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**The Somerset Hills School District  
Regular Meeting Agenda -DATE  
Executive Session - 6:00 P.M.  
Public Input & Action - 7:30 P.M.  
Bernards High School Media Center**

**I. Call to Order & Welcome**

Welcome to a meeting of the Board of Education of Somerset Hills. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Somerset Hills at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

**II. Roll Call**

**III. Executive Session**

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

**IV. Pledge of Allegiance**

**V. Roll Call**

**VI. Correspondence**

**VII. Report of the Superintendent**

1. Student Representatives’ Report
2. Student/Staff Recognition
  - a. Retirees
  - b. VFW *Voice of Democracy* and *Patriot’s Pen* contest winners

**VIII. Public Comments for Actionable Agenda Items**

We very much welcome input from the public. Public comments are welcome at this time on any actionable agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public Comments will be limited to 30 minutes. Thank you for your input.

## IX. Approval of Minutes\*

### 1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for May 12, 2021 and Special Meeting and Executive meeting minutes for May 25, 2021.

## X. FINANCE

A. Committee Report & Discussion:

B. Action Items:

### 1. Approve Special Education Schools\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following schools for the 2020-2021 school year and/or ESY:

	<b>Student ID#</b>	<b>Provider</b>	<b>Tuition</b>	<b>Location</b>
a.	4980445376	Hunterdon Prep	\$2,962.85 (11 days)	Annandale, NJ

### 2. Approve Special Education Schools

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following schools for the 2021-2022 school year and/or ESY:

	<b>Student ID#</b>	<b>Provider</b>	<b>Tuition</b>	<b>Location</b>
a.	4430675215	Newmark	\$60,010.20 (ESY \$6,334.41)	Scotch Plains, NJ

### 3. Approve Security Grants for 2021-2022\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves and accepts the School Security Grants of \$114,351. Alyssa's Law - \$49,950. Local funds are available to fund Other Security Projects of \$70,165 which exceeds the remaining grant allocation of \$64,401.

### 4. Approve School Lunch Prices

Resolved, that the Somerset Hills Board of Education approve the 2021-2022 school lunch prices:

School	Current Price	Recommended 2021-22 Price
Bedwell	\$3.25	\$3.25
Middle	\$3.35	\$3.35

5. Approve School Lunch Prices\*

Resolved, that the Somerset Hills Board of Education approve the 2021-2022 school lunch price for Bernards High School:

School	Current Price	Recommended 2021-22 Price
High School	\$3.50	\$3.50

6. Approve Tuition Rates

Resolved, that the Somerset Hills Board of Education approve the 2021-2022 tuition rates:

Kindergarten	\$15,924.00
Bedwell	\$16,754.00
Middle School	\$17,830.00

7. Approve Tuition Rates\*

Resolved, that the Somerset Hills Board of Education approve the 2021-2022 tuition rates:

High School	\$18, 582
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8. Approve Transfers to Capital Reserve\*

Resolved, that the Somerset Hills Board of Education, approve transfers to Capital Reserve WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end,  
And

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution,  
And

WHEREAS, the Somerset Hills Board of Education wishes to transfer an amount not to exceed \$1,000,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Somerset Hills Board of Education has determined that a total amount not to exceed \$1,000,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the Somerset Hills Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

9. Approve Transfers to Maintenance Reserve\*

Resolved, that the Somerset Hills Board of Education, approve transfers to Maintenance Reserve WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end,  
And

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution,  
And

And

WHEREAS, the Somerset Hills Board of Education wishes to transfer an amount not to exceed \$400,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

WHEREAS, the Somerset Hills Board of Education has determined that a total amount not to exceed \$400,000 is available for such purpose of such transfers;

NOW THEREFORE BE IT RESOLVED by the Somerset Hills Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

10. Transfer of Interest\*

Resolved, that the Somerset Hills Board of Education approve the transfer of interest earned in the Capital Project Fund to the General Fund.

11. Approve Home Instruction and Bedside Instruction\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following home instruction and bedside instruction for the 2021-2022 school year and extended school year program:

	Provider	Service	Location	Hourly Rate
a	William Veres	Home Instruction	Lakeland Regional High School, Wanaque, NJ	\$59.11

12. Approve Student Settlement Agreement\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve an agreement for Student #3839380106 for ESY 2021.

13. Approve Student Settlement Agreement\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve an agreement for Student #5907172600 for 2021-2022 school year.

## XI. FACILITIES & OPERATIONS

- A. Committee Report & Discussion:
- B. Action Items:

1. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on May 12, 2021 and upheld the findings and/or consequences recommended by the Superintendent.

- BMS #6, #7, #8, #9, and #10

2. Approve Disposal of Obsolete Technology Equipment

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the disposal of obsolete technology equipment for the 2020-2021 school year; list maintained in the Board of Education Office.

3. Bus Evacuation Drills

Resolved, that the Somerset Hills Board of Education approves the Bus Evacuation Drills for the

2020-2021 School Year. Reports for drills are on file in the Business Office:

School	Date
Bedwell School	5/26/21, 5/27/21, 6/3/21, and 6/4/21
Bernardsville Middle School	6/8/2021

4. Bus Evacuation Drill\*

Resolved, that the Somerset Hills Board of Education approves the Bus Evacuation Drill for the 2020-2021 School Year. Reports for drills are on file in the Business Office:

Bernardsville High School	6/8/2021
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5. Approve Safe Return Plan\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the submission of Somerset Hills District's *Safe Return Plan* as it is outlined in The American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER) Funds Application.

## XII. CURRICULUM

A. Committee Report & Discussion:

B. Action Items:

1. Approve Professional Development

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	BES	Koletar, Jenny	Ethical Dilemmas in Audiology & Speech-Language Pathology: It's Complicated!	June 11	\$35

2. Approve Professional Development\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	District	Lucas, Doug	NJ Schools Buildings & Grounds Association	June 29	\$0
b	BHS	Camuto, Lisa	Computer Science Principles - APSI	July 6, 8, 13 & 15	\$805
c	BHS	Albanese-Demair, Christine	AP Project Based Learning: Environment Science APSI	July 12-15	\$799
d	BHS	Cherng, Jonathan	Calculus BC - APSI	July 26-29	\$1025

3. Approve Summer Curriculum\*

Resolved that the Somerset Hills Board of Education approve the following teachers and days for the 2021 summer curriculum projects in order to improve documents to meet New Jersey Standards and course requirements. As per SHEA contract, 1 day is defined as 5 hours of work at \$40/hour.

