



CLEMENTON BOARD OF EDUCATION

REGULAR BUSINESS MEETING

July 27, 2015

7:30 PM

MISSION STATEMENT

The Clementon School District is dedicated to a meaningful collaboration among parents, students, administrators, teachers, support staff, board of education members, and the community. Our daily mission is to provide every student with a high-quality education driven by the New Jersey Core Curriculum Content Standards and Common Core State Standards. We are committed to providing a secure, nurturing school climate in order to provide for the educational, social, and emotional needs of students and staff.

AGENDA

The Clementon Board of Education welcomes participation of interested organizations and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be 20 minutes with a three-minute time limit for individual speakers.

I. CALL TO ORDER

II. OPENING STATEMENT

“Public notice of this meeting pursuant to the Open Public Meetings Act has been given by the Board Secretary in the following manner:

- a. Posting written notice at the Board of Education Office.
- b. Sending written notice to the *Courier-Post* and *Record Breeze* newspapers.
- c. Filing written notice with the Clerk of Clementon.”

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. MINUTES

Approval of the Minutes from the following meetings:

- a. June 22, 2015 Regular Meeting and Executive Session

VI. PUBLIC - AGENDA ITEMS ONLY

VII. SUPERINTENDENT’S REPORT

Items for Action - The Superintendent recommends approval of the following items:

- 1. Accept, with regret, the resignation of employee # 230. (*Attachment VII-1*)
- 2. Accept, with regret, the resignation of employee # 210. (*Attachment VII-2*)
- 3. Summer 2015 Child Study Team work (for student evaluations and meetings):



- a. EMPLOYEE: Alison Palma
POSITION: School Psychologist/CST Coordinator
HOURS: Not to exceed 60 hours (July and August 2015)
RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
- b. EMPLOYEE: Michelle Panarella
POSITION: School Social Worker
HOURS: Not to exceed 15 hours (July and August 2015)
RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
4. Summer 2015 Speech extended year services (for special education students, per their IEPs):
 - a. EMPLOYEE: Julie Sattinger
POSITION: Speech Therapist
HOURS: Not to exceed 14 hours (July and August 2015)
RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
5. Summer 2015 STEM Curriculum - Review resources and materials and plan for the 2015-2016 school year.
 - a. TEACHER: Kathleen Batchelor
HOURS: Not to exceed 15 hours (July 28, 2015 - August 28, 2015)
RATE OF PAY: \$33.00 per hour (to be adjusted after completion of contract negotiations)
6. Additional Summer 2015 Title I hours, June 23, 2015 through August 31, 2015, for the following staff:
 - a. Alyssa Martin - 20 hours at \$33.00 per hour (To be adjusted upon completion of contract negotiations.)
 - b. Katie Agresta - 20 hours at \$33.00 per hour (To be adjusted upon completion of contract negotiations.)
 - c. Michelle Magilton - 20 hours at \$33.00 per hour (To be adjusted upon completion of contract negotiations.)
7. Adjust teacher time during the Summer 2015 Student Program. New time is 8:45 AM to 12:15 PM.
8. Adjust teacher time during the Summer 2015 Extended School Year Program. New time is 8:45 AM to 12:15 PM.
9. Salary adjustment for Mary Ann Miles to reflect an earned Master's Degree. Documentation provided: transcript. Adjusted salary and step: \$49,450.00 per year; Step 1 MA. (To be adjusted upon completion of contract negotiations.)



10. 2015-2016 Non-Contracted Extra-Curricular Stipend Positions and Personnel:

Stipend Position	Faculty Member	Stipend
* Community Education Director	Kate Teschner	* \$8,607.00
* Camp Clementon Director	Kate Teschner	* \$8,607.00
Hourly Position	Faculty Member	Rate of Pay
Camp Clementon Senior Staff	Lynne Stang	\$13.05 per hour
Camp Clementon Senior Staff	Cheryl Branch	\$13.05 per hour
Camp Clementon Senior Staff	Kristin Egan	\$13.05 per hour
Camp Clementon Senior Staff	Diana Cielez	\$13.05 per hour
Camp Clementon Senior Staff	Lauren Murray	\$13.05 per hour

* If each specified program above shows a profit at the end of the school year, both positions will receive an additional \$175.00.

11. 2015-2016 Contracted Extra-Curricular Stipend Positions and Personnel (To be adjusted after completion of contract negotiations):

Activity	Faculty Member	Stipend
Head Coach, Co-ed Soccer	Steve Boianelli	\$2,068.00
Asst. Coach, Co-ed Soccer	Denise Brumbach	\$1,379.00
Head Coach, Baseball	Steve Boianelli	\$2,068.00
Asst. Coach, Baseball	Mike Terlizzi	\$1,379.00
Band Director	Bryan Williams	\$1,253.00
Art Challenge	Kim English	\$1,222.00

12. 2015-2016 Title I Salary Allocations (to be adjusted after completion of contract negotiations):

- a. Michelle Magilton - \$55,800.00 (Title I)
- b. Kathryn Agresta - \$55,550.00 (Title I)
- c. Alyssa Martin - \$26,246.00 (Title I)
- d. Alyssa Martin - \$20,504.00 (Title IIA)
- e. Cheryl Branch - \$11,790.00 (Title I)

13. Employment of the following personnel for the 2015-2016 school year, contingent upon satisfactory criminal history review:

- a. POSITION: Learning Disabilities Teacher Consultant (10 months)
- NAME: Andrea Gerrard
- SALARY: \$55,550.00 (to be adjusted after completion of contract negotiations)
- STEP: 7 MA
- START DATE: September 1, 2015
- NOTE: Included in salary is 5 days in summer 2015 for Child Study Team work.



14. Revised Job Descriptions for the following:

- a. Facility Manager (*Attachment VII-14.a*)
- b. Administrative Secretary (*Attachment VII-14.b*)

15. Harassment, Intimidation, and Bullying Report – June 2015 (*Attachment VII-15*)

16. Approval of the NJ Department of Education Equivalency Application for Achieve NJ NJAC 6A:5. (*Attachment VII-16*)

17. Participation in the McKinney-Vento Homeless Education Project with the Gloucester County Special Services School District for the 2015-2016 school year at no cost to the district. (*Attachment VII-17*)

18. 2015-2016 District Mentoring Plan (*Attachment VII-18*)

19. Second Reading and Adoption of the following revised policies and regulations: (*Attachment VII-19*)

Number	Type	Title
0152	POL	Board Officers
3218	POL	Substance Abuse
3218	REG	Substance Abuse
4218	POL	Substance Abuse
4218	REG	Substance Abuse
8630	POL	Bus Driver/Bus Aide Responsibility
8630	REG	Emergency School Bus Procedures

20. First Reading of the following revised policies and regulations: (*Attachment VII-20*)

Number	Type	Title
0134	POL	Board Self Evaluation
5200	REG	Attendance – Students

21. Abolish the following policy: (*Attachment VII-21*)

Number	Type	Title
3435	POL	Anticipated Disability – Teaching Staff

22. Tuition Reimbursement Requests:

- a. EMPLOYEE: Kristy Taylor
- COURSE TITLE: Frameworks for Disabilities and Disorders in Childhood
- UNIVERSITY: University of Cincinnati
- COURSE FEE: \$1,920.00 plus \$77.00 for books
- SEMESTER: Summer 2015
- NOTE: Course reimbursements shall not exceed \$1,000.00 per individual per year and employees who voluntarily leave employment within two years of receiving tuition reimbursement shall repay the same to the Board of Education.



23. Workshop/Meeting Requests:

- a. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: SGO 2.1 - On the Road to Ownership
 LOCATION: NJ Forensic Science Tech Center, Hamilton, NJ
 DATE: June 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education

- b. EMPLOYEE: Adrienne McManis
 WORKSHOP: SGO 2.1 - On the Road to Ownership
 LOCATION: NJ Forensic Science Tech Center, Hamilton, NJ
 DATE: June 14, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education

- c. EMPLOYEE: Lynn DiPietropolo
 WORKSHOP: Marzano Training Sessions
 LOCATION: Vineland/Millville Public Charter School, Millville, NJ
 DATES: July 22 and 23, 2015; August 17, 18, and 24, 2015
 COST: \$0.00
 SPONSOR: Vineland/Millville Public Charter School

- d. EMPLOYEE: Adrienne McManis
 WORKSHOP: Marzano Training Sessions
 LOCATION: Vineland/Millville Public Charter School, Millville, NJ
 DATES: July 22 and 23, 2015; August 17, 18, and 24, 2015
 COST: \$0.00
 SPONSOR: Vineland/Millville Public Charter School

- e. EMPLOYEE: Helene Weyland
 WORKSHOP: FY 2015-16 Direct Certification Training
 LOCATION: Gloucester County College, Sewell, NJ
 DATE: July 29, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Agriculture, Div. of Food and Nutrition

- f. EMPLOYEE: Joanne Clement
 WORKSHOP: Annual School Safety and Security Conference
 LOCATION: Washington Township High School, Sewell, NJ
 DATE: August 18, 2015
 COST: \$0.00
 SPONSOR: Sonitrol Security of Delaware Valley

- g. EMPLOYEE: Joanne Clement
 MEETINGS: 2015-16 CCASBO Meetings
 LOCATION: Camden County Educational Services, Clementon, NJ
 DATES: One time each month, September 2015 - June 2016
 COST: \$0.00
 SPONSOR: Camden County Association of School Business Officials



- h. EMPLOYEE: Joanne Clement
 WORKSHOP: NJASBO Academy III
 LOCATION: Robbinsville, NJ
 DATE: October 20, 2015
 COST: \$0.00
 SPONSOR: NJ Association of School Business Officials

- i. EMPLOYEE: Jose Cruz
 WORKSHOP: Southern Regional Facilities Evaluation Training
 LOCATION: Gloucester Township School District
 DATE: August 25, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education, Camden County Office

- j. EMPLOYEE: John Williams
 WORKSHOP: Southern Regional Facilities Evaluation Training
 LOCATION: Gloucester Township School District
 DATE: August 25, 2015
 COST: \$0.00
 SPONSOR: NJ Department of Education, Camden County Office

24. Field Trip:

- a. TRIP: Summer Title I Program Field Trip
 FACULTY SPONSOR: Lynn DiPietropolo
 DATE: August 11, 2015
 RAIN DATE: N/A
 TIME: 8:30 AM - 2:00 PM
 DESTINATION: Cape May Zoo
 PARTICIPANTS: Students in the Summer Title I Program
 ADMISSION: \$120.00 (Pavilion rental \$60.00; bus parking \$60.00)
 TRANSPORTATION: \$330.00 (Hillman's Bus Service; 1 bus)
 NOTE: Funded by Title I

25. Community Use of Facilities:

- a. ORGANIZATION: Love Apple Quilters Guild
 EVENT: Quilting Workshops
 PERSONS IN CHARGE: Barbara Jakubowski
 PURPOSE: Quilting Workshops
 DATES: Saturdays - September 26, 2015; November 21, 2015;
 January 23, 2016; March 19, 2016; May 24, 2016
 TIME: 9:00 AM - 3:00 PM
 LOCATION: Multi-purpose Room and Media Center

Approval of motions 1 through 25 above:

MOVED BY: _____
 ON ROLL CALL VOTE:

SECOND BY: _____
 MOTION CARRIED:



VIII. SECRETARY'S REPORT

Items for Action - The Superintendent recommends approval of the following items:

1. The payment of the following bill lists from the General Account:

<u>Bill List and Check Register</u>	<u>Amount</u>	
1. List # 1 (Payroll)	\$189,892.79	<i>(Attachment VIII-1.1)</i>
2. List # 2 (Payroll)	\$149,402.34	<i>(Attachment VIII-1.2)</i>
3. List # 3 (Payroll)	\$81,261.95	<i>(Attachment VIII-1.3)</i>
4. List # 4	\$97,118.39	<i>(Attachment VIII-1.4)</i>
5. List # 5	\$179,901.14	<i>(Attachment VIII-1.5)</i>
6. List # 6 (Community Education)	\$31,806.91	<i>(Attachment VIII-1.6)</i>
7. List # 7	\$98,046.87	<i>(Attachment VIII-1.7)</i>

2. Approve transfers in the amount of \$5,303.00. *(Attachment VIII-2)*
3. Accept the notification from the Camden County Office of Education that the 2014-2015 Merit Goals for Lynn DiPietropolo, Superintendent, have been authorized for disbursement. *(Attachment VIII-3)*
4. Resolution to increase bid threshold for Joanne E. Clement, Qualified Purchasing Agent. *(Attachment VIII-4)*
5. 2015-2016 Joint Transportation Agreement with Cumberland County Educational Cooperative. *(Attachment VIII-5)*
6. Black Horse Pike Regional School District tuition for the 2015-2016 school year for special education student at a rate of \$23,000.00.
7. Ricoh State Contract A82709 for copiers. A 48 month lease agreement for 4 copiers at a monthly cost of \$1,703.70.
8. Revised 2015-2016 School Breakfast and Lunch Prices:

• Student Breakfast:	\$1.00	Student Lunch:	\$2.55
• Student Reduced Breakfast:	\$.30	Student Reduced Lunch:	\$.40
• Faculty Breakfast:	\$1.50	Faculty Lunch:	\$3.50

(We are required to increase prices for lunch by \$.10)

9. Acceptance of the Treasurer's Report and Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 30, 2015. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A - 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
 (Treasurer's report) *(Attachment VIII-9)*
 (Secretary's report) *(Board Book)*

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 30, 2015. The Treasurer's Report and Secretary's report are in agreement for the month of June 30, 2015.



Board Secretary in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification - pursuant to N.J.A.C. 6A:23A - 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A - 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Approval of motions 1 through 9 above:

MOVED BY: _____
ON ROLL CALL VOTE:

SECOND BY: _____
MOTION CARRIED:

IX. PRESENTATIONS - None

X. CORRESPONDENCE

1. June 2015 Nutri-Serve Update
2. Email correspondence from a parent regarding the great education her children have received at Clementon Elementary.

XI. COMMITTEE REPORTS

1. Administrative Evaluation
(Chairperson - Randall Freiling)
2. Building and Maintenance
(Chairperson - William Dilworth)
3. Camden County Educational Services Commission
(Representative - Virginia de Haan; Alternate - William Weyland)
4. Camden County School Boards Association
(Representatives - John Romer and William Weyland)
5. Community Education and Extra-Curricular Information
(Chairperson - John Romer)
 - a. Community Education Report - June 2015 *(Attachment XI-5.a)*
 - b. Camp Clementon Attendance Record - June 2015 *(Attachment XI-5.b)*
6. Policy
(Chairperson - Irene Buchalter)
7. Common Core Curriculum and Technology
(Chairperson - Kathleen Rappold)
8. Finance
(Chairperson - Ellen Suckle)



- 9. Legislation
(Representative - William Weyland)
- 10. Personnel
(Chairperson - TBD)
- 11. Pine Hill Board of Education
(Representative - Randall Freiling)
 - a. Minutes from the May 26, 2015 Worksession/Regular Business Meeting
(Attachment XI-11.a)
- 12. Municipal Liaison
(Representative - Randall Freiling)
- 13. Home and School Association
(Representative - Kathleen Rappold)
- 14. Negotiations
(Chairperson - Ellen Suckle)

XII. OTHER INFORMATION

- 1. Discussion Items:
- 2. Clementon School Information:
 - a. Administrative Report - June 2015 *(Attachment XII-2.a)*
- 3. Fire and Security Drills:

June 2015 - Drill Type	Date	Time
Fire Drill	06/12/15	10:40 AM
Fire Drill	06/30/15	10:13 AM

XIII. PUBLIC

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

**CLEMENTON ELEMENTARY SCHOOL
JOB SPECIFICATIONS**
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**Facility Manager**

- QUALIFICATIONS:**
1. School Facility Manager certificate as per 6A:26-16.1 or has served as a supervisor of buildings and grounds in a district continuously for five years.
  2. Knowledge of practical experience in the trades is required.
  3. Demonstration of ability to perform the tasks required. Aptitude or competence in mechanical repairs and other Maintenance tasks.
  4. Certification - Right to Know Trainer, Integrated Pest Management Coordinator.
  5. Satisfactory health status as certified by a physician.
  6. Required Criminal History Background Check and proof of U.S. Citizenship.
  7. Acceptable references.

