

RECRUITMENT, SELECTION AND HIRING - CERTIFIED STAFF

The Chesterfield Township Board of Education guarantees equal employment, advancement opportunity and equal pay for equal work for all people regardless of race, creed, color, national origin, nationality, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, pregnancy or other conditions not related to the duties and responsibilities of the job.

The board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the superintendent shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils. Recruiting practices shall include measures for targeting underrepresented populations in every category of employment.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The superintendent chief school administrator shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

In accordance with the Every Student Succeeds Act, all teachers hired by the board for programs in the district supported with Title I, part A funds shall meet the State certification and licensure requirements. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall possess the appropriate certification including having a bachelor's degree from an accredited institution of higher learning and:

- A. Complete an undergraduate major in the appropriate subject area;
- B. Hold a graduate degree in the subject area; or
- C. Complete at least 30 credits in a coherent sequence of courses appropriate to the subject area.

The superintendent or his or her designee shall ensure that the district's employment application process and pre-employment inquiry and interview process conform to the guidelines of the New Jersey Division on Civil Rights and the Law Against Discrimination.

It shall be the duty of the superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the successful completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The superintendent shall take steps to verify the academic credentials of any potential candidate for employment, and ensure any degrees cited, academic coursework or credits completed, or titles claimed by an individual have been granted by an accredited institution of higher education. For superintendent candidates, the board shall take similar steps. Documents shall not be accepted from non-accredited institutions or any fraudulent source. If a current employee is found to have obtained employment, tuition reimbursement or increased salary based on documents or credentials obtained from a non-accredited

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institution, the board will take appropriate action, up to and including the possible discharge of the individual and/or obtaining a refund of the tuition reimbursement or increased salary.

The superintendent shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, nationality, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, pregnancy or other conditions not related to the duties and responsibilities of the job.

The superintendent shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The board shall not pay tuition reimbursement, salary increase, or approve promotions for any employee based on credits earned from a non-accredited institution. If a current employee is found to have obtained employment, tuition reimbursement or increased salary based on documents or credentials obtained from a non-accredited institution, the board will take appropriate action, up to and including the possible discharge of the individual and/or obtaining a refund of the tuition reimbursement or increased salary.

The superintendent, in determining the candidates to be nominated, shall seek information whenever possible from the candidate's prior employers.

The board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board.

The board shall appoint all staff members only from nominations made by the superintendent. Should a nominee be rejected, it shall be the duty of the superintendent to make other nominations.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);
- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is

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exempted from this policy. However, if he/she has had a break in public service for a period of time greater than seven days this exemption shall not apply;

- C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy. However, if he/she has had a break in public service for a period of time greater than seven days this exemption shall not apply;
- D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service;
- E. An employee may request an exemption made to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Employment History - Definitions

For the purpose of this policy:

- A. "Child abuse" means any conduct that falls under the purview and reporting requirements of law (P.L. 1971, c.437; N.J.S.A. 9:6-8.8 et seq.) and is directed toward or against a child or student, regardless of the age of the child or student (see also board policy 5141.4 Missing, Abused and Neglected Children);
- B. "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent or erotic contact with a student.

Required Disclosure of Employment History

The board shall require all applicants for employment and applicants to provide contracted services for positions and services that involve regular contact with students to provide the following information:

- A. A list, including name, address, telephone number and other relevant contact information of the applicant's:
 - 1. Current employer;
 - 2. All former employers within the last 20 years that were schools; and
 - 3. All former employers within the last 20 years where the applicant was in a position that involved direct contact with children;
- B. A written authorization that consents to and authorizes disclosure of the information requested for the district to review the employment history and the release of related records by the applicant's list of employers as detailed in "A" of this section, and that releases those employers from liability that may arise from the disclosure or release of records;
- C. A written statement as to whether the applicant:

RECRUITMENT, SELECTION AND HIRING (continued)

1. Has been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency or the New Jersey Department of Children and Families. This is not required if the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
2. Has ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct;
3. Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.

Review of the Employment History

A review of the employment history of the applicant shall be conducted and the employers listed by the applicant contacted. The dates of employment shall be requested and a statement as to whether the applicant:

- A. Was the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency or the New Jersey Department of Children and Families. This is not required if the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
- B. Was disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or
- C. Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.

The review of the employment history may be conducted through telephone or cellphone, electronic communication or written communications. If the review is conducted by telephone or cellphone the results of the review shall be documented in writing by the district employee assigned to conduct the review.

Any applicant who willfully provides false information or willfully fails to disclose information required shall be subject to discipline and including termination or denial of employment; may be deemed in violation of law (N.J.S.A. 2C:28-3); and may be subject to a civil penalty of not more than \$500. Notification of these penalties shall be on all applications for employment for positions which involve regular contact with students.

Review of Out-of-State Employment History

A review of out-of-state employers that are part of the employment history of the applicant shall be conducted and the employers listed by the applicant contacted. The superintendent or his or her designee shall ensure that the employment history review conducted with an out-of-state employer is documented with specificity as to the diligent efforts made to:

- A. Verify the information provided by the applicant; and

RECRUITMENT, SELECTION AND HIRING (continued)

B. Obtain the information requested from any out-of-state employers listed by the applicant.

Nondisclosure Agreements

The district shall not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

- A. Has the effect of suppressing or destroying information relating to an investigation related to a report of suspected child abuse or sexual misconduct by a current or former employee;
- B. Affects the ability of the district to report suspected child abuse or sexual misconduct to the appropriate authorities;
- C. Requires the district to expunge information about allegations or finding of suspected child abuse or sexual misconduct from any documents maintained by the district. This excludes allegations that are found to be false or alleged incidents of child abuse or sexual misconduct that have not been substantiated.

Implementation

The district may employ or contract with an applicant on a provisional basis for a period not to exceed 90 days pending the employment history review by the district provided that all of the following conditions are satisfied:

- A. The applicant has complied and provided the information requested;
- B. The district has no knowledge or information pertaining to the applicant that the applicant is required to disclose as part of the employment history review; and
- C. That special or emergent circumstances exist that justify the temporary employment of the applicant.

When the review of an applicant's employment history reveals that the applicant has a history of sexual misconduct or child abuse, the applicant shall be disqualified from employment with the district without grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule or regulation.

The district shall respond to requests for employment history information pertaining to former or current district employees in compliance with law, within 20 days of the receipt of the request and former employee's consent to release the information.

Information received about an applicant's employment history shall not be a public record.