	<b>Course</b>	<b>Project</b>	<b>Days</b>	<b>Writer(s)</b>
a	ART III H (Course Revision)	Revision of full year course to combine Advanced Art & Advanced Art Honors. Include new V & PA standards	3	Crisman, G.
b	SLE	New course	2.5	Hart, A.
c	Spanish Kindergarten	NJSLS-WL Updates & course revision	1	Mirando, S.
d	Spanish Grade 1	NJSLS-WL Updates & course revision	1	Mirando, S.
e	Spanish Grade 2	NJSLS-WL Updates & course revision	1	Mirando, S.
f	Spanish Grade 3	NJSLS-WL Updates & course revision	1	Mirando, S.
g	Spanish Grade 4	NJSLS-WL Updates & course revision	1	Mirando, S.
h	Spanish Grade 5	NJSLS-WL Updates & course revision	1	Mirando, S.
i	Spanish 6	NJSLS-WL Updates & course revision	3	Pasqua, J.
j	Spanish 7	NJSLS-WL Updates & course revision	3	Gilly, Z.
k	Spanish 8	NJSLS-WL Updates & course revision	3	Daben, J.
l	French 6	NJSLS-WL Updates & course revision	3	DeAngelo, S.
m	French 7	NJSLS-WL Updates & course revision	3	DeAngelo, S.
n	French 8	NJSLS-WL Updates & course revision	3	DeAngelo, S.
o	Spanish 1A	NJSLS-WL Updates & course revision	3	Pasqua, J.

p	Spanish 2A	NJSLS-WL Updates & course revision	3	Daben, J.
q	French 1A	NJSLS-WL Updates & course revision	3	DeAngelo, S.
r	French 2A	NJSLS-WL Updates & course revision	3	DeAngelo, S.
s	Social Studies Grade 5	Local History Course Revision including new NJSLS-SS	3	Calabrese, E.
t	Music Kindergarten	NJSLS-VPA Updates	1	Noonan, M.
u	Music Grade 1	NJSLS-VPA Updates	1	Noonan, M.
v	Music Grade 2	NJSLS-VPA Updates	1	Noonan, M.
w	Music Grade 3	NJSLS-VPA Updates	1	Noonan, M.
x	Music Grade 4	NJSLS-VPA Updates	1	Noonan, M.
y	Music Grade 5	NJSLS-VPA Updates & Course Revision	3	Snyder, J & Sands, S.
z	BHS Madrigals	NJSLS-VPA Updates	1	LaPine, M.
aa	BHS Jazz Ensemble	NJSLS-VPA Updates	1	Trumpy, F.
bb	Musicianship & Musical Theory 1	NJSLS-VPA Updates	1	LaPine, M.
cc	Musicianship & Musical Theory 2	NJSLS-VPA Updates	1	LaPine, M.
dd	Music Technology 1	NJSLS-VPA Updates	1	Trumpy, F.
ee	Music Technology 2	NJSLS-VPA Updates	1	Trumpy, F.
ff	Art 1 BHS	NJSLS-VPA Updates & course revision	3	Crisman, G.
gg	Global Artisans	NJSLS-VPA Updates	1	Crisman, G.
hh	3-D Sculpture Ceramics	NJSLS-VPA Updates	1	Crisman, G.
ii	Art 5	NJSLS-VPA Updates & course revision	3	Chaffee, S.
jj	Intro to Ceramics BMS	NJSLS-VPA Updates	1	Chaffee, S.
kk	Science K	NJSLS-S Updates 2020	1	Heppes, L.
ll	Science Grade 1	NJSLS-S Updates 2020	1	Windisch, M.
mm	Science Grade 2	NJSLS-S Updates 2020	1	Falzarano, S.
nn	Science Grade 3	NJSLS-S Updates 2020	1	Grau, J.

oo	Science Grade 5	NJSLS-S Updates 2020	1	Marashlian, N.
pp	Science Grade 6	NJSLS-S Updates 2020	1	Fitzgerald, M.
qq	Science Grade 7	NJSLS-S Updates 2020	1	Szesko, J.
rr	Science Grade 8	NJSLS-S Updates 2020	1	King, B.
ss	Science Grade 8 Honors	NJSLS-S Updates 2020	1	King, B.
tt	BHS Biology NL	NJSLS-S Updates 2020	1	Silva, K.
uu	BHS Biology A	NJSLS-S Updates 2020	1	Silva, K.
vv	BHS Biology H	NJSLS-S Updates 2020	1	Silva, K.
ww	BHS Chemistry NL	NJSLS-S Updates 2020	1	Whitlock, C.
xx	BHS Chemistry A	NJSLS-S Updates 2020	1	Whitlock, C.
yy	BHS Chemistry H	NJSLS-S Updates 2020	1	Whitlock, C.
zz	BHS Anatomy for Life	NJSLS-S Updates 2020	1	Albanese-DeMair, C.
aaa	BHS Anatomy & Physiology H	NJSLS-S Updates 2020	1	Albanese-DeMair, C.
bbb	BHS Anatomy & Physiology A	NJSLS-S Updates 2020	1	Young, J.
ccc	BHS Environmental Science A	NJSLS-S Updates 2020	1	Silva, K.
ddd	BMS (Grade 8) Algebra 1	Course Revision to reflect new materials	3	Georgiana, M.
eee	BHS Algebra 1 A	Course Revision to reflect new materials	3	Anderson, R. & O'Brien, K.
fff	BHS Algebra 1 NL	Course Revision to reflect new materials	3	Boyce, N.
ggg	BHS Calculus Honors	Course Revision to reflect new materials	3	O'Brien, K.
hhh	BHS Pre-Calculus A	Course Revision to reflect new materials	3	Falletta, L. & O'Brien, K.
iii	BHS Pre-Calculus	Course Revision to reflect new materials	3	Anderson, R. & O'Brien, K.

**XIII. PERSONNEL**

- A. Committee Report and Discussion.
- B. Action Items:



1. Approve Appointment Administrator\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the the appointment of the following administrator for the 2021-2022 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Salary	Effective
a	Barna, Lindsay C.	District	K-12 Supervisor of English Language Arts, Visual & Performing Arts, and Media Specialists	Fischer, S.	\$105,000	07/01/2021

2. Approve Appointment Non-Tenured Certificated Staff\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following non-tenured certificated staff for the 2021-2022 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Volosin, Lauren	BHS	English	Vogel, R.	MA	11	\$72,875	09/01/2021
b	Fleming, Kelsie	BHS	Latin	Martin, J.	MA	3-4	\$65,075	09/01/2021

3. Approve Appointment Employee Drivers\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following employee drivers for the 2021-2022 school year:

	Name
a	Ferrara, James
b	McMillan, Patricia <i>Approve through December 2021</i>
c	Szostak, David
d	Cotreau, Dan

4. Approve Substitute\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following substitute for the 2020-2021 & 2021-2022 school years, *subject to further investigation pursuant to law*:

	Last	First	Substitute Position	Certification
a	Peterson, RN	Aileen	Nurse	Substitute School Nurse

5. Approve Leave Replacement Teacher

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Leave Replacement Teacher for the 2021-2022 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Level	Step	Salary	Dates
a	Tlack, Laila	BMS	Middle School English Teacher	Tresslar, K.	BA	1-2	\$60,075	09/01/2021-4/11/22

6. Approve Internship

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following internship for the 2021-2022 school year.