**REPORTS TO:** School Business Administrator and/or Superintendent/Principal

**JOB GOAL:** To maintain the physical school plant and grounds in excellent operating condition.

**RESPONSIBILITIES:**

1. Supervises all custodians under the direction of the Business Administrator and/or Superintendent/Principal.
2. Instructs custodial staff in the safe, proper, and efficient use of all equipment.
3. Participates in the general cleaning of the school building when necessary.
4. Supervises the inventory of supplies and materials and requisitions for needed replacements in advance so that they may be delivered in a timely manner.
5. Recommends the purchase of all necessary equipment to the Business Administrator.
6. Maintains all motors, chillers and other mechanical equipment on a regular basis.
7. Conducts an ongoing three year program of general maintenance and upkeep.
8. Keeps the building and many items of equipment in repair. (The range including such items as electrical equipment, concrete, block, HVAC equipment, plumbing, etc.)
9. Assumes responsibility for the general security of the building.
10. Assures that all fire safety and environmental laws and regulations relating to plant maintenance and operation are enforced.
11. Complete custodial reports, building condition reports and other records as required.
12. Assists in the annual preparation of the facility/maintenance budget.
13. Examines the physical school plant and grounds on a regular basis for purposes of preventative maintenance.
14. Supervises other full-time and part-time school custodians.
15. Maintains and regularly updates files for Right-To-Know, asbestos, fire, health and safety codes, as well as any other State/Federal management programs as required.
16. Performs related duties as assigned by the Business Administrator and/or Superintendent/Principal.