Adopted:	September 17, 2001
Revised:	April 26, 2004
NJSBA Review/Update:	May 2011, May 2012, March 2017
Readopted:	September 21, 2011
Revised:	May 14, 2014
Revised:	October 4, 2017
Revised:	

RECRUITMENT, SELECTION AND HIRING (continued)Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act, Residency Requirements

Legal References:	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-3</u>	
	<u>N.J.S.A. 18A:3-15. 1 et seq.</u>	Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
	<u>N.J.S.A. 18A:6-5</u>	Inquiry as to religion and religious tests prohibited
	<u>N.J.S.A. 18A:6-6</u>	No sex discrimination
	<u>N.J.S.A. 18A:6-7.1, -7.5</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
	<u>N.J.S.A. 18A:6-7.6 through N.J.S.A. 18A:6-7.13</u>	Employees; qualifications; discrimination, prohibitions
	<u>N.J.S.A. 18A:6-76.1</u>	Deadline for notification to students of requirements of provisional certificate and induction program
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:13-40</u>	General powers and duties of board of newly created regional districts
	<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
	<u>N.J.S.A. 18A:26-1, -1.1, -2</u>	Citizenship of teachers, exceptions
	<u>N.J.S.A. 18A:27-1 et seq.</u>	Employment and Contracts
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:27-4.1</u>	
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 26:8A-1 et seq.</u>	<u>Domestic Partnership Act</u>
	<u>N.J.S.A. 52:14-7</u>	Residency Requirements
	<u>N.J.A.C. 6A:7-1.1 et seq.</u>	Managing for Equality and Equity in Education
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:7-1.4, -1.5, -1.6, -1.8</u>	
	<u>N.J.A.C. 6A:9B-5.7</u>	Citizenship requirement
	<u>N.J.A.C. 6A:9B-5.8</u>	Endorsement requirements
	<u>N.J.A.C. 6A:9B-6.1 et seq.</u>	College courses and certification
	<u>N.J.A.C. 6A:9B-8.1 et seq.</u>	Requirements for Instructional Certification
	<u>N.J.A.C. 6A:9B-10.1 et seq.</u>	Exceptions for the Requirements for the Instructional Certificate
	<u>N.J.A.C. 6A:9B-11.1 et seq.</u>	Additional requirements or exceptions to requirements for instructional certification with special endorsements
	<u>N.J.A.C. 6A:9B-12.1 et seq.</u>	Requirements for administrative certification
	<u>N.J.A.C. 6A:10-1.1 et seq.</u>	Educator effectiveness
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C. 6A:32-4.1</u>	Employment of teaching staff
	<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority

RECRUITMENT, SELECTION AND HIRING (continued)

P.L. 2018, c.5 – regarding requirements for employment history review for child abuse and sexual misconduct.

P.L. 2018, c.9 – regarding unlawful employment practices with respect to discrimination in compensation or in the financial terms and conditions of employment

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

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

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

The Comprehensive Equity Plan, New Jersey Department of Education

Possible

<u>Cross References:</u>	2130	Administrative staff
	*2131	Chief school administrator
	4000	Concepts and roles in personnel
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4112.2	Certification
	*4112.4/4212.4	Employee health
	4112.5/4212.5	Criminal history check
	*4112.6/4212.6	Personnel records
	*4112.8/4212.8	Nepotism
	*4121	Substitute teachers
	*4222	Noninstructional aides
	*5120	Assessment of individual needs
	*6010	Goals and objectives

*Indicates policy is included in the Critical Policy Reference Manual.

CLASSROOM AIDES (PARAPROFESSIONALS)

The Chesterfield Township Board of Education, within its financial means, may hire aides (paraprofessionals) as recommended by the superintendent.

It is the responsibility of the classroom teacher to plan for any teacher aide's (paraprofessional's) constructive involvement with the class. The primary benefit must be to the students.

Classroom aides (paraprofessionals) shall be under the supervision of the classroom teacher.

The superintendent shall submit statements of assurance affirming that all paraprofessional staff hired were employed as instructional or health and safety personnel or in accordance with the requirements of individualized education programs. The statements of assurance shall be submitted biannually to the executive county superintendent no later than September 30 and January 31. All aides (paraprofessionals) shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

In accordance with federal law, the superintendent shall establish procedures to release information, upon request, regarding the qualifications of classroom aides (paraprofessionals) to parents/guardians for any classroom aide (paraprofessional) who is employed by a school receiving Title I funds and who provides instructional assistance to their children.

On or before May 15 in each year, a paraprofessional continuously employed since the preceding September 30 in a school district that receives funding under Title I of the federal Elementary and Secondary Education Act of 1965 shall receive either:

- A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the board of education; or
- B. A written notice that such employment will not be offered.

Qualification of Classroom Aides (Paraprofessionals) In Title I Schools

All classroom aides (paraprofessionals) paid in whole or in part with Title 1 funds shall be qualified in accord with federal law. All such paraprofessional (classroom aides) must have a high school diploma or its equivalent. All such classroom aides (paraprofessionals), except those working as translators or solely in conducting parent involvement activities, also must meet one of the following criteria:

- A. Completed at least two years of study at an institution of higher education;
- B. Obtained an associate's (or higher) degree; or
- C. Passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate.

Adopted: May 22, 2004
NJSBA Review/Update: May 2011, January 2018
Readopted: September 21, 2011
Revised: May 20, 2015
Revised:

CLASSROOM AIDE (PARAPROFESSIONALS (continued)Key Words

Aides; Classroom Aides; Teacher Aides; Background Check; Paraprofessionals; Personnel
Background Check

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-7.1 through -7.5	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:16-2 through -5	Physical examinations; requirement ...
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:32-4.2	Approval of paraprofessional staff
	<u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u>	School employee physical examinations

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

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible

<u>Cross References:</u>	*3541.1	Transportation routes and services
	*3542	Food service
	*4112.4/4212.4	Employee health
	*4215	Supervision
	*4216	Evaluation
	4221	Noninstructional substitutes
	*5131	Conduct/discipline
	*6162.4	Community resources

*Indicates policy is included in the Critical Policy Reference Manual.

THE CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 4211

Policy

<u> X </u>	Monitored
<u> X </u>	Mandated
<u> X </u>	Other Reasons

RECRUITMENT, SELECTION AND HIRING - SUPPORT STAFF

The Chesterfield Township Board of Education guarantees equal employment, advancement opportunity and equal pay for equal work for all people regardless of race, creed, color, national origin, nationality, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, pregnancy or other conditions not related to the duties and responsibilities of the job.

The superintendent shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of the district. Recruiting practices shall include measures for targeting underrepresented populations in every category of employment.

The superintendent or his or her designee shall ensure that the district's employment application process and pre-employment inquiry and interview process conform to the guidelines of the New Jersey Division on Civil Rights and the Law Against Discrimination.