	<b>Intern</b>	<b>School</b>	<b>Subject</b>	<b>Mentor</b>	<b>Dates</b>
a	O'Halloran, Anne	BMS	Educational Leadership	Garofalo, Lisa	Fall 2021 (300 hours)

7. Approve Summer Work\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following summer work for staff members at their 2020-2021 per hour rate: BHS & District

	<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Not to Exceed</b>	<b>Hourly Rate</b>
a	Connor, Anne	Nurse	BHS	8 days*	\$76.03
b	Dooley, Megan	Counselor	BHS	10 days	\$47.82
c	Ellis, Amanda	Counselor	BHS	10 days	\$56.34
d	Hayes, Kelly	District SW	District	8 days*	\$44.43
e	LaBruno, Wendi	District LDTC	District	8 days*	\$70.87
f	LaValle, Alexa	District Psychologist	District	8 days*	\$47.53
g	Mongno, Megan	District LDTC	District	8 days*	\$60.68
h	Panik, Meredith	District Psychologist	District	8 days*	\$62.23
i	Sosely, Anna	Counselor	BHS	10 days	\$70.87
j	Stolarz, Lizabeth	Counselor	BHS	10 days	\$53.57
k	Worstell, Laura	Nurse	BHS	4 days / 5 hours	\$41.32

\* days in excess of 8 and up to 10 can be approved through the Superintendent

8. Approve Summer Work

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following summer work for staff members at their 2020-2021 per hour rate: BMS & BES

	<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Not to Exceed</b>	<b>Hourly Rate</b>
a	Craver, Marcella	Counselor	BMS	5 days	\$76.03
b	Gomez, Melissa	Nurse PT	BES	3 days / 5 hours	\$41.32
c	Habermas, Christopher	Counselor	BMS	5 days	\$59.05
d	Pane, Patricia	Nurse	BES	4 days	\$52.94
e	Pike, Emily	Counselor	BES	5 days	\$76.03

f	Ryan, Suzanne	Nurse	BMS	4 days	\$72.67
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9. Approve Extended School Year Staff\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following extended school year staff for summer 2021 at their 2020-2021 per hour rate:

	<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>
a	Azevedo, Melanie	Teacher	\$41.34
b	Canny, Emma	Paraprofessional	\$17.83
c	Clark, Michelle	Teacher: up to 20 hours	\$41.68
d	Coheleach, Ilona	Paraprofessional	\$23.13
e	Craver, Marcy	Psychologist	\$76.03
f	DeMarco, Monica	Teacher	\$53.57
g	Fabregas, Kelly	Teacher	\$46.02
h	Furfaro, Antonina	Paraprofessional	\$13.00
i	Gebbia, Janine	Paraprofessional	\$17.42
j	Gomez, Melissa	Nurse	\$41.32
k	Gutkin, Melissa	Teacher	\$49.12
l	Habibi, Sama	Paraprofessional	\$18.04
m	Hart, Amy	Teacher: up to 20 hours	\$44.78
n	Hunashimarad, Deepa	Paraprofessional	\$17.22
o	Jacobs Deutsch, Jennifer	Paraprofessional: up to 20 hours	\$16.75
p	Johnson, Kim	Paraprofessional	\$18.46
q	Kusnic, Cassandra	Teacher	\$42.30
r	LaBruno, Wendi	Teacher	\$70.87
s	LaValle, Alexa	Psychologist	\$47.53
t	Lehnhoff, Rob	Teacher	\$46.81
u	Maqueda, Clare	Paraprofessional	\$18.46
v	McCloskey, Heather	Speech	\$47.82
w	McMahon, Linda	Substitute Teacher: up to 20 hours	\$14.46
x	Pane, Patricia	Nurse	\$52.94
y	Roll, Jill	OT	\$69.08

z	Rollins, Ronald	Paraprofessional	\$17.83
aa	Sakin, Jordan	Teacher	\$44.43
bb	Shimko, Maria	Paraprofessional: up to 20 hours	\$17.42
cc	Stanek, Cary	Paraprofessional: up to 20 hours	\$18.04
dd	Strohman, Liz	Speech	\$50.15
ee	Stypolkowski, Emily	Teacher	\$44.78
ff	Teets, Ashley	Teacher	\$44.78
gg	Walley, Joy	Paraprofessional: up to 20 hours	\$13.00
hh	Wertman, Suzanne	Teacher	\$44.43

10. Approve Extended School Year Staff\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following extended school year staff for summer 2021 *subject to further investigation pursuant to law:*

	Name	Position	Hourly Rate
a	Bruno, Lisa	Speech Therapist	\$65
b	Morrelli, Leila	School Nurse	\$65

11. Approve Certificated Staff\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve all District General Education & Special Education Certificated Staff for up to 5 hours of IEP Meetings at \$35 per hour.

12. Approve Stipend Positions\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the appointment of the following stipend positions for the 2021-2022 school year:

	Name	Position	Stipend
a	Komsiri, Bhanca	Board Mail Person	\$5,245
b	Gonzalez, Didier	BHS Head / Lead Custodian	\$6,000

13. Approve Stipend Positions

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the appointment of the following stipend positions for the 2021-2022 school year:

	Name	Position	Stipend
a	Komsiri, Bhanca	BMS Head / Lead Custodian	\$3,500

b	Singsongkam, Khambone	BES Head / Lead Custodian	\$3,500
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14. Approve Co-Curricular Positions

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following BES co-curricular positions for the 2021-2022 school year:

	Last Name	First Name	BES Co-Curricular Positions	Stipend
a	DeStefano	Phyllis	Community Service Advisor - 50%	\$1,750 (½ of \$3,500)
b	Heppes	Laurie	Community Service Advisor - 50%	\$1,750 (½ of \$3,500)
c	Brooten	Darcey	Bookroom Coordinator	\$2,750
d	Grau	Jianna	Student Activities Coordinator - 50%	\$1,375 (½ of \$2,750)
e	Rokosky	Debbie	Student Activities Coordinator - 50%	\$1,375 (½ of \$2,750)
f	DeStefano	Phyllis	Team Leader: Grade K	\$2,750
g	Maddaluna	Penny	Team Leader: Grade 1	\$2,750
h	Rudin	Beth	Team Leader: Grade 2	\$2,750
i	O'Day	Lauren	Team Leader: Grade 3	\$2,750
j	Reed	Pat	Team Leader: Grade 4	\$2,750
k	Daina	Gulbis	Garden K-8	\$5,000
<b>BES Co-Curricular Clubs (Max 8 hours)</b>				
l	Och	Laurie	Tutor Mentor (Math Club)	\$59.11 / Hour
m	O'Day	Lauren	Homework Club (Math Club)	\$59.11 / Hour
n	Leonard	Melissa	Continental Math Program (Math Club)	\$59.11 / Hour

15. Approve Co-Curricular and Athletic Positions

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following BMS co-curricular and athletic positions for the 2021-2022 school year:

	Last Name	First Name	BMS Co-Curricular Position	Stipend
a	Weltler	Lynn	Drama: Fall	\$2,778
b	McGovern	Danielle	Drama: Fall Assistant	\$1,805
c	Weltler	Lynn	Drama: Spring	\$2,778
d	McGovern	Danielle	Drama: Spring Assistant	\$1,805
e	Clark	Michelle	Green Team	\$2,778

f	Fabregas	Kelly	Kindness Club - 50%	\$1,389 (½ of \$2,778)
g	Wertman	Suzanne	Kindness Club - 50%	\$1,389 (½ of \$2,778)
h	Russo	Dawn	Newspaper - 50%	\$1,389 (½ of \$2,778)
i	Gutkin	Melissa	Newspaper - 50%	\$1,389 (½ of \$2,778)
j	Craver	Marcy	Peer Leadership	\$2,778
k	McGovern	Courtney	Robotics	\$2,778
l	King	Brian	Science Team: Earth Science	\$2,778
m	Gutkin	Melissa	Service Organization	\$3,500
n	Gash	Adrienne	Student Council	\$2,778
o	Froysland	Megan	Team Leader: Grade 5	\$2,750
p	Fitzgerald	Marianne	Team Leader: Grade 6	\$2,750
q	O'Halloran	Annie	Team Leader: Grade 7	\$2,750
r	Porter	Shane	Team Leader: Grade 8	\$2,750
s	Szesko	Julianne	Yearbook	\$2,778
<b>BMS Co-Curricular Clubs (Max 8 hours)</b>				
t	Chaffee	Salome	Art Club (Oct – Dec)	\$43.00 / hour
u	Chaffee	Salome	Art Club (Jan – Mar)	\$43.00 / hour
v	McGovern	Courtney	Digital Photography (Oct – Dec)	\$43.00 / hour
w	McGovern	Courtney	Digital Photography (Mar – May)	\$43.00 / hour
x	O'Halloran	Annie	Math Team/Club	\$59.11 / hour
<b>BMS Co-Curricular Fall Athletic Positions</b>				
y	DeAngelo	Stephanie	Cross Country	\$4,205
z	O'Halloran	Anne	Cross Country: Assistant	\$2,733
aa	Paterno	Amy	Field Hockey	\$4,205
bb	LaValle	Alexa	Field Hockey: Assistant	\$2,733
cc	Koch	Kevin	Soccer Boys' Head	\$4,205
dd	Reed	Patrick	Soccer: Boys' Assistant	\$2,733
ee	Griffith	Chris	Soccer Girls' Head - 50%	\$2,102.50 (½ of \$4,205)
ff	Griffith	Chris	Soccer: Girls' Assistant - 50%	\$1366.55 (½ of \$2,733)
<b>BMS Co-Curricular Winter Athletic Position</b>				
gg	Reed	Patrick	Basketball: Boys' Head	\$4,792

hh	O'Connor	Leslie	Basketball: Girls' Head	\$4,792
ii	Simoneau	Jon	Basketball: Girls' Assistant	\$3,115
<b>BMS Co-Curricular Spring Athletic Position</b>				
jj	Bisconti	Brett	Baseball - 50%	\$2,102.50 (½ of \$4,205)
kk	Boudreau	Derek	Baseball - 50%	\$2,102.50 (½ of \$4,205)
ll	Bisconti	Brett	Baseball Assistant - 50%	\$1,366.50 (½ of \$2,733)
mm	Boudreau	Derek	Baseball Assistant - 50%	\$1,366.50 (½ of \$2,733)
nn	Porter	Shane	Softball: Head	\$4,205
oo	Heydt	Jaimie	Softball: Assistant	\$2,733
pp	LaSpada	Joseph	Track: Boys' Head	\$4,205
qq	O'Halloran	Anne	Track: Girls' Head	\$4,205

16. Approve Co-Curricular and Athletic Positions\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following BHS co-curricular and athletic stipends for the 2021-2022 school year:

	Last Name	First Name	BHS Co-Curricular Position	Stipend
a	Ferrara	James	Activities Technician	\$3,500
b	Ferrara	James	Activities Technician II	\$2,250
c	O'Brien	Janice	Bernardian: Literary Advisor (50%)	\$3,500 (½ of \$7,000)
d	Hunkele	Heather	Bernardian: Literary Advisor (50%)	\$3,500 (½ of \$7,000)
e	O'Brien	Janice	Bernardian: Financial Advisor (50%)	\$1,750 (½ of \$3,500)
f	Hunkele	Heather	Bernardian: Financial Advisor (50%)	\$1,750 (½ of \$3,500)
g	Snyder	Allison	Book Club	\$2,750
h	Clark	Kelly	Class Advisor: Senior	\$4,000
i	Boyce	Nicole	Class Advisor: Junior	\$4,000
j	Murphy	Theresa	Class Advisor: Sophomore	\$2,900
k	Fresco	Angela	Class Advisor: Freshman	\$2,900
l	Sosely	Anna	Community Service	\$4,500
m	Hunkele	Heather	Crimson	\$5,500
n	Harvey	Marcus	Drama: Fall Director	\$4,000
o	Fresco	Angela	Forensics Team	\$2,750

p	Young	Joe	Green Team	\$2,750
q	Hogge	Jay	Harvard Model Congress Advisor	\$2,750
r	Kaplan	Daniel	Key Club	\$2,750
s	Noonan	Mark	Marching Band: Director	\$8,500
t	LeFurge	Scott	Marching Band: Assistant Front	\$4,250
u	Snyder	Jason	Marching Band: Assistant Marching	\$3,400
v	O'Brien	Kyle	Math League	\$2,750
w	Harvey	Marcus	Musical: Spring Director	\$4,550
x	Pietroluongo	Jade	Musical: Spring Choreographer	\$4,000
y	Trumpy	Fred	Musical: Spring Instrumental	\$4,000
z	Lapine	Matt	Musical: Spring Vocal	\$4,000
aa	Murphy	Theresa	National Honor Society	\$2,750
bb	Maestas	Alyssa	Peer Leadership	\$7,000
cc	Kaplan	Dan	Peer Leadership: Assistant	\$3,000
dd	Babicke	Dennis	Photography Club	\$2,750
ee	Koch	Kevin	Robotics	\$2,500
ff	Young	Joseph	Science Team: Biology	\$2,750
gg	Foglia	Joseph	Science Team: Chemistry I	\$2,750
hh	Whitlock	Christine	Science Team: Chemistry II	\$2,750
ii	Ferrara	James	Science Team: Physics	\$2,750
jj	Reitz	Cameron	Student Council	\$5,500
kk	Pair	Randall	Media Center After Hours Supervisor	\$25.00/hour
<b>BHS Co-Curricular Fall Athletic Position</b>				
ll	Manore	Paul	Assistant AD: Fall	\$1,900 (½ of \$3,800)
mm	LaChac	Luke	Assistant AD: Fall	\$1,900 (½ of \$3,800)
nn	Szostak	David	Cross Country: Head	\$8,000
oo	Samson	Alyssa	Cross Country: Assistant	\$6,000
pp	Falzarano	Sarah	Field Hockey: Head	\$8,000
qq	O'Connor	Leslie	Field Hockey: Assistant (JV)	\$6,000
rr	Tynan	Jessica	Field Hockey: Assistant (FR)	\$6,000



ss	Simoneau	Jon	Football: Head	\$10,500
tt	Carmon	David	Football: Assistant	\$7,875
uu	McCullough	Ryan	Football: Assistant (JV)	\$7,875
vv	Maurizio	Andrew	Football: Assistant (JV)	\$7,875
ww	Maddaluna	John	Football: Assistant (FR)	\$7,350
xx	Falzarano	Jeff	Open Gym: Fall	\$1,750
yy	LaSpada	Joseph	Soccer Men's Head	\$8,000
zzz	Thurlow	Allen	Soccer: Men's Assistant (JV)	\$6,000
aaa	Rivera	Fernando	Soccer: Men's Assistant (FR)	\$5,600
bbb	Boudreau	Derek	Soccer: Women's Head	\$8,000
ccc	Crisman	Gillian	Soccer: Women's Assistant (FR)	\$5,600