**EVALUATION:** Performance with this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

**BOARD APPROVED: November 26, 2012**  
**REVISED/BOARD APPROVED: July 27, 2015**

**CLEMENTON ELEMENTARY SCHOOL  
JOB DESCRIPTION  
~~~~~  
ADMINISTRATIVE SECRETARY**

QUALIFICATIONS: High School Diploma; good typing, filing, and telephone skills; dictation skills; ability to use various office machines; ability to maintain confidentiality.

REPORTS TO: Superintendent/Principal

EMPLOYMENT: (Term) 12 months

JOB GOAL: To perform the secretarial functions and other executive responsibilities necessary to the effective and efficient operation of the district.

RESPONSIBILITIES AS DIRECTED BY ADMINISTRATION:

1. Assists all offices, as needed, with items including but not limited to attendance, filing, reports, documentation, and parent communication
2. Maintains, prepares, files, and updates reports and document files as directed.
3. Maintains staff personnel records which includes, but not limited to certifications, observations, letters, documentation, etc.
4. Completes a variety of tasks related to the Board agenda which could include but not limited to maintaining all documents, generating the agenda as items arrive in the office, including all required components in the agenda, finalizing the minutes and board highlights following the BOE meetings, providing all information to administration for review, and disseminating the agenda and report to the members of the Board of Education.
5. Assist with payment process.
6. Maintaining yearly contract binder.
7. Typing purchase orders for student account fund.
8. Updates policies as directed. This includes maintaining and updating the hard copies of all policies after they have been adopted by the Board of Education.
9. Maintains and updates observation/evaluation/Annual Review chart.
10. Manages all aspects of new hires which could include but not limited to posting, files paperwork, appointments, etc.
11. Provides updates to the website and calendar as needed.
12. Is the telephone auto attendance programmer.
13. Manages all aspects of tuition reimbursements for staff members which include documentation and updating files.
14. Manage all aspects of workshop requests which include paperwork and registration.
15. Compile and revise Emergency Telephone Chain List and Extension List as needed and distribute to required staff members.
16. Maintains and programs the security cards/fobs for the electronic door lock system.
17. Issues district photo identification cards as needed.
18. Types, proofreads, files, duplicates, organizes, and disseminates, as directed, all materials from and for the Superintendent/Principal, Business Administrator, and Assistant Principal.
19. Collects information for reports, as necessary.
20. Schedule appointments, conferences, and meetings and maintains records/logs of these, which could include but not limited to parent letters, phone calls, correspondence with staff, etc.
21. Uses time effectively.
22. Maintains a cordial relationship with parents, students, and staff members.
23. Demonstrates a willingness to assume school responsibilities and implement authorized policies and procedures.
24. Punctual in complying with the assigned hours of work and regular in attendance.
25. Understands and respects the confidential nature of the position and maintains strict confidentiality of all information.

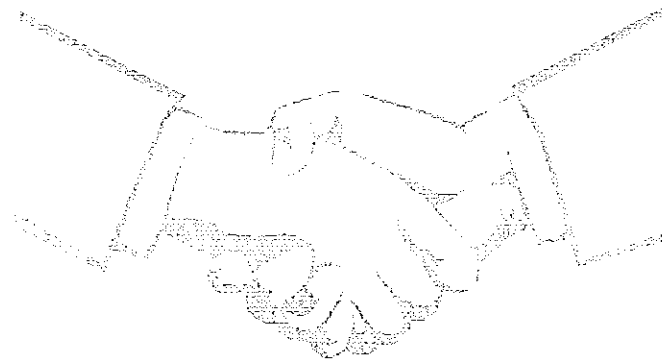
26. Accepts job responsibilities and readily assists others when necessary.
27. Completes required work within the specified time.
28. Complies with written and verbal instructions and uses good judgment when carrying out job responsibilities.
29. Checks in any purchase orders as directed by Administration.
30. Performs all other duties as may be required under the direction of the Superintendent/Principal, Business Administrator, and Assistant Principal.

EVALUATION: Performance with this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

BOE APPROVED: May 28, 2013

REVISED/BOE APPROVED: July 27, 2015

Clementon School District



2015-2016 Mentoring Plan

July 2015

District Mentoring Plan: The District Plan Development and Approval Process

Required	Components of Mentoring Plan	Included
X	Title Page	X
X	Table of Contents	X
X	Section 1: District Profile –District profile sheet –LPDC signoff sheet-Board of education approval form	X
X	Section 2: Needs Assessment –Current assessment of the mentoring for quality induction program (reflection of past process and projection for future progress) –Current needs of district mentoring plan	X
X	Section 3: Vision and Goals –Mentoring program vision -Mentoring program goals (measurable; aligned with the New Jersey Professional Standards for Teachers and NCLB Professional Development)	X
X	Section 4: Mentor Selection –Guidelines for selection of mentors –Application process and criteria for selection of mentors	X
X	Section 5: Roles and Responsibilities of Mentors	X
X	Section 6: Professional Learning Components for Mentors (aligned with New Jersey Professional Standards for Teachers)	X
X	Section 7: Professional Learning Components for Novice Teachers (aligned with New Jersey Professional Standards for Teachers)	X
X	Section 8: Action Plan for Implementation (with timeline)	X
X	Section 9: Resource Options Used	X
X	Section 10: Funding Resources (state or district support)	X
X	Section 11: Program Evaluation (i.e. – evidence of teacher retention, impact on teacher effectiveness and student learning)	X

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SECTION 1: DISTRICT PROFILE

District Profile Sheet

The district profile sheet reflects the mentoring data from the 2014-2015 school year.

Name of District: Clementon Elementary School

District Code: 0880 County Code: 07

District Address:

4 Audubon Avenue
Clementon, NJ 08021

Chief School Administrator: Lynn DiPietropolo, Superintendent/Principal

Mentoring Program Contact: Adrienne McManis, Assistant Principal/Director of Special

Education

Mentoring Program Contact Phone: (856)783-2300 x1013

Mentoring Program Contact E-mail: mcmanisa@clementon.k12.nj.us

Type of District (check one): Pre-K - 8

SECTION 1: DISTRICT PROFILE
LPDC Signoff Sheet

Name of District: Clementon Elementary School

Code: 0880

County: Camden

Code: 07

Names of Administrators Appointed to Committee:

Lynn DiPietropolo _____ Super./Principal dipietropolo@clementon.k12.nj.us

Signature Position Email

Adrienne McManis _____ Asst. Principal mcmanisa@clementon.k12.nj.us

Signature Position Email

Contact Person: Adrienne McManis
Phone: (856) 783-2300, Ext. 1013
FAX: (856) 783-8929
Email: mcmanisa@clementon.k12.nj.us

SECTION 1: DISTRICT PROFILE

Board of Education Approval and Comment Form

Date Plan reviewed:

Date Plan returned for revision:

Date Plan accepted:

District: Clementon

Code: 0880

County: Camden

Code: 07

	YES	NO	COMMENTS
Section 1: District Profile	X		
a. District profile sheet	X		
b. LPDC signoff sheet	X		
c. Board of Education approval form	X		
Section 2: Needs Assessment	X		
a. Current assessment of mentoring program	X		
b. Current needs of district mentoring plan	X		
Section 3: Vision and Goals	X		
a. Mentoring program vision	X		
b. Mentoring program goals	X		
Section 4: Mentor Selection	X		
a. Guidelines for selection of mentors	X		
b. Application process and criteria for selection of mentors	X		
Section 5: Roles and Responsibilities	X		
Section 6: Professional Learning Components for Mentors	X		
Section 7: Professional Learning Components for Novice Teachers	X		
Section 8: Action Plan for Implementation	X		
Section 9: Resource Options Used	X		
Section 10: Funding Resources	X		
Section 11: Program Evaluation	X		

DISTRICT BOARD OF EDUCATION APPROVAL NOTIFICATION

County Superintendent

The Clementon Board of Education has reviewed and approved the local mentoring plan developed by the Clementon Local Professional Development Committee. The Clementon Board of Education assures that the submitted plan is aligned with the New Jersey Professional Standards for Teachers and meets or exceeds the minimum requirements of the mentoring regulations in N.J.A.C. 6A: 9-8.4.

A copy of the district profile sheet and the board of education's review of the plan have been attached.

Board of Education President

Board of Education Vice-President

July, 2015

Date

SECTION 2: NEEDS ASSESSMENT

Place an "X" in the box that is appropriate for each item.

School District-wide Planning Process	Yes	No	Partially
• Has our district engaged a broad-based group of teachers and school leaders, including representation from teacher associations, as members of the local Professional Development Committee (LPDC) to develop a mentoring plan aligned with state regulations?	X		
• Does the LPDC monitor implementation of the mentoring program and use feedback to adjust and make improvements?	X		
Criteria-based Selection and Matching of Mentors			
• Does our district mentoring plan include at least the criteria for mentor selection in state regulations?	X		
• Are mentors selected based on the criteria stated in the regulations?	X		
• Does our district have criteria for matching mentors and novice teachers?	X		
• Are the matches between mentors and novice teachers based on criteria stated in the mentoring plan?	X		
Mentor Services			
• Do mentors receive training in the skills of conferencing and feedback?		X	
• Do mentors receive training in the skills of providing support in areas of curriculum, instruction, and assessment?		X	
• Is there a specified expectation regarding the frequency of interactions (conferences, observations) between the mentor and novice teacher?	X		
Novice Teacher Services			
• Do the novice teachers in the district participate in professional development activities (on topics such as classroom management, parent communication, diversity, lesson planning) that are specifically tailored to meet the needs of novice teachers?			X
• Are novice teachers brought together regularly during the year for networking opportunities?		X	
• Are novice teachers given time and support to observe their mentors and other colleagues, and to be observed by their mentors and other teachers?	X		
Leader Services			
• Do school leaders model a range of ways to support novice teachers at their schools?	X		
• Do school leaders use a wide range of approaches to engage all staff in supporting novice teachers?	X		
• Do school leaders use supervision and evaluation as a growth-oriented experience for novice teachers aligned with the New Jersey Professional Standards for Teachers?	X		

District Board of Education and Community			
• Do all district staff and parents know that there is a rigorous mentoring for quality induction program in the schools to support novice and veteran teachers for professional growth aligned with New Jersey Professional Standards for Teachers?			X
• Is the community invited to support district efforts to nurture novice teachers?		X	

Reflection of Past Process:

The Clementon School District utilized the process of choosing mentors based on guidelines set forth in the District Mentoring Plan aligned with New Jersey state regulations.

Mentor Services are not comprehensive in that our district lacks specific training for mentor skills. A new teacher orientation is provided, however, at the start of the school year for mentoring guidelines and opportunities. Support is given to new teachers through district programs and administrative observations.

Projection of Future Progress:

Clementon School will strive to implement rigorous mentor training in specific communication, support and conferencing skills. As our mission is to reach out to our community we will bridge this gap with community, parent and teacher involvement. Our administration will continue to utilize the District Professional Development Plan in conjunction with the mentoring process focusing on opportunities for networking and training.

Current Needs of the District Mentoring Plan:

1. Ongoing needs assessment:
 - Use the Self-assessment Tool to identify areas of strength and weakness.
 - Use the Needs Assessment Questionnaire for Mentors to provide direction for selecting workshops for mentor teachers.
 - Use the open-ended questionnaires to identify changes needed for schedules, locations, the process of matching mentors to new teachers, etc.
2. Develop objectives for the mentor program:
 - Write measurable objectives that clarify the expected outcomes of the program.
 - Correlate objectives to the goals.

Timeline	PD Topics
<p align="center">Summer (Annually) District Provided</p>	<p>Each summer the mentor and mentee will attend a district training session that could include topics such as roles and responsibilities, NJ Professional Standards for Teachers, district curriculum, the mentoring plan, policies and procedures, Marzano, etc. This training will be the first meeting between the mentor and mentee. They will receive an overall plan regarding mentoring.</p>
<p align="center">September – June (Ongoing and Sustained) Mentor and Mentee Meetings</p>	<p>During the school year, the mentor and mentee will take the information from the initial summer meeting and develop a relationship based upon the mentoring plan. Topics will be expanded upon during the school year.</p>
<p align="center">September – June (Ongoing and Sustained) Administrative Meetings with Mentor and Mentee</p>	<p>During the school year, the administration will hold monthly meetings with the Mentor and Mentee to discuss their collaboration, roles and responsibilities, etc. The purpose of this meeting will also include making any adjustments to the mentoring plan based on evidence of student work in the novice teacher's classrooms. Discussions with the administration and the novice teacher and their mentors will also be taken into consideration when evaluating and/or adjusting the mentoring plan.</p>

SECTION 3: VISION AND GOALS

VISION:

The Clementon School District believes that novice teachers will benefit and grow in their profession through a formal induction program. The mentoring program will focus on the professional growth of the novice teacher through the support, guidance, and advice of the mentoring team. As new teachers enter the profession, they have the right to a collaborative and reflective process that will enhance their learning and enable the students they teach to achieve at higher levels.

GOALS:

Teachers will demonstrate knowledge of the Common Core State Standards as evidenced by the indication of standards in lesson plans, and through quarterly analysis of standards taught.

- 1) Enables classroom professionals to help students achieve the CCSS.
- 2) Routinely reviews the alignment of professional development content with CCSS and with the framework in all disciplines.
- 3) Assists educators to develop assessment strategies linked to the CCSS.

Teachers will exhibit exemplary teaching skills and educational practices as evidenced by satisfactory ratings on classroom observations.

- 1) Enables educators to adjust instructional strategies based on knowledge of how students learn and develop.
- 2) Enables educators to plan and design approaches and strategies to support the intellectual, social, and personal development of each learner.
- 3) Enables educators to provide challenging and developmentally-appropriate curricula that engage students in learning and thinking.
- 4) Assists educators in adapting instruction based on observation.

Teachers will show evidence of continued learning in their field through professional development hours.

- 1) Assists educators in acquiring content knowledge within their own discipline(s) and in application(s) to other disciplines.
- 2) Empowers educators to connect their learning to what they teach and to incorporate new concepts into practice.
- 3) Provides for ongoing support for individual educators within the school environment.

MENTORING PROGRAM GOALS:

- Provide training for mentors in the skills of conferencing and feedback.
- Provide training for mentors in the skill of providing support in the areas of curriculum, instruction, and assessment.
- Inform and involve the community regarding the mentor program and process.
- Create an extensive Mentor Manual that will provide guidance for selecting and training mentor teachers, clarifies the responsibilities of the mentor/mentee, lists a time table of topics to be discussed, and suggests effective mentoring activities.

REGULATIONS:

- All novice teachers (those holding a Certificate of Eligibility with Advanced Standing) will participate in a one-year mentoring program (30 weeks).

- All novice teachers (those holding a Certificate of Eligibility or Alternate Route Candidate) will participate in a one-year mentoring program (34 weeks).
- All teachers new to the school district (those holding a Standard Certificate) will participate in a one-year mentoring program (30 weeks)

SECTION 4: MENTOR SELECTION

Guidelines for Selection of Mentors

- The Mentor and novice teacher relationship is confidential.
- The Mentor has the ability to work well with adults.
- The Mentor is a responsible listener.
- The Mentor is a role model for learning.
- The Mentor is committed to assisting colleagues in their quest for new strategies and techniques.
- The Mentor is flexible and open to change.
- The Mentor is able to discuss problems and solutions, offering constructive feedback.
- The Mentor is a true professional who believes in the value of the profession and impacting the style of a Novice.
- The Mentor has the ability to organize and plan for the educational needs of the students.
- The Mentor is willing to invest the time needed to meet the professional needs of the Novice Teacher.

Application Process and Criteria for Selection of Mentors

1. Application Process:

- Mentor teachers will fill out a Mentor Intent Form (Appendix A) to be submitted to the principal. Each mentor must have the Intent Form signed by three persons, (the building principal, the superintendent, and a colleague) who must attest to the mentor's ability to perform his/her responsibilities. The mentor will be selected by the principal from the pool of volunteers. The principal shall rotate the mentoring positions among those teachers who meet the criteria.
- The principal will facilitate the successful interaction of the mentor teacher and the novice teacher.
- A mentor teacher shall mentor one novice at one time.

2. Criteria for the selection of mentor teachers

- Wherever possible, the mentor teacher should be certified in the same field as the novice teacher. Additionally, where possible, the mentor teacher could be teaching the same grade level of content area.
- The mentor teacher should be a fully certified, highly qualified, tenured teacher in the Clementon School District.
- The mentor teacher should possess the characteristics listed under Guidelines for Effective Mentors.

REGULATIONS:

- Mentor teachers are selected on the basis of their content and instructional expertise and understanding of the district norms, values, and resources.

SECTION 5: ROLES AND RESPONSIBILITIES FOR MENTORS

An initial meeting shall be held between the mentor teacher and the novice teacher to define their relationship and to come to a mutual understanding of how best to work together. This will be held before the start of the school year, when possible.

The mentor will establish a relationship with the novice teacher that encourages the novice teacher to ask questions that facilitate the providing of information and support by the mentor.

The mentor will assist the novice teacher in adjusting to, and becoming familiar with, the school and the school's policies and procedures, resources, referrals systems, etc. Novice teachers and their mentor will meet at least twice a month to discuss practice, build collegial support and to observe effective teaching practice. These meetings will be documented using the Mentor Meeting Form (Appendix B). All forms must be submitted to the Principal at the end of the school year.

The mentor will also visit the novice teacher's classroom, at least three times during the year, and give appropriate feedback, teaching tips and techniques and suggestions for classroom management. Visitations are not for the purpose of evaluations but to provide insight and suggestions for improvement. These observations will not be used for administrative evaluation. Visitations will focus on areas previously agreed upon in a pre-visit conference.

The mentor teacher shall encourage the novice teacher to take advantage of any resources that would be of benefit. These would include visits to the class of the mentor and other experienced classroom teachers both in and out of the building.

SECTION 6: PROFESSIONAL LEARNING COMPONENTS FOR MENTORS

MENTOR RESPONSIBILITIES

Teacher development depends on the interaction between the learner (novice teacher) and the learning environment.

When viewing a teacher's professional growth, it is important to consider the characteristics and influences of the individual as well as the school environment and teaching profession.

Dialogue and discussion are key communication activities that facilitate ongoing professional growth for both novice teacher and mentor. Different types of contact provide numerous ways for mentor and novice teacher to have ongoing interactions. Types of contact include one-on-one interaction, grade level/discipline team meetings, interactive journal, phone calls, e-mails, conferences, drop-in visit, etc.

Many first-year teachers feel inadequate and unprepared; have limited knowledge of content and pedagogy; lack information regarding school/district policies and procedures; have limited knowledge and experience dealing with the diverse needs of their students; and have minimal competence in classroom management and organization.

Standards-based formative assessments can provide a confidential structure for interaction between a mentor and a novice teacher and allow for reflection on strengths and areas for growth.

The mentor can guide and support the novice teacher in identifying professional learning activities most appropriate to improve classroom teaching. The mentor can help the novice teacher identify and make progress toward his/her identified professional goals by focusing on what types of data to collect during classroom observations, collaboratively planning lessons, making suggestions, and modeling lessons for the novice teacher.

Because of the special relationship between mentor and novice teacher, the interaction is confidential. Therefore, it is important for the school leader to provide time for interactions between mentor and novice teacher and to honor the confidentiality between the two. In order to maintain the confidentiality and trusting relationship between the mentor and the novice teacher, the school leader should not ask or expect the mentor to provide information that would be considered "evaluative" or to influence the evaluation conducted by the school leader.

Formative assessments used in the mentoring relationship include the following characteristics:

- An ongoing measurement of growth over time;
- Evidence of student learning and teacher practice to help identify areas of strength and for growth;
- Objective and data-based;
- Responsive to the teacher's developmental needs;
- Interactive and collaborative;
- Assessment tools that support inquiry and reflection (ETS, 2001, p. 28).

Confidential collaborative assessment logs can be used as the basis for accountability and interaction

between the mentor and the novice teacher. Collaborative assessment logs may include the following criteria:

- A clearly articulated goal related to a professional teaching standard;
- A developmental guide and support system based on continuous discussion and ongoing assessment.

The Administration is responsible for developing and implementing both the district professional development and mentoring plans. The plans need to be aligned with the district needs and state standards including the New Jersey Professional Standards for Teachers, the New Jersey Professional Development Standards, the Common Core Curriculum, and district curricula. It is important that the district, school, and individual professional development goals are in alignment with the needs of the students and teachers in the district.

The district may require orientation and training workshops prior to the start of each school year. The district orientation workshops can be designed to help novice teachers become familiar with the district, its policies and procedures, the Common Core and district curriculum, program initiatives, and effective research-based strategies.

Some professional learning opportunities (e.g., workshops, study groups, grade level/department meetings) may be required within the district and aligned with district initiatives.

These may include such topics as literacy and mathematics, differentiated instruction, instructional use of technology, and behavioral management. Other professional learning activities may be based on the individual's needs and professional goals.

The novice teacher and the mentor can individually or collaboratively engage in a variety of professional learning opportunities. These may include action research, case discussions, curriculum development, data analysis of student work, journaling, lesson study, portfolios, or study groups.

During the first year of teaching, the novice teacher might keep a portfolio of significant artifacts with reflections of individual professional growth, both successes/accomplishments and areas identified for improvement with progress shown. Based on an individual growth plan, the novice teacher might collect the following artifacts: journal entries articulating a growing professional knowledge and skills; video evidence of the use of effective classroom practices; samples and analysis of student work; and documentation of applied professional learning.

Resources to assist the mentors, novice teachers, and training providers to design professional learning opportunities that engage novice teachers in reflective practice are included in the Appendix.

The novice teacher and mentor might engage in frequent electronic communication as one way to discuss classroom experiences, ask questions, share resources, or reflect without having to schedule a face-to-face meeting.

Effective teaching depends on effective lesson planning, which can be overwhelming for the novice

teacher. Developing strategies for effective teaching is an ongoing process that requires the teacher to link curriculum, instruction, and assessment. To be effective, the mentor teacher assists the mentee to:

1. Develop instructional strategies and methods that:
 - Cover essential core curriculum content over the course of the year;
 - Schedule each day and week to address all subject areas within the given time frames;
 - Plan daily lessons and thematic units;
 - Constantly align lesson objectives with standards to be addressed
 - Maximize time spent on learning; and
 - Develop plans that incorporate Marzano Elements.
2. Select curriculum materials, always keeping standards in mind; and
3. Perform standards-based assessments (formative, diagnostic, summative, formal, and informal)

A mentor can provide assistance to the novice teacher based on his/her type of concern, which might include:

- Personal: The novice teacher may benefit by having discussions with other teachers who have also struggled with specific teaching practices and challenging situations in their own classrooms.
- Management: The mentor may demonstrate a lesson for the novice teacher or the novice teacher may observe or be coached by the mentor after he/she has taught a lesson for the purpose of learning a new teaching practice.
- Collaboration: The novice teacher and mentor work together collaboratively to plan and/or reflect on teaching practices that impact student learning.

A mentor should:

- Assist the novice teacher in adjusting to, and becoming familiar with, the school culture, policy, procedure, resources, and personnel;
- Document mentoring activities and time;
- Provide opportunities for the novice teacher to observe the mentor and other content experts;
- Observe the novice teacher during the school year to provide feedback, teaching tips, guidance on curricular issues, and suggestions for classroom management;
- Be a model of professionalism;
- Encourage the novice teacher to participate in collaborative professional learning activities, such as action research, team meetings, and reflective practice; and
