 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-8 through 13; 6A:9C-3.3; 6A:9C-4.1 et seq.

Adopted: 7 December 2009

Revised: 22 February 2010

Revised: 23 June 2014

Revised: 10 October 2016

Revised: 11 September 2017



RIDGEWOOD

POLICY

BOARD OF EDUCATION

STUDENTS

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Suspension

M

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district’s Student Discipline Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days or less and “long term suspension” means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student’s expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.



# POLICY

# RIDGEWOOD BOARD OF EDUCATION

STUDENTS  
5610/page 2 of 3  
Suspension

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3. et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.



# RIDGEWOOD

# POLICY

# BOARD OF EDUCATION

STUDENTS

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Suspension

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

20 U.S.C. 1415

Adopted: 7 December 2009

Revised: 9 February 2015

Revised: 11 September 2017



**POLICY**

**RIDGEWOOD  
BOARD OF EDUCATION**

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Expulsion

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
  - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 – Program Criteria; and N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; and N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. - Special Education, Program Options, whichever are applicable; or
  - b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board’s decision regarding the cessation of the student’s general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or services in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board’s action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.



# RIDGEWOOD

# POLICY

# BOARD OF EDUCATION

STUDENTS

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Expulsion

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2; 18A:37-2a; 18A:37-2b

N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 7 December 2009

Revised: 9 February 2015

Revised: 11 September 2017



**RIDGEWOOD**

**POLICY**

**BOARD OF EDUCATION**

PROPERTY

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Bed Bugs

7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.





# POLICY

# RIDGEWOOD BOARD OF EDUCATION

PROPERTY  
7424/page 2 of 2  
Bed Bugs

In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.

Adopted: 11 September 2017



**OVERNIGHT FIELD TRIPS FOR APPROVAL**

September 11, 2017

Overnight Trips - Paid

ATTACHMENT M

| <b>Dates</b>         | <b>School</b> | <b>Approx. # and Group of Students</b>    | <b># Unpaid Chaperones</b> | <b># Paid Chaperones And # of Overnights for each</b> | <b>Anticipated Cost for Teacher/Nurse Chaperones @ \$200 per Overnight</b> | <b># of Substitutes and dates for each</b> | <b>Anticipated Cost of Subs @ \$92 per day for teachers and \$130 per day for Nurse</b> | <b>Est. Total Cost To District</b> | <b>Annual Event</b> | <b>Meets Requirements</b> |
|----------------------|---------------|---|----------------------------|---|--|--|---|------------------------------------|---------------------|---------------------------|
| 04/06/18 to 04/15/18 | RHS           | 16 grades 9-12<br>World Language students | 0                          | 2 for<br>10 nights                                    | \$4,000  | 0  | \$0   | \$4,000                            | yes                 | yes                       |

| Last Name   | First Name | School                          | FTE  | From Class | From Step REA | 17-18 Base Salary | CP  | Ratio | Longevity | Total Salary | To Class | To Step REA | New 17-18 Base Salary | New CP | New Ratio | New Longevity | New Total Salary |
|-------------|------------|---------------------------------|------|------------|---------------|-------------------|-----|-------|-----------|--------------|----------|-------------|-----------------------|--------|-----------|---------------|------------------|
| Batista     | Giselle    | Ridgewood High School           | 1.00 | MA+30      | 3             | 70,008            |     | 3,500 |           | 73,508       | MA+45    | 3           | 73,558                |        |           |               | 77,236           |
| Friedman    | Laura      | Ridgewood High School           | 1.00 | MA         | 8             | 70,955            |     | 3,548 |           | 74,503       | MA+30    | 8           | 74,505                |        | 3,725     |               | 78,230           |
| Gigante     | Stefanie   | Ridgewood High School           | 1.00 | MA+30      | 13            | 87,360            | 300 | 5,241 |           | 92,901       | MA+45    | 13          | 90,180                | 300    | 5,411     |               | 95,891           |
| Harney      | Thomas     | Hawes School                    | 1.00 | BA         | 8             | 63,855            |     |       |           | 63,855       | MA       | 8           | 70,955                | 300    |           |               | 71,255           |
| Hurley      | Jacqueline | Ridge School                    | 1.00 | BA         | 4-5           | 60,356            |     |       |           | 60,356       | MA       | 4-5         | 67,456                | 300    |           |               | 67,756           |
| Jones       | Michelle   | Orchard                         | 1.00 | MA+30      | 18            | 107,262           | 300 |       | 1,500     | 109,062      | MA+45    | 18          | 110,582               | 300    |           | 1,500         | 112,382          |
| LaFemina    | Freddie    | Ridgewood High School           | 1.00 | MA         | 4-5           | 67,456            |     |       |           | 67,456       | MA+30    | 4-5         | 71,006                |        |           |               | 71,006           |
| Mellozzo    | Karen      | Ridgewood High School           | 1.00 | MA+30      | 17            | 102,012           | 300 | 5,101 |           | 107,413      | MA+45    | 17          | 104,132               | 300    | 5,207     |               | 109,639          |
| Reeg        | Alison     | Ridgewood High School           | 1.00 | MA         | 4-5           | 67,456            | 300 |       |           | 67,756       | MA+30    | 4-5         | 71,006                | 300    |           |               | 71,306           |
| Rinaldi     | Robert     | Ridgewood High School           | 1.00 | BA         | 4-5           | 60,356            |     |       |           | 60,356       | MA       | 4-5         | 67,456                |        |           |               | 67,456           |
| Roche       | Amanda     | Ridgewood High School           | 1.00 | MA         | 4-5           | 67,456            |     |       |           | 67,456       | MA+30    | 4-5         | 71,006                |        |           |               | 71,006           |
| Smith       | Jessica    | Ridgewood High School           | 1.00 | BA         | 3             | 59,358            |     |       |           | 59,358       | BA+30 2E | 3           | 62,908                |        |           |               | 62,908           |
| Stahl       | David      | Orchard/Glen Schools            | 1.00 | MA         | 6-7           | 69,055            | 300 |       |           | 69,355       | MA+30    | 6-7         | 72,605                | 300    |           |               | 72,905           |
| Stankiewicz | Samantha   | Somerville                      | 1.00 | MA+30      | 18            | 107,262           | 300 |       | 1,500     | 109,062      | MA+45    | 18          | 110,582               | 300    |           | 1,500         | 112,382          |
| Troy        | Michael    | Ridgewood High School           | 1.00 | MA+30      | 15            | 93,025            | 300 |       |           | 93,325       | MA+45    | 15          | 96,505                | 300    |           |               | 96,805           |
| Trubac      | Thomas     | Hawes School                    | 1.00 | BA         | 10            | 68,030            |     | 4,082 |           | 72,112       | MA       | 10          | 75,130                | 300    | 4,508     |               | 79,938           |
| VanHise     | Brian      | Ridgewood High School           | 1.00 | MA         | 9             | 72,895            | 300 |       |           | 73,195       | MA+45    | 9           | 79,999                | 300    |           |               | 80,299           |
| Vlajic      | Petra      | George Washington Middle School | 1.00 | MA+30      | 6-7           | 72,605            | 300 |       |           | 72,905       | MA+45    | 6-7         | 76,155                | 300    |           |               | 76,455           |
| Zaino       | Gregory    | Ridgewood High School           | 1.00 | MA         | 8             | 70,955            |     |       |           | 70,955       | MA+30    | 8           | 74,505.00             |        |           |               | 74,505           |

# RIDGEWOOD

# POLICY

# BOARD OF EDUCATION

POLICY

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Services to Nonpublic School Pupils

M

## 2700 SERVICES TO NONPUBLIC SCHOOL STUDENTS

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to students enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

For the purpose of this Policy, “district of attendance” shall mean the school district in which the nonpublic school is located.

- A. **Special Education and Related Services - N.J.S.A. 18A:46-19; N.J.S.A. 18A:46A-1; N.J.A.C. 6A:14-6**

The Board of Education of the district of attendance, as required by Federal law and regulation under Part B of the Individuals with Disabilities Education Act (IDEA), shall provide a genuine opportunity for the equitable participation of students with disabilities who are enrolled in nonpublic schools or early childhood programs by their parents. The district of attendance shall make the final decisions with respect to the services to be provided to eligible students with disabilities enrolled in nonpublic schools or early childhood programs. Services shall be provided only upon the written consent of the parent and shall be provided in a location determined by the Board pursuant to N.J.S.A. 18A:46-19.5. The district of attendance shall spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

The district of attendance, after timely and meaningful consultation with representatives of the nonpublic school, shall undertake a child find process in accordance with IDEA and its implementing regulations to determine the number of parentally placed children with disabilities attending nonpublic schools located within the district. As part of the child find process the district shall consult with private school representatives and representatives of parents of parentally placed nonpublic school children with disabilities in the design and development of special education and related services for such children in accordance with N.J.A.C. 6A:14-6.1(c)1. Furthermore, services may be provided by district personnel or through contracts with individuals, approved clinics, or agencies. In addition, services provided shall be secular, neutral, and non-ideological. Those procedural safeguards available to nonpublic school students with disabilities and their parents as specified by Federal law and rules under Part B of the IDEA shall apply in accordance with N.J.A.C. 6A:14-6.1(e).