#### **BHS Co-Curricular Winter Athletic Position**

eee	O'Connor	Leslie	Assistant AD: Winter - 50%	\$2,400 (½ of \$4,800)
fff	Bisconti	Brett	Basketball: Women's Head	\$9,500
ggg	Palmieri	Jeremy	Basketball: Women's Assistant (JV)	\$7,125
hhh	Cherng	Jonathan	Fencing: Assistant	\$5,400
iii	Manore	Paul	Ice Hockey: Head	\$7,200
jjj	Spautz	Daniel	Ice Hockey: Assistant	\$5,400
kkk	Carmon	David	Open Gym: Winter	\$2,000
lll	Lister	Kay	Ski Team: Head - 50%	\$3,600 (½ of \$7,200)
mmm	Albanese-DeMair	Christine	Swimming: Assistant	\$5,400
nnn	LaChac	Luke	Winter Track: Head	\$7,200
ooo	Samson	Alyssa	Winter Track: Assistant	\$5,400
ppp	Maurizio	Andrew	Winter Track: Assistant	\$5,400
qqq	Brothers	David	Wrestling: Head	\$9,500

#### **BHS Co-Curricular Spring Position**

a	Cherng	Jonathan	Assistant AD: Spring - 50%	\$1,900 (½ of \$3,800)
b	LaChac	Luke	Assistant AD: Spring - 50%	\$1,900 (½ of \$3,800)
c	Falzarano	Jeffrey	Baseball: Head	\$8,000
d	Locatelli	Thomas	Baseball: Assistant (FR)	\$5,600

e	Spautz	Daniel	Golf: Head	\$7,200
f	Manore	Paul	Golf: Assistant	\$5,400
g	Brothers	David	Lacrosse: Men's Head	\$8,000
h	Hemans	Nick	Lacrosse: Men's Assistant (FR)	\$5,600
i	Samson	Alyssa	Lacrosse: Women's Assistant (JV)	\$6,000
j	O'Connor	Leslie	Softball: Head	\$8,000
k	Froysland	Megan	Softball: Assistant (JV) - 50%	\$3,000 (½ of \$6,000)
l	LaValle	Alexa	Softball: Assistant (JV) - 50%	\$3,000 (½ of \$6,000)
m	Carmon	David	Track & Field: Men's Head	\$8,000
n	Tynan	Jessica	Track & Field: M/W Assistant	\$6,000
o	Maurizio	Andrew	Track & Field: M/W Assistant	\$6,000

17. Approve Substitutes\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following substitutes for the 2021-2022 school year:

	Last Name	First Name	Substitute Position	Certification
a	Gulbis	Daina	Teacher/Paraprofessional	County Substitute Certificate
b	Adler	Edward	Teacher/Paraprofessional	County Substitute Certificate
c	Ahmadi	Sally	Nurse	RPN
d	Ball	Karen	Teacher/Paraprofessional & Secretary	County Substitute Certificate
e	Beckerman	SuJin	Teacher/Paraprofessional & Secretary	County Substitute Certificate
f	Brennan	Rosemary	Teacher/Paraprofessional	County Substitute Certificate
g	Clark	Janice	Teacher/Paraprofessional & Secretary	Teaching Certificate (CE/CEAS)
h	Dilts	Tyler	Maintenance	N/A
i	DiSabato	Felicia	Teacher/Paraprofessional	County Substitute Certificate

j	Feder	Caryn	Teacher/Paraprofessional & Transportation Paraprofessional	Teaching Certificate (Standard)
k	Fernando	Maria	Teacher/Paraprofessional	County Substitute Certificate
l	Ferrara	Samantha	Teacher/Paraprofessional	Teaching Certificate (Standard)
m	Furfaro	Antonina	Teacher/Paraprofessional & Secretary	County Substitute Certificate
n	Gabriele	Sharon	Nurse	RPN
o	Glen	Patricia	Nurse	RPN
p	Gonella	Christine	Teacher/Paraprofessional	Teaching Certificate (Standard)
q	Graves	Debbie	Teacher/Paraprofessional	Teaching Certificate (Standard)
r	Hoosein	Sadique	Teacher/Paraprofessional	Teaching Certificate (Standard)
s	Kalamarides	Ruth	Teacher/Paraprofessional	Teaching Certificate (CE/CEAS)
t	Kane	Elizabeth	Teacher/Paraprofessional & Secretary	County Substitute Certificate
u	Kneafsey	Matthew	Maintenance	N/A
v	Lamendola	Sarah	Teacher/Paraprofessional & Secretary	Teaching Certificate (CE/CEAS)
w	Lewis	Margaret	Teacher/Paraprofessional	County Substitute Certificate
x	Malwitz	Donna	Nurse	School Nurse
y	Maurice	Kathleen	Nurse	RPN
z	Mayer	Pamela	Teacher/Paraprofessional & Secretary	County Substitute Certificate
aa	McGee	Andrea	Teacher/Paraprofessional	County Substitute Certificate
bb	McMahon	Linda	Teacher/Paraprofessional	Teaching Certificate (Standard)
cc	Michael	Pepe	Teacher/Paraprofessional	Teaching Certificate (Standard)

dd	Mitchell	Lynn	Teacher/Paraprofessional	Teaching Certificate (Standard)
ee	Morales	Gladys	Teacher/Paraprofessional	County Substitute Certificate
ff	Ober	Douglas	Teacher/Paraprofessional	County Substitute Certificate
gg	Olson	Trish	Teacher/Paraprofessional	County Substitute Certificate
hh	Pagel	Courtney	Teacher/Paraprofessional	Teaching Certificate (Standard)
ii	Palma	Joseph	Teacher/Paraprofessional	Teaching Certificate (CE/CEAS)
jj	Paltan	William	Transportation Driver	CDL
kk	Panetta	Carolyn	Teacher/Paraprofessional & Secretary	County Substitute Certificate
ll	Personick	Carol	Teacher/Paraprofessional	County Substitute Certificate
mm	Petitti	Priscilla	Teacher/Paraprofessional	Teaching Certificate (Standard)
nn	Pistilli-Urena	Jaclyn	Nurse	RPN
oo	Poandl	Diane	Teacher/Paraprofessional & Secretary	County Substitute Certificate
pp	Rose	Dina	Teacher/Paraprofessional	County Substitute Certificate
qq	Senior	Jennifer	Teacher/Paraprofessional	County Substitute Certificate
rr	Smith	Sandra	Teacher/Paraprofessional & Secretary	County Substitute Certificate
ss	Soell	Meghan	Teacher/Paraprofessional	Teaching Certificate (Standard)
tt	Stefani	LeeAnne	Teacher/Paraprofessional	Teaching Certificate (CE/CEAS)
uu	Struble	Alice	Teacher/Paraprofessional & Secretary	Teaching Certificate (CE/CEAS)
vv	Turso	Kenneth	Teacher/Paraprofessional	Teaching Certificate (Standard)
ww	Urbanowicz	Mary Ellen	Nurse	School Nurse

xx	Van Der Stad	Katherine	Teacher/Paraprofessional & Counselor	Teaching Certificate (Standard)
yy	Voight	Doug	Teacher/Paraprofessional	County Substitute Certificate
zz	Walley	Joy	Teacher/Paraprofessional	County Substitute Certificate
aaa	Wieczorek	Renee	Teacher/Paraprofessional	County Substitute Certificate
bbb	Zartler	Paul	Teacher/Paraprofessional	County Substitute Certificate
ccc	Zuppa	Coleen	Teacher/Paraprofessional	County Substitute Certificate