The board of education shall appoint all staff members only from nominations made by the superintendent. All appointments shall be by recorded roll call majority vote of the full membership of the board. The superintendent shall adhere to the following in recruiting and interviewing candidates:

- A. There will be no discrimination in the employment process in regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, pregnancy, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nationality, disability, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job;
- B. All candidates must have training and/or actual work experience in the vacant position, and an acceptable level of proficiency; and
- C. It shall be the duty of the superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The superintendent is responsible for the preparation and maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The employment of any candidate is not official until the contract is approved by the board of education and signed by the candidate. It shall be the responsibility of the superintendent to communicate this fact to all candidates.

Residency Requirements

Every employee hired by the board shall have their principal residence within the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be

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defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);
- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy. However if he/she has had a break in public service for a period of time greater than seven days this exemption shall not apply;
- C. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence caused by accepting a new appointment within the district shall not be considered a break in public service.
- D. An employee may request an exemption to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Reporting of Arrests, Charges and Indictments

All staff members who are charged, arrested or indicted for a crime or offense must submit a report to the superintendent of the charge, arrest or indictment, including (but not limited to) disorderly persons offenses and drunk driving arrests. This reporting requirement pertains to both in-state and out-of-state offenses and crimes. The employee will make the report within fourteen (14) days. The staff member shall also report the disposition of any charges within seven (7) days of the disposition. Failure to report arrests, charges and indictment may result in disciplinary action up to and including termination of employment.

The superintendent will make these requirements known to all new employees and to all employees on an annual basis.

Employment History - Definitions

For the purpose of this policy:

- A. "Child abuse" means any conduct that falls under the purview and reporting requirements of law (P.L.

RECRUITMENT, SELECTION AND HIRING (continued)

1971, c.437; N.J.S.A. 9:6-8.8 et seq.) and is directed toward or against a child or student, regardless of the age of the child or student (see also board policy 5141.4 Missing, Abused and Neglected Children);

- B. "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent or erotic contact with a student.

Required Disclosure of Employment History

The board shall require all applicants for employment and applicants to provide contracted services for positions and services that involve regular contact with students to provide the following information:

- A. A list, including name, address, telephone number and other relevant contact information of the applicant's:
1. Current employer;
 2. All former employers within the last 20 years that were schools; and
 3. All former employers within the last 20 years where the applicant was in a position that involved direct contact with children;
- B. A written authorization that consents to and authorizes disclosure of the information requested for the district to review the employment history and the release of related records by the applicant's list of employers as detailed in "A" of this section, and that releases those employers from liability that may arise from the disclosure or release of records;
- C. A written statement as to whether the applicant:
1. Has been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency or the New Jersey Department of Children and Families. This is not required if the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
 2. Has ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct;
 3. Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.

Review of the Employment History

A review of the employment history of the applicant shall be conducted and the employers listed by the applicant contacted. The dates of employment shall be requested and a statement as to whether the applicant:

- A. Was the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency or the New Jersey Department of Children and Families. This is not required if the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;

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- B. Was disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or
- C. Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.

The review of the employment history may be conducted through telephone or cellphone, electronic communication or written communications. If the review is conducted by telephone or cellphone the results of the review shall be documented in writing by the district employee assigned to conduct the review.

Any applicant who willfully provides false information or willfully fails to disclose information required shall be subject to discipline and including termination or denial of employment; may be deemed in violation of law (N.J.S.A. 2C:28-3); and may be subject to a civil penalty of not more than \$500. Notification of these penalties shall be on all applications for employment for positions which involve regular contact with students.

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A review of out-of-state employers that are part of the employment history of the applicant shall be conducted and the employers listed by the applicant contacted. The superintendent or his or her designee shall ensure that the employment history review conducted with an out-of-state employer is documented with specificity as to the diligent efforts made to:

- A. Verify the information provided by the applicant; and
- B. Obtain the information requested from any out-of-state employers listed by the applicant.

Nondisclosure Agreements

The district shall not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

- A. Has the effect of suppressing or destroying information relating to an investigation related to a report of suspected child abuse or sexual misconduct by a current or former employee;
- B. Affects the ability of the district to report suspected child abuse or sexual misconduct to the appropriate authorities;
- C. Requires the district to expunge information about allegations or finding of suspected child abuse or sexual misconduct from any documents maintained by the district. This excludes allegations that are found to be false or alleged incidents of child abuse or sexual misconduct that have not been substantiated.

Implementation

The district may employ or contract with an applicant on a provisional basis for a period not to exceed 90

RECRUITMENT, SELECTION AND HIRING (continued)

days pending the employment history review by the district provided that all of the following conditions are satisfied:

- A. The applicant has complied and provided the information requested;
- B. The district has no knowledge or information pertaining to the applicant that the applicant is required to disclose as part of the employment history review; and
- C. That special or emergent circumstances exist that justify the temporary employment of the applicant.

When the review of an applicant's employment history reveals that the applicant has a history of sexual misconduct or child abuse, the applicant shall be disqualified from employment with the district without grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule or regulation.

The district shall respond to requests for employment history information pertaining to former or current district employees in compliance with law, within 20 days of the receipt of the request and former employee's consent to release the information.

Information received about an applicant's employment history shall not be a public record.

Adopted:	March 22, 2004
NJSBA Review/Update:	May 2011, May 2012, March 2017
Readopted:	September 21, 2011
Revised:	September 19, 2012
Revised:	May 14, 2014
Revised:	February 21, 2018
Revised:	

Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act, Residency Requirements

Legal References:	<u>N.J.S.A.</u> 10:5-1 <i>et seq.</i>	Law Against Discrimination
	<u>N.J.S.A.</u> 18A:3-15.2	Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
	<u>N.J.S.A.</u> 18A:6-5	Inquiry as to religion and religious tests prohibited
	<u>N.J.S.A.</u> 18A:6-6	No sex discrimination
	<u>N.J.S.A.</u> 18A:6-7.1, -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
	<u>N.J.S.A.</u> 18A:6-7.6 through <u>N.J.S.A.</u> 18A:6-7.13	Employees; qualifications; discrimination, prohibitions
	<u>N.J.S.A.</u> 18A:6-76.1	Deadline for notification to students of requirements of provisional certificate and induction program
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:13-40	General powers and duties of board of newly created regional districts

RECRUITMENT, SELECTION AND HIRING (continued)

<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:26-1, -1.1, -2	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:27-1 <u>et seq.</u>	Employment and Contracts
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:27-4.1	
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:8A-1 <u>et seq.</u>	<u>Domestic Partnership Act</u>
<u>N.J.S.A.</u> 52:14-7	Residency Requirements
<u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>	Managing for Equality and Equity in Education
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:7-1.4, -1.8	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-4.1	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority

P.L. 2018, c.5 – regarding requirements for employment history review for child abuse and sexual misconduct.