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If a nonpublic school student with a disability will receive special education or related services from the district, the district shall initiate and conduct meetings according to N.J.A.C. 6A:14-2.3(k) to develop, review, and revise a service plan for the student and ensure a representative of the nonpublic school or early childhood program attends each meeting pursuant to N.J.A.C. 6A:14-6.1(f)2.

The Board shall provide for the services of a certified speech-language specialist for each child attending a nonpublic school located in the school district and classified pursuant to N.J.S.A. 18A:46-8 as requiring the services of a certified speech-language specialist. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent or guardian and shall be provided in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The Board shall provide for such transportation and maintenance and the cost shall be paid from State aid received by the district in accordance with N.J.S.A. 18A:46-19.6. Contracts for speech correction services shall be in accordance with N.J.S.A. 18A:46-19.7. Costs and provisions for speech correction services shall be managed in accordance with N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46-19.8.

The Board shall provide for the receipt of auxiliary services by children between the ages of five and twenty residing in the State and enrolled full-time in a nonpublic school located in the district in accordance with N.J.S.A. 18A:46A-3. Auxiliary services shall mean compensatory education services for the improvement of students' communication skills; supportive services acquiring communication proficiency in the English language for children of limited English-speaking ability; and home instruction services. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent and in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The cost of transportation for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-6. Contracts for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-7. Cost limitations for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-8. Calculation of the costs by the Commissioner shall be managed in accordance with N.J.S.A 18A:46A-9.

**B. Health Services - N.J.S.A. 18A:40-23 through 31; N.J.A.C. 6A:16-2.5**

The Board shall provide nursing services for students who are enrolled full-time in a nonpublic school located in their district pursuant to N.J.S.A. 18A:40-23. The services shall include assistance with medical examinations; including dental screening, conducting screening of hearing examinations, the maintenance of student health records, and notification of local or county health officials of any student who has not been properly



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immunized; and conducting examinations of students between the ages of ten and eighteen for the condition known as scoliosis. The Board shall adopt written policies and procedures extending the emergency care provided to public school students to those students who are enrolled full-time in the nonpublic school or are injured or become ill at school or during participation on a school team or squad in accordance with N.J.A.C. 6A:16-2.5(b).

Nursing services funded by the Board pursuant to N.J.S.A. 18A:40-23 et seq. shall be provided by a registered nurse licensed by the New Jersey State Board of Nursing who is an employee of the school district or a third-party contractor or is an independent contractor. The Board shall either employ a qualified independent contractor to provide nursing services or shall contract, pursuant to N.J.S.A. 18A:40-28, with other district Boards of Education or with a public or private agency approved by the Commissioner to provide nursing services, pursuant to N.J.A.C. 6A:14-5.2. Prior to any change in the provision of nursing services, the Board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents, pursuant to N.J.S.A. 18A:40-28.

The nursing services provided to nonpublic school students shall not include instructional services in accordance with N.J.A.C. 6A:16-2.5(f). A nonpublic school may decline nursing services required or permitted by submitting to the district of attendance notification in accordance with N.J.A.C. 6A:16-2.5(g). A student who is enrolled in a nonpublic school and whose parent objects to the student receiving any service provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the service except for a physical or medical examination to determine whether the student is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The Board of Education shall provide health services based upon the following: the funding for services shall be based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; a report provided to the New Jersey Department of Education (NJDOE) by the district of attendance or nonpublic school that includes the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; and the funds expended by the district of attendance for administrative costs shall be limited to the actual costs or six percent of the funds allocated annually for each participating nonpublic school, whichever is less. Administrative costs shall include, but not be limited to, the costs related to the district of attendance annual consultation, bidding, program and contract management, and oversight and quality control.



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The Superintendent or designee of the district of attendance in which a nonpublic school is located shall confer annually with the administrator of the nonpublic school for the following purposes: to advise the nonpublic school of the amount of funds allocated to it by the NJDOE for the provision of health services for full-time students enrolled in the nonpublic school; to agree on the basic health services that shall be provided; the additional medical services, equipment, or supplies that may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to discuss the criteria to be used in the selection of a nursing service provider by the district of attendance for the nonpublic school; and to ascertain the level of satisfaction of the nonpublic school with the current nursing service provider. If the Superintendent or designee and the nonpublic school administrator cannot reach agreement regarding the health services and additional medical services to be provided, the County Office of Education shall provide assistance; to assure that a description of the provision of nursing services is reflected in the nursing services plan of the district of attendance; and to ensure nonpublic school students in the district of attendance who are knowingly without medical coverage have access to the New Jersey FamilyCare program and to make information accessible regarding the program to the nonpublic school students, pursuant to N.J.S.A. 18A:40-34. The Superintendent or designee must submit a report to the Executive County Superintendent on or before October 1 annually in accordance with N.J.A.C. 6A:16-2.5(k).

- C. Textbook Aid to Public and Nonpublic Schools - N.J.S.A. 18A:58-37 et seq.; N.J.A.C. 6A:23A-20 et seq.

N.J.S.A. 18A:58-37.3 requires the Board in which a nonpublic school is located to purchase and to loan, without charge, upon individual requests, textbooks to students in the nonpublic school or schools located within the district of attendance when such students are residents of the State. The Board shall not be required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State aid. Students who are enrolled in a nonpublic school whose parents do not maintain a residence in this State are not eligible to receive such textbooks. Students who are enrolled in a nonpublic school whose tuition is paid by the district of attendance are not eligible to receive such textbooks. The Board shall distribute to all students on an equitable basis existing book stocks and newly purchased textbooks purchased pursuant to N.J.S.A. 18A:58-37.1 et seq. The Board shall not discriminate against students in either public or nonpublic schools.



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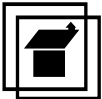
An individual written request for the loan of textbooks shall be signed by the parent(s) of nonpublic school students and shall be submitted directly to the Board of the district of attendance or may be forwarded collectively by the nonpublic school. Requests must be received by the Board by March 1 preceding the school year. All individual requests must be made in accordance with N.J.A.C. 6A:23A-20.3.

In accordance with N.J.A.C. 6A:23A-20.4, all textbooks purchased under the provisions of N.J.S.A. 18A:58-37.1 et seq. shall remain the property of the district which shall indicate such ownership in each book by a label. The Board shall be responsible for the receipt of the textbooks from the vendor and inventory of such textbooks. The Board may require that the textbooks be returned to the district at the end of the school year or may enter into agreements with the nonpublic schools to store such books. In the event of such an agreement, the Board shall not pay storage charges of any kind to a nonpublic school for this service.

The Board's accounting entries in relation to expenditures for the purchase of textbooks shall be managed in accordance with N.J.A.C. 23A-20.5.

N.J.S.A. 18A:40-23 through 31; 18A:46-19; 18A:46A-1; 18A:58-37 et seq.  
N.J.A.C. 6A:14-6; 6A:16-2.5; 6A:23A-20 et seq.

Adopted:





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## 2700 SERVICES TO NONPUBLIC SCHOOL PUPILS

~~The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to pupils enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.~~

~~Textbooks N.J.S.A. 18A:58-37.1 et seq.~~

~~— N.J.A.C. 6A:23-6.1 et seq.~~

~~The Board shall, on individual request, purchase and loan, without charge, textbooks to pupils attending a nonpublic school located in this district, provided the pupil is a New Jersey resident and the pupil's tuition is not paid by a district Board of Education. Such loan of textbooks will be indicated in each book by a label. Any textbook so loaned will remain the property of this Board. Textbooks loaned to nonpublic school pupils shall be returned at the end of the school year or the district may enter into agreements with the nonpublic schools to store the textbooks without cost to this Board.~~

~~A request for the loan of textbooks shall be signed by the parent(s) or legal guardian(s) of nonpublic school pupils and submitted in writing directly to this Board or may be forwarded collectively by the nonpublic school. Requests must be received by the Board by March 1 of the preceding school year.~~

~~Textbooks shall be purchased in the same manner as are textbooks purchased for use in this district. Nonpublic school pupils shall be subject to the rules and sanctions for the care of textbooks set forth in Policy No. 5513, Care of School Property, in the same manner as are pupils of this district.~~

~~Remedial Services N.J.S.A. 18A:46-19.1 et seq.~~

~~— N.J.A.C. 6A:14-1.1 et seq.~~

~~The Board shall provide services for the identification, referral, evaluation, and determination of eligibility for special education and/or related services, the development of individualized education programs, and speech correction for articulation disorders.~~

~~The eligibility of pupils in nonpublic schools for such services shall be determined by the criteria established by rules of the State Board and used to determine the eligibility of pupils enrolled in this district for the same services. Services shall be provided only upon the written consent of the parent(s) or legal guardian(s) of the pupil and shall include procedural safeguards provided to pupils of this district under N.J.A.C. 6A:14.2 et seq. and Policy No. 2460.~~



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~~Remedial services will be supplied by appropriately certified personnel who are not employees of the nonpublic school, except that speech correction may be provided by employees of the nonpublic school. Such services shall be provided only upon consent of the parent(s) or legal guardian(s) of the pupil. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of remedial services. The location in which services are provided will be determined by the Board, and will comply with rules of the State Board.~~