- Assist the novice teacher in understanding the importance of and receiving the benefits of the district's observation/evaluation procedures.

Assist the mentee as they learn:

- Effective teachers anticipate potential problems as a means to limit disruption.
- Effective classroom teachers resolve minor inattention and disruption before they become major disruption.
- Effective classroom managers are able to increase student engagement in learning and make good use of every instructional moment.
- Effective teachers seem to have eyes in the backs of their heads.

Novice teachers are hired with either a Certificate of Eligibility (CE) or a Certificate of Eligibility with Advanced Standing (CEAS) that permits them to seek work and results in their obtaining provisional instructional certification. The district must immediately enroll the newly hired novice teacher in the Provisional Teacher Program at the New Jersey Department of Education. The Department of Education will provide the district, the school leaders, and the novice teacher with the appropriate forms for the provisional year. During the provisional year, the novice teacher is mentored and supervised according to state and district policies.

During the first year of teaching under a provisional certificate, teachers will be evaluated by the school leader three times using state forms which, once completed, are copied and sent to the Department of Education.

- The first formative evaluation shall be completed at the end of 10 weeks.
- The second formative evaluation shall be completed at the end of 20 weeks.
- The third summative evaluation shall be completed at the end of 30 weeks.

After completion of the summative evaluation, the school leader will make one of the following three recommendations:

- Approved: State Department of Education issues a Standard Certificate.
- Insufficient: The CEAS remains in effect for a maximum of one more year.
- Disapproved: The CEAS is invalidated. The novice teacher may appeal this decision to the New Jersey State Board of Education.

The novice teacher must receive a copy of each evaluation within 15 days of completion. State regulations make it clear that the mentor teacher shall not assess, evaluate, or give input on the performance of the provisional teacher.

The Clementon School District will provide additional support for our mentors and mentees. Below is a timeline that will include annual, ongoing and sustained professional development.

Timeline	PD Topics
<p align="center">Summer (Annually) District Provided</p>	<p>Each summer the mentor and mentee will attend a district training session that could include topics such as roles and responsibilities, CCSS, NJ Professional Standards for Teachers, district curriculum, the mentoring plan, polices and procedures, Marzano, etc.</p>
<p align="center">September – June (Ongoing and Sustained) Mentor and Mentee Meetings</p>	<p>During the school year, the mentor and mentee will take the information from the initial summer meeting and develop a relationship based upon the mentoring plan. Topics will be expanded upon during the school year.</p>
<p align="center">September – June (Ongoing and Sustained) Administrative Meetings with Mentor and Mentee</p>	<p>During the school year, the administration may hold monthly meetings with the Mentor and Mentee to discuss their collaboration, roles and responsibilities, etc. The purpose of these meetings will also include making any adjustments to the mentoring plan based on evidence of student work in the novice teacher’s classrooms. Discussions with the administration and the novice teacher and their mentors will also be taken into consideration when evaluating and/or adjusting the mentoring plan.</p>

SECTION 7: PROFESSIONAL LEARNING COMPONENTS FOR MENTEES

MENTEE RESPONSIBILITIES

It is important for novice teachers to understand their responsibilities during the induction process.

State regulations require that the novice teacher:

- Participate in the Provisional Teacher Program, which requires mentoring;
- Make a commitment of time to the mentor-novice relationship over the required one-year mentoring period;
- Establish regular weekly conferencing times to discuss novice teacher needs, obtain ongoing support, and plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers and the Common Core Curriculum Standards;
- Maintain confidentiality for all mentor-novice activities;
- Contribute to ongoing program evaluation.

It is suggested that the novice teacher also:

- Document mentoring activities and time;
- Provide opportunities for the mentor to observe through a collegial coaching model;
- Share openly effective strategies and techniques,
- Develop professional goals;
- Participate actively in a learning community;
- Observe the mentor and other content experts during the school year;
- Be open to constructive feedback from mentor, school leaders, and other content experts.

The Clementon School District will provide additional support for our mentors and mentees. Below is a timeline that will include annual, ongoing and sustained professional development.

Timeline	PD Topics
Summer (Annually) District Provided	Each summer the mentor and mentee will attend a district training session that could include topics such as roles and responsibilities, CCSS, NJ Professional Standards for Teachers, district curriculum, the mentoring plan, policies and procedures, Marzano, etc.
September – June (Ongoing and Sustained) Mentor and Mentee Meetings	During the school year, the mentor and mentee will take the information from the initial summer meeting and develop a relationship based upon the mentoring plan. Topics will be expanded upon during the school year.
September – June (Ongoing and Sustained) Administrative Meetings with Mentor and Mentee	During the school year, the administration may hold monthly meetings with the Mentor and Mentee to discuss their collaboration, roles and responsibilities, etc. The purpose of these meetings will also include making any adjustments to the mentoring plan based on

evidence of student work in the novice teacher's classrooms. Discussions with the administration and the novice teacher and their mentors will also be taken into consideration when evaluating and/or adjusting the mentoring plan.

SECTION 8: ACTION PLAN FOR IMPLEMENTATION

Activity	Date	Person Responsible
<ul style="list-style-type: none"> • Administer the Self Assessment Tool 	Every November	<ul style="list-style-type: none"> • School Improvement Panel (ScIP) • Superintendent/Principal • Assistant Principal
<ul style="list-style-type: none"> • Needs Assessment Questionnaire for Novice Teachers 	Every November Every May	<ul style="list-style-type: none"> • Mentor Teachers
<ul style="list-style-type: none"> • Needs Assessment Questionnaire for Mentors 	Every November Every May	<ul style="list-style-type: none"> • Mentor Teachers
<ul style="list-style-type: none"> • Open Ended Questionnaires 	Every May	<ul style="list-style-type: none"> • District Administration
<ul style="list-style-type: none"> • Develop Objectives 	Every November	<ul style="list-style-type: none"> • School Improvement Panel (ScIP)
<ul style="list-style-type: none"> • Revise Mentor Plan As Needed 	Ongoing – Every August	<ul style="list-style-type: none"> • District Administration • ScIP

SECTION 9: RESOURCES OPTIONS USED

RESOURCES

The mentor plan will be implemented with appropriate resources that support the success of mentor and novice teachers.

Supporting information for use by the Mentor/Mentee:

- School District Hand Book
- Marzano Blue Hand Book
- School District Website
- Orientation to School Procedures
- Mentoring Intent Form
- Professional Reference Forms
- Mentoring Documentation Form
- New Teacher Survey — Pre-Program Inventory
- Mentoring Contract
- Mentee Expectation Survey - Pre-First-Year Inventory
- Mentee Skill Rating Inventory
- Reflective Journal
- Questions for Self-Reflection When Creating Your Portfolio
- Creating A Teaching Portfolio
- Reflective Knowledge for Planning
- Teacher Self-Reflection Survey
- Mentee Expectations Survey - Post-First-Year Inventory
- Mentee Teacher Survey — Concluding Evaluation
- Mentor Teacher Survey — Concluding Evaluation
- Teaching Portfolio
- Purpose and Goals of the District
- New Jersey Professional Standards for Teachers
- Mentoring Discussion Topics
- New Jersey Mentoring Regulations - Subchapter 14
- Letter of Interest (sample)
- Responsibilities of the Mentor
- Criteria for Mentor Teacher Selection
- Teacher Notification Form
- "Mentors"
- Guidelines for Effective Mentors
- Collaborative Assessment Log
- Monthly Mentoring Activities
- Elements of the Mentoring Process
- Mentor Training Information
- Mentor Committee Information
- Responsibilities of the Novice Teacher

- Evaluating Mentoring Program Information
- Planning for Evaluation of Program
- Data Collection for Program Evaluation
- Self-Assessment for Program Evaluation
- Professional Development Effectiveness
- Staff Development - Assessing Program Impact
- Mentee Responsibilities
- Designing Professional Goals
- Observation Preparation
- Organizing for Success
- Three Phases of Mentee Development
- Designing SMART Goals
- Make Every Moment Count
- Professional Learning Components for Mentors
- Action Plan Format

SECTION 10: FUNDING RESOURCES

STIPENDS FOR MENTORING

District boards of education in public schools only shall review the levels of compensation, released time and other terms and conditions of employment of novice teachers and mentor teachers. These shall be subject to negotiations between the local board of education and collective bargaining agent.

The following payment procedures are in effect:

The Mentee is responsible for paying the following rate, directly to the district business office.

- New Teachers (traditional route, including Special Education) \$50
- New Teachers (alternate route) \$50
- Teachers New to the District \$50

The Mentor Teacher shall be paid from the district business office at the following rate:

- New Teachers (traditional route, including Special Education) \$50
- New Teachers (alternate route) \$50
- Teachers New to the District \$50

- Stipends will be paid at the conclusion of the 2014-2015 academic year.

SECTION 11: PROGRAM EVALUATION

The Program Evaluation forms, along with the qualitative data collected from the Mentor and Mentee will be used to report on the implementation of effectiveness of the local mentoring plan.

We are using a systematic process to collect, analyze, and interpret the data gathered from multiple sources in order to make decisions about the program.

EVALUATING A PROGRAM

In evaluating a program, it is important first to be clear about what is meant by "program" and by "evaluation". A program is "a set of activities (e.g., components of a professional development program), supported by a variety of inputs or resources {e.g., staff, equipment, money}, that is intended to achieve specific outcomes (e.g., teaching skills aligned to standards) among particular target groups {e.g., classroom teachers}."

Evaluation means acquiring and assessing information systematically to make informed decisions for continuous improvement of a program.

State regulations for mentoring require the district board of education to report annually in its QAAR on the implementation and effectiveness of the local mentoring plan through program impact on job satisfaction, adequacy of time and training for mentoring, and recommended program changes and additions. The sections within the QAAR where evidence of program impact can be reported are: implementation of the mentoring plan, achievement of the program goals; and the professional learning activities.

- Is the data collection method (survey, interview, observation, internal records, official records) appropriate for the outcomes and indicators?
- Does the plan rely on external sources of data or require collaboration with other agencies? If so, will it be possible to get the data?
- Have the tools/questions been pre-tested?
- Are the measurement approaches and tools culturally relevant?
- Can the approach/tools likely be implemented within available program resources?
- Does the data collection schedule include time point(s) that follow completion of services or program activities?
- Does the frequency of data collection match the level of contact with participants? {e.g., greater frequency with greater level of contact}?
- Are the roles and responsibilities clear for all the staff involved in collecting data?
- Is there a staff person (or staff team) responsible for managing and monitoring the process to assure the work is completed on time and is of high quality?

DATA COLLECTION FOR PROGRAM EVALUATION

SURVEYS

- | | | |
|---|-----|----|
| 1. Do I need data from the perspective of the novice teacher, mentor, or school leader? | Yes | No |
| 2. Do I have a way to get it from these individuals in a systematic way? | Yes | No |
| 3. Do I need data that are standardized so that statistical comparisons can be made (e.g., will I need to report percents or other statistics?) | Yes | No |
| 4. Will participants be able to understand the survey questions? (Consider age, cultural background, etc) | Yes | No |
| 5. Do participants have the necessary knowledge or awareness to accurately answer questions about the outcomes? | Yes | No |

If you have answered YES to questions #1 through 5, surveys may be appropriate/or collecting data on your outcomes and indicators.

INTERVIEWS

- | | | |
|--|-----|----|
| 6. Are more in-depth answers necessary to adequately measure the indicators or to get information on what is needed or what should change? | Yes | No |
| 7. Will it be necessary for someone to personally ask participants questions (either on the phone or in person) in order to collect the information related to this outcome? (Consider age or cultural background, as well as state of mind or receptivity of participants.) | Yes | No |

If you have answered YES to questions #6 and 7, interviews may be appropriate for collecting data on your outcomes and indicators.

OBSERVATIONS

- | | | |
|--|-----|----|
| 8. Is it difficult to accurately measure the indicators by asking people questions about opinions and perceptions? | Yes | No |
| 9. Can this outcome or indicator be assessed accurately by someone trained to observe it in action — can something actually be observed? | Yes | No |
| 10. Do you have the staff resources for someone to observe events, conditions, interactions or behaviors? | Yes | No |

If you have answered YES to questions #8, 9 and 10, observation may be appropriate/or collecting data on your outcomes and indicators.

INTERNAL RECORD REVIEW

- | | | |
|---|-----|----|
| 11. Do you have individualized records, reports, logs or other systematic ways that you track things in your program or services? | Yes | No |
| 12. If an information system exists, are the data consistently entered into it in a timely way? | Yes | No |
| 13. If a system exists, can information be extracted from it easily? | Yes | No |

If you have answered YES to questions #11, 12, and 13, internal record review may be appropriate/or collecting data on your outcomes and indicators.

OFFICIAL RECORD REVIEW

- | | | |
|---|-----|----|
| 14. Do official records exist which track the data you need on your outcomes and indicators? | Yes | No |
| 15. Are the data accessible to you - will it be possible to get the cooperation of outside agencies or institutions in order to get access to official records? | Yes | No |

If you have answered YES to questions #14 and 15, official record review may be appropriate for collecting data on your outcomes and indicators.

SELF-ASSESSMENT FOR PROGRAM EVALUATION

Place and "X" in the box that is appropriate for each item	Yes	No	Partially
District-wide Planning Process			
• Has our district engaged a broad-based group of teachers and school leaders, including representation from teacher associations, as members of the local Professional Development Committee (LPDC) to develop a mentoring plan aligned with state regulations?			
• Does the LPDC monitor implementation of the mentoring program and use feedback to adjust and make improvements?			
Criteria-based Selection and Matching of Mentors			
• Does our district mentoring plan include at least the criteria for mentor selection in state regulations?			
• Are mentors selected based on the criteria stated in the regulations?			
• Does our district have criteria for matching mentors and novice teachers?			
• Are the matches between mentors and novice teachers based on criteria stated in the mentoring plan?			
Mentor Services			
• Do mentors receive training in the skills of conferencing and feedback?			
• Do mentors receive training in the skills of providing support in areas of curriculum, instruction, and assessment?			
• Is there a specified expectation regarding the frequency of interactions (conferences, observations) between the mentor and novice teacher?			
Novice Teacher Services			
• Do the novice teachers in the district participate in professional development activities (on topics such as classroom management, parent communication, diversity, lesson planning) that are specifically tailored to meet the needs of novice teachers?			
• Are novice teachers brought together regularly during the year for networking opportunities?			
• Are novice teachers given time and support to observe their mentors and other colleagues and to be observed by their mentors and other teachers?			

Place and "X" in the box that is appropriate for each item	Yes	No	Partially
School Leader Services			
• Do school leaders model a range of ways to support novice teachers at their school?			
• Do school leaders use a wide range of approaches to engage all staff in supporting novice teachers?			
• Do school leaders use supervision and evaluation as growth-oriented experience for novice teachers aligned with the New Jersey Professional Standards for Teachers?			
District Board of Education and Community			
• Do all district staff and parents know that there is a rigorous mentoring for quality induction program in the schools to support novice and veteran teachers for professional growth aligned with New Jersey Professional Standards for Teachers?			
• Is the community invited to support district efforts to nurture novice teachers?			
On-going Program Evaluation			
• Do mentors receive training in the skills of conferencing and feedback?			
• Do mentors receive training in the skills of providing support in areas of curriculum, instruction, and assessment?			
• Is there a specified expectation regarding the frequency of interactions (conferences, observations) between the mentor and novice teacher?			
On-going Program Evaluation			
• Does the LPDC engage in ongoing assessment (process/formative evaluation) of the mentoring for quality induction program?			
• Does the LPDC gather outcome/summative information on the impact of the mentoring for quality induction program and is this information shared with staff and community?			

PROFESSIONAL DEVELOPMENT EFFECTIVENESS

Evaluation Level	What Questions Are Addressed?	How Will Information Be Gathered?	What is Measured or Assessed?	How Will Information Be Used?
1. Participants' Reaction	<ul style="list-style-type: none"> ▪ Did they like it? ▪ Was their time well spent? ▪ Did the material make sense? ▪ Will it be useful? ▪ Was the leader knowledgeable and helpful? ▪ Were the refreshments fresh and tasty? ▪ Was the room the correct temperature? ▪ Were the chairs comfortable? 	<ul style="list-style-type: none"> ▪ Questionnaires administered at the end of the session. 	Initial satisfaction with the experience.	To improve program design and delivery.
2. Participants' Learning	<ul style="list-style-type: none"> ▪ Did participants acquire the intended knowledge and skills? 	<ul style="list-style-type: none"> ▪ Paper and pencil instruments ▪ Simulations ▪ Demonstrations ▪ Participant reflections (oral and/or written) ▪ Participant portfolios 	New knowledge and skills of participants.	To improve program content, format, and organization.
3. Organization Support & Change	<ul style="list-style-type: none"> ▪ What was the impact on the organization? ▪ Did it affect organizational climate and procedures? ▪ Was implementation advocated, facilitated and supported? 	<ul style="list-style-type: none"> ▪ School records ▪ Minutes from follow-up meetings ▪ Questionnaires ▪ Structured interviews with participants and school administrators ▪ Participant portfolios 	The organization's advocacy, support, accommodation, facilitation, and recognition.	To document and improve organizational support. To inform future change efforts.
4. Participants' Use of Knowledge and Skills	<ul style="list-style-type: none"> ▪ Did participants effectively apply the new knowledge and skills? 	<ul style="list-style-type: none"> ▪ Questionnaires ▪ Structured interviews with participants and school administrators ▪ Participant portfolios ▪ Direct observations ▪ Video or audio tapes 	The degree and quality of implementation.	To document and improve the implementation of program content.
5. Student Learning Outcomes	<ul style="list-style-type: none"> ▪ What was the impact on students? ▪ Did it affect student 	Student records <ul style="list-style-type: none"> ▪ School records ▪ Questionnaires 	Student learning outcomes: <ul style="list-style-type: none"> ▪ Cognitive 	To focus and improve all aspects of program design,

	<p>performance or achievement?</p> <ul style="list-style-type: none"> ▪ Did it influence students' physical or emotional well-being? ▪ Are students more confident as learners? ▪ Is student attendance improving? ▪ Are transfers decreasing? 	<ul style="list-style-type: none"> ▪ Structured interviews with students, teachers, parents, and/or administrators ▪ Participant portfolios 	<p>(Performance & Achievement)</p> <ul style="list-style-type: none"> ▪ Affective (Attributes & Dispositions) ▪ Psychomotor (Skills & Behaviors) 	<p>implementation, and follow-up. To demonstrate the overall impact of professional development.</p>
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STAFF DEVELOPMENT
ASSESSING PROGRAM IMPACT

Desired Changes	Definition	Student	Novice Teacher	Mentor	School Leader
Knowledge	Conceptual understanding of information, theories, principles, and research.				
Attitude	Beliefs about the value of particular information or strategies				
Skills	Strategies and processes to apply knowledge				
Aspiration	Desires, or internal motivation, to engage in a particular practice				
Behavior	Consistent application of knowledge and skills				

**THE FOLLOWING DOCUMENTS ARE TO BE USED
BETWEEN THE MENTOR AND MENTEE**

THREE PHASES OF MENTEE DEVELOPMENT

To be used between mentor and mentee at initial meeting.

- **First phase:** The novice teacher focuses on orienting him/herself to the school culture and learning the school policies and procedures, which include getting supplies, organizing the classroom, finding resources, and becoming an integral part of the school faculty.
- **Second phase:** The novice teacher begins to focus on classroom management skills, setting short-term goals and other issues related to teaching and learning.
- **Third phase:** The novice teacher engages in a deeper understanding of teaching practices through ongoing professional learning opportunities based on student needs.

The different phases of concern and the feelings experienced by the novice teacher at the different levels, starting with self, then task, and finally, impact.

Phases of Concern

Phase	Exemplar	Feelings	General Level
6. Refocusing	I'd like to adapt the curriculum to better meet the needs of the students.	Confident	Impact
5. Collaboration	I am eager to share these ideas with my teammates at school.	Excited	
4. Consequence	Are all students connecting with the lesson?	Puzzled Successful	
3. Management	I never have enough time to do everything that is needed. How can I keep up with all of this paperwork?	Frustrated	Task
2. Personal	How will this new program affect me? Will the parents like and respect me?	Anxious	Self
1. Informational	I need more information about the district curriculum guidelines.	Curious	
0. Awareness (lack of)	I'm not the least bit concerned about the new program.	Apathetic	

DESIGNING PROFESSIONAL GOALS

The mentor works collaboratively with the novice teacher to identify the novice teacher's strengths and areas for improvement in teaching practice. Formal and informal assessments used to determine area of focus may include: self-assessments; collaborative assessment logs; data gathered by observations during classroom visitations; and analysis of student work in relation to CCCS.

Once an area of focus for professional growth has been determined, the novice teacher can write a SMART goal, which is specific, measurable, attainable, relevant, and tactically sound. The criteria for completing a SMART goal include:

- **Specific:** The goal must be based on the New Jersey Professional Standards for Teachers and clearly state what is to be accomplished;
- **Measurable:** The goal needs to be results-oriented with evidence of achievement;
- **Achievable:** The goal must be within reach given the time frame and resources available;
- **Relevant:** The goal must address a need based on data that will enhance student learning;
- **Tactically sound:** The goal must identify barriers and challenges in process of achieving desired results.

S.M.A.R.T

My proposed goal:

Smart Goal Criteria			How the Goal Meets the SMART Goal Criteria
S	Specific, Standards-based	<ul style="list-style-type: none"> ▪ Clearly focused on what is to be accomplished and why this is important ▪ Based on standards for good teaching (New Jersey Professional Standards for Teachers, NBPTS) ▪ Based on what must be accomplished, not <i>how</i> it is to be accomplished 	
M	Measurable	<ul style="list-style-type: none"> ▪ Must entail identifiable evidence of achievement ▪ Must be based on results 	
A	Achievable	<ul style="list-style-type: none"> ▪ Must be attainable within the time frame and resources available – must be within reach 	
R	Relevant	<ul style="list-style-type: none"> ▪ Must address clear evidence of need based on multiple sources of data ▪ Must be based on increased student learning. <i>How will meeting this goal help students?</i> 	
T	Tactically Sound	<ul style="list-style-type: none"> ▪ Must identify the barriers and challenges in the process of meeting this goal. <i>Is it possible to overcome these barriers in the process of meeting this goal?</i> 	

OBSERVATION PREPARATION

The following checklist should be used as a guide to help the novice teacher prepare for formal observations/evaluations. It is advised that these topics be discussed with the mentor, and that the mentor and novice teacher decide together on how to best prepare for the novice teacher's formal observations/evaluations.

Administrative

- Greeting students.
- Conducting attendance expeditiously.
- Convening the class on time with minimum disruptions.
- Covering the announcements quickly and without disruptions.

Classroom Structure/Organization (Is the classroom organized to facilitate student learning?)

- Learning stations or centers.
- Students' access to computers.
- Facilitates teacher-to-student and student-to-student, face-to-face interaction.
- Themes conveyed by materials on bulletin board and other posting areas reflect the key/priority concepts for the course/subject matter.

Overview of Subject Matter Expectations

- Presentation of the relationship of the immediate previous class discussion to the current issues being reviewed. Checks for student understanding.
- Presentation of the specific outcomes regarding the concepts to be covered and learned during this class period. Checks for student understanding.
- Presentation of the process/methodology by which the concepts are to be covered. Checks for student understanding.
- Presentation of the time to be allocated to each concept. Checks for student understanding.
- Presentation of how the comprehension/understanding of the concepts will be assessed. Checks for student understanding.
- Presentation of how groups function effectively. Checks for student understanding.

Instructional Presentation

- Assessment of what students already know about the content to be taught.
- A conceptual overview of contents/concepts.
- Review of key terminology/vocabulary and definitions.
- Strategic questions to guide student discussion. Use of small groups.
- Use of testing (oral and written), special projects and homework to primarily reinforce learning and to assess students' learning.