18. Approve Nonresident Students (Staff)\*

Resolved, that the Somerset Hills Board of Education upon the recommendation of the Superintendent, approve the following nonresident students of staff members for the 2021-2022 school year:

a	Grade 9	Evelyn Noonan
b	Grade 12	Morgan Noonan

19. Approve Nonresident Students (Staff)

Resolved, that the Somerset Hills Board of Education upon the recommendation of the Superintendent, approve the following nonresident students of staff members for the 2021-2022 school year:

a	Grade 2	Jacob Simoneau
b	Grade 7	Rylee Simoneau

20. Approve Unpaid Absences

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following unpaid absences for the 2020-2021 school year:

	Name	School	Position	# of Requested Days	Dates
a	Morin, Jackie	BES	FT Para	1.5	May 20 & May 24, 2021

21. Approve Family Medical Leave

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Family Medical Leave of Absence dates for the 2021-2022 School Years:

	ID	School	Position	Dates for Accumulated Sick Leave	Dates for FMLA (Unpaid with Benefits)
a	8823	BMS	Teacher BA	Sept 14 - Nov 11	Nov 12, 2021 - Feb 11, 2022
b	9767	BMS	Teacher MA	Oct 4 - Oct 22	Oct 25, 2021 - Jan 21, 2022

22. Approve Resignation

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, accept the resignation of the following employee:

	<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Effective</b>
a	Marquez, Leyla	BES	Paraprofessional	June 18, 2021

23. Approve Superintendents' Merit Goals 2021/2022\*

Resolved, that the Somerset Hills Board of Education, with the approval of the County Superintendent, approve the Somerset Hills School District Superintendent's Merit Goals for the 2021-2022 school year.

a	Identify improvements to the hiring process
b	Engage the community in goal-setting for the next 3-5 years
c	Revitalize the district's Community Service program
d	Ensure the district's resources are appropriately serving children in the community
e	Consider the district's technology from a needs-assessment standpoint and develop a prioritized plan to address areas of concern.

**XIV. POLICY**

A. Committee Report and Discussion.

B. Action Items:

1. First Reading\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the first reading of the following bylaw, policy & regulation:

<b>Policy / Regulation #</b>	<b>Title</b>
P1649	Federal Families First Coronavirus Response Act (Abolished)
P2421	Career and Technical Education (Revised)
P3134	Assignment of Extra Duties (Revised)
P5460.02 & R5460.02	Bridge Year Pilot Program (M) (New)
P8561	Procurement Procedures for School Nutrition Programs (M) (Revised)

2. Second Reading\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the second reading of the following bylaw, policy & regulation:

<b>Policy / Regulation #</b>	<b>Title</b>
R7511	Use of Athletic Fields

**XV. COMMUNITY RELATIONS**

A. Committee Report & Discussion:

**XVI. SUPPLEMENTARY MATTERS**

**XVII. PUBLIC COMMENTS**

Public comments are welcome at this time on any topic. Public Comments will be limited to 3 minutes. Please state your name and address. Thank you for your input.

**XVIII. ADJOURNMENT**

**\*Note: The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.**

**(cf: P.L.1996, c.103, s.1)**

**Somerset Hills School District**

**JUNE 9, 2021**

**ADDENDUM**

**X. FINANCE**

14. Board Secretary & Treasurer Reports & Board Certification\*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of May 2021 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund	\$8,571,833.61	\$8,571,833.61
(20) Special Revenue Fund	(\$1,386.62)	(\$1,386.62)
(30) Capital Projects Fund	\$371,191.25	\$371,191.25
(40) Debt Service Fund	(\$0.17)	(\$0.17)
Total Government Funds	\$8,941,638.07	\$8,941,638.07

(1) From Secretary's Report (2) From Treasurer's Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it

RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it

FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

15. Approve 2020-2021 Budget Transfers\*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for June 2021.

16. Payment of Bills\*

WHEREAS, the Board Secretary has presented attached May check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

<b>FUND</b>	<b>May 2021</b>
(10) General Fund	\$2,483,742.52
(20) Special Revenue Fund	\$1,832.42
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	--
(90) Agency Fund	\$1,047,973.42
<b>TOTAL</b>	<b>\$3,533,548.36</b>



**Somerset Hills School District**

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**ADDENDUM**

17. Payment of Bills\*

WHEREAS, the Board Secretary has presented attached June check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

<b>FUND</b>	<b>June 2021</b>
(10) General Fund	\$493,894.17
(20) Special Revenue Fund	\$99,082.36
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	--
(90) Agency Fund	--
<b>TOTAL</b>	<b>\$592,976.53</b>

18. Approve IDEA Grant for 2021-2022\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, authorizes application and approves funds for the 2021-2022 school year for the IDEA Federal Grant Allocation as follows:

IDEA Basic Public:	\$387,561
IDEA Basic Non Public:	\$ 40,441
IDEA Preschool Public:	<u>\$ 17,288</u>
TOTAL	\$428,002

19. Approve 2020-2021 Non-Public Security Aid\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the use of funds for Non-Public Security Aid for the following school:

Far Hills Country Day	Security Aid	Install two-new outdoor horns for paging system.	\$4,490.00
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20. Approve Minebrook Search & Rescue, Inc. Services\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve Minebrook Search & Rescue, Inc. services for CPR Training at the rate of \$75/per person for the 2021-2022 school year.

**XII. CURRICULUM**

3. Approve Summer Curriculum\*

Resolved that the Somerset Hills Board of Education approve the following teachers and days for the 2021 summer curriculum projects in order to improve documents to meet New Jersey Standards and course requirements. As per SHEA contract, 1 day is defined as 5 hours of work at \$40/hour.

**Somerset Hills School District**

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**ADDENDUM**

	<b>Course</b>	<b>Project</b>	<b>Days</b>	<b>Writer(s)</b>
jjj	Grade 3 & 4 Gifted and Talented OPT3	Course Revision	2	Leonard, M.
kkk	Grade 5 Gifted and Talented OPT3	New Course	2.5	Leonard, M.

**XIII. PERSONNEL**

2. Approve Appointment Non-Tenured Certificated Staff\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following non-tenured certificated staff for the 2021-2022 school year, *subject to further investigation pursuant to law:*

	<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Replace</b>	<b>Level</b>	<b>Step</b>	<b>Salary</b>	<b>Effective</b>
c	Ellis, Judge	BHS	Industrial Arts	Poandl, E.	MA+30	13	\$81,355	09/01/2021

4. Approve Substitute\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following substitute for the 2021-2022 school years, *subject to further investigation pursuant to law:*

	<b>Last</b>	<b>First</b>	<b>Substitute Position</b>	<b>Certification</b>	<b>Effective</b>
b	Sina	Jaren	Teacher/Paraprofessional	County Substitute	<i>Pending Approval</i>

5. Approve Leave Replacement Teacher

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Leave Replacement Teacher for the 2021-2022 school year, *subject to further investigation pursuant to law:*

	<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Replace</b>	<b>Level</b>	<b>Step</b>	<b>Salary</b>	<b>Effective</b>
b	Prinz, Peter	BMS	Math Teacher	8823	MA	10-11	\$72, 875	09/14/2021-06/30/ 2022