~~Auxiliary Services N.J.S.A. 18A:46A-1 et seq.  
— N.J.A.C. 6A:14-1.1 et seq.~~

~~The Board shall provide supportive services for acquiring communication proficiency in the English language for children of limited English speaking ability, supplementary instruction services, and home instruction services. Auxiliary services will be provided only upon the written consent of the pupil's parent(s) or legal guardian(s).~~

~~Auxiliary services may be provided by appropriately certified personnel who are employees of this district or of the nonpublic school. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of auxiliary services. The location in which services are provided will be determined by the Board, and will comply with rules of the State Board.~~

~~Nursing and Emergency Services N.J.S.A. 18A:40-23 et seq.  
— N.J.A.C. 6A:16-2.4 et seq.~~

~~The Board shall provide basic nursing services in accordance with N.J.A.C. 6A:16-2.4 et seq. within the limits of funds appropriated or otherwise made available for this purpose according to N.J.S.A. 18A:40-23. Nursing services shall include the extension of emergency care for pupils enrolled full time in the nonpublic school who are injured or become ill at school, or during participation on a school team or squad pursuant to N.J.A.C. 6A:16-1.4(a)1.~~

~~The Superintendent and the administrator of the nonpublic school shall meet annually to review funding, to agree on basic nursing services and additional medical services to be provided based on funding, and to assure the nonpublic school has a copy of N.J.S.A. 18A:40-23 to 31. If agreement cannot be reached between the district and the nonpublic school, the County Office of Education shall be consulted for clarification. The district may provide additional nursing services when all basic nursing services have been provided, or will be provided, within the limits of funds appropriated or otherwise made available for this purpose according to N.J.S.A. 18A:40-23. The nursing services provided to a nonpublic school shall not include instructional services.~~



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~~Funds spent on services delivered under this policy in any one nonpublic school shall not exceed the amount allocated to that school on a per pupil basis, less the cost to this district of administrative services directly attributable to the provision of such services or six percent of the funds allocated for each participating nonpublic school, whichever is less.~~

~~Nursing services shall include assistance with medical examinations and dental screening, screening of hearing examinations, maintenance of pupil health records, notification of local and county health officials of any pupil who has not been properly immunized, and the conduct of scoliosis examinations. If the Board and the nonpublic school agree, emergency care shall be provided to nonpublic school pupils who become ill or are injured in school or during participation on a school athletic team or squad in the same manner such services are provided to pupils of this district.~~

~~Nursing and health care services shall be provided by a professional registered nurse licensed in New Jersey who is an employee of this district, an employee of a third party contractor, or an independent contractor. The location of the services will be determined by the Board and will comply with the rules of the State Board.~~

~~The Board may purchase equipment and supplies for the provision of services under this policy, within the allocation of funds, and may lend any such equipment to a nonpublic school without charge provided it is understood that such equipment remains the property of the Board.~~

~~A nonpublic school pupil whose parent(s) or legal guardian(s) objects in writing to the receipt of nursing services shall not be compelled to receive such services; except for a physical examination to determine whether the pupil is ill or infected with a communicable disease.~~

~~The Superintendent or designee will retain a written statement verifying the annual meeting was held with the nonpublic school. The Superintendent or designee will also retain a copy of the contract document; Board meeting minutes approving the contract that describes the methods by which nursing services to the nonpublic pupils will be provided for the ensuing school year; a rationale for the distribution of funds; and a description of the type and number of services which were provided during the previous year to nonpublic pupils will be recorded on a form provided by the Commissioner of Education as required in N.J.A.C. 6A:16-2.4(a).~~

**Delivery of Services**

~~The Board shall provide any transportation necessitated by the provision of services under this policy.~~



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~~Records regarding individual pupils receiving services under this policy shall be kept in accordance with State Board rules and Policy No. 8330 on Pupil Records.~~

~~The Board shall, file with the Commissioner a report on the number of nonpublic school pupils identified as eligible to receive services at a time and in a form required by the New Jersey Department of Education.~~

~~N.J.S.A. 18A:40-23 et seq.; 18A:40A-17(c);  
—18A:46-19.1 et seq.; 18A:46A-1 et seq.;  
—18A:58-37.1 et seq.  
N.J.A.C. 6A:14-1.1 et seq.; 6A:16-2.4 et seq.~~

~~Adopted: 7 December 2009~~



7100 LONG-RANGE FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with **N.J.S.A. 18A:7G-4 and N.J.A.C. 6A:26-2.1 et seq.**, will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.14 6, no school facilities project will be considered or approved unless the district’s LRFP has been submitted to and approved by the Commissioner of Education.

**Long-range facilities planning by the school district shall be in accordance with the provisions of N.J.A.C. 6A:26-2 et seq.**

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

~~The Board shall review all facilities annually to determine if any of them are substandard pursuant to 6A:26-8.1 et seq. All substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are given for a maximum of two consecutive years, unless inspected by the New Jersey Department of Education, Division of Finance. The Board shall not continue their use without the express written consent of the County Superintendent of Schools. No substandard educational facility will be approved unless inspected by the Division of Facilities and Transportation in the Department of Education to ensure:~~

- ~~1. — The facilities meet health, safety and educational adequacy standards for temporary, substandard facilities, as specified in N.J.A.C. 6A:26;~~
- ~~2. — A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.~~

~~The County Superintendent will annually monitor the district’s plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct the deficiencies about which the district is notified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by the next September 1 following the October 1 notice will result in the Division of Facilities and Transportation ordering that the substandard facility be abandoned immediately.~~

~~The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the use of emergency substandard facilities.~~

~~N.J.S.A. 18A:7G-1 et seq.; 18A:11-1; 18A:33-1 et seq.; 18A:46-13~~

~~N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.; 6A:26-8.1 et seq.~~

~~Adopted: 7 December 2009~~



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## R 7100 LONG-RANGE FACILITIES PLANNING

~~In order to plan for facilities needs and meet the requirements set forth in N.J.A.C. 6A:26-2.1 et seq. The Superintendent shall cause the completion of the Long Range Facilities Plan (LRFP). The LRFP will include the requirements as set forth in N.J.A.C. 6A:26-2.2 et seq. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.~~

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

### A. Responsibilities of the School District - N.J.A.C. 6A:26-2.1

1. The school district shall amend its Long Range Facilities Plan (LRFP) at least once every five years following the approval of the 2005 LRFP on software made available by the New Jersey Department of Education (NJDOE) and in accordance with the instructions for completing the software.
2. The LRFP shall detail the school district's school facilities, other facilities, temporary facilities, and the school district's plan for meeting school facilities needs during the ensuing five years.

### B. Completion of Long Range Facilities Plans - N.J.A.C. 6A:26-2.2

1. Each LRFP shall include:
  - a. Enrollment projections for the school district for the five years covered by the plan in accordance with the requirements of N.J.A.C. 6A:26-2.2(a)1;
  - b. The functional capacity of every school facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)2;



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- c. An inventory of every school facility, other facility, and temporary facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)3;
- d. An inventory of all school district-owned land in accordance with N.J.A.C. 6A:26-2.2(a)4;
- e. A listing of the approximate size and nature of any new sites that may be needed for school facilities projects set forth in the LRFP in accordance with N.J.A.C. 6A:26-2.2(a)5;
- f. An inventory of all building systems within each facility in accordance with N.J.A.C. 6A:26-2.2(a)6;
- g. A determination of the life expectancy of all building systems;
- h. A determination of any building system deficiencies in each school facility and the required remediation;
- i. The school district's proposed school facilities projects, other capital projects, and preliminary scopes of work in accordance with N.J.A.C. 6A:26-2.2(a)9 and N.J.S.A. 18A:7G-5(m);
- j. The school district's proposed programmatic models for school facility types and capacities the school district intends to operate in the ensuing five years;
- k. A comparison of the school district's proposed programmatic models with the facilities efficiency standards and identification of all types of spaces, sizes of spaces, and number of spaces inconsistent with those standards in accordance with N.J.A.C. 6A:26-2.2(a)11;
- l. A comparison of the school district's programmatic models with the existing inventory and how the school district proposes to convert the existing inventory to programmatic models;
- m. The school district's proposed plans for new construction and renovation of other facilities in the five years ensuing in accordance with N.J.A.C. 6A:26-2.2(a)13;



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- n. For each school facility set forth in the LRFP for which the school district is seeking approval of additional space or waiver of a facility efficiency standard to be approved as part of the LRFP, the school district shall submit documentation supporting the request in accordance with N.J.A.C. 6A:26-2.3(c);
  - o. For each school facility to be replaced, a preliminary comparison of the cost of replacement of the school facility verses the cost to rehabilitate the school facility;
  - p. Preliminary data to support each proposed new school facility or addition, renovation to an existing school facility, and the removal from the school district's inventory of school facilities for each school facility to be sold, converted to non-school facility use, or razed;
  - q. A preliminary estimate of the cost of every school facilities project set forth in the LRFP; and
  - r. The Board resolution approving submission of the LRFP.
2. Each LRFP shall include a determination by the school district of the number of unhoused students for the ensuing five-year period calculated in accordance with N.J.A.C. 6A:26-2.2(b)1.
  3. Approved area for unhoused students shall be determined according to the formula as outlined in N.J.A.C. 6A:26-2.2(c).
  4. Superintendents in Early Childhood Program Aid (ECPA) districts are strongly encouraged to meet and collaborate with community childhood education providers to meet the needs of unhoused students in the LRFP in accordance with N.J.A.C. 6A:26-2.2(d).
  5. The school district shall incorporate the facilities efficiency standards in the LRFP and seek any necessary waiver or special Commissioner approval in accordance with N.J.A.C. 6A:26-2.2(e)1 and 2.