- Knowledge of content demonstrated.
- Use of technology and other communication enhancement devices.
- Summation and assessment of student learning.
- Overview of issues to be discussed at the next meeting of the class.
- Plans in accordance with Marzano Elements

Student Social Development

- Validates each student.
- Provides equitable and fair treatment for all students.
- Challenges unhelpful behaviors and reinforces helpful behaviors.
- Applies progressive discipline strategies.

ORGANIZING FOR SUCCESS

Designing Your Learning Environment

- Organize your classroom in a way that is conducive to learning.
- Determine appropriate lighting and temperature.
- Give your space personality as well as structure.
- Follow practical safety precautions.
- Be flexible.

Establishing Rules

- Select a few meaningful rules for success.
- Clearly state how rules will be enforced.
- Post Class rules in a place where all students can see them.
- Get the word out to parents.
- Remember that it takes time to get used to new rules.

Forming a Solid Foundation for Communication with Parents

- Mail home a list of your goals.
- Meet face to face.
- Encourage classroom visits.
- Maintain contact.

Accommodating All Students

- Engage students in active learning.
- Watch and learn.
- Support students with Limited English Proficiency (LEP).
- Be sensitive to learning disabilities.
- Believe in your students.

Setting a Plan for Success From Day One

- Get to know each other.
- Settle in with a story.
- Play Icebreakers.
- Make lessons fun and active.
- Keep things in perspective.

Promoting Collaboration Between Colleagues

- Introduce yourself.
- Be part of a support structure.
- Collaborate.
- Don't forget about the office, the cafeteria, and the janitorial staff.

Attaining Personal & Professional Development

- Test out teaching strategies based on student feedback.
- Keep a professional portfolio.
- Stay updated.
- Embrace technology.

MAKE EVERY MOMENT COUNT

- Make multiple student lists
- Design your classroom desk arrangement.
- Review cumulative records.
- Add desktop names and numbers.
- Check your texts.
- Post a "correctable" schedule.
- Decorate only one bountiful bulletin board.
- Create box-trays for incoming and outgoing stuff.
- Generate a first-week activity stash.
- Gather those guides.

NJ ACADEMIC AND PROFESSIONAL STANDARDS

1. Enhances knowledge of subject content
2. Improves understanding of the academic, social, emotional, and physical needs of each learner and ensures that educators utilize appropriate teaching skills to enable students to meet or exceed their potential
3. Reflects best available interpretations of relevant knowledge, including empirical research and the consensus of professional opinion in teaching, learning, and leadership
4. Encourages educators to develop a variety of classroom based assessment skills
5. Provides for integrating new learning into the curriculum and the classroom
6. Is based on knowledge of adult learning and development
7. Is periodically assessed to show its impact on teaching practice and/or student learning
8. Results from clear, coherent, strategic planning that is embraced and supported by the district's governing body and by all levels of the school system
9. Develops a school culture that fosters continuous improvement and that challenges traditional roles and relationships among educators
10. Is supported by the intellectual and financial commitment which enables the achievement of professional development plans
11. Is supported by sufficient time during working hours to engage in collegial consultation and learning and to support professional development
12. Empowers educators to work effectively with parent and community partners

Our goal to provide professional development for Mentors and Mentees supports the NJ Academic and Professional Standards as it provides opportunities for growth and development in all professional areas.

CLEMENTON ELEMENTARY SCHOOL
MENTOR INTENT FORM

APPENDIX A

This form indicates your desire to mentor a novice teacher in the Clementon School District. A copy must be submitted to your principal.

Name: _____

Current Assignment: _____

Years Teaching: _____ Years in Current Position: _____

Signature: _____ Date: _____

Please check any that apply:

I have been a mentor teacher.

I have been a cooperating teacher (for student teacher).

I have received training in working in a mentoring position from a formal course or workshop.

Previous mentoring experience *(Please list any prior mentoring experience: Name of novice teacher and year)*

Previous mentor training *(Please list courses attended)*

*It is the responsibility of the applicant to get the signature of the building principal and a colleague to verify the following statement.

The applicant has the qualities inherent in establishing a trusting relationship with the beginning professional. This applicant will be able to help the novice teacher face the realities of teaching, set appropriate goals, and model effective teaching practice.

Colleague Signature

Date

Principal Signature

Date

**CLEMENTON ELEMENTARY SCHOOL
MENTOR MEETING FORM**

APPENDIX B

Instructions: Please log each session with your Mentee. Submit this form to the Assistant Principal on the last working day of each month for the duration of your mentorship. Please keep a record for yourself also.

Month/Year: _____

Mentor Name: _____ Mentor Signature: _____

Mentee Name: _____ Mentee Signature: _____

Date	Time (from/to)	Description of Meeting/Activities	Total of Hours

Total Number of Mentoring Hours for the Month: _____

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice-President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the Board members present and constituting a quorum. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 27 July 2009
Revised, First Reading: 22 June 2015
Revised, Second Reading and Adoption: 27 July 2015



3218 SUBSTANCE ABUSE (M)

M

The Board of Education recognizes a teaching staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

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

Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal of a teaching staff member to consent to the medical examination and substance test will be determined to be a positive result.

In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff



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member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.

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

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

42 CFR Part 2
N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted: 27 July 2009
Revised, First Reading: 22 June 2015
Revised, Second Reading and Adoption: 27 July 2015



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A. Definition

1. "Principal or designee" means the teaching staff member's Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member's supervisor or a staff member designated by the teaching staff member's supervisor to be responsible at the time of the alleged violation.

2. "Substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

3. "Substance test" means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument's manufacturer.

4. "Under the influence" means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities:

a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance



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during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:

- (1) Immediately notify the Superintendent of Schools;
- (2) Immediately meet with the teaching staff member;
 - (a) The Principal or designee may include another staff member in this meeting; and
 - (b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
- b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.
- c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.
- d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination to include a substance test.
- e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.
- f. The teaching staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.
- g. The teaching staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-

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the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.

- h. A teaching staff member's refusal to be examined or tested in accordance with the provisions of Policy 3218 and this Regulation will be deemed as a positive test for substances.
2. The medical examination and substance test shall be used by the physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.
3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available.
4. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.
5. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will:
 - a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the physician's determination.
 - b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a State-licensed clinical



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laboratory selected by the staff member and approved by the physician.

- (1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be conducted based on the existing test results, and the time in which a confirming test result would be valid.
 - (2) The confirming substance test results must be provided to the physician within the time period required by the physician.
 - (3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the teaching staff member shall be determined to have waived their right to a have a confirming substance test considered by the physician.
- c.
- (1) After completing the requirements in a. and b. above the physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.
 - (2) If the physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these results to the Superintendent and the teaching staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.
 - (3) If the physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these results to the Superintendent of Schools.



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and the teaching staff member will be required to meet with the Superintendent.

- C.
- Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance
 1. Any teaching staff member who has been determined by the physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
 - a. The teaching staff member may include a staff member or a representative of their choice in this meeting.
 2. The Superintendent will provide the teaching staff member an opportunity to respond to the physician's determination.
 3. A teaching staff member who has been determined to have been under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member.

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

For the purposes of this Policy, "substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:2-1 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member's supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours. Refusal of a support staff member to consent to the medical examination and substance test will be determined to be a positive result.

In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.

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

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

42 CFR Part 2
N.J.A.C. 6A:16-6.3; 6A:32-6.3

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SUBSTANCE ABUSE (M)

R 4218 SUBSTANCE ABUSE (M)

M

A. Definition

1. "Substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
 2. "Substance test" means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument's manufacturer.
 3. "Support staff member's supervisor" or "supervisor" means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member's supervisor shall be the support staff member's Principal, School Business Administrator/Board Secretary, district Director or Supervisor, or any other administrative staff member designated by the Superintendent.
 4. "Under the influence" means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.
- B. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance
1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours.

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- a. The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours will:
 - (1) Immediately notify the Superintendent of Schools;
 - (2) Immediately meet with the support staff member;
 - (a) The support staff member's supervisor may include another staff member in this meeting; and
 - (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
- b. The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.
- c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.
- d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination to include a substance test.
- e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member's supervisor or designee.
- f. The support staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.
- g. The support staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.

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1. A support staff member's refusal to be examined or tested in accordance with the provisions of Policy 4218 and this Regulation will be deemed as a positive test for substances.
2. The medical examination and substance test shall be used by the physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.
3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available.
4. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours, the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the support staff member's personnel file.
5. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours, the physician will:
 - a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the physician's determination.
 - b. Provide the support staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the staff member and approved by the physician.
 - (1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be conducted based on the existing test



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- results, and the time in which a confirming test result would be valid.
- (2) The confirming substance test results must be provided to the physician within the time period required by the physician.
 - (3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the support staff member shall be determined to have waived their right to a have a confirming substance test considered by the physician.
- c. After completing the requirements in a. and b. above the physician shall make a final determination whether the support staff member was under the influence of a substance during the work hours.
- (1) If the physician makes a final determination the support staff member was not under the influence during work hours, the physician will report these results to the Superintendent and the support staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the support staff member's personnel file.
 - (2) If the physician makes a final determination the support staff member was under the influence during work hours, the physician will report these results to the Superintendent of Schools and the support staff member will be required to meet with the Superintendent.
- C. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance
1. Any support staff member who has been determined by the physician to be under the influence of a substance during work hours shall be required to meet with the Superintendent.
 - a. The support staff member may include a staff member or a representative of their choice in this meeting.



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2. The Superintendent will provide the support staff member an opportunity to respond to the physician's determination.
3. A support staff member who has been determined to have been under the influence of a substance during work hours will be subject to appropriate discipline which may include termination of or the filing of tenure charges for a tenured support staff member.

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POLICY

CLEMENTON
BOARD OF EDUCATION

OPERATIONS
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BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

M

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMV/C) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are is subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(9)1. School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

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

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

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



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

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

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

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28
N.J.S.A. 39:3B-25
N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

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EMERGENCY SCHOOL BUS PROCEDURES (M)

R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

M

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The district shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
 - B. Emergency Bus Evacuation Drills
 1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school.
 2. School bus drivers and bus aides shall participate in the emergency exit drills.
 3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory



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EMERGENCY SCHOOL BUS PROCEDURES (M)

- capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
 5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and splash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;

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- j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by contracted transportation company or designee.
 2. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
 3. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A first aid kit approved by the school nurse and inspected regularly by the school bus driver;

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- c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.
4. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the contracted transportation company any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the contracted transportation company any deviation in the bus route or schedule;
 - g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
 - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;

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- j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
 - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.
- D. General Emergency Rules
1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
 2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
 3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering students, or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least



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- d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
 - 300 feet visibility of the bus, thus creating the danger of a collision; or
 4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
 5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority, has determined that no danger remains or until other alternative safety provisions can be made.
 6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
 7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the contracted transportation company of the number and location of the bus and the circumstances of the disability. The contracted transportation company will make arrangements for the safety of the students.
- E. Specific Emergency Situations
1. In the event of an accident or vehicle failure the following procedures will be implemented:
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.



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- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).



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- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file, within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parents of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.

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- c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The contracted transportation company shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is not serious, and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent.
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the



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child may be transported to the school physician's office or to the nearest hospital emergency room.

- (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

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POLICY

BYLAWS
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BOARD SELF EVALUATION

0134 BOARD SELF EVALUATION

The Board of Education may determine to conduct a self-evaluation on a periodic or regular basis. In the event the Board determines to conduct a self-evaluation, it will adopt an evaluation instrument that permits individual Board members to record their assessments of the conduct of the Board in fulfilling its responsibilities in accordance with applicable statutes and administrative codes

The assessments will be tabulated by the Board President or designee and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board's future conduct.

N.J.S.A. 18A:11-1

Adopted: 27 July 2009

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R 5200 ATTENDANCE (M)

M

A. Definitions

1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.
 - a. A pupil in grades Kindergarten through eight must be present at least four hours total. Additionally, he/she must be in school four or more hours of actual class time. To be considered present for one-half day, a pupil must be present at least two hours during the school day.
 - b. A pupil in preschool must be present at least two hours to be recorded as a full day.
 - c. A pupil in grades preschool (a.m.) through eight must arrive by 8:25 a.m. Any pupil who arrives after 8:40 a.m. will be marked tardy. The teachers and administration will notify the parent(s) or legal guardian(s) when tardiness becomes an issue.
 - d. A pupil in p.m. preschool must arrive by 11:05 a.m. Any p.m. preschool pupil who arrives after 11:10 p.m. will be marked tardy. The teachers and administration will notify the parent(s) or legal guardian(s) when tardiness becomes an issue.
 - e. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, cooperative education assignment, or athletic/academic competition will be considered to be in attendance.
2. A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.



3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance



upon the written request signed by the parent or person standing in loco parentis.

6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.
2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - a. The student's illness supported by written notification to the school by the student's parent upon the student's return to school;
 - b. The student's required attendance in court;
 - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - d. The student's suspension from school;
 - e. Family illness or death supported by written notification from the parent upon the student's return to school;



- f. Visits to post-secondary educational institutions;
 - g. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - h. Examination for a driver's license;
 - i. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - j. Take Our Children to Work Day;
 - k. An absence considered excused by a New Jersey Department of Education rule;
 - l. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2 above shall be an unexcused absence counted toward truancy.
4. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.
- a. Late to School (arriving after the start of homeroom) age-appropriate consequences will be assigned for lateness. After five latenesses, students will be assessed one unexcused absence for every third lateness. (ie: On the 8th, 11th, 14th, 17th, etc.) Latenesses will be equivalent to one unexcused absence.
- D. Notice to School of a Student's Absence
- 1. The parent or adult student is requested to call the school office before the start of the student's school day.



2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reasons for the absence. If this absence note is not received by school personnel within 4 days after the student returns to school, the absence will be considered unexcused. Absence notes not providing acceptable explanations will cause the absence to be considered unexcused. The school administration reserves the right to require official medical notes and legal documentation in cases where excessive student absences occur.
2. A note explaining a student's absence for a noncommunicable illness for a period of 5 or more consecutive school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Board Policy.

F. Instruction

1. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
2. Students will be allowed a reasonable amount of time as determined by the teacher to make up missed work. Missed work not made up within the determined time will receive partial and/or zero credit.



3. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test. Tests announced prior to the absence are due by the second day of the student's return to school or at the teacher's discretion.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absences in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent 25 or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.
3. Administration will take into consideration students who have demonstrated thorough completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including thorough contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;



REGULATION

CLEMENTON
BOARD OF EDUCATION

PUPILS
R 5200/Page 7 of 11
ATTENDANCE (M)

- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including thorough contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and



- (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
 3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-2527, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
 4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.



5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.

K. Appeal



1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action, in writing, to the Principal or designee by following the procedures listed below.
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent/Principal, the Clementon Board of Education, and the Commissioner of Education in accordance with Board Policy, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance



REGULATION

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Issued: 25 August 2008

Revised: 27 July 2009

Revised: 23 August 2010

Revised: 22 July 2011

Revised: 22 July 2013

Revised: 17 April 2014

Revised: 23 June 2014

Revised, First Reading: 28 July 2014

Revised, Second Reading and Adoption: 25 August 2014

Revised, First Reading: 27 July 2015

Revised, Second Reading and Adoption: 24 August 2015



ABOLISH
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# POLICY

## CLEMENTON BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
3435/Page 1 of 1  
ANTICIPATED DISABILITY

### 3435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not covered by the terms of a negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at birth, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after birth, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in the educational program in accordance with Policy No. 3431. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C. 2000e-2  
29 C.F.R. 1604-1 et seq.  
N.J.S.A. 10:5-12  
N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 27 July 2009





**State of New Jersey**

DEPARTMENT OF EDUCATION

CHRIS CHRISTIE

*Governor*

CAMDEN COUNTY OFFICE OF EDUCATION

JEFFERSON HALL, 3<sup>RD</sup> FLOOR

P. O. BOX 200, COLLEGE DRIVE

BLACKWOOD, NJ 08012

PHONE: (856) 401-2400

FAX: (856) 401-2410

DAVID C. HESPE

*Commissioner*

KIM GUADAGNO

*Lt. Governor*

C. ANN VOLK

*Interim Executive County Superintendent*

July 1, 2015

Ms. Lynn DiPietropolo, Superintendent  
Clementon School District  
4 Audubon Avenue  
Clementon, NJ 08021

Dear Ms. DiPietropolo:

I am in receipt of the certified board resolution whereby the Clementon Board of Education has certified that the merit goals established for Ms. Lynn DiPietropolo for the 2014-15 school year has been completed satisfactorily and the board wishes to award the financial compensation for these goals.

**Qualitative Goals:**

- Maintain at least a 92% yearly average student attendance rate in grades K-8. \$2,024.45
- Decrease administrative referrals that result in a consequence by 5%. This will be based on the number of administrative discipline referrals from the 2013-14 school year (108 referrals) compared to the number of administrative discipline referrals during the 2014-2015 school year. \$2,024.45

**Quantitative Goals:**

- 80% of teachers in grades K through 5 with a Student Growth Objective (SGO) using the Independent Reading Level Assessment (IRLA), will achieve at least a 3 or 4 as a final SGO rating on their summative evaluation. \$4,495.50
- 80% of teachers in grades K through 5 with a Student Growth Objective (SGO) using the STAR Math, will achieve at least a 3 or 4 as a final SGO rating on their summative evaluation. \$4,495.50
- 80% of teachers in grades K through 5 with a Student Growth Objective (SGO) using the STAR Reading, will achieve at least a 3 or 4 as a final SGO rating on their summative evaluation. \$4,495.50

I have reviewed the merit goals and find that these goals have been completed in a satisfactory manner for the 2014-15 school year. This letter will serve as my authorization for the district to financially compensate Ms. DiPietropolo for the completion of the goals. No further action is necessary by the Board of Education.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Ann Volk".

C. Ann Volk

Interim Executive County Superintendent



**Resolution Increasing the Bid Threshold—Qualified Purchasing Agent**

WHEREAS, Joanne E. Clement, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Joanne E. Clement, SBA/Board Secretary, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

\_\_\_\_\_  
Irene Buchalter, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joanne E. Clement, Bd. Secretary

REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION  
District of Clementon  
All Funds  
For The Month Ending: June 30, 2015

| CASH REPORT                      |                                               |                                          |                                               |                                                      |              |
|----------------------------------|-----------------------------------------------|------------------------------------------|-----------------------------------------------|------------------------------------------------------|--------------|
| FUNDS                            | (1)<br>Beginning<br>Cash<br>Balance           | (2)<br>Cash<br>Receipts<br>This<br>Month | (3)<br>Cash<br>Disbursements<br>This<br>Month | (4)<br>Ending<br>Cash<br>Balances<br>(1) + (2) - (3) |              |
| GOVERNMENTAL FUNDS               |                                               |                                          |                                               |                                                      |              |
| 1                                | General Fund - Fund 10                        | 2,734,623.81                             | 627,023.17                                    | 1,382,398.97                                         | 1,979,248.01 |
| 2                                | Capital Reserve - Fund 10                     | 419,471.79                               | 0.00                                          | 0.00                                                 | 419,471.79   |
| 3                                | Education Jobs Fund - Fund 18                 | 0.00                                     | 0.00                                          | 0.00                                                 | 0.00         |
| 4                                | Special Revenue Fund - Fund 20                | 4,157.07                                 | 6,214.00                                      | 86,254.60                                            | (75,883.53)  |
| 5                                | Capital Projects Fund - Fund 30               | (95,492.00)                              | 96,482.34                                     | 0.00                                                 | 990.34       |
| 6                                | Debt Service Fund - Fund 40                   | (23,454.94)                              | 33,912.94                                     | 0.00                                                 | 10,458.00    |
| 7                                | Total Governmental Funds (Lines 1 thru 6)     | 3,039,305.73                             | 763,632.45                                    | 1,468,653.57                                         | 2,334,284.61 |
| ENTERPRISE FUNDS (Fund 5X)       |                                               |                                          |                                               |                                                      |              |
| 8                                | Cafeteria Acct - Fund 60                      | 55,660.71                                | 21,462.65                                     | 32,835.38                                            | 44,287.98    |
| 9                                | Community Education / Camp Clementon          | 97,389.52                                | 4,624.51                                      | 31,806.91                                            | 70,207.12    |
| 10                               | Student Activities                            | 35,984.87                                | 4,125.93                                      | 8,239.28                                             | 31,871.52    |
| 11                               | Total Enterprise Funds (Lines 8 thru 10)      | 189,035.10                               | 30,213.09                                     | 72,881.57                                            | 146,366.62   |
| TRUST AND AGENCY FUNDS (Fund 6X) |                                               |                                          |                                               |                                                      |              |
| 12                               | Payroll                                       | 0.00                                     | 229,404.04                                    | 229,404.04                                           | 0.00         |
| 13                               | Payroll Agency                                | 15,318.64                                | 191,153.13                                    | 189,512.85                                           | 16,958.92    |
| 14                               | Unemployment Trust                            | 70,455.59                                | 0.00                                          | 0.00                                                 | 70,455.59    |
| 15                               | Total Trust & Agency Funds (Lines 12 thru 14) | 85,774.23                                | 420,557.17                                    | 418,916.89                                           | 87,414.51    |
| 16                               | Total All Funds (Lines 7, 11, and 15)         | 3,314,115.06                             | 1,214,402.71                                  | 1,960,452.03                                         | 2,568,065.74 |

Prepared and Submitted By:

*Mary E. Bakery*

Treasurer of School Moneys

7-16-15

Date

## BANK RECONCILIATION

|                |         |  |                  |
|----------------|---------|--|------------------|
| Bank Name      | various |  | Prepared By: MEB |
| Account Number | various |  | Date: 7-16-15    |
| Statement Date | 6-30-15 |  |                  |
| Fund/Funds     |         |  |                  |

\*\*\* FOR DETAIL - SEE PAGES 3-7 \*\*\*

|    |                                 |                 |              |
|----|---------------------------------|-----------------|--------------|
| 1  | Balance Per Bank                |                 |              |
|    | Reconciling Items               |                 |              |
|    | Additions                       |                 |              |
|    | Deposits In Transit             |                 |              |
|    | Date                            | Amount          |              |
| 2a |                                 |                 |              |
| 2b |                                 |                 |              |
| 2c |                                 |                 |              |
| 2d |                                 |                 |              |
| 2  |                                 | 0.00            |              |
| 3  |                                 |                 | 0.00         |
|    | Deductions                      |                 |              |
| 4  | Outstanding checks              |                 |              |
| 5  |                                 |                 |              |
| 6  |                                 | 0.00            |              |
| 7  | Net Reconciling Items           |                 | 0.00         |
| 8  | Adjusted Balance per Bank as of | June 30, 2015 * | 2,378,572.59 |

\*\*\* FOR DETAIL - SEE PAGES 8-13 \*\*\*

|    |                                             |                  |                  |
|----|---------------------------------------------|------------------|------------------|
| 9  | Balance per Board Secretary's Records as of |                  | June 30, 2015 ** |
|    | Reconciling Items:                          |                  |                  |
|    | Additions                                   |                  |                  |
| 10 |                                             |                  |                  |
| 11 |                                             |                  |                  |
| 12 |                                             | 0.00             |                  |
|    | Deductions                                  |                  |                  |
| 13 | Bank Charges                                |                  |                  |
| 14 | Other (Explain)                             |                  |                  |
| 15 | Total Deductions                            | 0.00             |                  |
| 16 | Net Reconciling Items                       |                  | 0.00             |
| 17 | Adjusted Board Secretary's Balance as of    | June 30, 2015 ** | 2,378,572.59     |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |             |  |                  |
|----------------|-------------|--|------------------|
| Bank Name      | TD Bank     |  | Prepared By: MEB |
| Account Number | 430-3833291 |  | Date: 7-16-15    |
| Statement Date | 6-30-15     |  |                  |
| Fund/Funds     |             |  |                  |

|    |                                 |                 |              |
|----|---------------------------------|-----------------|--------------|
| 1  | Balance Per Bank                |                 | 1,832,870.26 |
|    | Reconciling Items               |                 | *            |
|    | Additions                       |                 |              |
|    | Deposits In Transit             |                 |              |
|    | Date                            | Amount          |              |
| 2a | 6-30-15                         | 2,978.66        |              |
| 2b | 42,185.00                       | 125.00          |              |
| 2c |                                 |                 |              |
| 2d |                                 |                 |              |
| 2  |                                 | 3,103.66        |              |
| 3  |                                 |                 | 3,103.66     |
|    | Deductions                      |                 |              |
| 4  | Outstanding checks              | 177,907.24      |              |
| 5  |                                 |                 |              |
| 6  |                                 |                 | 177,907.24   |
| 7  | Net Reconciling Items           |                 | (174,803.58) |
| 8  | Adjusted Balance per Bank as of | June 30, 2015 * | 1,658,066.68 |

|    |                                                                                                                        |                  |                  |
|----|------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| 9  | <div style="text-align: center;">*** FOR DETAIL - SEE PAGES 8-13 ***</div> Balance per Board Secretary's Records as of |                  | June 30, 2015 ** |
|    | Reconciling Items:                                                                                                     |                  |                  |
|    | Additions                                                                                                              |                  |                  |
| 10 |                                                                                                                        |                  |                  |
| 11 |                                                                                                                        |                  |                  |
| 12 |                                                                                                                        |                  | 0.00             |
|    | Deductions                                                                                                             |                  |                  |
| 13 | Bank Charges                                                                                                           |                  |                  |
| 14 | Other (Explain)                                                                                                        |                  |                  |
| 15 | Total Deductions                                                                                                       |                  | 0.00             |
| 16 | Net Reconciling Items                                                                                                  |                  | 0.00             |
| 17 | Adjusted Board Secretary's Balance as of                                                                               | June 30, 2015 ** |                  |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                                                                                                                                                                                           |                                                                                    |                       |        |                  |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------|--------|------------------|------------------|
| Bank Name                                                                                                                                                                                 |                                                                                    | TD Bank               |        | Prepared By: MEB |                  |
| Account Number                                                                                                                                                                            |                                                                                    | 430-3833340           |        | Date: 7-16-15    |                  |
| Statement Date                                                                                                                                                                            |                                                                                    | 6-30-15               |        |                  |                  |
| Fund/Funds                                                                                                                                                                                |                                                                                    |                       |        |                  |                  |
|                                                                                                                                                                                           |                                                                                    |                       |        |                  |                  |
| 1                                                                                                                                                                                         | Balance Per Bank                                                                   |                       |        |                  | 719,471.79       |
|                                                                                                                                                                                           |                                                                                    | Reconciling Items     |        |                  |                  |
|                                                                                                                                                                                           |                                                                                    | Additions             |        |                  |                  |
|                                                                                                                                                                                           |                                                                                    | Deposits In Transit   |        |                  |                  |
|                                                                                                                                                                                           |                                                                                    | Date                  | Amount |                  |                  |
| 2a                                                                                                                                                                                        |                                                                                    | 6-30-15               |        |                  |                  |
| 2b                                                                                                                                                                                        |                                                                                    |                       |        |                  |                  |
| 2c                                                                                                                                                                                        |                                                                                    |                       |        |                  |                  |
| 2d                                                                                                                                                                                        |                                                                                    |                       |        |                  |                  |
| 2                                                                                                                                                                                         |                                                                                    |                       | 0.00   |                  |                  |
| 3                                                                                                                                                                                         |                                                                                    |                       |        | 0.00             |                  |
|                                                                                                                                                                                           |                                                                                    | Deductions            |        |                  |                  |
| 4                                                                                                                                                                                         |                                                                                    | Outstanding checks    |        |                  |                  |
| 5                                                                                                                                                                                         |                                                                                    |                       |        |                  |                  |
| 6                                                                                                                                                                                         |                                                                                    |                       |        | 0.00             |                  |
| 7                                                                                                                                                                                         |                                                                                    | Net Reconciling Items |        | 0.00             |                  |
| 8                                                                                                                                                                                         | Adjusted Balance per Bank as of                                                    |                       |        |                  | June 30, 2015 *  |
|                                                                                                                                                                                           |                                                                                    |                       |        | 719,471.79       |                  |
|                                                                                                                                                                                           |                                                                                    |                       |        |                  |                  |
| 9                                                                                                                                                                                         | *** FOR DETAIL - SEE PAGES 8-13 ***<br>Balance per Board Secretary's Records as of |                       |        |                  | June 30, 2015 ** |
|                                                                                                                                                                                           |                                                                                    | Reconciling Items:    |        |                  |                  |
|                                                                                                                                                                                           |                                                                                    | Additions             |        |                  |                  |
| 10                                                                                                                                                                                        |                                                                                    |                       |        |                  |                  |
| 11                                                                                                                                                                                        |                                                                                    |                       |        |                  |                  |
| 12                                                                                                                                                                                        |                                                                                    |                       |        | 0.00             |                  |
|                                                                                                                                                                                           |                                                                                    | Deductions            |        |                  |                  |
| 13                                                                                                                                                                                        |                                                                                    | Bank Charges          |        |                  |                  |
| 14                                                                                                                                                                                        |                                                                                    | Other (Explain)       |        |                  |                  |
| 15                                                                                                                                                                                        |                                                                                    | Total Deductions      |        | 0.00             |                  |
| 16                                                                                                                                                                                        |                                                                                    | Net Reconciling Items |        | 0.00             |                  |
| 17                                                                                                                                                                                        | Adjusted Board Secretary's Balance as of                                           |                       |        |                  | June 30, 2015 ** |
| <p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.</p> |                                                                                    |                       |        |                  |                  |

## BANK RECONCILIATION

|                |             |  |                  |
|----------------|-------------|--|------------------|
| Bank Name      | TD Bank     |  | Prepared By: MEB |
| Account Number | 430-3833366 |  | Date: 7-16-15    |
| Statement Date | 6-30-15     |  |                  |
| Fund/Funds     |             |  |                  |

|    |                                 |           |                 |          |
|----|---------------------------------|-----------|-----------------|----------|
| 1  | Balance Per Bank                |           |                 | 736.24   |
|    | Reconciling Items               |           |                 |          |
|    | Additions                       |           |                 |          |
|    | Deposits In Transit             |           |                 |          |
|    | Date                            | Amount    |                 |          |
| 2a | 6-30-15                         | \$ 307.88 |                 |          |
| 2b |                                 |           |                 |          |
| 2c |                                 |           |                 |          |
| 2d |                                 |           |                 |          |
| 2  |                                 |           | 307.88          |          |
| 3  |                                 |           |                 | 307.88   |
|    | Deductions                      |           |                 |          |
| 4  | Outstanding checks              |           | 10.00           |          |
| 5  |                                 |           |                 |          |
| 6  |                                 |           |                 | 10.00    |
| 7  | Net Reconciling Items           |           |                 | 297.88   |
| 8  | Adjusted Balance per Bank as of |           | June 30, 2015 * | 1,034.12 |

|    |                                             |  |                  |      |
|----|---------------------------------------------|--|------------------|------|
|    | *** FOR DETAIL - SEE PAGES 8-13 ***         |  |                  |      |
| 9  | Balance per Board Secretary's Records as of |  | June 30, 2015 ** |      |
|    | Reconciling Items:                          |  |                  |      |
|    | Additions                                   |  |                  |      |
| 10 |                                             |  |                  |      |
| 11 |                                             |  |                  |      |
| 12 |                                             |  |                  | 0.00 |
|    | Deductions                                  |  |                  |      |
| 13 | Bank Charges                                |  |                  |      |
| 14 | Other (Explain)                             |  |                  |      |
| 15 | Total Deductions                            |  |                  | 0.00 |
| 16 | Net Reconciling Items                       |  |                  | 0.00 |
| 17 | Adjusted Board Secretary's Balance as of    |  | June 30, 2015 ** |      |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |              |  |                  |
|----------------|--------------|--|------------------|
| Bank Name      |              |  | Prepared By: MEB |
| Account Number |              |  | Date: 7-16-15    |
| Statement Date | 6-30-15      |  |                  |
| Fund/Funds     | 10 - General |  |                  |

\*\*\* SEE PAGE 2 FOR SUMMARY \*\*\*

|    |                                 |                 |      |      |
|----|---------------------------------|-----------------|------|------|
| 1  | Balance Per Bank                |                 |      |      |
|    | Reconciling Items               |                 |      |      |
|    | Additions                       |                 |      |      |
|    | Deposits In Transit             |                 |      |      |
|    | Date                            | Amount          |      |      |
| 2a |                                 |                 |      |      |
| 2b |                                 |                 |      |      |
| 2c |                                 |                 |      |      |
| 2d |                                 |                 |      |      |
| 2  |                                 | 0.00            |      |      |
| 3  |                                 |                 | 0.00 |      |
|    | Deductions                      |                 |      |      |
| 4  | Outstanding checks              |                 |      |      |
| 5  |                                 |                 |      |      |
| 6  |                                 |                 | 0.00 |      |
| 7  | Net Reconciling Items           |                 |      | 0.00 |
| 8  | Adjusted Balance per Bank as of | June 30, 2015 * |      | 0.00 |

|    |                                             |                  |      |              |
|----|---------------------------------------------|------------------|------|--------------|
| 9  | Balance per Board Secretary's Records as of | June 30, 2015 ** |      | 1,979,248.01 |
|    | Reconciling Items:                          |                  |      |              |
|    | Additions                                   |                  |      |              |
| 10 |                                             |                  |      |              |
| 11 |                                             | 0.00             |      |              |
| 12 |                                             |                  | 0.00 |              |
|    | Deductions                                  |                  |      |              |
| 13 | Bank Charges                                |                  |      |              |
| 14 | Other (Explain)                             | 0.00             |      |              |
| 15 | Total Deductions                            |                  | 0.00 |              |
| 16 | Net Reconciling Items                       |                  |      | 0.00         |
| 17 | Adjusted Board Secretary's Balance as of    | June 30, 2015 ** |      | 1,979,248.01 |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |                      |  |                  |
|----------------|----------------------|--|------------------|
| Bank Name      |                      |  | Prepared By: MEB |
| Account Number |                      |  | Date: 7-16-15    |
| Statement Date | 6-30-15              |  |                  |
| Fund/Funds     | 10 - Capital Reserve |  |                  |

\*\*\* SEE PAGE 2 FOR SUMMARY \*\*\*

|    |                       |        |      |      |
|----|-----------------------|--------|------|------|
| 1  | Balance Per Bank      |        |      |      |
|    | Reconciling Items     |        |      |      |
|    | Additions             |        |      |      |
|    | Deposits In Transit   |        |      |      |
|    | Date                  | Amount |      |      |
| 2a |                       |        |      |      |
| 2b |                       |        |      |      |
| 2c |                       |        |      |      |
| 2d |                       |        |      |      |
| 2  |                       | 0.00   |      |      |
| 3  |                       |        | 0.00 |      |
|    | Deductions            |        |      |      |
| 4  | Outstanding checks    |        |      |      |
| 5  |                       |        |      |      |
| 6  |                       |        | 0.00 |      |
| 7  | Net Reconciling Items |        |      | 0.00 |

|   |                                 |                 |      |
|---|---------------------------------|-----------------|------|
| 8 | Adjusted Balance per Bank as of | June 30, 2015 * | 0.00 |
|---|---------------------------------|-----------------|------|

|   |                                             |                  |            |
|---|---------------------------------------------|------------------|------------|
| 9 | Balance per Board Secretary's Records as of | June 30, 2015 ** | 419,471.79 |
|---|---------------------------------------------|------------------|------------|

|    |                       |      |      |      |
|----|-----------------------|------|------|------|
|    | Reconciling Items:    |      |      |      |
|    | Additions             |      |      |      |
| 10 |                       |      |      |      |
| 11 |                       |      |      |      |
| 12 |                       |      | 0.00 |      |
|    | Deductions            |      |      |      |
| 13 | Bank Charges          |      |      |      |
| 14 | Other (Explain)       | 0.00 |      |      |
| 15 | Total Deductions      |      | 0.00 |      |
| 16 | Net Reconciling Items |      |      | 0.00 |

|    |                                          |                  |            |
|----|------------------------------------------|------------------|------------|
| 17 | Adjusted Board Secretary's Balance as of | June 30, 2015 ** | 419,471.79 |
|----|------------------------------------------|------------------|------------|

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.



**BANK RECONCILIATION**

|                |                   |                  |
|----------------|-------------------|------------------|
| Bank Name      |                   | Prepared By: MEB |
| Account Number |                   | Date: 7-16-15    |
| Statement Date | 6-30-15           |                  |
| Fund/Funds     | 18-Education Jobs |                  |

|                                |                                 |                      |
|--------------------------------|---------------------------------|----------------------|
| *** SEE PAGE 2 FOR SUMMARY *** |                                 |                      |
| 1                              | Balance Per Bank                |                      |
| Reconciling Items              |                                 |                      |
| Additions                      |                                 |                      |
| Deposits In Transit            |                                 |                      |
|                                | Date                            | Amount               |
| 2a                             |                                 |                      |
| 2b                             |                                 |                      |
| 2c                             |                                 |                      |
| 2d                             |                                 |                      |
| 2                              |                                 | 0.00                 |
| 3                              |                                 | 0.00                 |
| Deductions                     |                                 |                      |
| 4                              | Outstanding checks              |                      |
| 5                              |                                 |                      |
| 6                              |                                 | 0.00                 |
| 7                              | Net Reconciling Items           | 0.00                 |
| 8                              | Adjusted Balance per Bank as of | June 30, 2015 * 0.00 |

|                    |                                             |                       |
|--------------------|---------------------------------------------|-----------------------|
| 9                  | Balance per Board Secretary's Records as of | June 30, 2015 ** 0.00 |
| Reconciling Items: |                                             |                       |
| Additions          |                                             |                       |
| 10                 |                                             |                       |
| 11                 |                                             | 0.00                  |
| 12                 |                                             | 0.00                  |
| Deductions         |                                             |                       |
| 13                 | Bank Charges                                |                       |
| 14                 | Other (Explain)                             |                       |
| 15                 | Total Deductions                            | 0.00                  |
| 16                 | Net Reconciling Items                       | 0.00                  |
| 17                 | Adjusted Board Secretary's Balance as of    | June 30, 2015 ** -    |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |                    |  |                  |
|----------------|--------------------|--|------------------|
| Bank Name      |                    |  | Prepared By: MEB |
| Account Number |                    |  | Date: 7-16-15    |
| Statement Date | 6-30-15            |  |                  |
| Fund/Funds     | 20-Special Revenue |  |                  |

\*\*\* SEE PAGE 2 FOR SUMMARY \*\*\*

|    |                                 |                 |      |
|----|---------------------------------|-----------------|------|
| 1  | Balance Per Bank                |                 |      |
|    | Reconciling Items               |                 |      |
|    | Additions                       |                 |      |
|    | Deposits In Transit             |                 |      |
|    | Date                            | Amount          |      |
| 2a |                                 |                 |      |
| 2b |                                 |                 |      |
| 2c |                                 |                 |      |
| 2d |                                 |                 |      |
| 2  |                                 | 0.00            |      |
| 3  |                                 |                 | 0.00 |
|    | Deductions                      |                 |      |
| 4  | Outstanding checks              |                 |      |
| 5  |                                 |                 |      |
| 6  |                                 |                 | 0.00 |
| 7  | Net Reconciling Items           |                 | 0.00 |
| 8  | Adjusted Balance per Bank as of | June 30, 2015 * | 0.00 |

|    |                                             |                  |             |
|----|---------------------------------------------|------------------|-------------|
| 9  | Balance per Board Secretary's Records as of |                  |             |
|    |                                             | June 30, 2015 ** | (75,883.53) |
|    | Reconciling Items:                          |                  |             |
|    | Additions                                   |                  |             |
| 10 |                                             |                  |             |
| 11 |                                             | 0.00             |             |
| 12 |                                             |                  | 0.00        |
|    | Deductions                                  |                  |             |
| 13 | Bank Charges                                |                  |             |
| 14 | Other (Explain)                             |                  |             |
| 15 | Total Deductions                            |                  | 0.00        |
| 16 | Net Reconciling Items                       |                  | 0.00        |
| 17 | Adjusted Board Secretary's Balance as of    | June 30, 2015 ** | (75,883.53) |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |                       |  |                  |
|----------------|-----------------------|--|------------------|
| Bank Name      |                       |  | Prepared By: MEB |
| Account Number |                       |  | Date: 7-16-15    |
| Statement Date | 6-30-15               |  |                  |
| Fund/Funds     | 30 - Capital Projects |  |                  |

|                                |                                             |                  |        |
|--------------------------------|---------------------------------------------|------------------|--------|
| *** SEE PAGE 2 FOR SUMMARY *** |                                             |                  |        |
| 1                              | Balance Per Bank                            |                  |        |
|                                | Reconciling Items                           |                  |        |
|                                | Additions                                   |                  |        |
|                                | Deposits In Transit                         |                  |        |
|                                | Date                                        | Amount           |        |
| 2a                             |                                             |                  |        |
| 2b                             |                                             |                  |        |
| 2c                             |                                             |                  |        |
| 2d                             |                                             |                  |        |
| 2                              |                                             | 0.00             |        |
| 3                              |                                             |                  | 0.00   |
|                                | Deductions                                  |                  |        |
| 4                              | Outstanding checks                          |                  |        |
| 5                              |                                             |                  |        |
| 6                              |                                             |                  | 0.00   |
| 7                              | Net Reconciling Items                       |                  | 0.00   |
| 8                              | Adjusted Balance per Bank as of             | June 30, 2015 *  | 0.00   |
| 9                              | Balance per Board Secretary's Records as of | June 30, 2015 ** | 990.34 |
|                                | Reconciling Items:                          |                  |        |
|                                | Additions                                   |                  |        |
| 10                             |                                             |                  |        |
| 11                             |                                             |                  |        |
| 12                             |                                             |                  | 0.00   |
|                                | Deductions                                  |                  |        |
| 13                             | Bank Charges                                |                  |        |
| 14                             | Other (Explain)                             |                  |        |
| 15                             | Total Deductions                            |                  | 0.00   |
| 16                             | Net Reconciling Items                       |                  | 0.00   |
| 17                             | Adjusted Board Secretary's Balance as of    | June 30, 2015 ** | 990.34 |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

### BANK RECONCILIATION

|                |                   |  |                  |
|----------------|-------------------|--|------------------|
| Bank Name      |                   |  | Prepared By: MEB |
| Account Number |                   |  | Date: 7-16-15    |
| Statement Date | 6-30-15           |  |                  |
| Fund/Funds     | 40 - Debt Service |  |                  |

\*\*\* SEE PAGE 2 FOR SUMMARY \*\*\*

|    |                       |        |      |
|----|-----------------------|--------|------|
| 1  | Balance Per Bank      |        |      |
|    | Reconciling Items     |        |      |
|    | Additions             |        |      |
|    | Deposits In Transit   |        |      |
|    | Date                  | Amount |      |
| 2a |                       |        |      |
| 2b |                       |        |      |
| 2c |                       |        |      |
| 2d |                       |        |      |
| 2  |                       | 0.00   |      |
| 3  |                       |        | 0.00 |
|    | Deductions            |        |      |
| 4  | Outstanding checks    |        |      |
| 5  |                       |        |      |
| 6  |                       |        | 0.00 |
| 7  | Net Reconciling Items |        | 0.00 |

|   |                                 |                 |      |
|---|---------------------------------|-----------------|------|
| 8 | Adjusted Balance per Bank as of | June 30, 2015 * | 0.00 |
|---|---------------------------------|-----------------|------|

|   |                                             |                  |           |
|---|---------------------------------------------|------------------|-----------|
| 9 | Balance per Board Secretary's Records as of | June 30, 2015 ** | 10,458.00 |
|---|---------------------------------------------|------------------|-----------|

|    |                       |      |      |
|----|-----------------------|------|------|
|    | Reconciling Items:    |      |      |
|    | Additions             |      |      |
| 10 |                       |      |      |
| 11 |                       | 0.00 |      |
| 12 |                       |      | 0.00 |
|    | Deductions            |      |      |
| 13 | Bank Charges          |      |      |
| 14 | Other (Explain)       |      |      |
| 15 | Total Deductions      |      | 0.00 |
| 16 | Net Reconciling Items |      | 0.00 |

|    |                                          |                  |           |
|----|------------------------------------------|------------------|-----------|
| 17 | Adjusted Board Secretary's Balance as of | June 30, 2015 ** | 10,458.00 |
|----|------------------------------------------|------------------|-----------|

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |                |  |                  |
|----------------|----------------|--|------------------|
| Bank Name      | TD Bank        |  | Prepared By: MEB |
| Account Number | 7865108927     |  | Date: 7-16-15    |
| Statement Date | 6-30-15        |  |                  |
| Fund/Funds     | Cafeteria Acct |  |                  |

\*\*\* SEE PAGE 2 FOR SUMMARY \*\*\*

|    |                       |        |      |      |
|----|-----------------------|--------|------|------|
| 1  | Balance Per Bank      |        |      |      |
|    | Reconciling Items     |        |      |      |
|    | Additions             |        |      |      |
|    | Deposits In Transit   |        |      |      |
|    | Date                  | Amount |      |      |
| 2a |                       |        |      |      |
| 2b |                       |        |      |      |
| 2c |                       |        |      |      |
| 2d |                       |        |      |      |
| 2  |                       |        | 0.00 |      |
| 3  |                       |        |      | 0.00 |
|    | Deductions            |        |      |      |
| 4  | Outstanding checks    |        |      |      |
| 5  |                       |        |      |      |
| 6  |                       |        |      | 0.00 |
| 7  | Net Reconciling Items |        |      | 0.00 |

|   |                                 |                 |  |
|---|---------------------------------|-----------------|--|
| 8 | Adjusted Balance per Bank as of | June 30, 2015 * |  |
|---|---------------------------------|-----------------|--|

|   |                                             |                  |           |
|---|---------------------------------------------|------------------|-----------|
| 9 | Balance per Board Secretary's Records as of | June 30, 2015 ** | 44,287.98 |
|---|---------------------------------------------|------------------|-----------|

|    |                       |  |      |      |
|----|-----------------------|--|------|------|
|    | Reconciling Items:    |  |      |      |
|    | Additions             |  |      |      |
| 10 |                       |  |      |      |
| 11 |                       |  | 0.00 |      |
| 12 |                       |  |      | 0.00 |
|    | Deductions            |  |      |      |
| 13 | Bank Charges          |  |      |      |
| 14 | Other (Explain)       |  | 0.00 |      |
| 15 | Total Deductions      |  |      | 0.00 |
| 16 | Net Reconciling Items |  |      | 0.00 |

|    |                                          |                  |           |
|----|------------------------------------------|------------------|-----------|
| 17 | Adjusted Board Secretary's Balance as of | June 30, 2015 ** | 44,287.98 |
|----|------------------------------------------|------------------|-----------|

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |                                  |  |                  |
|----------------|----------------------------------|--|------------------|
| Bank Name      | TD Bank                          |  | Prepared By: MEB |
| Account Number | 430-3833324                      |  | Date: 7-16-15    |
| Statement Date | 6-30-15                          |  |                  |
| Fund/Funds     | Community Ed/Camp Clementon Acct |  |                  |

|    |                                             |        |                  |           |
|----|---------------------------------------------|--------|------------------|-----------|
| 1  | Balance Per Bank                            |        |                  | 70,567.62 |
|    | Reconciling Items                           |        |                  |           |
|    | Additions                                   |        |                  |           |
|    | Deposits In Transit                         |        |                  |           |
|    | Date                                        | Amount |                  |           |
| 2a | 6-30-15                                     | 0.00   |                  |           |
| 2b |                                             |        |                  |           |
| 2c |                                             |        |                  |           |
| 2d |                                             |        |                  |           |
| 2  |                                             |        | 0.00             |           |
| 3  |                                             |        |                  | 0.00      |
|    | Deductions                                  |        |                  |           |
| 4  | Outstanding checks                          | 360.50 |                  |           |
| 5  |                                             |        |                  |           |
| 6  |                                             |        | 360.50           |           |
| 7  | Net Reconciling Items                       |        |                  | (360.50)  |
| 8  | Adjusted Balance per Bank as of             |        | June 30, 2015 *  | 70,207.12 |
| 9  | Balance per Board Secretary's Records as of |        | June 30, 2015 ** | 70,207.12 |
|    | Reconciling Items:                          |        |                  |           |
|    | Additions                                   |        |                  |           |
| 10 |                                             |        |                  |           |
| 11 |                                             |        |                  |           |
| 12 |                                             |        | 0.00             |           |
|    | Deductions                                  |        |                  |           |
| 13 | Bank Charges                                |        |                  |           |
| 14 | Other (Explain)                             | 0.00   |                  |           |
| 15 | Total Deductions                            |        | 0.00             |           |
| 16 | Net Reconciling Items                       |        |                  | 0.00      |
| 17 | Adjusted Board Secretary's Balance as of    |        | June 30, 2015 ** | 70,207.12 |

\* Line 8 MUST EQUAL line 17.

\*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

### BANK RECONCILIATION

|                |                    |  |                  |
|----------------|--------------------|--|------------------|
| Bank Name      | TD Bank            |  | Prepared By: MEB |
| Account Number | 430-3833316        |  | Date: 7-16-15    |
| Statement Date | 6-30-15            |  |                  |
| Fund/Funds     | Student Activities |  |                  |

|    |                                             |                  |           |
|----|---------------------------------------------|------------------|-----------|
| 1  | Balance Per Bank                            |                  | 31,942.02 |
|    | Reconciling Items                           |                  |           |
|    | Additions                                   |                  |           |
|    | Deposits In Transit                         |                  |           |
|    | Date                                        | Amount           |           |
| 2a | 1-31-15                                     |                  |           |
| 2b |                                             |                  |           |
| 2c |                                             |                  |           |
| 2d |                                             |                  |           |
| 2  |                                             | 0.00             |           |
| 3  |                                             |                  | 0.00      |
|    | Deductions                                  |                  |           |
| 4  | Outstanding checks                          | 195.50           |           |
| 5  |                                             | 0.00             |           |
| 6  |                                             |                  | 195.50    |
| 7  | Net Reconciling Items                       |                  | (195.50)  |
| 8  | Adjusted Balance per Bank as of             | June 30, 2015 *  | 31,746.52 |
| 9  | Balance per Board Secretary's Records as of | June 30, 2015 ** | 31,746.52 |
|    | Reconciling Items:                          |                  |           |
|    | Additions                                   |                  |           |
| 10 |                                             |                  |           |
| 11 |                                             |                  |           |
| 12 |                                             |                  | 0.00      |
|    | Deductions                                  |                  |           |
| 13 | Bank Charges                                |                  |           |
| 14 | Other (Explain)                             |                  |           |
| 15 | Total Deductions                            |                  | 0.00      |
| 16 | Net Reconciling Items                       |                  | 0.00      |
| 17 | Adjusted Board Secretary's Balance as of    | June 30, 2015 ** | 31,746.52 |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                                                                                                                                                                                           |                                             |                     |           |                  |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------|-----------|------------------|-----------------------|
| Bank Name                                                                                                                                                                                 |                                             | TD Bank             |           | Prepared By: MEB |                       |
| Account Number                                                                                                                                                                            |                                             | 430-3833283         |           | Date: 7-16-15    |                       |
| Statement Date                                                                                                                                                                            |                                             | 6-30-15             |           |                  |                       |
| Fund/Funds                                                                                                                                                                                |                                             | Payroll             |           |                  |                       |
|                                                                                                                                                                                           |                                             |                     |           |                  |                       |
| 1                                                                                                                                                                                         | Balance Per Bank                            |                     |           |                  | 11,264.31             |
|                                                                                                                                                                                           |                                             | Reconciling Items   |           |                  |                       |
|                                                                                                                                                                                           |                                             | Additions           |           |                  |                       |
|                                                                                                                                                                                           |                                             | Deposits In Transit |           |                  |                       |
|                                                                                                                                                                                           |                                             | Date                | Amount    |                  |                       |
| 2a                                                                                                                                                                                        |                                             | 11-30-07            |           |                  |                       |
| 2b                                                                                                                                                                                        |                                             |                     |           |                  |                       |
| 2c                                                                                                                                                                                        |                                             |                     |           |                  |                       |
| 2d                                                                                                                                                                                        |                                             |                     |           |                  |                       |
| 2                                                                                                                                                                                         |                                             |                     | 0.00      |                  |                       |
| 3                                                                                                                                                                                         |                                             |                     |           | 0.00             |                       |
|                                                                                                                                                                                           |                                             | Deductions          |           |                  |                       |
| 4                                                                                                                                                                                         |                                             | Outstanding checks  | 11,264.31 |                  |                       |
| 5                                                                                                                                                                                         |                                             |                     | 0.00      |                  |                       |
| 6                                                                                                                                                                                         |                                             |                     |           | 11,264.31        |                       |
| 7                                                                                                                                                                                         | Net Reconciling Items                       |                     |           |                  | (11,264.31)           |
| 8                                                                                                                                                                                         | Adjusted Balance per Bank as of             |                     |           |                  | June 30, 2015 * 0.00  |
|                                                                                                                                                                                           |                                             |                     |           |                  |                       |
| 9                                                                                                                                                                                         | Balance per Board Secretary's Records as of |                     |           |                  | June 30, 2015 ** 0.00 |
|                                                                                                                                                                                           |                                             | Reconciling Items:  |           |                  |                       |
|                                                                                                                                                                                           |                                             | Additions           |           |                  |                       |
| 10                                                                                                                                                                                        |                                             |                     |           |                  |                       |
| 11                                                                                                                                                                                        |                                             |                     |           |                  |                       |
| 12                                                                                                                                                                                        |                                             |                     |           | 0.00             |                       |
|                                                                                                                                                                                           |                                             | Deductions          |           |                  |                       |
| 13                                                                                                                                                                                        |                                             | Bank Charges        |           |                  |                       |
| 14                                                                                                                                                                                        |                                             | Other (Explain)     |           |                  |                       |
| 15                                                                                                                                                                                        |                                             | Total Deductions    |           | 0.00             |                       |
| 16                                                                                                                                                                                        | Net Reconciling Items                       |                     |           |                  | 0.00                  |
| 17                                                                                                                                                                                        | Adjusted Board Secretary's Balance as of    |                     |           |                  | June 30, 2015 ** 0.00 |
| <p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.</p> |                                             |                     |           |                  |                       |



## BANK RECONCILIATION

|                |             |  |                  |
|----------------|-------------|--|------------------|
| Bank Name      | TD Bank     |  | Prepared By: MEB |
| Account Number | 430-3833308 |  | Date: 7-16-15    |
| Statement Date | 6-30-15     |  |                  |
| Fund/Funds     | Agency      |  |                  |

|    |                                 |          |                 |            |
|----|---------------------------------|----------|-----------------|------------|
| 1  | Balance Per Bank                |          |                 | 21,537.54  |
|    | Reconciling Items               |          |                 |            |
|    | Additions                       |          |                 |            |
|    | Deposits In Transit             |          |                 |            |
|    | Date                            | Amount   |                 |            |
| 2a | 6-30-15                         |          |                 |            |
| 2b |                                 |          |                 |            |
| 2c |                                 |          |                 |            |
| 2d |                                 |          |                 |            |
| 2  |                                 |          | 0.00            |            |
| 3  |                                 |          |                 | 0.00       |
|    | Deductions                      |          |                 |            |
| 4  | Outstanding checks              | 4,578.62 |                 |            |
| 5  |                                 | 0.00     |                 |            |
| 6  |                                 |          |                 | 4,578.62   |
| 7  | Net Reconciling Items           |          |                 | (4,578.62) |
| 8  | Adjusted Balance per Bank as of |          | June 30, 2015 * | 16,958.92  |

|    |                                             |  |                  |           |
|----|---------------------------------------------|--|------------------|-----------|
| 9  | Balance per Board Secretary's Records as of |  |                  | 16,958.92 |
|    | Reconciling Items:                          |  |                  |           |
|    | Additions                                   |  |                  |           |
| 10 |                                             |  |                  |           |
| 11 |                                             |  |                  |           |
| 12 |                                             |  |                  | 0.00      |
|    | Deductions                                  |  |                  |           |
| 13 | Bank Charges                                |  |                  |           |
| 14 | Other (Explain)                             |  |                  |           |
| 15 | Total Deductions                            |  |                  | 0.00      |
| 16 | Net Reconciling Items                       |  |                  | 0.00      |
| 17 | Adjusted Board Secretary's Balance as of    |  | June 30, 2015 ** | 16,958.92 |

\* Line 8 MUST EQUAL line 17.  
 \*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

## BANK RECONCILIATION

|                |              |  |                  |
|----------------|--------------|--|------------------|
| Bank Name      | TD Bank      |  | Prepared By: MEB |
| Account Number | 430-3833332  |  | Date: 7-16-15    |
| Statement Date | 6-30-15      |  |                  |
| Fund/Funds     | Unemployment |  |                  |

|    |                                                                                     |                  |      |           |
|----|-------------------------------------------------------------------------------------|------------------|------|-----------|
| 1  | Balance Per Bank                                                                    |                  |      | 70,455.59 |
|    | Reconciling Items                                                                   |                  |      |           |
|    | Additions                                                                           |                  |      |           |
|    | Deposits In Transit                                                                 |                  |      |           |
|    | Date                                                                                | Amount           |      |           |
| 2a | 6-30-15                                                                             |                  |      |           |
| 2b |                                                                                     |                  |      |           |
| 2c |                                                                                     |                  |      |           |
| 2d |                                                                                     |                  |      |           |
| 2  |                                                                                     |                  | 0.00 |           |
| 3  |                                                                                     |                  |      | 0.00      |
|    | Deductions                                                                          |                  |      |           |
| 4  | Outstanding checks                                                                  |                  |      |           |
| 5  |                                                                                     |                  |      |           |
| 6  |                                                                                     |                  |      | 0.00      |
| 7  | Net Reconciling Items                                                               |                  |      | 0.00      |
| 8  | Adjusted Balance per Bank as of                                                     | June 30, 2015 *  |      | 70,455.59 |
| 9  | *** FOR DETAIL - SEE PAGES 22-23 ***<br>Balance per Board Secretary's Records as of | June 30, 2015 ** |      | 70,455.59 |
|    | Reconciling Items:                                                                  |                  |      |           |
|    | Additions                                                                           |                  |      |           |
| 10 |                                                                                     |                  |      |           |
| 11 |                                                                                     |                  |      |           |
| 12 |                                                                                     |                  |      | 0.00      |
|    | Deductions                                                                          |                  |      |           |
| 13 | Bank Charges                                                                        |                  |      |           |
| 14 | Other (Explain)                                                                     |                  |      |           |
| 15 | Total Deductions                                                                    |                  |      | 0.00      |
| 16 | Net Reconciling Items                                                               |                  |      | 0.00      |
| 17 | Adjusted Board Secretary's Balance as of                                            | June 30, 2015 ** |      | 70,455.59 |

\* Line 8 MUST EQUAL line 17.

\*\* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

**Outstanding Checks**  
**&**  
**Explanation of Adjustments**

|                                                                | <u>Check<br/>Number</u> | <u>Amount</u> | <u>Check<br/>Number</u> | <u>Amount</u> |
|----------------------------------------------------------------|-------------------------|---------------|-------------------------|---------------|
| <b>General Account</b><br><b>TD Bank</b><br><b>430-3833291</b> | per listing             | 177,907.24    |                         |               |
|                                                                |                         |               |                         | 177,907.24    |

**Adjustments:**

\_\_\_\_\_  
 \_\_\_\_\_

**Additions:**

Fund 10:

\_\_\_\_\_  
 \_\_\_\_\_

**Deductions:**

**Outstanding Checks**  
**&**  
**Explanation of Adjustments**

|                    | <u>Check<br/>Number</u> | <u>Amount</u> | <u>Check<br/>Number</u> | <u>Amount</u> |
|--------------------|-------------------------|---------------|-------------------------|---------------|
| <b>Petty Cash</b>  |                         |               |                         |               |
| <b>TD Bank</b>     |                         |               |                         |               |
| <b>430-3833366</b> |                         |               |                         |               |
|                    | 500                     | 10.00         |                         |               |
|                    |                         |               |                         | 10.00         |
|                    |                         |               |                         | 10.00         |

**Adjustments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additions:**  
 Fund 30:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Deductions:**  
 Fund 30:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Outstanding Checks**  
**&**  
**Explanation of Adjustments**

|                                            | <u>Check<br/>Number</u> | <u>Amount</u> | <u>Check<br/>Number</u> | <u>Amount</u> | <u>Check<br/>Number</u> | <u>Amount</u> |
|--------------------------------------------|-------------------------|---------------|-------------------------|---------------|-------------------------|---------------|
| <b>Community Ed/Camp Clementon Account</b> |                         |               |                         |               |                         |               |
| TD Bank                                    |                         |               |                         |               |                         |               |
| 430-3833324                                |                         |               |                         |               |                         |               |
|                                            | 385                     | 80.00         |                         |               |                         |               |
|                                            | 1005                    | 25.00         |                         |               |                         |               |
|                                            | 1009                    | 255.50        |                         |               |                         |               |
|                                            |                         |               |                         |               |                         | 360.50        |

**Adjustments:**

\_\_\_\_\_  
 \_\_\_\_\_

**Additions:**

\_\_\_\_\_  
 \_\_\_\_\_

**Deductions:**

\_\_\_\_\_  
 \_\_\_\_\_

**Outstanding Checks**  
**&**  
**Explanation of Adjustments**

|                                   | <u>Check<br/>Number</u> | <u>Amount</u> |
|-----------------------------------|-------------------------|---------------|
| <b>Student Activities Account</b> |                         |               |
| TD Bank                           | 569                     | 38.50         |
| 430-3833316                       | 590                     | 32.00         |
|                                   | wire to general         | 125.00        |
|                                   |                         | 195.50        |
|                                   |                         | 195.50        |

**Adjustments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Deductions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Outstanding Checks**  
**&**  
**Explanation of Adjustments**

|                        | <u>Check<br/>Number</u> | <u>Amount</u> | <u>Check<br/>Number</u> | <u>Amount</u> |
|------------------------|-------------------------|---------------|-------------------------|---------------|
| <b>Payroll Account</b> |                         |               |                         |               |
| <b>TD Bank</b>         |                         |               |                         |               |
| <b>430-3833283</b>     |                         |               |                         |               |
|                        | per listing             | 11,264.31     |                         |               |

11,264.31

**Adjustments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Deductions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Outstanding Checks**  
**&**  
**Explanation of Adjustments**

|                       | <u>Check<br/>Number</u> | <u>Amount</u> |     |          |
|-----------------------|-------------------------|---------------|-----|----------|
| <b>Agency Account</b> |                         |               |     |          |
| <b>TD Bank</b>        |                         |               |     |          |
| <b>430-3833308</b>    | 913                     | 22.50         | 937 | 2.50     |
|                       | 914                     | 22.50         | 939 | 22.50    |
|                       | 915                     | 22.50         | 942 | 22.50    |
|                       | 920                     | 22.50         | 943 | 22.50    |
|                       | 921                     | 22.50         | 946 | 22.50    |
|                       | 922                     | 22.50         | 954 | 22.50    |
|                       | 927                     | 22.50         | 955 | 22.50    |
|                       | 928                     | 22.50         | 959 | 2,008.94 |
|                       | 930                     | 2.50          | 960 | 111.59   |
|                       | 931                     | 9.00          | 961 | 1,088.77 |
|                       | 932                     | 22.50         | 962 | 451.64   |
|                       | 934                     | 22.50         | 963 | 521.18   |
|                       | 936                     | 22.50         |     |          |
|                       |                         |               |     | 4,578.62 |
|                       |                         |               |     | 4,578.62 |

**Adjustments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Deductions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Outstanding Checks**  
**&**  
**Explanation of Adjustments**

Check  
Number                      Amount

Unemployment Fund Account  
TD Bank  
430-3833332

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Adjustments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deductions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_