P.L. 2018, c.9 – regarding unlawful employment practices with respect to discrimination in compensation or in the financial terms and conditions of employment

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

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

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F.3d 1547 (3d Cir. 1996)

The Comprehensive Equity Plan, New Jersey Department of Education

Possible

<u>Cross References:</u>	2130	Administrative staff
	*2131	Chief school administrator
	4000	Concepts and roles in personnel
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4112.2	Certification
	*4112.4/4212.4	Employee health
	4112.5/4212.5	Criminal history check
	*4112.6/4212.6	Personnel records
	*4112.8/4212.8	Nepotism
	*4121	Substitute teachers
	*4222	Noninstructional aides

RECRUITMENT, SELECTION AND HIRING (continued)

*5120	Assessment of individual needs
*6010	Goals and objectives

*Indicates policy is included in the Critical Policy Reference Manual.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 5114

X **Monitored**

X **Mandated**

X **Other Reasons**

Policy

SUSPENSION AND EXPULSION

While the Chesterfield Township Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior.

Students who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over a student;
- C. Actions that constitute a continuing danger to the physical wellbeing of other students;
- D. Physical assault upon another student, a teacher, or any school employee with or without a firearm or other weapon;
- E. Taking, or attempting to take, personal property or money from another student whether by force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- H. Inciting others to take part in an unauthorized occupancy;
- I. Inciting other students to truancy;
- J. Truancy and class cutting; leaving school property without permission;
- K. Poor attendance and lateness;
- L. Use or possession of unsafe or illegal articles;
- M. Use of any tobacco product on school property;
- N. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
- O. Use of profanity or abusive language;
- P. Turning in a false alarm;

- Q. Tampering with or damaging property of other students or staff members;
- R. Selling or buying lottery tickets or any other gambling paraphernalia on school property;
- S. Harassment, intimidation and bullying.

Any student who commits an assault (as defined by N.J.S.A. 2C:121) with or without a weapon upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

In-school Suspension

The board directs the administration to arrange facilities for in-school suspension whenever possible. Students will be required to occupy themselves with school related work during such suspensions. No socializing shall be permitted. Students shall be counted as present in school but absent (excused) from individual classes.

General

Students on home suspension shall be counted absent (excused) unless the duration of the suspension requires home instruction.

In each instance of long term suspension, a student will be given a written warning in the form of a disciplinary notice that further engagement in conduct warranting expulsion shall amount to a knowing and voluntary waiver of the student's right to a free public education.

Students under suspension are prohibited from participating in or attending any board approved activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the superintendent. Any student under suspension who enters the school buildings or grounds without the permission of the superintendent may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the board of education, acting upon the recommendation of the administration.

Serious violations of school regulations which create a dangerous or unsafe condition for other students shall cause a student to be suspended upon the first offense.

Making up Missed Work

Students who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

Upon their readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The superintendent will notify parents/guardians by telephone and promptly send a letter regarding the telephone conversation.

Procedures

The administration shall establish, and the board shall approve, specific procedures for dealing with suspension cases. Regulations ensuring due process to all students before a suspension is imposed shall be developed with the advice of the board attorney and shall include at least:

- A. Informing the student of the charges against him/her;
- B. Giving the student a chance to reply to them.

These regulations shall also include safeguards for the dismissal of students suspended from school, procedures for calling a prompt conference with parents/guardians, limitations on the length of suspensions, and specifics for the reinstatement of students.

Every effort shall be made to impose each suspension promptly so that the student can be returned to school with a minimum loss of school time and school work.

When the superintendent imposes a suspension, he/she must report it to the board. No suspension for reasons other than assault upon a teacher, administrator, board member or other board employee may continue beyond the second regular meeting of the board following the suspension without board action. No suspension for assault upon a teacher, administrator, board member or other board employee may be continued beyond 30 days without board action. A suspended student may be reinstated by the superintendent before board action.

Each student shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Students suspended for a period of time longer than a short term suspension shall be afforded a formal hearing before the board which shall take place not later than 30 calendar days following the day the student is suspended.

The board shall make a decision within five days of the close of the hearing. Any appeal of the board's decision shall be made to the Commissioner of Education within 90 days of the board's decision.

The board requires that such hearings shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held.

Each such student suspended from the schools of this district shall receive instruction commencing not later than five working days after the suspension occurs, except that the board may, on the recommendation of the superintendent, assign the student to an alternate educational program to meet his/her particular needs (see policy 6172 Alternative Education).

Expulsion

The board will consider expulsion only if:

- A. The superintendent with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
- B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parents/guardians of the student ~~shall be interviewed, if possible, and~~ shall be advised of the reasons why expulsion is being considered, the rights of the student to a board hearing which will afford him/her procedural due process.

The student must receive:

- A. Notification of the charges against him/her;
- B. The names of the adverse witnesses;
- C. Copies of the statements and affidavits of those adverse witnesses;
- D. The opportunity to be heard in his/her own defense;
- E. The opportunity to present witnesses and evidence in his/her own defense;
- F. The opportunity to cross-examine adverse witnesses; and
- G. The opportunity to be represented by counsel.

Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.

If a student younger than 18 years of age is expelled, the board shall continue to supply an educational program for him/her.

Implementation

The superintendent shall develop detailed written procedures to implement this policy. He/she shall ensure uniform and consistent application of the policy and shall report to the board as required on its effectiveness.

The superintendent or his or her designee shall annually evaluate district data regarding short and long-term suspensions and expulsions and take measures, as appropriate, to ensure that minority and male students are not disproportionately represented in detentions, suspensions and expulsions.

When an alternative educational program is provided for a student identified as disruptive but not disabled, the superintendent shall inform the board.

Adopted: December 10, 2001
NJSBA Review/Update: May 2011, March 2017
Readopted: September 21, 2011
Revised:

Key Words

Suspension, Expulsion, Student Suspension/Expulsion,

Legal References:

<u>N.J.S.A.</u> 2C:121	Definition of assault
<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:37-1 <u>et seq.</u>	Discipline of students
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:37-2.1 through -2.5, 18A:37-7 through -12	Zero Tolerance for Guns Act
<u>N.J.S.A.</u> 18A:37-13 <u>et seq.</u>	Harassment, intimidation and bullying
<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Substance abuse
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:40A9, 10, -11, 12	Zero Tolerance for Guns Act
<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsions
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
<u>N.J.A.C.</u> 2C:39-1(f)	Definition of a firearm
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-1.3, -4.3, -5.1, -5.5, -5.6, -5.7, 7.1	
<u>N.J.A.C.</u> 6A:16-7.2	Short-term suspension
<u>N.J.A.C.</u> 6A:16-7.3	Long-term suspension
<u>N.J.A.C.</u> 6A:16-7.4	Expulsion
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
18 <u>U.S.C.A.</u> 921, Definition of firearm	
20 <u>U.S.C.A.</u> 1400 <u>et seq.</u> - Section 504 of the <u>Rehabilitation Act of 1973</u>	
P.L. 103-382, <u>Improving America's Schools Act of 1994</u>	
<u>Goss v. Lopez</u> , 419 <u>U.S.</u> 565, 581 (1975)	
<u>Tibbs v. Franklin Township Board of Education</u> , 114 <u>N.J. Super.</u> 287 (App. Div.) aff'd 59 <u>NJ</u> 506 (1971)	
<u>R.R. v. Shore Reg. Board of Education</u> , 109 <u>N.J. Super.</u> 337 (Ch. Div. 1970)	
<u>H.A. v. Board of Education Warren Hills Regional</u> , 1976 <u>S.L.D.</u> 336	

82: July 28, C.F. v. Board of Education of the Upper Freehold Regional School District

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

Somerset County Educational Services Commission v. North Plainfield Board of Education 1999 S.L.D. September 7

State in re G.S. 330 N.J. Super. 383 (Ch. Div. 2000)

P.L. 2010, c.122 amended N.J.S.A. 18A:37-2 to include harassment, intimidation or bullying as a good cause for suspension or expulsion.

See also Commissioners' Decisions indexed under "Students-Punishment of" in Index to N.J. School Law Decisions

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

D.H. o/b/o/ Minor Child, G.H. v. West Orange Twp. Bd. of Educ., EDU 127-07, Final Decision (April 5, 2007),
<http://www.state.nj.us/education/legal/commissioner/2007/apr/124-07.pdf>

J.G. o/b/o/ J.G. v. Secaucus Bd. of Educ., EDS 9178-03, Final Decision (Feb. 26, 2004), http://njlaw.rutgers.edu/collections/oal/final/eds09178-03_1.html

PossibleCross References:

- *5113 Absences and excuses
- *5124 Reporting to parents/guardians
- *5131 Conduct/discipline
- *5131.1Harassment, intimidation and bullying
- *5131.5Vandalism/violence
- *5131.6Drugs, alcohol, tobacco (substance abuse)
- *5131.7Weapons and dangerous instruments
- *6154 Homework/makeup work
- *6164.2Guidance services
- *6164.4Child study team
- *6171.4Special education
- *6172 Alternative educational programs
- *6173 Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Chesterfield, New Jersey

FILE CODE: 5141.3

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Students who enter the Chesterfield Township Elementary School for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A student shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every student who enters the district schools for the first time shall present an immunization record as required by law.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Students seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine, and reporting.

The superintendent or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The superintendent shall also formulate regulations for this policy and for regular student health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.

Parent/Guardian Notice

In accordance with federal law, the Protection of Student Rights Amendment (PPRA), parents/guardians shall be notified annually of the opportunity for the parent/guardian to opt the student out of any non-emergency, invasive physical examination or screening that is:

- A. Required as a condition of attendance;
- B. Administered by the school and scheduled by the school in advance; and
- C. Not necessary to protect the immediate health and safety of the student, or of other students.

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

Adopted: February 11, 2002
 NJSBA Review/Update: June 2011, March 2017
 Readopted: September 21, 2011
 Revised:

Key Words

Immunizations, Inoculations, Examinations, Student Physical Examinations, Student Physical Examinations, Health

<u>Legal References:</u>	
<u>N.J.S.A.</u> 18A:354.6 through 4.8	<u>Parents Right to Conscience Act of 1979</u>
<u>N.J.S.A.</u> 18A:404	Examination for physical defects and screening of hearing of students; health records
<u>N.J.S.A.</u> 18A:404.3	Scoliosis; periodic examination; notice to parents or guardian
<u>N.J.S.A.</u> 18A:404.4	Exemption
<u>N.J.S.A.</u> 18A:404.5	Immunity from action of any kind due to provisions of act
<u>N.J.S.A.</u> 18A:405	Method of examination; notice to parent or guardian
<u>N.J.S.A.</u> 18A:406	In general
<u>N.J.S.A.</u> 18A:4011	Exclusion of students having communicable tuberculosis
<u>N.J.S.A.</u> 18A:4016 through 19	Tuberculosis infection; determination of presence ...
<u>N.J.S.A.</u> 18A:4020	Immunization at public expense
<u>N.J.S.A.</u> 18A:61D-8 through 10	Findings, declarations relative to Hepatitis B vaccinations....
<u>N.J.S.A.</u> 26:1A9.1	Exemption of students from mandatory immunizations
<u>N.J.S.A.</u> 26:46	Prohibiting attendance of teachers or students
<u>N.J.S.A.</u> 26:2T-5 through 9	Findings, declarations relative to Hepatitis C
<u>N.J.A.C.</u> 6A:14-3.4	Evaluation
<u>N.J.A.C.</u> 6A:16-1.1et seq.	Programs to Support Student Development
See particularly:	
<u>N.J.A.C.</u> 6A:16-1.3, -2.1, -2.2, -2.3, -2.4, -4.1, -4.3	
<u>N.J.A.C.</u> 6A:32-9.1	Athletics Procedures
<u>N.J.A.C.</u> 8:572	Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus
<u>N.J.A.C.</u> 8:574.1	Applicability
<u>N.J.A.C.</u> 8:574.2	Proof of immunization
<u>N.J.A.C.</u> 8:574.3	Medical exemptions
<u>N.J.A.C.</u> 8:574.4	Religious exemptions
<u>N.J.A.C.</u> 8:57-4.5	Provisional admission
<u>N.J.A.C.</u> 8:574.6	Documents accepted as evidence of immunization
<u>N.J.A.C.</u> 8:574.7	Records required
<u>N.J.A.C.</u> 8:574.8	Reports to be sent to the State Department of Health
<u>N.J.A.C.</u> 8:574.9	Records available for inspection

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

<u>N.J.A.C.</u> 8:574.10	Diphtheria and tetanus toxoids and pertussis vaccine
<u>N.J.A.C.</u> 8:574.11	Poliovirus vaccine
<u>N.J.A.C.</u> 8:574.12	Measles virus vaccine
<u>N.J.A.C.</u> 8:574.13	Rubella vaccine
<u>N.J.A.C.</u> 8:574.14	Mumps vaccine
<u>N.J.A.C.</u> 8:574.15	Haemophilus influenza type b (Hib) conjugate vaccine
<u>N.J.A.C.</u> 8:574.16	Hepatitis B virus vaccine
<u>N.J.A.C.</u> 8:574.17	Varicella virus vaccine
<u>N.J.A.C.</u> 8:574.18	Pneumococcal conjugate vaccine
<u>N.J.A.C.</u> 8:574.19	Influenza vaccine
<u>N.J.A.C.</u> 8:574.20	Meningococcal vaccine
<u>N.J.A.C.</u> 8:574.21	Providing immunization
<u>N.J.A.C.</u> 8:574.22	Emergency power of the Commissioner, Department of Health and Senior
<u>N.J.A.C.</u> 8:612.1	Attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV)

20 U.S.C.A. 1232h Protection of Student Rights Amendment

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible

<u>Cross References:</u> *1410	Local units
*4123	Classroom aides
*5111	Admission
*5113	Absences and excuses
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.21	Administering medication
*5200	Nonpublic school students
*6142.4	Physical education and health
*6145.1/6145.2	Intramural competition; interscholastic competition
*6162.5	Research
*6164.4	Child study team
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.

FACILITY REPORT

August 16, 2018

- SUMMER CLEANING AND ANNUAL INSPECTIONS WENT WELL, ONLY A FLOW SWITCH NEEDS TO BE REPLACED IN PUMP ROOM.
- GEO THERMAL VAULT SUMP PUMPS FAILED WE ARE DRAINING VAULT TWICE A WEEK. WE ARE IN THE PROCESS OF SEEKING ASSISTANCE FROM THE MANUFACTUER AND THE ARCHITECTS.
- I WOULD LIKE TO THANK THE CUSTODIANS FOR ALL OF THEIR HARD WORK THIS SUMMER. THE BUILDING LOOKS GREAT.

Robert Carter
Building and Grounds Supervisor

Work Order Summary List

Selected Date Range for Request Dates: 7/1/2018 - 7/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

Status: Closed Work Orders

11591	30 Saddle Way	7/30/2018	8/2/2018	0.25	\$7.78
Medium	Pingitor, Larry	3	8/2/2018		
		7/30/2018 2:17:57 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.		pulled trash no new issues found			
Robert Carter					
11590	30 Saddle Way	7/30/2018	8/2/2018	0.5	\$15.57
Medium	Pingitor, Larry	3	8/2/2018		
		7/30/2018 2:17:54 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.		play ground 1 pulled trash no new issues found			
Robert Carter					
11582	30 Saddle Way	7/23/2018	7/26/2018	0.25	\$7.78
Medium	Pingitor, Larry	3	7/26/2018		
		7/23/2018 1:48:38 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.		Playground 2 no new issues found at this time			
Robert Carter					
11583	30 Saddle Way	7/23/2018		2	\$62.26
Medium	Pingitor, Larry	1	7/24/2018		
		7/23/2018 1:48:39 AM	8/16/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.		Generator on 7-22-18 power failure. run time. 234.4			
Robert Carter					
11584	30 Saddle Way	7/23/2018		0.25	\$7.78
Medium	Pingitor, Larry	1	7/24/2018		
Landscaping		7/23/2018 1:48:39 AM	8/16/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.		Court yard no issues at his time			
Robert Carter					
11589	30 Saddle Way	7/26/2018		0.25	\$7.78
Medium	Pingitor, Larry		7/26/2018		
Heating/Ventilation /Air		7/26/2018 1:12:41 AM	8/16/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.		fire pump room no issues found			
Robert Carter					
8/16/2018 11:26:02 AM					
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8/16/2018 11:26:02 AM

Work Order Summary List

Selected Date Range for Request Dates: 7/1/2018 - 7/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11572	30 Saddle Way			7/16/2018	7/19/2018	0.25	\$7.78
Medium	Pingitor, Larry			3	7/19/2018		
				7/16/2018 1:42:24 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 1 pulled trash and sprayed bees nest				
Robert Carter							
11573	30 Saddle Way			7/16/2018	7/19/2018	0.25	\$7.78
Medium	Pingitor, Larry			3	7/19/2018		
				7/16/2018 1:42:25 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			playground 2 pulled trash no issues found				
Robert Carter							
11575	30 Saddle Way			7/16/2018		0.75	\$23.35
Medium	Pingitor, Larry			1	7/17/2018		
Landscaping				7/16/2018 1:42:27 AM	8/16/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			courtyard cut grass				
Robert Carter							
11579	30 Saddle Way			7/19/2018			\$0.00
Medium	Pingitor, Larry				7/19/2018		
Heating/Ventilation /Air				7/19/2018 1:11:45 AM	8/16/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			fire pump room oliver did sprinkler inspection				
Robert Carter							
11580	30 Saddle Way			7/23/2018			\$0.00
Medium	Pingitor, Larry				7/23/2018		
Equipment Maintenance				7/23/2018 1:48:32 AM	8/16/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			Steamer is not being used kitchen is not open				
Robert Carter							
11581	30 Saddle Way			7/23/2018	7/26/2018	0.25	\$7.78
Medium	Pingitor, Larry			3	7/26/2018		
				7/23/2018 1:48:36 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 no new issues found trash was ok				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 7/1/2018 - 7/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11586	30 Saddle Way			7/23/2018		1.5	\$27.41
Medium	Cardona, Dan	Building Wide			7/23/2018		
Electrical				7/23/2018 9:41:08 AM	8/16/2018		
school bld. power outage.			dan came in and reset main power breaker.				
Dan Cardona							
11587	30 Saddle Way			7/23/2018		0.5	\$9.14
Medium	Cardona, Dan	Building Wide			7/23/2018		
IT/Technology				7/23/2018 9:43:47 AM	8/16/2018		
due to power outage entry doors not working.			dan reset doors.				
Dan Cardona							
11544	30 Saddle Way			7/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			2	7/3/2018		
				7/1/2018 6:01:26 AM	7/11/2018		
Monthly - PM Schedule created on 1/30/2012 - Refer to PM schedule details.			solar readings for june 406148				
Robert Carter							
11546	30 Saddle Way			7/1/2018		0.5	\$15.57
Medium	Pingitor, Larry			2	7/3/2018		
Pest Control				7/1/2018 6:01:28 AM	7/11/2018		
Monthly - PM Schedule created on 9/25/2012 - Refer to PM schedule details.			ipm no findings at this time				
Robert Carter							
11548	30 Saddle Way			7/1/2018		0.25	\$7.78
Medium	Pingitor, Larry			2	7/3/2018		
				7/1/2018 6:01:31 AM	7/11/2018		
Monthly - PM Schedule created on 1/26/2012 - Refer to PM schedule details.			diesel fuel level for generator 546 gallons				
Robert Carter							
11555	30 Saddle Way			7/2/2018	7/5/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	7/3/2018		
				7/2/2018 3:56:30 AM	7/11/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			pulled trash sprayed bees nest on big slide. no new issues at this time				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 7/1/2018 - 7/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11556	30 Saddle Way			7/2/2018	7/5/2018	0.25	\$7.78
Medium	Pingitor, Larry			1	7/3/2018		
				7/2/2018 3:56:30 AM	7/11/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			pulled trash no new issues at this time				
Robert Carter							
11557	30 Saddle Way			7/2/2018			\$0.00
Medium	Pingitor, Larry			18	7/20/2018		
				7/2/2018 3:56:31 AM	8/16/2018		
Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.			generator no test needed at this time				
Robert Carter							
11558	30 Saddle Way			7/2/2018		0.25	\$7.78
Medium	Pingitor, Larry				7/2/2018		
Landscaping				7/2/2018 3:56:32 AM	7/11/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			grass was ok				
Robert Carter							
11560	30 Saddle Way			7/2/2018		1	\$31.13
Medium	Pingitor, Larry	Office		1	7/3/2018		
Heating/Ventilation /Air		B325		7/2/2018 2:12:03 PM	7/11/2018		
When I returned from vacation, our shredder was jammed with excess paper. I tried to un jam, however, I was unable to get it working again.It may need to be taken apart. Time Available: 8-3			Paper shredder tried to repair cannot be fixed has a broken gear				
Lori Wisniewski							
11562	30 Saddle Way			7/5/2018		0.25	\$7.78
Medium	Pingitor, Larry			4	7/9/2018		
Heating/Ventilation /Air				7/5/2018 1:50:55 AM	7/11/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			Fire pump room no issues found				
Robert Carter							

Work Order Summary List

Selected Date Range for Request Dates: 7/1/2018 - 7/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

11563	30 Saddle Way			7/9/2018			\$0.00
Medium	Pingitor, Larry				7/9/2018		
Equipment Maintenance				7/9/2018 2:27:59 AM	7/11/2018		
Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.			Kitchen is closed steamer cleaned				
Robert Carter							
11564	30 Saddle Way			7/9/2018	7/12/2018	0.25	\$7.78
Medium	Pingitor, Larry			3	7/12/2018		
				7/9/2018 2:28:00 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 1 sprayed for wasp nest on big slide trash was ok				
Robert Carter							
11565	30 Saddle Way			7/9/2018	7/12/2018	0.25	\$7.78
Medium	Pingitor, Larry			3	7/12/2018		
				7/9/2018 2:28:00 AM	8/16/2018		
Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.			Playground 2 no new issues were found at this time trash was ok				
Robert Carter							
11567	30 Saddle Way			7/9/2018		0.25	\$7.78
Medium	Pingitor, Larry			1	7/10/2018		
Landscaping				7/9/2018 2:28:05 AM	7/11/2018		
Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.			Courtyard				
Robert Carter							
11568	30 Saddle Way			7/11/2018		0.5	\$9.14
Medium	Cardona, Dan			12	7/23/2018		
Athletic Fields	316			7/11/2018 1:10:10 PM	8/16/2018		
Preschool will be having a water day on Monday at 9:30 and would like a hose set up by the playground			dan set up hose				
Liz Schauer							
11570	30 Saddle Way			7/13/2018		0.25	\$7.78
Medium	Pingitor, Larry			6	7/19/2018		
Heating/Ventilation /Air				7/13/2018 1:15:02 AM	8/16/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			no issues found				
Robert Carter							
8/16/2018 11:26:02 AM							

Work Order Summary List

Selected Date Range for Request Dates: 7/1/2018 - 7/31/2018 Order By Status, Location

WOID	Location	Building	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	Days Aged	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
11571	30 Saddle Way			7/13/2018		0.25	\$7.78
Medium	Pingitor, Larry			6	7/19/2018		
Heating/Ventilation /Air				7/13/2018 1:15:08 AM	8/16/2018		
Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.			no issues found				
Robert Carter							
11576	30 Saddle Way			7/16/2018		0.5	\$15.57
Medium	Carter, Robert	Entrance		1	7/17/2018		
Flooring		foyer		7/16/2018 12:27:19 PM	8/16/2018		
Please remove the kiosk in the foyer.			removed kiosk from foyer put in lower level store room electrical room				
Angela Manning							
Count: 31 Work Orders		Avg. Age of WO's 3		Total for Closed Work Orders		12.25	\$349.19
Count: 31 Work Orders		Avg. Age of WO's 3		Grand Total		12.25	\$349.19

E+mon D-mon Meter Readings

Month	Total Generation (kWh) month end	Monthly Generation (kWh)	Cumulative from March 2011	SREC's per month	SREC's Cumulative from March 2011	SREC's sold	Rate per SREC	Total Sale Amount	Date of Sale	Remaining SREC's to sell
February, 2011	2770	2770								
March, 2011	8330	5560		5		5	\$620	\$3,100.00	9/8/11	
April, 2011	12790	4460		6		6	\$620	\$3,720.00	9/8/11	
May, 2011	18580	5790		7		7	\$620	\$4,340.00	9/8/11	
June, 2011	27880	9300	25110	7	25	7	\$100	\$700.00	6/1/12	
July, 2011	36008	8128	33238	8	33	8	\$100	\$800.00	6/1/12	
August, 2011	42832	6824	40062	6	39	6	\$100	\$600.00	6/1/12	
September, 2011	44594	1762	41824	1	40	1	\$100	\$100.00	6/1/12	
October, 2011	49840	5246	47070	5	45	5	\$100	\$500.00	6/1/12	
November, 2011	52780	2940	50010	3	48	3	\$100	\$300.00	6/1/12	
December, 2011	55662	2882	52892	3	51	3	\$100	\$300.00	6/1/12	
January, 2012	58390	2728	55620	3	54	3	\$100	\$300.00	6/1/12	
February, 2012	62012	3622	59242	3	57	3	\$100	\$300.00	6/1/12	
March, 2012	67228	5216	64458	5	62	5	\$100	\$500.00	6/1/12	
March, 2012				2	64	2	\$122.50	\$245.00	5/28/13	
April, 2012	73557	6329	70787	6	70	6	\$122.50	\$735.00	5/28/13	
May, 2012	80249	6692	77479	7	77	7	\$122.50	\$857.50	5/28/13	
June, 2012	86301	6052	83531	6	83	6	\$135.50	\$813.00	5/28/13	
July, 2012	92564	6263	89794	6	89	6	\$135.50	\$813.00	5/28/13	
August, 2012	98918	6354	96148	7	96	7	\$135.50	\$948.50	5/28/13	
September, 2012	103665	4747	100895	4	100	4	\$135.50	\$542.00	5/28/13	
October, 2012	106951	3286	104181	4	104	4	\$135.50	\$542.00	5/28/13	
November, 2012	109775	2824	107005	3	107	3	\$135.50	\$406.50	5/28/13	
December, 2012	111679	1904	108909	1	108	1	\$135.50	\$135.50	5/28/13	
January, 2013	114506	2827	111736	3	111	3	\$135.50	\$406.50	5/28/13	
February, 2013	117268	2762	114498	3	114	3	\$135.50	\$406.50	12/4/13	
March, 2013	120850	3582	118080	4	118	4	\$135.50	\$542.00	12/4/13	
April, 2013	127875	7025	125105	7	125	7	\$135.50	\$948.50	12/4/13	
May, 2013	134826	6951	132056	7	132	7	\$135.50	\$948.50	12/4/13	
June, 2013	141813	6987	139043	7	139	7	\$140.00	\$980.00	12/4/13	
July, 2013	146518	4705	143748	4	143	4	\$140.00	\$560.00	12/4/13	
August, 2013	152478	5960	149708	6	149	6	\$140.00	\$840.00	12/4/13	
September, 2013	158850	6372	156080	7	156	7	\$140.00	\$980.00	12/4/13	
October, 2013	161905	3055	159135	3	159	3	\$140.00	\$420.00	12/4/13	
November, 2013	165060	3155	162290	3	162	3	\$175.00	\$525.00	6/16/14	
December, 2013	166379	1319	163609	1	163	1	\$175.00	\$175.00	6/16/14	
January, 2014	168122	1743	165352	2	165	2	\$175.00	\$350.00	6/16/14	
February, 2014	169528	1406	166758	1	166	1	\$175.00	\$175.00	6/16/14	
March, 2014	173999	4471	171229	5	171	5	\$175.00	\$875.00	6/16/14	
April, 2014	179855	5856	177085	6	177	6	\$175.00	\$1,050.00	6/16/14	
May, 2014	186024	6169	183254	6	183	6	\$196.00	\$1,176.00	12/7/14	
June, 2014	193796	7772	191026	8	191	8	\$197.00	\$1,576.00	12/7/14	
July, 2014	200195	6399	197425	6	197	6	\$197.00	\$1,182.00	12/7/14	
August, 2014	205793	5598	203023	6	203	6	\$197.00	\$1,182.00	12/7/14	
September, 2014	210414	4621	207644	4	207	4	\$197.00	\$788.00	12/7/14	
October, 2014	214312	3898	211542	4	211	4	\$197.00	\$788.00	12/7/14	
November, 2014	216878	2566	214108	3	214	3	\$228.50	\$685.50	6/17/15	
December, 2014	218810	1932	216040	2	216	2	\$228.50	\$457.00	6/17/15	
January, 2015	220903	2093	218133	2	218	2	\$228.50	\$457.00	6/17/15	
February, 2015	223106	2203	220336	2	220	2	\$228.50	\$457.00	6/17/15	
March, 2015	226883	3777	224113	4	224	4	\$228.50	\$914.00	6/17/15	
April, 2015	232854	5971	230084	6	230	6	\$228.50	\$1,371.00	6/17/15	

E+mon D-mon Meter Readings

May, 2015	239646	6792	236876	6	236	6	\$258.00	\$1,548.00	12/1/15	
June, 2015	245524	5878	242754	6	242	6	\$258.00	\$1,548.00	12/1/15	
July, 2015	252536	7012	249766	7	249	7	\$258.00	\$1,806.00	12/1/15	
August, 2015	259153	6617	256383	7	256	7	\$258.00	\$1,806.00	12/1/15	
September, 2015	263908	4755	261138	5	261	5	\$258.00	\$1,290.00	12/1/15	
October, 2015	268273	4365	265503	4	265	4	\$258.00	\$1,032.00	12/1/15	
November, 2015	271026	2753	268256	3	268	3	\$193.00	\$579.00	8/15/17	
December, 2015	273242	2216	270472	2	270	2	\$193.00	\$386.00	8/15/17	
January, 2016	275363	2121	272593	2	272	2	\$193.00	\$386.00	8/15/17	
February, 2016	277983	2620	275213	3	275	3	\$193.00	\$579.00	8/15/17	
March, 2016	283738	5755	280968	5	280	5	\$193.00	\$965.00	8/15/17	
April, 2016	289130	5392	286360	6	286	6	\$193.00	\$1,158.00	8/15/17	
May, 2016	294478	5348	291708	5	291	5	\$193.00	\$965.00	8/15/17	
June, 2016	302274	7796	299504	8	299	8	\$195.00	\$1,560.00	8/15/17	
July, 2016	308004	5730	305234	6	305	6	\$195.00	\$1,170.00	8/15/17	
August, 2016	314445	6441	311675	6	311	6	\$195.00	\$1,170.00	8/15/17	
September, 2016	319354	4909	316584	5	316	5	\$195.00	\$975.00	8/15/17	
October, 2016	323364	4010	320594	4	320	4	\$195.00	\$780.00	8/15/17	
November, 2016	326569	3205	323799	3	323	3	\$195.00	\$585.00	8/15/17	
December, 2016	328851	2282	326081	3	326	3	\$195.00	\$585.00	8/15/17	
January, 2017	330377	1526	327607	1	327	1	\$195.00	\$195.00	8/15/17	
February, 2017	333530	3153	330760	3	330	3	\$195.00	\$585.00	8/15/17	
March, 2017	337510	3980	334740	4	334	4	\$195.00	\$780.00	8/15/17	
April, 2017	342349	4839	339579	5	339	5	\$195.00	\$975.00	8/15/17	
May, 2017	348015	5666	345245	6	345	6	\$195.00	\$1,170.00	8/15/17	
June, 2017	354910	6895	352140	7	352	7	\$225.50	\$1,578.50	6/21/18	
July, 2017	360693	5783	357923	5	357	5	\$225.50	\$1,127.50	6/21/18	
August, 2017	367274	6581	364504	7	364	7	\$225.50	\$1,578.50	6/21/18	
September, 2017	371617	4343	368847	4	368	4	\$225.50	\$902.00	6/21/18	
October, 2017	375258	3641	372488	4	372	4	\$225.50	\$902.00	6/21/18	
November, 2017	378337	3079	375567	3	375	3	\$225.50	\$676.50	6/21/18	
December, 2017	380253	1916	377483	2	377	2	\$225.50	\$451.00	6/21/18	
January, 2018	382604	2351	379834	2	379	2	\$225.50	\$451.00	6/21/18	
February, 2018	385186	2582	382416	3	382	3	\$225.50	\$676.50	6/21/18	
March, 2018	389701	4515	386931	4	386	4	\$225.50	\$902.00	6/21/18	
April, 2018	393945	4244	391175	5	391	5	\$225.50	\$1,127.50	6/21/18	
May, 2018	399873	5928	397103	6	397					6
June, 2018	406148	6275	403378	6	403					6
July, 2018	412093	5945	409323		403					
Totals						391		\$77,764.50		12

**8/3/12: updated April and June with figures from CEPS website from 24 to 21 SREC's