16. Approve Co-Curricular and Athletic Positions\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following BHS co-curricular and athletic stipends for the 2021-2022 school year:

	<b>Last Name</b>	<b>First Name</b>	<b>BHS Co-Curricular Position</b>	<b>Stipend</b>
ddd	Dolson	Peg	Media Center After Hours Supervisor	\$25.00 / hour
rrr	McMillan	Pat	Tennis: Women's Head	\$7,200
sss	St. Ours	Elizabeth	Tennis: Women's Assistant	\$5,400
ttt	Carmon	Dave	Basketball: Men's Assistant (FR)	\$6,650

**Somerset Hills School District**

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**ADDENDUM**

uuu	Mrak	Michael	Fencing: Assistant	\$5,400
vvv	Johnson	Ken	Ski Team: Head (50%)	\$3,600 (1/2 of \$7,200)
www	Tsuzuki	Edward	Swimming: Head	\$7,200
xxx	Vitollo	Michael	Wrestling Asst (JV)	\$7,125
yyy	Bisconti	Brett	Assistant AD: Spring (50%)	\$1,900 (50% of ,3800)
zzz	Justin	Kaufmann	Baseball: Assistant (JV)	\$6,000
aaaa	Voight	Douglas	Lacrosse: Men's Assistant (JV)	\$6,000
bbbb	McGinn	Jessica	Lacrosse: Women's Head	\$8,000
cccc	McMillan	Pat	Tennis: Men's Head	\$7,200
dddd	Koch	Kevin	Tennis: Men's Assistant	\$5,400
eeee	LaChac	Luke	Track & Field: Women's Head	\$8,000
ffff	Simoneau	Jon	Track & Field: M/W Assistant	\$6,000
gggg	Simoneau	Jon	Weight Training: Summer	\$1,750

20. Approve Unpaid Absences

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following unpaid absences for the 2021-2022 school year:

	<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Dates</b>
b	Furbish, Mary Ellen	BMS	Teacher MA	09/01/2021- 06/30/2022

24. Approve BHS Co-Curricular Position\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following BHS co-curricular stipend for the 2021-2022 school year, *subject to further investigation pursuant to law*:

	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Stipend</b>	<b>Effective</b>
a	Steffani	Paul	Vocal Music Accompanist	\$4,000	<i>Pending Approval</i>

25. Approve Tenure Contracts

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following tenured certificated staff for the 2021-2022 school year: BES

	<b>Last Name</b>	<b>First Name</b>	<b>School</b>	<b>Level</b>	<b>Step</b>	<b>\$ Salary</b>	<b>\$ Longevity</b>	<b>\$ Total Salary</b>
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**Somerset Hills School District**

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**ADDENDUM**

a	Klebaaur	Grace	BES	Teacher MA	5	\$65,980	\$0.00	\$65,980
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26. Approve Overloads\*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following tenured certificated staff for the 2021-2022 school year: BHS

	<b>Course</b>	<b>Teacher</b>	<b>Term</b>	<b>Salary</b>	<b>OVERLOAD Salary <i>prorated</i></b>
a	English	O'Brien, Janice	S1	\$110,492	\$9,209.51
b	Math	Camuto, Lisa	S1	\$72,875	\$6,074.13
c	Science - Biology	Silva, Karen	FY	\$111,492	\$18,585.72
d	Science - Biology	Mase, Arlen	FY	\$60,575	\$4,039.14
e	Science - Physics	Wagner, Alyssa	MP2, MP3, MP4	\$71,385	\$1,784.98
f	Science - Chemistry	Mathus, Peter	FY	\$64,575	\$2,152.93
g	Financial Literacy	Murphy, Theresa	FY	\$72,875	\$4,859.31
h	Special Education	Fresco, Angela	FY	\$110,492	\$18,419.02
i	Special Education	Snyder, Allison	FY	\$81,875	\$13,648.56

27. Approve Summer STEM Instructor

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following summer support staff to be paid out of 2021 CCRSA-ESSER II grant funds

	<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>Total Amount Not To Exceed</b>
a	Och, Laurie	STEM Enrichment	\$72.67	\$3,000

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Bridge Year Pilot Program  
May 21  
M

[See POLICY ALERT No. 223]

## R 5460.02 BRIDGE YEAR PILOT PROGRAM

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

### A. Bridge Year Liaison

1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate a school staff member as a Bridge Year Liaison.
2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.
3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.
4. The Bridge Year Liaison:
  - a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;
  - b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and



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Bridge Year Pilot Program

- c. Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.

## B. Student Eligibility

1. To be eligible to participate in Bridge Year Pilot Program, a student must:
  - a. Be in the graduating classes of 2021 or 2022;
  - b. Meet all applicable high school graduation requirements by the end of their senior year of high school;
  - c. Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;
    - (1) A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and
  - d. Maintain a grade point average of 2.0 during the Bridge Year.
2. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.
  - a. Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services, and



# REGULATION GUIDE

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Bridge Year Pilot Program

will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).

- b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.

## C. Academics

### 1. Individual Learning Plans (ILP)

- a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.

(1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.

- b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

### 2. Academic and Course Requirements

- a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:



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Bridge Year Pilot Program

- (1) During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;
- (2) During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;
- (3) During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;
- (4) Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;
- (5) During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and
- (6) A Bridge Year student shall be considered a non-matriculated student of the respective county college.





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Bridge Year Pilot Program

- b. School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit requirements for the entirety of the Bridge Year Pilot Program.
3. Graduation
    - a. As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.
    - b. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.
    - c. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.
      - (1) Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.
        - (a) For example, 12<sup>th</sup> graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.



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Bridge Year Pilot Program

- d. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.
- e. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.

## D. Data Reporting

### 1. NJ SMART

- a. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12<sup>th</sup> graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12<sup>th</sup> grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).
- b. School districts will be required to begin entering this information for all 12<sup>th</sup> graders beginning with the June 2021 snapshot.

### 2. School and District Accountability

- a. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.
  - (1) This would include graduation rate and chronic absenteeism calculations for both school and district accountability.



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Bridge Year Pilot Program

- (2) Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.

## E. Athletic Requirements

1. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.
  - a. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.
2. Students must meet the eligibility requirements outlined by the NJSIAA.
3. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.
4. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.

Issued:



# REGULATION

## SOMERSET HILLS BOARD OF EDUCATION

PROPERTY  
R 7511/Page 1 of 1  
USE OF ATHLETIC FIELDS

### R 7511 USE OF ATHLETIC FIELDS

The Somerset Hills Board of Education allows the use of its athletic fields subject to Policy and Regulation 7510 - Use of School Facilities. In addition, the following regulations apply:

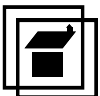
The Olcott Turf Field and the Bernards High School Lower Fields will be made available to the towns of the Somerset Hills School District (the District) Recreation and Affiliated Sports Teams, serving the children of the District, only when not in use by the District for its own purposes. The Board of Education reserves the exclusive right to determine the eligibility of an organization and to assign a classification to any application for the use of school facilities. The school district shall reserve the right to cancel non-school related events due to necessary modifications in the schedule of school programs. The fields are not available for rental to any other outside groups.