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**C. LRFP Submission Procedure - N.J.A.C. 6A:26-2.1**

1. Except as provided in N.J.A.C. 6A:26-3.14, no school facilities project shall be considered or approved unless the school district's LRFP has been submitted to the NJDOE and approved by the Commissioner.
2. The school district shall submit its LRFP to the planning board(s) of the municipality(ies) in which the school district is situated, no later than the date the school district submits the LRFP to the Commissioner. No LRFP shall be considered complete until comments have been received from the planning board(s) or until forty-five days have passed from the planning boards' receipt of the LRFP in accordance with N.J.A.C. 6A:26-2.1(c).
3. In accordance with the provisions of N.J.A.C. 6A:26-2.1(d), a school district sending students to another school district pursuant to N.J.S.A. 18A:38-8 et seq. shall expeditiously provide all information necessary for the receiving school district to complete its LRFP, including but not limited to, demographic information necessary to prepare enrollment projections. Both sending and receiving school districts must submit a LRFP. If a send-receive relationship is terminated pursuant to N.J.S.A. 18A:38-21, both the sending and receiving school districts shall promptly submit an amended LRFP.
4. An amended LRFP must be submitted to the NJDOE, in accordance with the provisions of N.J.A.C. 6A:26-2.1(e), if one or more school districts withdraw from a regional school district or a regional school district dissolves.
5. At any time, a school district may submit an amendment to an approved LRFP for review and approval by the Commissioner.
6. A school district's approved LRFP shall remain in effect until an amended LRFP is approved.



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**D. Review and Approval of Long-Range Facilities Plan - N.J.A.C. 6A:26-2.3**

1. Within ninety days of receipt of a LRFP from a school district that has not previously submitted a LRFP, the Division of Administration and Finance (Division) shall determine where the plan is fully and accurately complete and whether all information necessary to review the plan has been filed by the school district.
  - a. When a LRFP is determined to be complete, the Division shall notify the school district in writing that the plan is deemed complete.
  - b. When a LRFP is determined to be incomplete, the Division shall notify the school district in writing and require the submission of additional information as detailed in the notification. Only after the Division determines all requested information has been submitted and the information is accurate shall it determine a plan to be complete.
2. Within sixty days of the date of notification that the plan is complete, the Commissioner shall notify the school district of the final determination of the LRFP. A final determination shall set forth information as outlined in N.J.A.C. 6A:26-2.3(b).
3. A school district shall amend its approved LRFP whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP in effect. The amendment request shall be accompanied by a Board of Education resolution approving the submission of the LRFP amendment and shall be in accordance with the requirements of N.J.A.C. 6A:26-2.3(c)1 through 4.
4. The Commissioner may extend the deadline for reviewing each LRFP if at any time the number of LRFPS pending before the Commissioner for review exceeds twenty percent of the total number of operating school districts in the State pursuant to N.J.A.C. 6A:26-2.3(d).



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Long-Range Facilities Planning

5. **A school district that has an approved LRFP may begin undertaking feasibility studies for new construction identified in accordance with N.J.A.C. 6A:26-2.3(b)6. For school districts required to use the New Jersey Schools Development Authority (Development Authority), the activities also shall be undertaken under the auspices of the Development Authority and in accordance with N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-2 et seq.**

Issued: 7 December 2009

Re-Issued:



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Educational Adequacy of Capital Projects

## 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

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

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; ~~change of use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations;~~ and installation of temporary facilities. ; ~~and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~

New Jersey ~~Economic Schools~~ Development Authority (**Development Authority**), ~~and non authority Regular Operating District (ROD), school facilities projects~~ along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). ~~The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.~~

Educational specifications for educational adequacy reviews ~~shall will~~ be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications ~~will shall be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will shall refer to the Core Curriculum Content New Jersey Learning Standards wherever appropriate. The educational specifications shall will include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space will be included,~~ together with their ~~estimated net~~ **net** areas in square feet, as well as ~~an the net estimate~~ of the total room area required for each space. The educational specifications ~~will shall~~ also include specific technical and environmental criteria, adjacencies and other requirements for the educational



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program ~~will be noted~~ and a building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or temporary facility**.

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

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter ~~indicating project document submission~~ to the **Executive** County Superintendent **indicating project document submission to the Division**, and a copy of the transmittal letter indicating the date of plan submission to the local planning board **shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4**. ~~(whenever the building footprint, volume, pedestrian or vehicular access are altered by the project)~~ must be submitted to the Division of Facilities and Transportation.

~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~

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



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The Division of ~~Facilities and Transportation~~ will **shall** collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

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

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

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

Adopted: 7 December 2009



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Educational Adequacy of Capital Projects

R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy ~~shall must~~ be reviewed and approved by the Division of **Administration and Finance (Division)**. ~~Facilities and Transportation~~. The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy ~~will~~ **shall** take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

A. Projects Requiring Approval for Educational Adequacy - N.J.A.C. 6A:26-5.1

1. Capital projects that involve the following types of building construction work **shall be approved** ~~require approval~~ for educational adequacy:

- a. New school facilities including pre-fabricated facilities;
- b. Additions to existing school facilities;
- c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; **and**
- ~~d. Change of use that requires alterations per A.1.c. above, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations;~~
- ~~d.e.~~ Installation of temporary facilities. ; **and**
- ~~f. Any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and §504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~

B. New Jersey Economic ~~Schools~~ **Schools** Development Authority (**Development Authority**), **Regular Operating District (ROD)**, and **Other** Capital Projects – N.J.A.C. 6A:26-5.1(b)



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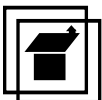
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Educational Adequacy of Capital Projects

1. ~~New Jersey Economic Development Authority and non authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews as follows: Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.~~ **Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.**

- a. ~~Authority School Facilities Projects—The district will apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.1 et seq., and prior to the review and approval of capital projects for compliance with the Uniform Construction Code, N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review will cover three and in certain circumstances, see N.J.A.C. 6A:26-5.4, four types of project documents: educational specifications, schematic plans and related documents, detailed plans and specifications, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time of project application; the detailed plans and specifications, and final plans and specifications are forwarded by the authority to the Division after project approval, but prior to UCC approval. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.~~ **Authority School Facilities Projects—The district will apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.1 et seq., and prior to the review and approval of capital projects for compliance with the Uniform Construction Code, N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review will cover three and in certain circumstances, see N.J.A.C. 6A:26-5.4, four types of project documents: educational specifications, schematic plans and related documents, detailed plans and specifications, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time of project application; the detailed plans and specifications, and final plans and specifications are forwarded by the authority to the Division after project approval, but prior to UCC approval. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.**

**The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.**





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Educational Adequacy of Capital Projects

- b. ~~Non authority School Facilities Projects—The district will apply for the review and approval for education adequacy as in subparagraph B.1.a. above. The educational adequacy review will cover three types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. Educational specifications and schematic plans and related documents will be submitted to the Division by the district at the time of the project application. Final plans and specifications will be submitted to the Division by the district after project approval, but prior to UCC approval and local share or total costs of the school facilities project for a debt service aid authorization. For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.~~  
**Non authority School Facilities Projects—The district will apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.**
  
- e. ~~Other Capital Projects—The district will apply for the review and approval for educational adequacy prior to the division review for consistency of the other capital project with the district’s approved LRFP. The educational adequacy review will cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time the project is reviewed for consistency with the district’s approved LRFP. Final plans and specifications will be submitted to the Division by the district after the consistency review, but prior to UCC approval and local funding authorization. For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district’s approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district’s approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.~~  
**Other Capital Projects—The district will apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district’s approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district’s approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.**



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- C. Change of Use of Instructional Space, **Non-Capital Project** – N.J.A.C. 6A:26-5.1(c)
  - 1. ~~The district will submit any plan for change of use of instructional space to the County Superintendent of Schools for approval. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.~~
  
- D. Educational Specifications N.J.A.C. 6A:26-5.2
  - 1. Submissions of educational specifications for educational adequacy reviews ~~will~~ **shall** include the following:
    - a. ~~Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate; Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;~~
    - b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space ~~will be included~~, together with their ~~estimated net~~ **net** areas in square feet, as well as ~~an estimate~~ **the net** of the total room area required for each space;
    - c. Specific technical and environmental criteria, adjacencies and other requirements for the educational program ~~will be noted~~; and
    - d. ~~Educational specifications must contain~~ **A** building space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or the temporary facility**.
  
- E. Schematic Plans and Other Related Project Documents N.J.A.C. 6A:26-5.3
  - 1. Submissions of schematic plans for educational adequacy reviews ~~will~~ **shall** include the following:
    - a. ~~Three~~ **Four** sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot. ~~will be submitted.~~ The approved use of each space, ~~and~~ the proposed number of occupants, **and the net square feet area shall** ~~will~~ be clearly labeled **on all existing and proposed spaces**;



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- b. ~~Schematic plans will be reviewed for conformance with the educational specifications and will include~~ Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;
  - c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6.1 et seq. ~~will be indicated on the schematic plans,~~ including dimensions, clearances, ceiling heights, and required equipment;
  - d. Paths of travel for disabled persons; ~~will be clearly indicated;~~
  - e. ~~Whenever site work is required, a completed plot plan will be submitted and on it will be shown the intended location of the school and a layout of the locations of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set back zones, and parking areas; and~~ **A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and**
  - f. ~~Schematic plans will be signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent.~~ **The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.**
2. Other project documents to be submitted with the schematic plans ~~will~~ **shall** include:
- a. A project cost estimate on a form provided by the Commissioner; ~~of Education;~~
  - b. A project schedule;



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- c. A copy of the dated transmittal letter **to the Executive County Superintendent** indicating project document submission to the **Division; and County Superintendent;**
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, **where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or whenever** the building footprint, volume, pedestrian, or vehicular access are altered by the project.
- e. ~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~

F. Detailed Plans and Specifications and Final Plans and Specifications - N.J.A.C. 6A:26-5.4

- 1. ~~In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project. Detailed plans and specifications will be considered adequate for calculations of final eligible costs if the plans and specifications are sixty percent or more complete. Such application will include:~~ **In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:**



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- a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent, and specifications, to sufficiently demonstrate that the school facilities project conforms to schematic plans approved by the Division;~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;**
  - b. ~~The fee calculated according to the fee schedule unless exempted pursuant to N.J.A.C. 6A:26-5.5; and~~
  - c. ~~In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the **New Jersey Department of Education**, the **Development Authority** will **shall** submit such application to the Division **the application** with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. and No additional fee will be imposed.~~
2. ~~In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project. Such application will include~~ **In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:**



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- a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the local Board and Superintendent, and specifications, to sufficiently demonstrate that the capital project conforms to schematic plans approved by the Division;~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;**
  
- b. ~~A properly executed copy of a "Release Form for School Construction Plans"~~ **"Request for Local Release of School Construction Plans"** for a district ~~which~~ **that** chooses to have a municipal code enforcing agency review ~~of its plans for conformance with the UCC conformance.~~ **The district's Superintendent and municipal code enforcing agency chief must sign this form. This form may be obtained from the Division;** ~~The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and~~
  
- c. ~~Copies of letters of approval from all other State agencies having jurisdiction over the project; and~~
  
- c.d. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule ~~unless exempted~~ pursuant to N.J.A.C. 6A:26-5.5.



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3. **In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:**
  - a. **Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;**
  - b. **A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;**
  - c. **A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;**
  - d. **A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;**
  - e. **A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;**



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- f. **The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";**
  - (1) **If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;**
  
- g. **If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and**
  
- h. **If the temporary facility was previously used for school purposes and a certificate of occupancy for District Factor Group E is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:25-5.4.**

G. Fee Schedule - N.J.A.C. 6A:26-5.5 and ~~exemption~~

The Division of ~~Facilities and Transportation~~ will collect fees for its reviews of **final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects** ~~according to~~ in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.





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Educational Adequacy of Capital Projects

**H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6**

1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.
  
2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.

Issued: 7 December 2009



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Site Selection and Acquisition

7102 SITE SELECTION AND ACQUISITION

The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.



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Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

Adopted:



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Site Selection and Acquisition

7102 SITE SELECTION AND ACQUISITION

~~The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.~~

~~A. Voter Approval~~

~~The district may obtain voter approval for funding of the acquisition of land prior to the Division of Facilities and Transportation approval of the purchase of land, but shall not take any action to acquire land prior to obtaining Division approval.~~

~~B. Submission to the Division of Facilities and Transportation~~

~~1. The district, or the authority on behalf of the district, shall submit the following information to the Division to obtain approval for the acquisition:~~

~~a. A written request for approval from the district, which shall include a statement, signed by the Board President and the chief school administrator, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;~~

~~b. Statement from a local or county water/sewerage agency certifying that:~~

~~(1) The land can be adequately provided with the necessary water for the proposed maximum enrollment;~~

~~(2) The land can be adequately provided with the necessary and acceptable sewerage disposal system for the proposed maximum enrollment; and~~

~~(3) Water and sewer infrastructure is, or is not, in place to service the site.~~

~~e. Statement from New Jersey Department of Environmental Protection or a licensed architect, engineer or professional planner, indicating whether:~~



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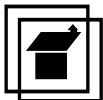
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- ~~(1) — The land is subject to regulation under wetlands, pinelands, or the waterfront development acts, the Greenacres Act, or other statutes, regulations or Executive Orders administered by agencies of state or federal government;~~
- ~~(2) — If so subject, the steps necessary to obtain approval from such agencies, and adequate documentation to demonstrate to the Division that such approvals will be obtainable and not affect the adequacy of the site; and~~
- ~~(3) — The land is in an area designated for growth under the New Jersey State Development and Redevelopment Plan.~~
  
- ~~d. — A statement from a New Jersey registered architect or licensed engineer indicating that the land to be acquired is suitable for the proposed use;~~
  
- ~~e. — A completed plot plan of the land to be acquired showing topographical and contour lines, all adjacent properties and access roads. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in C. below;~~
  
- ~~f. — A map of the district showing the location of the land and the location of existing schools in the district;~~
  
- ~~g. — A map showing the attendance area to be served by the school and the number of pupils who reside therein;~~
  
- ~~h. — Data regarding the impact of the acquisition on racial balance within the district's public schools;~~
  
- ~~i. — If existing buildings are located on the land to be acquired, the intended use and/or disposition of these buildings. Any building to be acquired and used must comply with the requirements of the Uniform Construction Code for educational occupaney, and the requirements of N.J.A.C. 6A:26-5.1 et seq. which apply to the construction of a new building;j. Recommendations of the local planning board of the municipality in which the site is situated and which has an approved master plan, as required by N.J.S.A. 40:55D-31, 18A:18A-49 and 18A:18A-16;~~



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- ~~k. — Prior approvals of other agencies, such as the New Jersey Departments of Agriculture and Environmental Protection and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition;~~
- ~~l. — Documentation that available data on soil conditions have been examined by the architect or engineer;~~
- ~~m. — Reports by the architect or engineer of actual soil test borings and percolation tests on any site located less than one mile from a landfill;~~
- ~~n. — A full, detailed appraisal of the market value of the property prepared by a licensed professional; and~~
- ~~o. — The recommendation of the County Superintendent of Schools based on the requirements specified in this subchapter.~~

## ~~C. — Size of School Sites~~

- ~~1. — School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.~~
- ~~2. — All school sites require sufficient acreage for the following:
 
  - ~~a. — The placement of the school facility;~~
  - ~~b. — Expansion of the building to its maximum potential enrollment;~~
  - ~~c. — The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages and any other structure, above or below ground, which is to be placed thereon;~~
  - ~~d. — Multi-purpose physical education and recreation field(s) required to support the achievement of the Core Curriculum Content Standards as defined by the educational specifications under N.J.A.C. 6A:26-5.1 et seq.;~~
  - ~~e. — Disabled accessible pedestrian walkways, roadways and parking areas on which people and vehicles access the building;~~~~



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~~f. — Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and~~

~~g. — A thirty-foot wide access around the entire building.~~

~~D. — Land owned by the school district which does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if such land is formally leased on a long-term basis to the district Board of Education for exclusive use during school hours.~~

~~E. — The approval of the Division shall remain effective for three years, after which time Division approval shall again be obtained prior to acquiring land.~~

~~F. — Approval for Acquisition of Existing Facilities~~

~~1. — If the district has an opportunity to acquire an existing facility through purchase, gift, lease or otherwise the district will comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 18A:20-4.2 as per N.J.A.C. 6A:26-7.3.~~

~~2. — The district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3 which applies to the acquisition of a school site and for the construction of a new facility.~~

~~3. — Off site facilities which are to be procured for temporary, emergency use must comply with N.J.A.C. 6A:26-8, Substandard School Facilities.~~

~~G. — Districts Eligible for 100% State Support Only~~

~~The authority may acquire land on behalf of a district eligible for 100% State support of final eligible costs, for school facilities projects that are consistent with such district's approved LRF. For such districts, the Department requires submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with these regulations. The authority may submit the required information on behalf of such districts.~~

~~N.J.A.C. 6A:26-3.13; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3~~

~~Adopted: 7 December 2009~~



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Site Selection and Acquisition

## R 7102 SITE SELECTION AND ACQUISITION

The school district may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

**A. Acquisition of Land by School Districts - N.J.A.C. 6A:26-3.12**

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with N.J.A.C. 6A:26-7 and receive approval.

**B. Approval of the Acquisition of Land - N.J.A.C. 6A:26-7.1**

**1. Voter Approval - N.J.A.C. 6A:26-7.1(a)**

The school district may obtain voter approval for funding of land acquisition prior to the Division of Administration and Finance (Division) approval of the land acquisition. The school district shall not take any action to acquire the land prior to obtaining Division approval.

**2. Submission to the Division of Administration and Finance - N.J.A.C. 6A:26-7.1(b)**

The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit to the Division the following information to obtain approval under B.1. above for land in connection with a school facilities project. The following requirements do not address requirements of other State agencies having approval or permitting jurisdiction over land acquisition:

**a. The following information shall be provided by the school district:**

- (1) A written request that shall include a statement, signed by the Board President and the Superintendent, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization, and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;**





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- (2) A map of the school district showing the location of the land, the location of existing schools in the school district, the attendance area to be served by the school, and the number of students who reside within the attendance area;
  - (3) Data regarding the impact of the acquisition upon racial balance within the school district's public schools;
  - (4) A full, detailed appraisal of the market value of the property prepared by a licensed professional;
  - (5) A title report on the property produced by any reputable title insurer licensed in the State of New Jersey evidencing that title is good and marketable;
  - (6) A feasibility study evidencing that school district-owned land within the attendance area to be served by the school is not available, suitable, or sufficient to be used for school purposes, but only if the school district is required to use the Development Authority and seeking approval for a new acquisition of land and not merely a new use for already school district-owned land; and
  - (7) For a school district required to use the Development Authority and seeking approval for the acquisition of land, evidence that the school district has not indemnified the seller of the land for the costs arising from the environmental remediation required for the property to be used for school purposes; acquired the land in its "as is" condition; or acquired the land under terms and conditions that would invalidate the statutory immunity of the school district from liability for the remediation costs associated with pre-existing contamination, whether discovered pre-closing or post-acquisition, under the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq.
- b. The following information shall generally be provided by a licensed architect, professional engineer, or professional planner in accordance with N.J.A.C. 6A:26-7.1(b)(2):



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- (1) A statement from the licensed architect, professional engineer, or professional planner indicating whether the land is subject to regulation under the Coastal Wetlands Act - N.J.S.A. 13:9A-1 et seq.; the Freshwater Wetlands Act - N.J.S.A. 13:9B-1 et seq.; the Pinelands Protection Act - N.J.S.A. 13:18A-1 et seq.; the Waterfront Development Act - N.J.S.A. 12:5-3; the Green Acres Acts - N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., and N.J.S.A. 13:8C-1 et seq.; or other statutes, regulations or executive orders administered by agencies of State or Federal government;
  - (a) If so subject, the statement shall address the steps necessary to obtain approval from the agencies, and include adequate documentation to demonstrate to the Division the approvals will be obtained and not affect the educational adequacy of the site, as set forth in B.4. and B.5. below.
- (2) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating whether the proposed use of the land to be acquired is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (State Plan). If inconsistent with such goals and strategies, the statement shall include adequate documentation to demonstrate to the Division there are no alternative suitable sites available in the school district that are consistent with the State Plan's goals and strategies;
- (3) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating the land to be acquired is suitable for the proposed use;
- (4) A completed, signed, and sealed plot plan of the land to be acquired showing topographical and contour lines; adjacent properties indicating current land uses; access roads; deed restrictions; easements; protective covenants; right of ways; and environmentally sensitive areas such as waterways and wetlands. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in B.4. below;



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- (5) **If existing buildings or structures are located on the land to be acquired, the intended use, and/or disposition of these buildings. Any building to be acquired and used shall comply with the requirements of the Uniform Construction Code (UCC) for educational occupancy and N.J.A.C. 6A:26-5 that apply to the construction of a new building;**
  - (6) **Adequate documentation to demonstrate to the Division that soil conditions for structural integrity and drainage have been examined by the New Jersey licensed architect or professional engineer; and**
  - (7) **Adequate documentation to demonstrate to the Division that soil and groundwater conditions have been examined by a New Jersey licensed architect or professional engineer for suitability for septic systems, if applicable.**
- c. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)3:**
- (1) **A statement from a local or regional water purveyor or alternatively, a statement from a geologist or professional engineer if the source of water is groundwater, certifying that:**
    - (a) **The land can be adequately provided with the necessary water for the proposed maximum enrollment, and if the source of water is groundwater, that there will be sufficient groundwater available for the proposed maximum enrollment; and**
    - (b) **Potable water infrastructure is, or is not, in place to service the site.**
  - (2) **A statement from a local or county sewerage agency certifying that:**
    - (a) **The land can be adequately provided with the necessary and acceptable sewage disposal system for the proposed maximum enrollment, as evidenced, for example, by consistency with the locally approved wastewater management plan; and**



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- (b) Sewer infrastructure is, or is not, in place to service the site. If such infrastructure is not in place, adequate documentation from a professional engineer or licensed geologist to demonstrate that soil and groundwater conditions are suitable for a septic system or discharge to groundwater.
  
- (3) Recommendations from the New Jersey Department of Environmental Protection (NJDEP) that there are no substantial reasons why the land acquisition should not proceed within forty-five days of its receipt of an environmental site report submitted by the school district or the Development Authority on behalf of the school district addressing the items below, or evidence that forty-five days have passed since the NJDEP's receipt of the environmental site report, whichever is earlier:

  - (a) A sewer service consistency determination;
  - (b) Potable water supply;
  - (c) Coastal and freshwater wetlands;
  - (d) Green Acres land;
  - (e) Stream encroachment;
  - (f) Historical or archeological resources;
  - (g) Endangered plant species;
  - (h) Threatened or endangered animal species; and
  - (i) An environmental site assessment to determine whether there is potential contamination on the land, submitted on a form provided by the New Jersey Department of Education (NJDOE).



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d. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)4:

- (1) Recommendations of the planning board or the municipality in which the land is situated, and that has an approved master plan as required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, or evidence that the applicable forty-five days or fifty-five days have passed, whichever is earlier, from the planning board's receipt of the land acquisition application. The recommendations shall be sent to the Division of Administration and Finance, Office of School Facilities, PO Box 500, Trenton, NJ 08625-0500, and forwarded promptly to the Division at the above address if received by the school district or its architect;
- (2) The recommendation of the Executive County Superintendent based on the requirements specified in N.J.A.C. 6A:26-7; and
- (3) Prior approvals of other agencies, such as the New Jersey Department of Agriculture, NJDEP, and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition.

3. Land Acquisition for Non-School Facility Project - N.J.A.C. 6A:26-7.1(c)

a. A school district that intends to acquire land not in connection with a school facilities project shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the aforementioned exceptions shall no longer apply.

4. School Site Size - N.J.A.C. 6A:26-7.1(d)

School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.



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**5. School Site Size Requirements - N.J.A.C. 6A:26-7.1(e)**

All school sites require sufficient acreage for the following:

- a. The placement of the school facility;
- b. Expansion of the building to its maximum potential enrollment;
- c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon;
- d. Multi-purpose physical education and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model;
- e. Disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building;
- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty-foot width and a two-way road of thirty-six-foot width; a school bus drop-off area; and eighteen-foot-wide posted fire lanes for fire apparatus; and
- g. A thirty-foot wide access around the entire building.

**6. Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if it is formally leased on a long-term basis to the Board for exclusive use during school hours and there are no deed restrictions that prohibit school district use.**

**7. The Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.**



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**C. Approval of the Acquisition of Land in Certain School Districts Under the Development Authority's Auspices - N.J.A.C. 6A:26-7.2**

- 1. The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved LRFP. For such school districts, the NJDOE shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7.1. The Development Authority may submit the required information on behalf of such school districts.**

**D. Approval for the Acquisition of Existing Facilities - N.J.A.C. 6A:26-7.3**

- 1. The Board planning to acquire an existing facility through purchase, gift, lease, or otherwise shall comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2. The school district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility.**
- 2. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.**

Issued:



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School Closing

## 7130 SCHOOL CLOSING

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, **and/or** other good cause may require that the use of one or more district facilities for educational purposes be abandoned.

~~The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding pupil enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.~~

~~The Board must receive a letter of approval from the Department of Education before making a final determination to close a school. To receive the letter of approval from the Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent of Schools assurances as required in N.J.A.C. 6A:26-7.5.~~

**To receive approval for the closing of a school** ~~The proposed closing~~ **the Board shall provide the Division of Administration and Finance (Division) and the Executive County Superintendent with the following assurances:**

1. **The proposed closing is** ~~must be~~ consistent with the district's approved LRFP **because:**
  - a. **The school district has demonstrated** ~~demonstrating~~ that sufficient school building capacity exists to house ~~district~~ students **for the five years** following ~~such~~ the closing; **or**
  - b. **The school district has demonstrated through a feasibility study** ~~for the succeeding five years~~ that the benefits of undertaking new construction **outweigh** those of rehabilitating the school proposed for closure.
2. The use of **temporary facilities** ~~substandard spaces~~ in the remaining schools ~~within the district~~ **must does** not result or increase from an overall facilities shortage caused by the school closing; **and**





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- 3. The re-assignment of students to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

**A request for approval from the Division for the school closing shall include the recommendation of the Executive County Superintendent. A letter of approval from the Division based on the information in N.J.A.C. 6A:26-7.5(a) and as listed above shall be required before the school’s closing.**

**The Division shall notify the school district in writing of its determination with respect to the requested school closing, with a copy provided to the Executive County Superintendent.**

~~N.J.S.A. 18A:11-4; 18A:20-36; 18A:33-1~~  
N.J.A.C. 6A:26-7.5 et seq.

Adopted: 7 December 2009



# RIDGEWOOD

# POLICY

# BOARD OF EDUCATION

PROPERTY

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Disposition of Property

## 7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 and N.J.A.C. 6A:26-7.4. If an approved site, **or interest therein**, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the ~~Department of Education~~ **Division of Administration and Finance (Division)** in accordance with the requirements of N.J.A.C. 6A:26-7.4. ~~et seq.~~ The **Division** ~~Department of Education~~ will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, **and disposal of any property declared scrap or waste**. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. **In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.**

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this Policy, property acquired with Federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.



# POLICY

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Property

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-5 through 18A:20-7 6 et seq.

N.J.A.C. 6A:26-7.4

Adopted: 7 December 2009



# RIDGEWOOD

# REGULATION

# BOARD OF EDUCATION

PROPERTY

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Disposition of Instructional Property

## R-7300.1 DISPOSITION OF INSTRUCTIONAL PROPERTY

### A. ~~Definition~~

~~“Instructional property” means textbooks as defined in Policy No. 2510 and resource materials as defined in Policy No. 2530, excluding textbooks and resource materials purchased with Federal funds.~~

### B. ~~Review~~

~~1. The School Business Administrator/Board Secretary shall appoint committees comprised of teachers, administrators, and librarians, as appropriate to the grade level and subject matter to assess periodically the continuing usefulness of instructional property in the school or program.~~

~~2. The committees will recommend for removal or replacement instructional property that:~~

~~a. Is so worn and/or damaged as to preclude effective use and economical repair or restoration;~~

~~b. Is so outdated as to no longer serve as worthy instructional tools;~~

~~c. Violates Federal, State, or district affirmative action standards for nondiscriminatory materials, pursuant to Policy No. 2260, or~~

~~d. Although still useful, has been superseded by superior replacement materials.~~

~~3. The School Business Administrator/Board Secretary will receive and review the committee’s recommendations. A list of textbooks and materials approved for disposal will be sent to the Superintendent.~~

~~4. Approval by the Board of Education is required for disposing of instructional property. Any such recommendation must comply with Policy Nos. 2530 and 9130, which require that the reason for disposal accompany the recommendation. No material may be removed and disposed of solely because it presents ideas that may be unpopular or offensive to some.~~



# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Instructional Property

## C. ~~Disposal~~

1. ~~Instructional property approved for disposal will be offered at no cost to any educational institution, public or private, willing to accept the property and pay the costs of packing and delivery.~~
2. ~~Any remaining instructional property will be offered for sale to pupils, parent(s) or legal guardian(s), and community residents. Prices will reflect the reduced value of the property to the district by covering only the cost to the district of conducting the sale.~~
3. ~~Any property remaining after offer of sale has been made will be donated to the parent-teacher organization or other community organization for sale in a book fair.~~
4. ~~Any property remaining after offer of sale and donation has been made will be sold for scrap or, if unsalable, offered for recycle.~~

Issued: ~~7 December 2009~~



# RIDGEWOOD

# REGULATION

# BOARD OF EDUCATION

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Disposition of Land Real Property

## R 7300.2 DISPOSITION OF LAND REAL PROPERTY

~~A. Definition~~

~~“Real property” means land and the structures upon the land and all immovable equipment and fixtures attached to the land or its structures, excluding property purchased with Federal funds.~~

~~B. Review~~

~~The Board of Education by a recorded roll call majority vote of its full membership may dispose, by sale or otherwise, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired through purchase or through condemnation proceedings and the purchaser shall acquire title free from any use of purpose for which it may have been acquired by the Board~~ **The decision to dispose of the real property of the district that is no longer suitable or convenient for the use for which it was acquired or is no longer needed for school purpose will be made by the Board of Education in accordance with N.J.S.A. 18A:20-5 through 18A:20-7, et seq., N.J.A.C. 6A: 26-7.4, and Policy No. 7100.**

~~A.C. Written Request for Approval for Disposal – N.J.A.C. 6A:26-7.4(a) Department of Education Review and Approval~~

**The district shall make to the Division of Administration and Finance (Division) a written request for school district-owned land to be altered or disposed of through sale, transfer, or exchange of all or part of the total acreage, including rights or interest therein and/or improvements thereon, such as facilities, if applicable.**

~~1. If the Board desires to have an approved site altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Facilities and Transportation, Department of Education.~~ **2. The district will send a copy of the request to the Executive County Superintendent of Schools who shall will make recommendations to the Division. The Executive County Superintendent will provide a copy of the recommendations to the Board. of Education.**

~~2.3. The request will shall indicate whether the district intends to convey the site, rights, or interests therein, and/or improvements thereon, under an exception to the public sale requirements of N.J.S.A. 18A:20-6. 9.~~



# RIDGEWOOD

# REGULATION

# BOARD OF EDUCATION

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Disposition of Land Real Property

3. **The request shall indicate whether the school district intends to convey the site, rights, or interest therein, and/or improvements thereon that had been conveyed to the school district from the New Jersey Schools Development Authority (Development Authority) or funded in whole or in part by the State share under Educational Facilities Construction and Financing Act (EFCFA).**
4. ~~The Division will determine whether the disposal is consistent with the district's approved Long-Range Facility Plan, or whether it has a negative impact on the educational adequacy of an individual site. If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to the Development Authority as authorized under N.J.A.C. 19:34-3.6.~~ **If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to the Development Authority as authorized under N.J.A.C. 19:34-3.6.**
5. ~~The Department of Education will notify the district of its approval or disapproval. If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.~~ **The Department of Education will notify the district of its approval or disapproval. If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.**

**B. ~~D.~~ Disposal - N.J.A.C. 6A:26-7.4(b)**

1. ~~If the Department of Education approves the Board's request, the Board by the affirmative votes of a majority of its full number of members, may alter or dispose of through sale, transfer or exchange of all or part of the total acreage of an approved school site, including facilities if applicable. The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.~~ **If the Department of Education approves the Board's request, the Board by the affirmative votes of a majority of its full number of members, may alter or dispose of through sale, transfer or exchange of all or part of the total acreage of an approved school site, including facilities if applicable. The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.**



# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Land Real Property

**C. Notification of Approval – N.J.A.C. 6A:26-7.4(c)**

The Division shall notify the school district of its approval or disapproval and send a copy to the Executive County Superintendent. If the disposal includes a site, rights, or interest therein and/or improvements thereon conveyed to the school district from the Development Authority, is funded in whole or in part by State share under EFCFA, or is in a school district that is required to use the Development Authority, the Division shall also notify the Development Authority.

**D. Sale at Public Sale; Exceptions – N.J.S.A. 18A:20-6**

Any lands, rights, or interests therein sold by the Board, except lands conveyed as part of a lease purchase agreement pursuant to N.J.S.A. 18A:20-4.2(f), shall be sold at public sale, to the highest bidder, after advertisement of the sale in a newspaper published in the district, or if none is published therein, then in a newspaper circulating in the district, in which the same is situated, at least once a week for two weeks prior to the sale, unless:

1. The same are sold to the State, or a political division thereof, in which case they may be sold at private sale without advertisement; or
2. The sale or other disposition thereof in some other manner is provided for in N.J.S.A. 18A. ~~Any such real property will be sold at public sale, in accordance with N.J.S.A. 18A:20-5 et seq., unless it is sold at private sale without advertisement to the State of New Jersey or a political subdivision of the state or otherwise conveyed or transferred as provided by statute.~~
3. ~~The public sale will be advertised at least once a week for two weeks prior to the sale in the newspapers in which official announcements of this district are made.~~

**E. Sales at Fixed Minimum Prices – N.J.S.A. 18A:20-7**

4. ~~After advertisement, the property will be sold to the highest bidder, except that:~~





# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of **Land Real Property**

- 1.a. **In the case of public sales** the Board may by resolution fix a minimum price with or without **the** reservation of the right, upon the completion of ~~the said~~ public sale, to accept or reject the highest bid **made**, ~~which reservation a statement whereof~~ shall be included in the advertisement **of sale of the lands** and given as public notice at the time of the sale. ~~or b.~~ The Board may by resolution provide without fixing a minimum price that upon the completion of the public sale, the Board may accept or reject the highest bid received. If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.
- 2.5. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.
- 3.6. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.

**F. Sewer Lines - N.J.A.C. 6A:26-7.4(d)**

**The district may convey and transfer, without consideration, its right, title, and interest in and to any trunk or other sewer lines to a municipality, without requiring approval from the Division.**

Issued: 7 December 2009



# RIDGEWOOD

# REGULATION

# BOARD OF EDUCATION

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Disposition of Personal Property

## R 7300.3 DISPOSITION OF PERSONAL PROPERTY

### A. Definitions

1. “Personal property” means all **Board of Education** property other than real property as defined in Regulation No. 7300.2 ~~instructional property, as defined in Regulation No. 7300.1;~~ and Federal property as defined in Regulation No. 7300.4.
2. “Excess property” means personal property that is ~~still usable but is~~ no longer needed ~~in a school building or instructional program or administrative office~~ and is not required as a trade-in on a replacement purchase.
3. ~~“Estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~

### B. Review Master List of Excess Property

1. **Upon request of the School Business Administrator/Board Secretary or designee, a The Principal or other administrator** will compile a list of excess property in ~~his/her a school district~~ building or program at the close of each school year.
2. The School Business Administrator/Board Secretary will receive lists prepared in accordance with paragraph B.1. and will maintain a master, district-wide list of excess property.
3. ~~The master list of excess property will be periodically distributed to all school facilities.~~
- 3.4. **A Principal or other administrator** Any school or office may request transfer of excess property ~~on the proper form, submitted by~~ **submitting a request** to the School Business Administrator/Board Secretary. ~~Requests will be granted in the order in which they are received.~~



# RIDGEWOOD

# REGULATION

# BOARD OF EDUCATION

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Disposition of Personal Property

~~4.5.~~ An item transferred to another **location in the school district** ~~or office~~ will be removed from the district-wide list of excess property.

~~5.6.~~ An item of personal property that has remained on the district-wide master list of excess property ~~for thirty working days or more will be considered to be unusable and will may~~ be disposed of in accordance with Policy ~~N~~ 7300 and this Regulation.

C. Disposal at Public Sale - **N.J.S.A. 18A:18A-45**

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.

1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.

2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.

3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.

4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elect to re-offer the property at public sale.

As used herein, "estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to **N.J.S.A. 18A:18A-45**. ~~this section.~~



# RIDGEWOOD

# REGULATION

# BOARD OF EDUCATION

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Disposition of Personal Property

- 5. The Board may reject all bids if it determines such rejection to be in the public interest.
  - a. In any case in which the Board has rejected all bids, it may readvertise such personal property for a subsequent public sale.
  - b. If it elects to reject all bids at a second public sale, pursuant to **N.J.S.A. 18A:18A-45**, ~~this section~~ it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.
  
- ~~6.e.~~ If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.
  
- ~~7.6.~~ Notwithstanding the provisions of **N.J.S.A. 18A:18A-45** and this Regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

## **D. Discarding of Textbooks – N.J.S.A. 18A:34-3**

- 1. **Prior to discarding textbooks, the School Business Administrator/Board Secretary or designee shall notify the New Jersey Department of Education (NJDOE) of any textbooks the school district intends to discard.**
  
- 2. **In accordance with the provisions of N.J.S.A. 18A:34-3, the NJDOE shall within fourteen days of receiving notification from the school district of the intent to dispose of textbooks, list the textbooks in a textbook database.**
  
- 3. **The School Business Administrator/Board Secretary or designee shall retain the textbooks to be discarded for a period of one hundred and twenty days after the district has notified the NJDOE.**



# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Personal Property

## E. Scrap and Waste Property

1. In the event no bids are received for personal property or the personal property is not sold at public or private sales pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.
2. Personal property declared scrap or waste with no recyclable or usable value may be discarded.
3. Personal property declared scrap or waste may not be given or sold to employees, private citizens, local governments, non-profit organizations, etc.

## F. Board of Education Approval

1. The Board of Education will approve, by resolution of the Board, the negotiated price of personal property offered at private sale and any personal property declared scrap or waste.

Issued: 7 December 2009



# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Federal Property

## R 7300.4 DISPOSITION OF FEDERAL PROPERTY

### A. Definitions

1. **“Awarding agency” means with respect to this Regulation and a Federal grant, the Federal agency awarding the grant.**
2. **“Uniform Grant Guidance” means a set of Federal grant regulations that combines several previous Federal cost principles, administrative requirements, and audit requirement circulars into a single, comprehensive document.**
- ~~3.1. “Federal property” means all **equipment, supplies, or real** property, ~~real or personal or otherwise,~~ purchased with Federal grant funds.  ~~, including instructional materials.~~~~
- ~~2. “Excess property” means personal property that is still usable but is no longer needed in a school building or instructional program or administrative office and is not required as a trade-in on a replacement purchase.~~
- ~~3. “Estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~
4. **“Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
5. **“Real property” means land, including land improvements structures and appurtenances thereto, but excludes moveable machinery and equipment, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
6. **“Supplies” means all tangible personal property other than those described in “Equipment”, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**



# RIDGEWOOD

# REGULATION

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Disposition of Federal Property

- 7. **“Federal property no longer needed” for the purposes of this Regulation means property acquired under a Federal award that is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions.**

## B. Periodic Review

- 1. The School Business Administrator/Board Secretary will compile a list of **physical inventory of excess** Federal property in the district. ~~at the close of each school year. This physical inventory must be taken and the results reconciled with the property records at least once every two years.~~
- 2. ~~A~~ The list of ~~excess~~ Federal property **no longer needed** will be periodically distributed to all school facilities **in the district**.
- 3. Any school may request ~~the School Business Administrator/Board Secretary~~ to transfer ~~excess~~ Federal property to a currently or previously funded federal project or arrange a shared-time use with other such projects. ~~Requests will be granted in the order in which they are received.~~
- 4. ~~Property transferred to another school or office will be removed from the district-wide list of excess property.~~
- 4.5. **Federal property no longer needed in the school district will be considered for disposition.** ~~that has remained on the list of excess Federal property for thirty working days or more will be considered to be unusable and will either be traded in or reported to the State Department of Education with a request for disposal.~~

## C. Trade in

~~Federal property no longer usable may be traded in or sold and the proceeds are to be used to offset the cost of replacement equipment with the approval of the New Jersey Department of Education. The additional cost to acquire a replacement shall be charged directly to the Federal program, if the program budget permits, and provided the Board of Education has approved the transaction by resolution.~~



# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Federal Property

## ~~C.D.~~ Disposal-Disposition of Federal Property - Equipment

1. The School Business Administrator/Board Secretary will request disposition instructions from the awarding agency for Federal equipment no longer needed.

~~a.1.~~ If the awarding agency fails to provide requested disposition instructions within one hundred and twenty days, items of Federal equipment no longer needed with a current per-unit fair market value in excess of \$5,000 or more may be retained or sold by the school district. for other uses provided compensation is made to the United States Department of Education. If the equipment is sold by the school district, the awarding agency is entitled to proceeds in accordance with 2 CFR 200.313(e)(2). The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. Payments shall be made to Treasurer, State of New Jersey-New Jersey Department of Education.

~~2.~~ The School Business Administrator/Board Secretary will request disposition instructions from the Secretary of the United States Department of Education for equipment no longer wanted by the school district.

~~If so instructed or if the disposition instructions are not issued in one hundred twenty calendar days after the request is received by the Secretary, the equipment will be sold in accordance with No. 3 below.~~

~~b.3.~~ Federal equipment no longer needed and/or wanted with a current per-unit fair-market value of less than \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency, and more than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, shall be disposed of with no further obligation of the school district and as follows:

~~a.~~ Notice of the date, time, and place of public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in a legal newspaper. (N.J.S.A. 18A:18A-45b)





# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Federal Property

- ~~b. A sale shall be held not less than seven nor more than fourteen days after publication of the newspaper notice. (N.J.S.A. 18A:18A-45b)~~
- ~~c. If no bids are received, the Board may readvertise the public sale or sell the property at private sale without public notice. Any such property sold at private sale cannot be sold for less than the estimated fair value of the property. (N.J.S.A. 18A:18A-45d)~~
- ~~d. The Board may reject all bids if it determines that such rejection is in the public interest. If all bids are rejected, the Board may readvertise the property for a second public sale. (N.J.S.A. 18A:18A-45e)~~
- ~~e. If the Board rejects all bids at the second public sale, the Board may sell the property at private sale without public notice, provided the selling price at private sale is at least as high as the highest bid received at the two preceding public sales, and the terms and conditions announced at the public sales are unchanged. (N.J.S.A. 18A:18A-45e)~~
- ~~4. Federal property with a unit value of less than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, may be disposed of at private sale with no further obligation of the school district and as follows:
  - ~~a. The School Business Administrator/Board Secretary shall establish the sale price and make reasonable efforts to find private buyers. The price charged shall be fair in value, but in no case can it be less than the costs incurred by the Board in arranging the sale and maintaining and delivering the property.~~
  - ~~b. Property that remains unsold after thirty working days shall be given without cost to another school district or a charitable organization or institute within the school district.~~
  - ~~c. Property that has not been claimed after thirty working days shall be offered for scrap or, if that is not feasible, discarded.~~~~
- ~~5. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the Federal project or program, the school district shall retain the supplies for use on non-Federal activities or sell them, but shall, in either case, compensate the Federal government for its share. The amount of compensation shall be computed in the same manner as for equipment.~~



# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

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Disposition of Federal Property

~~The supplies acquired with Federal funds may not be used to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute.~~

- 2. If the awarding agency fails to provide disposition instructions, the sale of Federal equipment no longer needed will be sold and/or disposed of in accordance with the provisions of N.J.S.A. 18A:18A-45 and Regulation 7300.3.**

## **D. Disposal of Federal Property – Supplies**

- 1. Title to supplies will vest in the school district upon acquisition.**
- 2. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program, and the supplies are not needed for any other Federal award, the school district shall retain the supplies for use on other activities or sell them, but must in either case, compensate the awarding agency for its share. The amount of compensation shall be computed in the same manner as for Federal equipment in accordance with 2 CFR 200.313(e)(2).**

## **E. Disposal of Federal Property – Real Property**

- 1. The School Business Administrator/Board Secretary or designee shall request disposition instructions from the United States Department of Education for real property equipment no longer needed for the original purpose.**
- 2. The instructions must provide for one of the following alternatives: retain title after compensating the awarding agency; sell the property and compensate the awarding agency; transfer title to the awarding agency; or third party designated/approved by the awarding agency.**

~~34 CFR Subtitle A Section 74.34, 74.35 and 80.32~~

Issued: 7 December 2009