Hours available are weekdays during daylight hours but no later than 8pm, Saturdays from 8am to 6pm, and Sundays from 12pm to 4pm. BHS' Friday Night Football **and other events approved through the Business Office** may operate outside of these hours. The fields will not be available when in use by the Somerset Hills School District, or when the condition of the field is determined to be non-playable by the athletic director or school business administrator.

Application for use of the field should be made through The Somerset Hills School District's facilities' scheduling software. A certificate of insurance must be provided naming the Somerset Hills School District as additional named insured.

Issued: 9 December 2015

Revised: 7 May 2019



# POLICY GUIDE

PROGRAM

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Career and ~~Vocational~~-Technical Education

May 21

[See POLICY ALERT Nos. 173 and 223]

## 2421 CAREER AND ~~VOCATIONAL~~-TECHNICAL EDUCATION

The Board of Education ~~believes provides~~ a program(s) of **career and ~~vocational~~-technical education is important to the educational development of its students.** The New Jersey system ~~purpose~~ of **career and technical education has as its purpose to:**

1. **Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace; ~~the vocational-technical education program is to develop the academic, vocational, and technical skills of students who elect to enroll in vocational-technical education programs preparing the students for career preparation, gainful employment, lifelong learning, training supplemental to daily employment, and productive citizenship.~~**
2. **Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;**
3. **Support a comprehensive K-12 career education and counseling system; and**
4. **Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.**

The Board provides a program of **career and ~~vocational~~-technical education**



# POLICY GUIDE

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**Career and Vocational-Technical Education**

with students guaranteed the right to apply and, if accepted, to attend a county vocational school **district**. The district ~~shall will~~ provide a county vocational school **district and its designated** representative(s) with a reasonable opportunity, during school hours, to present information about the county vocational school **district's** programs to **all** students, ~~in grades six~~ **Kindergarten** through twelve **in the schools of the district in accordance with N.J.A.C. 6A:19-2.3(d)**. **The Board of Education may not in any manner inhibit student access to such information.**

All students participating in **career and vocational-technical** education programs within this district or in shared-time **career and vocational-technical** programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. **The district shall establish admission requirements that include equity and access for all populations, including special populations and special education students.** No student shall be denied admission or participation in any **career and vocational-technical** education programs due to race, color, creed, religion, national origin, ancestry, age, marital status, ~~affectional~~ **or** sexual orientation, gender, **socioeconomic** ~~social or economic~~ status, or disability.

## ~~{Optional — For Districts That Offer Vocational-Technical Education Programs In Other School Districts~~

~~{Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2. other local school districts if the Board approves the payment of the tuition and transportation costs and does not offer an identical type of program in accordance with N.J.A.C. 6A:19-3.1(b).}~~

The district will comply with the general program requirements for **career and vocational-technical** education as defined in N.J.A.C. 6A:19-5.23.1 ~~et seq.~~ Students participating in part-time school and part-time employment **career and vocational-technical** programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the State pertaining to such training and employment. **The school district will comply with all safety and health**



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**Career and ~~Vocational~~ Technical Education**

**standards contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.**

**Career and technical education programs offered by the school district shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.**

~~The Superintendent shall develop regulations that ensure vocational technical education programs established in the district are conducted within the framework of the State's Plan for Vocational and Technical Education approved by the New Jersey State Board of Education and accepted by the United States Department of Education.~~

The Superintendent shall seek and utilize all available Federal, State, and private sources of revenue for the financial support of **career and ~~vocational~~ technical** education programs in the district.

~~N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54-1.1 et seq.~~

~~N.J.A.C. 6A:19-1.1 et seq.~~

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Assignment of ~~Extra Additional~~ Duties

May 21

[See POLICY ALERT No. 223]

## 3134 ASSIGNMENT OF EXTRA ADDITIONAL DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the **Superintendent or designee** ~~Board of Education~~. The **Superintendent or designee will, in accordance with the Board of Education's managerial prerogative,** ~~Board will appoint assign~~ teaching staff members to extra ~~duties duty positions~~ **that are in accordance with applicable law and any collective bargaining agreement** including, but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.

**All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.**

~~A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position. Wherever possible, the Board will fill athletic coaching positions with physical education teachers.~~

~~Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline.~~

~~A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position.~~

Performance in **any an extra duties duty position may** will be considered in a teaching staff member's evaluation, ~~in determining whether to renew a nontenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force.~~





# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Assignment of **Extra** ~~Additional~~ Duties

~~The Superintendent will inform the Board of extra duty positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.~~

N.J.S.A. 18A:27-4  
**N.J.S.A. 34:13A-23**

~~Cross reference: Policy Guide No. 3270~~

Adopted:



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Bridge Year Pilot Program  
May 21  
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[See **POLICY ALERT No. 223**]

## 5460.02 BRIDGE YEAR PILOT PROGRAM

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.



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Bridge Year Pilot Program

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

P.L. 2020 c.41

Adopted:



# POLICY GUIDE

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Procurement Procedures for School

Nutrition Programs

May 21

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[See POLICY ALERT Nos. 215, 216, 217, 221, 222 and 223]

**[SCHOOL DISTRICTS NOT PARTICIPATING IN A UNITED STATES DEPARTMENT OF AGRICULTURE'S (USDA) SCHOOL NUTRITION PROGRAMS ARE NOT REQUIRED TO ADOPT POLICY 8561.]**

## 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.



# POLICY GUIDE

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Procurement Procedures for School  
Nutrition Programs

## A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358– ~~Appendix~~. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

## B. Micro-Purchase Procedures

### 1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.



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Procurement Procedures for School  
Nutrition Programs

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of multi-school system; and/or State contract.

4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.



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## OPERATIONS

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### Procurement Procedures for School Nutrition Programs

2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in ~~Appendix~~— Federal Funds Procurement Method Section Chart – **State Agency Form #358**. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period for the base year and renewals as permitted;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;



# POLICY GUIDE

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### Procurement Procedures for School Nutrition Programs

- d. How the vendor is to be informed of bid acceptance or rejection;
- e. Delivery schedule;
- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to CFR 200: 2
  - (1) Termination for cause and convenience – contracts in excess of \$10,000;
  - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
  - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
  - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
  - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);





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Nutrition Programs

- (6) Clean Air Act – contracts in excess of \$150,000;
  - (7) Debarment and Suspension – all Federal awarded contracts;
  - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
  - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
  - l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
  - m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
  - n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
  - o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);



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- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);



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- y. Provision requiring “Buy American” as outlined in CFR Part 210.21(d) and USDA Guidance Memo 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only; 7 SP
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
  - aa. The Board of Education’s Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee’s response will be provided in writing to all potential bidders within 7 school days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

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- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
- b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

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## D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – **State Agency Form #358** ~~See Appendix~~, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

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9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

## E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

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## F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

## G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

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## Procurement Procedures for School Nutrition Programs

### H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
  - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
  - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
  - f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;

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- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

### I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;
  - c. The selection of contract type;
  - d. The bidding and negotiation history and working papers;
  - e. The basis for contractor selection;
  - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - g. The basis for award cost or price;
  - h. The terms and conditions of the contract;
  - i. Any changes to the contract and negotiation history;
  - j. Billing and payment records;

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- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

### J. Code of Conduct for Procurement

- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
- 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- 3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

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4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
  5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- K. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
  2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
  3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018

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APPENDIX



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FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Adopted:

