

MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Minutes of the Tuesday, April 22, 2014 6:30 P.M. Organization of Business and Academic
Affairs Meeting/Business Meeting

These minutes have not been formally approved and are subject to change or modification.

The Montgomery Township Board of Education held an organization of business and academic affairs meeting/business meeting on Tuesday, April 22, 2014 at 6:30 p.m.

OPENING OF THE MEETING

- A. The Montgomery Township Board of Education held an organization of business and academic affairs meeting/business meeting on Tuesday, April 22, 2014 in the Upper Middle School media center.
- B. Roll Call - The following Board members were present: Sandra Donnay (arrived at 6:35 p.m.), Dharmesh Doshi (left at 9:45 p.m.), Humberto Goldoni (left at 8:45 p.m.), Nicholas Hladick, Judy Humza, Adelle Kirk-Csontos, Annie Michaelson, Arun Rimal and Dr. Lei Yu

Also Present: Nancy Gartenberg, Superintendent
Thomas E. C. Barclay, Assistant Superintendent
Thomas M. Venanzi, Business Administrator/
Board Secretary
Annette Wells, Associate Business Administrator/
Assistant Board Secretary
Lulu Chen, Student Representative

- C. EXECUTIVE SESSION – A motion was made by Ms. Michaelson and seconded by Ms. Humza that the board adopt a resolution to go into executive session at 6:32 p.m.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

RESOLVED, by the Board of Education of the Township of Montgomery in the County of Somerset and State of New Jersey as follows:

1. Items related to personnel, an employee disciplinary matter, student disciplinary matters, negotiations with bargaining groups and the evaluation of the superintendent will be discussed.
2. The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

Upon call of the roll, the motion carried with a unanimous vote recorded.

Ms. Donnay arrived at 6:35 p.m.

- D. RETURN FROM EXECUTIVE SESSION – The Board returned from Executive Session at 7:30 p.m.
- E. President Rimal then read the following Statement of Open Meeting and Public Participation – In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by mailing notice of meeting on January 8, 2014 and April 15, 2014. Notice was provided to Board of Education Members, Montgomery Township Clerk, Rocky Hill Borough Clerk, Public Library, Township Posting, School Postings, PTSA Officers, Courier News, Princeton Packet, Trenton Times, and The Star Ledger.
- F. President Rimal then led everyone in the Salute to the Flag.
- G. President Rimal welcomed all to the organization of business and academic affairs meeting/business meeting.

APPROVAL OF MINUTES

A motion was made by Mr. Hladick and seconded by Mr. Doshi to approve the following minutes:

March 12, 2014 Executive Session Meeting
March 12, 2014 Workshop and Special Meeting

Upon call of the question, the motion carried with Ms. Donnay, Mr. Hladick, Ms. Humza and Mr. Rimal abstaining and all others present voting yes.

A motion was made by Ms. Humza and seconded by Ms. Kirk-Csontos to approve the following minutes:

March 25, 2014 Executive Session Meeting
March 25, 2014 Business Meeting

Upon call of the question, the motion carried with Mr. Doshi and Mr. Goldoni abstaining and all others present voting yes.

ACCEPTANCE OF CORRESPONDENCE

A motion was made by Ms. Kirk-Csontos and seconded by Mr. Doshi to accept the correspondence as follows:

1. Email dated 4/6/2014 from M. Baumash regarding physics
2. Email dated 4/9/2014 from W. Beadling regarding textbook
3. Email dated 4/9/2014 from J. Budd regarding UMS pickup
4. Email dated 4/10/2014 from M. Parise regarding student activity fee

Upon call of the question, the motion carried unanimously.

NEW BUSINESS FROM BOARD/PUBLIC

Mr. Alan Wirsul stated his opinion that the press only reports what the board of education and administration wants them to say. Mr. Wirsul questioned if the administration actually read the history book that was in question at the last meeting. He added that it was obvious that the board members did not work on the purchase of iPads for the kindergarten students.

Mr. Wirsul stated that he feels one open public meeting on the budget does not mean that there has been open communication.

Mr. Wirsul expressed his displeasure that people have been talking down to each other at board meetings.

Mr. Kevin Kerod read figures from a letter he received from Superintendent Gartenberg on the financial impact due to the new common core standards. Approximately \$340,000 was spent for the common core. As far as school ranking, it is anticipated that Montgomery Township may go through a learning dip, have a slight decline and then rise in comparative ranking. Mr. Kerod feels that the district doesn't need to push through the common core as some taxpayers are already struggling. He also stated that if the school ranking declines, people won't want to move to the district, thereby devaluing homes.

Mr. Kerod expressed his opinion that there is political bias in the common core material. He questioned if the board of education members are evaluating school books, or if they were just letting the staff do it.

Mr. Eric Weitze stated that he doesn't believe that the history book in question should be a part of the curriculum.

Ms. Michele Parise presented inaccuracies in articles in the Montgomery News and the Princeton Packet. She stated that she has not yet paid the activity fees which will cost her \$300 for her three children. She stated that she knows that coaches told students that they couldn't participate unless they paid the fee. Various forms have been distributed to collect the activity fees and all of the forms state that payment must be made in order for students to participate. She stated that at the top of the form, the board of education should list who a person should contact if they have a hardship. Ms. Parise stated her frustration that a resolution has not been made this year. She also stated that there should be a cap for families.

Ms. Maureen O'Connor stated that she has four children. A couple of years ago after paying \$600 to the booster club, her daughter was told by her coach that she couldn't cheer if she didn't pay the \$100 activity fee. Ms. O'Connor spoke with Mr. Kim about the issue, and Mr. Kim paid the \$100 fee for her. She added that twice another daughter was told that she couldn't play unless she paid the activity fee. Ms. O'Connor stated that the \$200 fee becomes a hardship for her family and asked the board to consider a cap for families with multiple children.

Mr. Benjamin Haftel stated that presentations were provided about the high school curriculum at the freshman orientation for 8th grade students. Mr. Haftel stated that the last presentation was on science which was quick and did not provide a lot of information. Mr. Haftel stated that two things former Montgomery Township students have said about their school was that Montgomery High School prepared them for the rigors of college and that the physics program freshman year is all wrong. Mr. Haftel stated that 35% of freshman students are using tutoring services for physics and

something needs to be done about the program. He would like the board to consider a time to address this issue.

Ms. Lindsay King stated that her daughter had also been approached by a coach regarding payment of the activity fee. She doesn't feel the coach should be involved in requesting the fee. She also stated that there may be hardships in which the coaches shouldn't be involved.

Ms. Phyllis Bursh stated that she also attended the orientation meeting. She is also concerned about the physics program. She stated that the presentation appeared to be an explanation of what was done in the past. She provided information on fixing the physics program to the school principal.

Mr. John Clarke stated that he is interested in hearing the presentation on HIB. He noticed that the report showed that lower schools scored worse than the upper schools. He is interested to see what is reported.

Mr. Wilbert Donnay stated that when items are put on the agenda, the board and administration should be prepared to discuss them. He was embarrassed at the last meeting when the president allowed a senior member of the board to embarrass a junior member in public. He questioned how the board would expect the public to speak under that type of circumstance.

Ms. Paula Simpkins stated that the board should treat each other in a respectful manner. She is concerned that some men are raising their hands when speaking to women. She asked that everyone be aware of how they address one another.

Mr. Barclay responded that there is a process for textbook identification. In the case of the History book in question, it is for an AP class. The AP board recommends textbooks for these classes. Teachers who teach the course and administration in charge of the course are involved in the process. They read all of the books and use a checklist for rating. The book then passes through the Assistant Superintendent and then the ACI Committee. Mr. Barclay stated that if you can find a history book that is unbiased, he would like to see it. He added that administrators read the book. It is not the role of the board of education to read every textbook. That is why they hire professional staff. After the book is adopted and in use, there is a complaint procedure on the district website to dispute the use of the book. The issues the public has with the book did not go unnoticed, and the ACI committee is reviewing the book on Thursday.

Mr. Barclay responded that the common core is a state mandate. The district would be spending money on the common core or some other standards. If the district doesn't follow the standards, they run the risk of doing poorly on state assessments.

Mr. Barclay responded that the ACI committee has been discussing the physics program. It clearly needs to be fixed, and it is taking too long. The administration has suggested some changes to the program. The ACI committee will be discussing this at the May meeting.

Ms. Gartenberg responded that there were discussions regarding the activity fee at the previous board meeting. Ms. Gartenberg has also had conversations with Ms. Parise and with the administration. She heard Ms. Parise and took the concerns to the school administration. There were consistencies which the district is addressing. In the future, coaches should not be approaching students, and the district will more clearly communicate the information for parents with hardships. Parents should see some changes in the fall.

SUPERINTENDENT'S REPORT

Mr. Goldoni left the meeting at 8:45 p.m.

Stephen Fogarty, Esq., board attorney, gave a presentation on the Harassment, Intimidation and Bullying (HIB) Program Review (see Pages 22 – 97).

Time was allowed for questions and comments from the board and public.

Mr. Doshi left the meeting at 9:45 p.m.

ACTION AGENDA

PUBLIC COMMENTS

Mr. Walter Beadling stated that the history book in question is called American Government and Politics Today. He agrees that all history is biased in some way, shape or form. He added that bias isn't always obvious to people and especially not to young people. He stated that there are three types of bias: error of fact, errors of omission and errors of commission. He said that just because bias exists doesn't mean that we should accept it. He feels the textbook shows bias in all areas. He believes the text is offensive, and the board and administration should look at it carefully before giving it to the children to read.

Mr. Eric Weitze stated that we need to teach responsibility. What he knows of the book turns him off. He feels the board should reevaluate the purchase of the book.

A motion was made by Ms. Kirk-Csontos and seconded by Dr. Yu that the Board of Education adopt the following resolution:

Appointment of Treasurer of School Monies –appoint Mr. Ronald Rossi as Treasurer of School Monies for the 2014-2015 school year for a fee of \$7,038.

Upon call of the question, the motion carried unanimously.

A motion was made by Ms. Kirk-Csontos and seconded by Mr. Hladick that the Board of Education adopt the following resolution:

Readoption of Curriculum and Courses of Study - readopt the existing curriculum and courses of study.

RESOLVED, that all current written curriculum and courses of the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this Reorganization Meeting until the Reorganization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

Upon call of the roll, the motion carried with five members voting in favor, Mr. Hladick voting against and Ms. Donnay abstaining.

A motion was made by Ms. Kirk-Csonotos and seconded by Mr. Hladick that the Board of Education adopt the following resolution:

Readoption of Textbooks - readopt the existing textbooks for the 2014-2015 school year.

Upon call of the question, the motion carried unanimously.

A motion was made by Ms. Humza and seconded by Ms. Kirk-Csonotos that the Board of Education adopt the following resolution:

Readoption of Job Descriptions - readopt the existing job descriptions:

RESOLVED, that all current written job descriptions in the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year unless modified upon recommendation of the Superintendent.

Upon call of the roll, the motion carried with five members voting in favor, Mr. Hladick voting against and Ms. Donnay abstaining.

A motion was made by Mr. Hladick and seconded by Ms. Humza that the Board of Education adopt the following resolution:

Appointment of Affirmative Action/504 Officer - appoint the following personnel as Affirmative Action/504 Officers:

- William Meurer (OHES), Alfred Hadinger (VES), Georgianna Kichura (MMS – Lower Campus), Karin Kidd (MMS – Upper Campus), Corie Gaylord (MHS) - Students
- Mary McLoughlin, District Personnel

Upon call of the question, the motion carried unanimously.

A motion was made by Ms. Humza and seconded by Dr. Yu that the Board of Education adopt the following resolution:

Appointment of Anti-Bullying Specialists – appoint the following personnel as Anti-Bullying Specialists:

- Wendy Senatra (OHES), Elizabeth Sternbach (VES), Allison Doyle Smith and Lesley Haas (MMS – Lower Campus), Kevin Armstrong and Jeanne Fedun (MMS – Upper Campus), Keith Glock (MHS) – Students
- Kelly Mattis, District Anti-Bullying Coordinator

Upon call of the question, the motion carried unanimously.

A motion was made by Ms. Humza and seconded by Dr. Yu that the Board of Education adopt the following resolutions:

Appointment of Professional Services - that the following contracts be issued and announced for the 2014-2015 school year:

Board Attorney - Whereas, the Montgomery Township Board of Education requires professional attorney services to be performed for the school year 2014-2015 and whereas, the firm of Fogarty & Hara are attorneys in the State of New Jersey and are willing to perform said services:

NOW THEREFORE IT IS AGREED: That the firm of Fogarty & Hara shall perform professional attorney services for the Montgomery Township Board of Education as requested by the Board.

That the Montgomery Township Board of Education will compensate Fogarty & Hara for said attorney services at the rate of one hundred and sixty-five (\$165) per hour for a partner and one hundred forty-five dollars (\$145) for an associate.

Architect of Record – Whereas, the Montgomery Township Board of Education requires professional architectural services to be performed for the school year 2014-2015 and whereas, the firm of Parette Somjen Architects are architects in the State of New Jersey and are willing to perform said services:

NOW THEREFORE IT IS AGREED: That the firm of Parette Somjen Architects shall perform professional architectural services for the Montgomery Township Board of Education as requested by the Board.

That the Montgomery Township Board of Education will compensate the firm of Parette Somjen Architects as follows and in accordance with their contract on file in the Board Secretary's office.

Schedule of Hourly Rates – 2014-2015

Principal(s): Licensed Architect	\$160.00
Partner(s): Licensed Architect	\$160.00
Director(s)	\$150.00
Senior Associate(s)	\$150.00
Associate(s)	\$139.00
Senior Project Architect(s)	\$139.00
Senior Project Engineer(s)/Senior Certified Interior Designer(s)	\$139.00
Project Architect(s)	\$119.00
Project Engineer(s)/Certified Interior Designer(s)	\$119.00
Contract Administrator(s)	\$104.00
Senior Assistant Project Manager(s)	\$ 99.00
Assistant Project Manager(s)	\$ 85.00
Staff Architect(s)	\$ 85.00
Job Captain	\$ 78.00
Architectural Intern(s): Designers: Level 3	\$ 77.00
Architectural Intern(s): Designers: Level 2	\$ 74.00
Architectural Intern(s): Designers: Level 1	\$ 60.00
Administrative Assistants	\$ 50.00

Appointment of Auditor – appoint Suplee, Clooney & Company of Westfield, New Jersey as Auditor to the district for the 2014-2015 school year at the fee of \$26,000.00 in accordance with the scope of audit as defined in N.J.S.A. 18A:23.

It is also anticipated that additional services, if any, would be billed at standard hourly rates as follow:

Partner	- \$150 - \$175 per hour
Manager	- \$115 per hour
Senior Staff	- \$90 - \$105 per hour
Staff Accountant	- \$75 - \$85 per hour

Insurance Brokers – appoint the following insurance brokers for the 2014-2015 school year:

- Brown & Brown Benefit Advisors as the Board’s group insurance broker of record for all medical, prescription and dental insurances.
- CBIZ as the Board’s group insurance broker of record for property and casualty insurances.

Upon call of the roll, the motion carried with six members voting in favor and Ms. Donnay abstaining.

A motion was made by Dr. Yu and seconded by Mr. Hladick that the Board of Education adopt the following resolutions:

Petty Cash Funds - in accordance with NJSA 18:A19-3 authorize the Board Secretary to establish the following imprest-type petty cash funds for 2013-2014:

Board Office	\$ 225
Montgomery High School	250
Montgomery Middle School (Upper Campus)	250
Montgomery Middle School (Lower Campus)	150
Village Elementary School	100
Orchard Hill Elementary School	100

and that the maximum single expenditure which may be made from each fund shall be \$25; and that the following individuals will be responsible for the proper disposition of each fund:

Thomas M. Venanzi	Board Office
Paul Popadiuk	Montgomery High School
Cory Delgado	Montgomery Middle School (Upper Campus)
Michael Richards	Montgomery Middle School (Lower Campus)
Susan Lacy	Village Elementary School
Kathleen Scotti	Orchard Hill Elementary School

Upon call of the roll, the motion carried with a unanimous vote recorded.

1.0 ADMINISTRATIVE

A motion was made by Mr. Hladick and seconded by Dr. Yu to approve agenda items 1.1 through 1.3 as follows:

1.1 Routine Monthly Report – Accept the following reports:

1. Student Control
2. Harassment, Intimidation and Bullying (HIB) Report
3. Teacher Absences Report
4. Fire/Security Drill Report

1.2 Policy First Reading – Accept the following policies and regulation as a first reading:

- 5611 Removal of Pupils from the General Education Programs for Weapons/Firearms Offenses
- 5611R Removal of Pupils from the General Education Programs for Weapons/Firearms Offenses Regulation
- 6511 Direct Deposit
- 7522 School District Provided Technology Devices to Staff Members
- 7523 School District Provided Technology Devices to Pupils

1.3 Policy Acceptance/Second Reading – Accept the following policies and regulations following a second reading:

- 4160 Physical Examination for Support Staff
- 3160 Physical Examination for Teaching Staff Members
- 3425 Work Related Disability Pay for Teaching Staff Members
- 7520 Loan of School Equipment
- 8467R Weapons Regulation
- 8467 Weapons
- 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- 2431.4R Prevention and Treatment of Sports-Related Concussions and Head Injuries

Upon call of the roll, the motion carried with a unanimous vote recorded.

2.0 CURRICULUM & INSTRUCTION

A motion was made by Dr. Yu and seconded by Ms. Kirk-Csontos to approve agenda items 2.1 and 2.2 as follows:

- 2.1 Out-of-District Placements – Approve the following Out-of-District placements for the 2013/14 school year.

Pupil ID	School	TUITION			
		<u>Anticipated Start Date</u>	<u>ESY</u>	<u>RSY</u>	<u>Total for Year</u>
180874	Collier School	Terminated as of 3/26/14			\$7,699.86
102822	Somerset County TOPS	Terminated as of 1/23/2014			\$22,800
102822	East Mountain School	4/2/2014			\$18,281.02
255444	Somerset County TOPS	4/1/2014			\$22,800
000397	Somerset County ESC – Somerset Secondary Academy	3/24/2014			\$13,778.88

- 2.2 Consultant Approvals 2013/2014 – Approve the following consultants for the 2013/14 school year.

CONSULTANT NAME/VENDOR	SERVICES PROVIDED	RATES OF SERVICE
JVS	Vocational Evaluation (2-3 days) Community Based Assessment Job Placement Services Career Center	\$850 \$60/hour \$60/hour \$100/day
Houghton Mifflin Harcourt	Provide one-day PD on ThinkCentral to support Math in Focus program to K-4 teachers on 6/25/14	\$2,800.00
Daytop Village of New Jersey Inc.	Medical Bedside Educational Instruction	\$120 / day

Upon call of the roll, the motion carried with a unanimous vote recorded.

3.0 FINANCE

A motion was made by Ms. Humza and seconded by Ms. Kirk-Csontos to approve agenda items 3.1 through 3.15 as follows:

3.1 Financial Reports - As prepared by the School Business Administrator and Treasurer of School Moneys which are in agreement, and presented by the Superintendent, approve the following reports as of March 31, 2014:

- Board Secretary’s Report
- Treasurer’s Report
- Investment Report
- Food Services Report

3.2 Ratification of Transfers - ratify the transfer of funds among the general, special revenue and capital projects funds’ line items as of March 31, 2014

3.3 Receipt of Certification from Board Secretary - Pursuant to NJAC 6A:23-2.12 (c) 3, I, Thomas M. Venanzi, certify that as of March 31, 2014 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of 6A:23-2.12 (a).

Board Secretary

Date

3.4 Certification of Board of Education - Pursuant to NJAC 6A:23-2-12 (c) 4, we certify that as of March 31, 2014 after review of the Board Secretary's and Treasurer’s monthly financial reports, in the minutes of the board each month that no major account or fund has been over expended in violation of NJAC 6A:23-2.12 (b).

3.5 Approval of Monthly Bills for April – approve the monthly bills as follows:

General Operating	\$10,326,190.53
Food Service	\$146,631.84

3.6 Travel Reimbursement – 2013/2014 and 2014/2015 – approve the Board member and/or staff conference and travel expenses as per the attached list (see Page 18).

3.7 Cooperative Bidding Resolution – approve participation in the Ed-Data New Jersey Cooperative Pricing System #26EDCP for bidding supplies for the 2014-2015 school year with the Glen Rock Board of Education as the Lead agency. It is further recommended that Educational Data Services, Inc., Saddle Brook, New Jersey be retained as coordinating agent at an annual fee of \$13,000 in accordance with 18A:18A-11. For the 2013-14 district bulk orders, the consortium has generated a district savings of \$246,960. Over the past five years, the district has generated a savings of \$1,170,984.

3.8 Receipt/Award of Bid – Building Use at the Montgomery Township School District (B15-01) – Bids were received on April 10, 2014 for building use at the Montgomery Township School District as follows:

<u>Vendor</u>	<u>Use of OHES, VES & LMS</u>	<u>Alternate use of UMS</u>
Princeton Family YMCA Princeton, NJ	\$135,000	\$15,000
YWCA Princeton Princeton, NJ	\$83,000	\$7,500

It is recommended that the Board of Education award the bid for building use at the Montgomery Township School District as follows:

<u>Vendor</u>	<u>Use of OHES, VES & LMS</u>	<u>Alternate use of UMS</u>
Princeton Family YMCA Princeton, NJ	\$135,000	\$15,000

3.9 Receipt/Award of Bid – Electrician (B15-02) – Bids were received on April 2, 2014 for an electrician as follows:

<u>Vendor</u>	<u>July 1, 2014 through June 30, 2015</u>			
	<u>Hourly Rate</u> 8:00 AM-4:00 PM	<u>Evening Rate</u> 4:00 PM-8:00 AM	<u>Overtime Rate</u> Sat., Sun., Fed. Holidays	<u>Part Mark-up</u> Percentages
MTB Electric, LLC Long Valley, NJ	\$80.42	\$100.00	\$120.63	0%
Starlite Electric, LLC Keansburg, NJ	\$130.00	\$195.00	\$250.00	10%

It is recommended that the Board of Education award the bid for an electrician as follows:

<u>Vendor</u>	<u>July 1, 2014 – June 30, 2015</u>	
MTB Electric, LLC Long Valley, NJ	Hourly Rate-	\$80.42
	8:00 AM-4:00 PM	
	Evening Rate-	\$100.00
	4:00 PM-8:00 AM	
	Overtime Rate-Sat. Sun. & Holidays	\$120.63
Part Mark-Up %:	0%	

3.10 Receipt/Award of Bid – Locksmith (B15-03) – Bids were received on April 2, 2014 for a locksmith as follows:

Vendor

	July 1, 2014 through June 30, 2015			Part Mark-up Percentages
	Hourly Rate 8:00 AM-4:00 PM	Evening Rate 4:00 PM-8:00 AM	Overtime Rate Sat., Sun., Fed. Holidays	
Caola and Company, Inc. Trenton, NJ	\$58.73	\$79.83	\$90.75	-40% Off MSRP
Smitty's Door Service, Inc. Pittstown, NJ	\$75.00	\$75.00	\$112.50	15%

It is recommended that the Board of Education award the bid for a locksmith as follows:

Vendor

	July 1, 2014 – June 30, 2015	
Caola and Company, Inc. Trenton, NJ	Hourly Rate- 8:00 AM-4:00 PM	\$58.73
	Evening Rate- 4:00 PM-8:00 AM	\$79.83
	Overtime Rate-Sat. Sun. & Holidays	\$90.75
	Part Mark-Up %:	-40% Off MSRP

3.11 Receipt/Award of Bid – Refuse Removal for the Montgomery Township Board of Education (B15-04) – Bids were received on April 15, 2014 for refuse removal for the Montgomery Township Board of Education as follows:

<u>Vendor</u>	<u>Base Bid</u>
Republic Services of NJ, LLC dba Raritan Valley Disposal Services Clinton, NJ	\$50,490.00
Premier Disposal Glen Gardner, NJ	\$51,886.00

It is recommended that the Board of Education award the bid for refuse removal for the Montgomery Township Board of Education as follows:

<u>Vendor</u>	<u>Base Bid</u>
Republic Services of NJ, LLC dba Raritan Valley Disposal Services Clinton, NJ	\$50,490.00

- 3.12 Receipt/Award of Bid – Partial Door & Door Hardware Replacement for Montgomery Township Board of Education (PSA-6009/CP15-01) – Bids were received on April 16, 2014 for partial door and door hardware replacement for Montgomery Township Board of Education as follows:

<u>Vendor</u>	<u>Base Bid</u>
C & M Doors Port Reading, NJ	\$43,900
Smitty’s Door Service Pittstown, NJ 08867	\$47,150
RW Dake Co. Scotch Plains, NJ	\$92,980

It is recommended that the Board of Education award the bid for partial door and door hardware replacement for Montgomery Township Board of Education as follows:

<u>Vendor</u>	
C & M Doors Port Reading, NJ	\$43,900

- 3.13 New Jersey Cooperative Bid (Educational Data Services) – approval of the award of bids received by Educational Service Commission of Morris County, Morris Plains, NJ on behalf of the New Jersey Cooperative Bid Members as follows:

<u>Category</u>	<u>Vendor</u>
General Classroom Supplies	Cascade School Supplies
Audio Visual Supplies	Camcor, Inc. Pyramid School Products Troxell Communications, Inc. Valiant National AV Supply
Copy Duplicator Paper	W. B. Mason Co., Inc.
Family Consumer Science Supplies	NASCO S.A.N.E.
Fine Arts Supplies	Cascade School Supplies Ceramic Supply, Inc. Dick Blick Company NASCO National Art & School Supplies School Specialty, Inc./Sax Arts Ed. Triarco Arts & Crafts, LLC

Health & Trainer Supplies	Henry Schein Inc. School Health Corporation
Language Arts/World Languages	Teachers Discovery
Library Supplies	Cascade School Supplies DEMCO. Inc. The Library Store, Inc.
Math Supplies	Fisher Science Education, Inc. NASCO
Office and Computer Supplies	Staples Contract & Commercial, Inc.
Physical Education Supplies	NASCO Passon's Sports/BSN Sports & US Games School Specialty, Inc./Sportime
Rocketry	Midwest Technology Products Paxton Patterson LLC Pitsco Education SATCO Supply
Science Supplies	Carolina Biological Supply, Co. Fisher Science Education Inc. Flinn Scientific Inc. Frey Scientific Co. NASCO PARCO Scientific Company RJN Electronics Inc. Sargent-Welch/VWR Ward's Science
Teaching Aids	Becker's School Supplies Cascade School Supplies Kutz Bros. Lakeshore Learning Materials NASCO Really Good Stuff School Specialty, Inc./Childcraft United Supply Corp.
Technology Supplies	Brodhead-Garrett Company Midwest Technology Products Paxton Patterson, LLC SATCO Supply Valley Litho Supply Co.

3.14 Resolution for Participation in Coordinated Transportation Services – approve the following resolution:

WHEREAS, Montgomery Township School District desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Somerset County Educational Services Commission, hereinafter referred to as the SRESC, offers coordinated transportation services; and

WHEREAS, the SCESC will organize, provide and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 6%, as presented to the Montgomery Township School District as calculated by the billing formula adopted by the SCESC's Board of Education. Said formula shall be based on a route cost divided by home to school mileage of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs. Payments will be due within 30 days of receipt by the district and deemed late after 60 days with an additional 1% fee for late payments. At the discretion of the Commission superintendent, late fee charges may be waived for extenuating circumstances.

I. The SCESC will provide the following services:

- a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. monthly billing and invoices;
- c. computer print-outs of student lists for all routes coordinated by SCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes;
- f. It is further agreed that the Montgomery Township School District will provide the SCESC with the following:
 1. requests for any additional transportation on approved forms to be provided by the SCESC, completed in full and signed by previously authorized district personnel;
 2. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;

- II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Montgomery Township School District.
 - III. Whereas, the SCESC also provides coordinated regional bus maintenance services, safety training, coordinated purchasing, professional development and other related transportation services for an additional fee as a shared services program, the Montgomery Township School District may participate at any time.
 - IV. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2014 and June 30, 2015.
 - V. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.
- 3.15 Approval of Contract for Security Services – approve a contract with The Davis Group for security guard services at Montgomery High School for the 2014-15 school year at a cost of \$14.88 per hour per guard and \$22.32 per hour per guard for any overtime needed.

Upon call of the roll, the motion carried with a unanimous vote recorded.

4.0 PERSONNEL

A motion was made by Dr. Yu and seconded by Ms. Kirk-Cstontos to approve agenda item 4.1 as attached (see Pages 19 - 21).

Upon call of the roll, the motion carried with a unanimous vote recorded.

ANNOUNCEMENTS BY THE PRESIDENT

None

ADJOURNMENT

A motion was made by Ms. Michaelson and seconded by Dr. Yu to adjourn the meeting at 10:25 p.m. Upon call of the question, the motion carried unanimously.

Respectfully submitted,



Thomas M. Venanzi
School Business Administrator/
Board Secretary

**Montgomery Township Board of Education
Travel Reimbursement Requests
2013/2014**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year-to-Date Total**
Meghan Bauer	OHES	5/22/14	Legal Issues Related to English Language Learned					\$150.00		\$150.00	\$150.00
Julie Brenner	LMS	6/23 - 6/27/14	Summer Writing Institute					\$750.00	\$162.50	\$912.50	\$912.50
Rachel Ledebuhr	LMS	6/23 - 6/27/14	Summer Writing Institute					\$750.00	\$162.50	\$912.50	\$912.50
Jaime Maccarone	VES	6/23 - 6/26/14	Responsive Classroom Presenter Prep		\$45.26	\$102.00	\$248.00	\$550.00		\$945.26	\$945.26
Kelly Mattis	BO	5/21 - 5/23/14	NJASA/NJAPSA Spring Conference	\$10.00	\$50.84	\$132.00	\$268.52	\$450.00		\$911.36	\$1,602.11
Heather McCarthy	VES/OHES	5/2/14	The Habits of Happy People		\$4.59			\$79.00		\$83.59	\$83.59
William Meurer	OHES	5/21/14	Cultural Relationship Training Program		\$13.58			\$150.00		\$163.58	\$163.58
Frances Seid	MHS	5/22/14	Legal Issues Related to English Language Learned		\$5.61			\$150.00		\$155.61	\$155.61
Tara Staab	LMS	5/16/14	NJTEEA Annual STEM Conference					\$145.00		\$145.00	\$145.00
Elizabeth Sternbach	VES	5/2/14	The Habits of Happy People		\$4.59			\$79.00		\$83.59	\$83.59
Anel Suriel	UMS	6/23 - 6/27/14	Summer Writing Institute					\$750.00	\$100.00	\$850.00	\$850.00

*Excluding Tolls

**Includes Registrations.

BOE 4/22/14

**Estimated

**Travel Reimbursement Request
2014/2015**

Name	School	Date(s)	Conference	Parking & Tolls	*Mileage (.31)	Meals	Lodging	Regis- tration	Other	Total**	Approved Year-to-Date Total**
Kimberly Dewrell	LMS	8/4 - 8/8/14	Summer Writing Institute					\$750.00	\$151.50	\$901.50	\$901.50
Kristen Doulis	UMS	8/11 - 8/15/14	The Reading & Writing Project	\$100.00				\$750.00	\$125.00	\$975.00	\$975.00
Arianna Erickson	LMS	6/29 - 7/3/14	Summer Reading Institute	\$25.00				\$750.00	\$175.00	\$950.00	\$950.00
Elise Ryan	LMS	7/28 - 8/1/14	Summer Science Institute		\$52.70			\$400.00		\$452.70	\$452.70
Deborah Sarmir	BO	7/8 - 7/10/14	Advancing Understanding by Design					\$799.00		\$799.00	
Deborah Sarmir	BO	10/16 - 10/17/14	2014 FEANJPSAVNJASCD Fall Conference		\$31.00			\$240.00		\$271.00	\$1,070.00
Marci Warboys	UMS/LMS	8/11 - 8/15/14	August Reading Institute 2014	\$35.00				\$750.00	\$144.50	\$929.50	\$929.50

*Excluding Tolls

**Includes Registrations.

BOE 4/22/14

**Estimated

4.1 PERSONNEL**Resignations/Retirements/Terminations/Rescissions**

Location	Name	Position	Effective	Reason	Dates of Employment/Notes
LMS	Katelynn Yard TCH.LM.RCTR.MG.03	Teacher/Resource Program/In Class	07/01/2014	Resignation	01/01/2014 -- 06/30/2014
MHS	Kyle Dattola TCH.HS.MATH.MG.16	Teacher/Math	07/01/2014	Resignation	09/01/2012 -- 06/30/2014

Transfers/Voluntary Reassignments

New Position/ Location	Name	Previous Position/ Location	Step	Salary	Pro-rated	Dates of Employment/Notes
Teacher/Academic Support LMS	Arianna Erickson TCH.LM.BSI.MG.02 (Replacing Joann Zisa)	Teacher/ Social Studies Grade 6 LMS	MA+15	71,735.00		09/01/2014 -- 06/30/2015
School Nurse MHS	Mary Ellen Foley TCH.HS.NRSE.MG.01 (Replacing Pam Gizzi)	School Nurse VES	BA 15-16	67,250.00		09/01/2014 -- 06/30/2015
Computer Lit/App/Program UMS	Kathleen Young TCH.UM.CCNT.MG.01 (Replacing Margaret Weinberger)	Data Processing LMS/.20 OHES/.80	BA 15-16	67,250.00		09/01/2014 -- 06/30/2015
Secretary/Clerk 50/50 OHES	Teresa Ippolito SCK.OH.SSVC.UG.01	Secretary/Clerk 50/50 VES/OHES	9-10/7	36,025.00		09/01/2014 -- 06/30/2015

Leaves of Absence

Location	Name	Position	Type of Leave	Dates of Leave/Notes
UMS	Rachel Wescoe LOA.UM.MATH.MG.03	Teacher/Math	Unpaid Leave Anticipated Return	09/01/2014 – 06/30/2015 (unpaid w/o benefits) 09/01/2015
OHES	Colleen Kester TCH.OH.TCHR.01.03	Teacher/ Grade 1	Temporary Disability FMLA Anticipated Return	09/01/2014-09/26/2014 paid w/benefits 09/27/2014-12/23/2014 unpaid w/benefits 01/05/2015

Appointments/Reinstatements (Certificated Staff)

Location	Name	Position	Replacing	Step	Salary	Pro-rated	Dates of Employment/Notes
LMS	Steven Perone (Leave Replacement) TCH.LM.HPE.MG.01	Health & Phys. Ed.	Debra Camamis	BA 1	\$55,665.00	Yes	02/24/2014 – 04/25/2014 Revised
MHS	Stacy Westhusin TCH.HS.SCNC.MH.15	Teacher/ Chemistry	Thomas Witherup	MA 1-2	\$63,030.00		09/01/2014 – 06/30/2015
VES	Brittani Adams (Leave Replacement) TCH.VS.TCHR.03.06	Teacher/Grade 3	Jennifer Shockey	MA 1	\$61,565.00	Yes	05/07/2014 – 06/30/2014

Tuition Reimbursement

Location	Name	School	Semester	Credits	Reimbursed Amount	Course
MHS	Jenny Egas	Montclair University	Fall 2013 2 nd course	3	1,595.61	Rescind --Contemporary Latin American
MHS	Jenny Egas	Montclair University	Fall 2013 2 nd course	3	1,627.50	Enlightenment & Romantism

Appointments/Substitute Teachers

Location	Name	Position	Status	Dates of Employment/Notes
DISTRICT	Weijia Li	Substitute Teacher	New	2013-2014 School Year
DISTRICT	Kendra Straley	Substitute Teacher	New	2013-2014 School Year

THE ANTI-BULLYING BILL OF RIGHTS ACT:

A Review of the Montgomery Township School District's Harassment, Intimidation, or Bullying ("HIB") Reports for the 2011-2012, 2012-2013 & 2013-2014 School Years

Presented to the Montgomery Township Board of Education

April 22, 2014

Stephen R. Fogarty, Esq.
Fogarty & Hara Esq.,

21-00 Route 208 South, Fair Lawn, New Jersey 07410

Phone: 201-791-3340 | Fax: 201-791-3432 | E-mail: sfogarty@fogartyandhara.com

HIB: THE STATUTORY DEFINITION

“Harassment, intimidation or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in *N.J.S.A. 18A:37-15.3*, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of students; OR
- Creates a hostile educational environment for the student by interfering with a student’s education or severely or pervasively causing physical or emotional harm to the student.

**PART I:
PROCESS**

SCOPE OF REVIEW

January 27, 2014

- The Montgomery Township Board of Education (hereinafter referred to as "BOE") passed a resolution requesting that Stephen R. Fogarty, Esq. investigate and provide a legal opinion on whether or not the BOE has properly complied with its obligations under the New Jersey Anti-Bullying Bill of Rights (hereinafter referred to as "The Act") and specified, examine how the administration has responded to complaints of racial harassment, intimidation, and bullying of African-American students under the Act.

INITIAL MEETING

March 13, 2014

- **Stephen R. Fogarty, Esq., met with the Superintendent, Anti-Bullying Coordinator, principals, assistant principals, guidance counselors, and Anti-Bullying Specialists.**
- **Reviewed The Act, the BOE's policy, and the District's procedures under the Act.**
- **Reviewed the nature of the complaint and the scope of the review.**

REVIEW

Review Data

- Reviewed each closed HIB incident for the 2011-2012, 2012-2013 and 2013-2014 school years, including all attachments available through Genesis.

Categorized Information

- Categorized the data to determine the number of reported incidents, incidents found to be HIB, and incidents found not to be HIB; location, category, mode, and effect of each incident; and compliance with statutory timeframes.

Reviewed Determinations

- Analyzed findings to determine if all data was documented and whether the final determinations were consistent with the New Jersey Anti-Bullying Bill of Rights Act.

REPORTS

Summary of Data

- A comprehensive summary of all data, including comments on whether the reported findings comported with the available documentation.

Power Point

- Summary of HIB incidents; strengths and areas of growth; and recommendations.

Forms

- Draft forms that are in compliance with the New Jersey Anti-Bullying Bill of Rights Act and that provide sufficient information and guidance to ensure compliance.

PART II:
SUMMARY OF FINDINGS

ORCHARD HILL ELEMENTARY SCHOOL

2011-2012 Incidents

- One (1) HIB related investigation was conducted.
- Zero (0) confirmed incidents of HIB reported in 2011-2012.

2012-2013 Incidents

- Seven (7) HIB related investigations were conducted.
- Two (2) confirmed incidents of HIB reported in 2012-2013.

2013-2014 Incidents

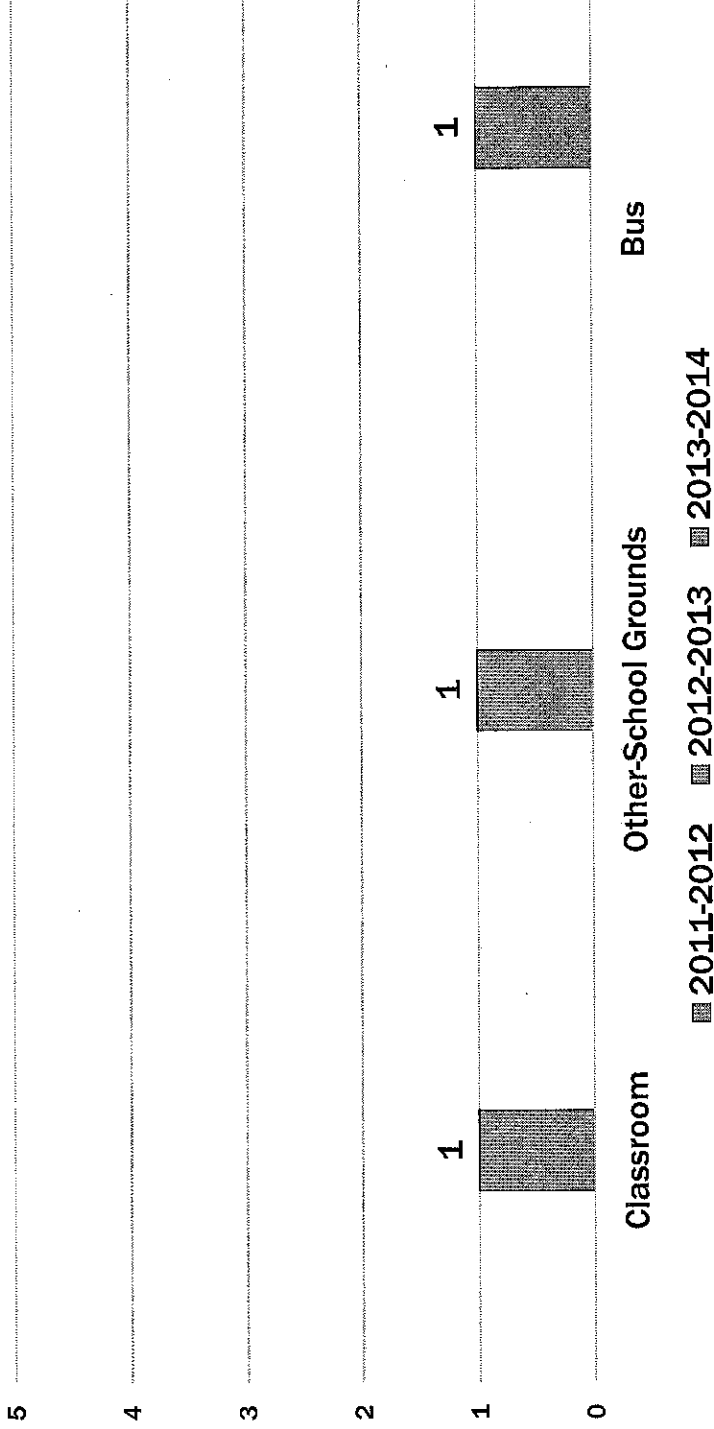
- Fourteen (14) HIB related investigations were conducted.
- One (1) confirmed incident of HIB reported in 2013-2014.

TOTAL

- Twenty-two (22) HIB related investigations were conducted.
- Three (3) confirmed incidents of HIB were reported (13.6% of reports).

ORCHARD HILL ELEMENTARY SCHOOL

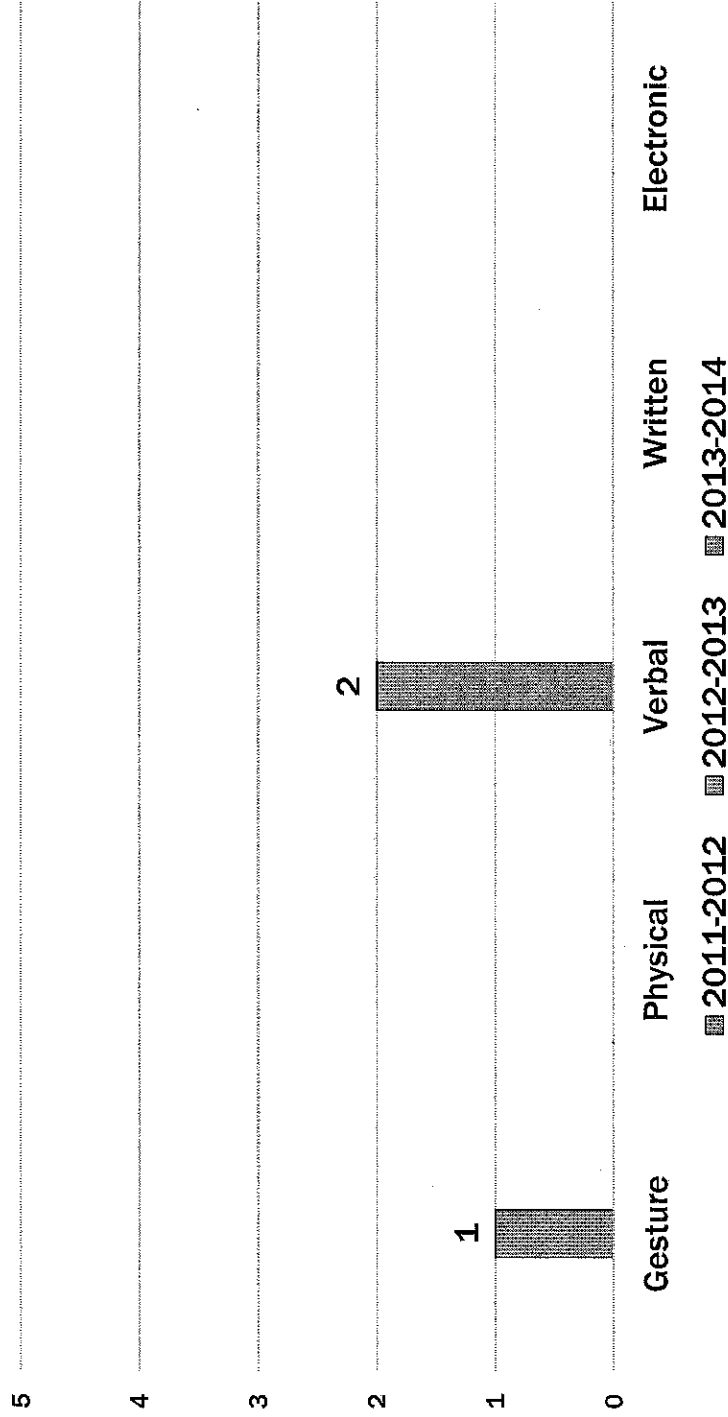
Number of HIB Incidents by Location*



*More than one (1) location may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

ORCHARD HILL ELEMENTARY SCHOOL

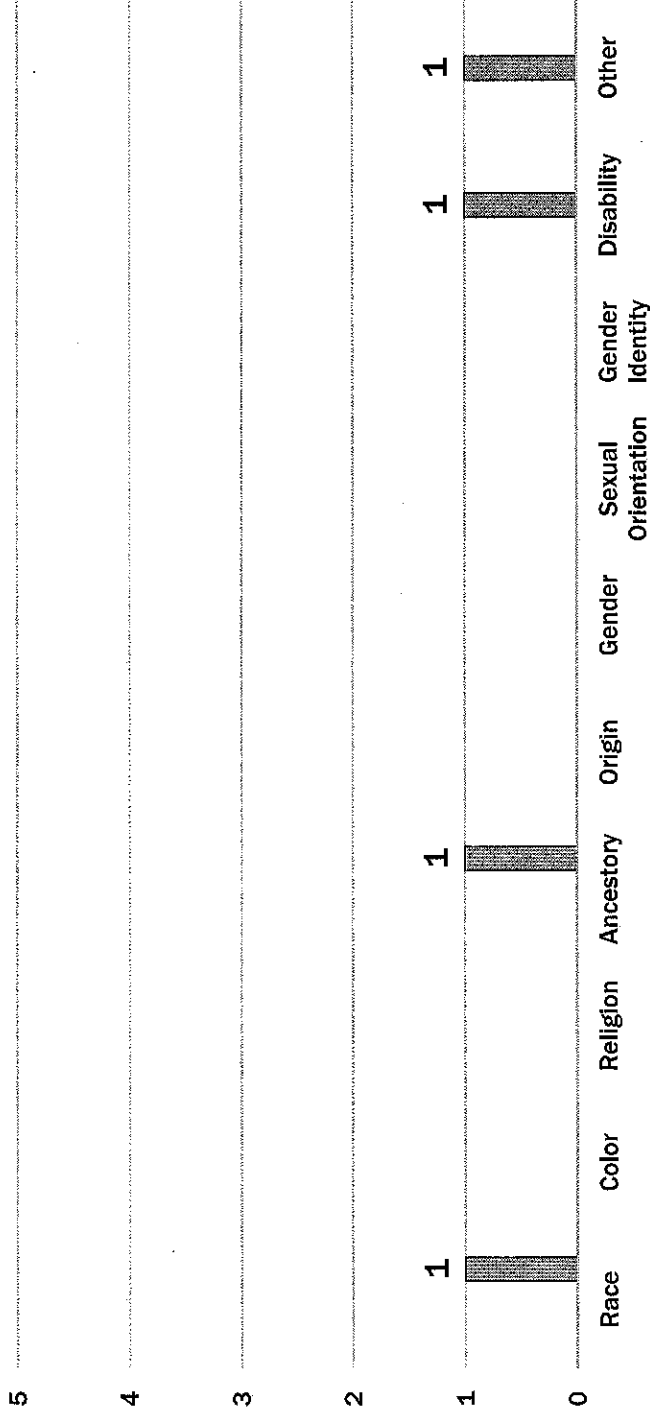
Mode of HIB Incident*



*More than one (1) mode may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

ORCHARD HILL ELEMENTARY SCHOOL

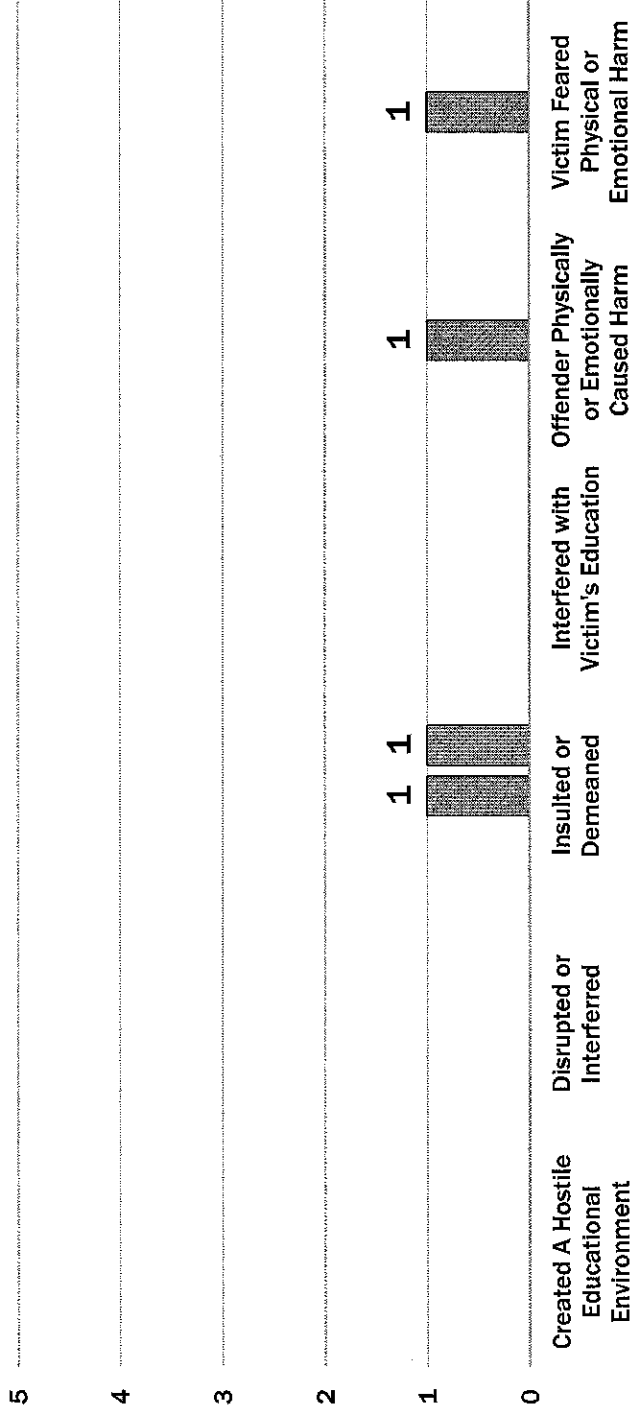
Category of HIB Incident*



* More than one (1) category may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

ORCHARD HILL ELEMENTARY SCHOOL

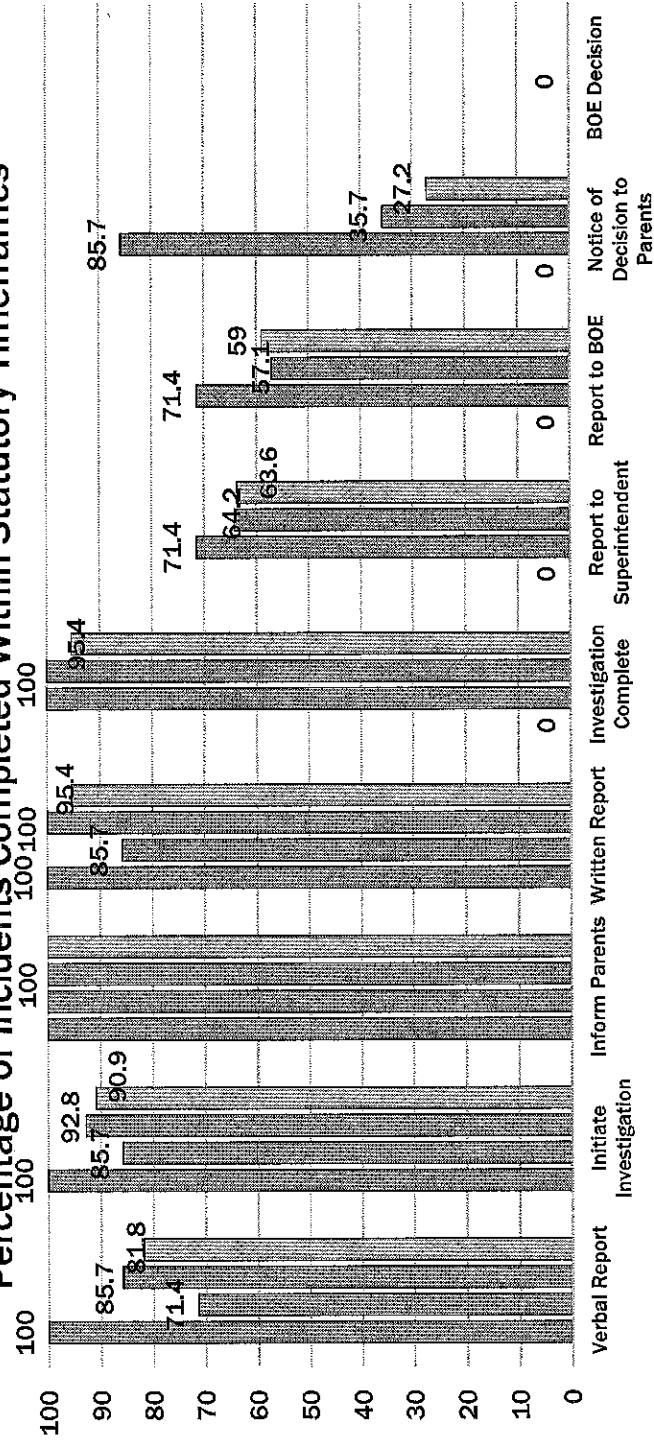
Effect of HIB*



*More than one (1) effect may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

ORCHARD HILL ELEMENTARY SCHOOL

Percentage of Incidents Completed Within Statutory Timeframes*



*The provided percentages only reflect completion within the statutory timeframe. The steps may have ultimately been completed, but if they were outside the statutory timeframe they are not credited in this chart. In addition, the chart only reflects data as uploaded on Genesis, which may not reflect the actual dates a step was completed. Further, beginning in November 2013, the BOE has issued decisions; however, numbers are not available on Genesis.

ORCHARD HILL ELEMENTARY SCHOOL: FINDINGS

Strengths

- Meeting statutory timelines with regard to informing parents.
- Substantially meeting the statutory timelines with regard to the following:
 - Initiating the investigation;
 - Written report to principal; and
 - Completing the investigation.

ORCHARD HILL ELEMENTARY SCHOOL: FINDINGS

Areas for Growth

- **Not conducting HIB investigations just because the word “bully” is stated.**
- **Finding HIB where the statutory definition is satisfied without consideration of truth or falsity of the statement or the offender’s state of mind (use “reasonable person” standard).**
- **Documenting the category/mode/effect when an incident is found not to be HIB.**

VILLAGE ELEMENTARY SCHOOL

2011-2012 Incidents

- Five (5) HIB related investigations were conducted.
- Two (2) confirmed incidents of HIB reported in 2011-2012.

2012-2013 Incidents

- Seven (7) HIB related investigations were conducted.
- Two (2) confirmed incidents of HIB reported in 2012-2013.

2013-2014 Incidents

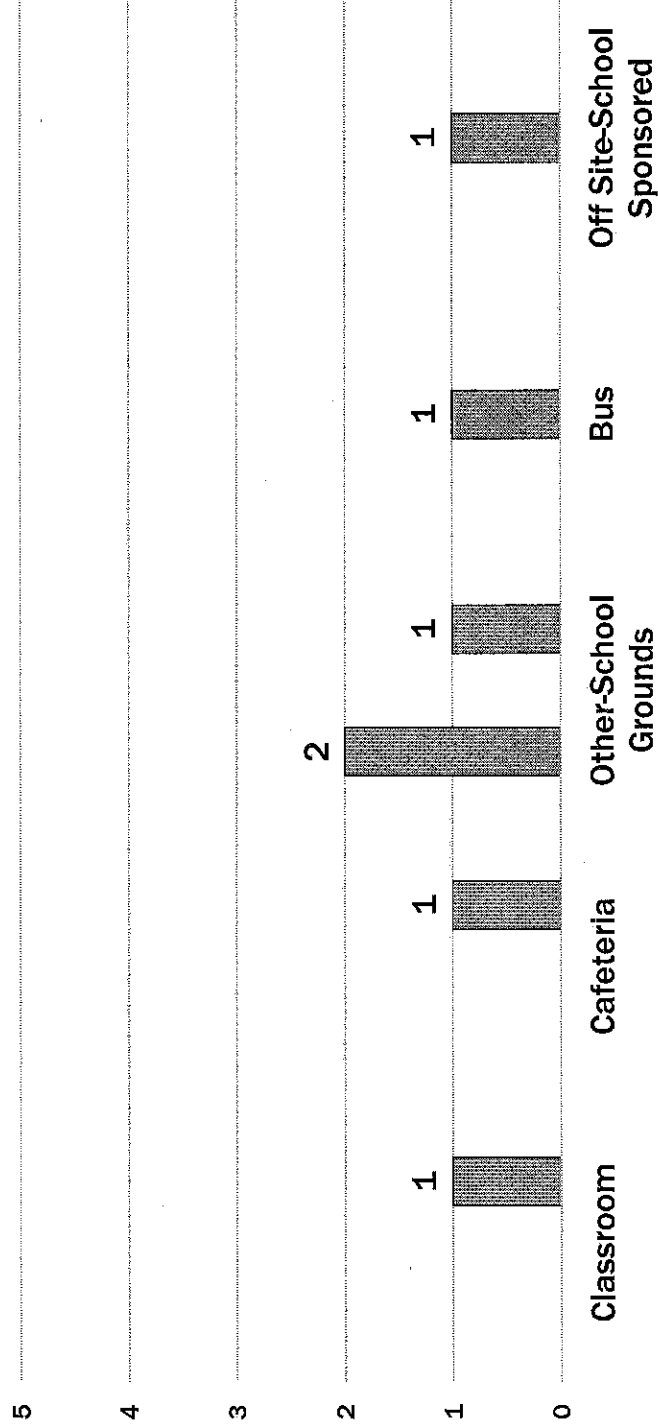
- Two (2) HIB related investigations were conducted.
- One (1) confirmed incident of HIB reported in 2013-2014.

TOTAL

- Fourteen (14) HIB related investigations were conducted.
- Five (5) confirmed incidents of HIB were reported (35.7% of reports).

VILLAGE ELEMENTARY SCHOOL

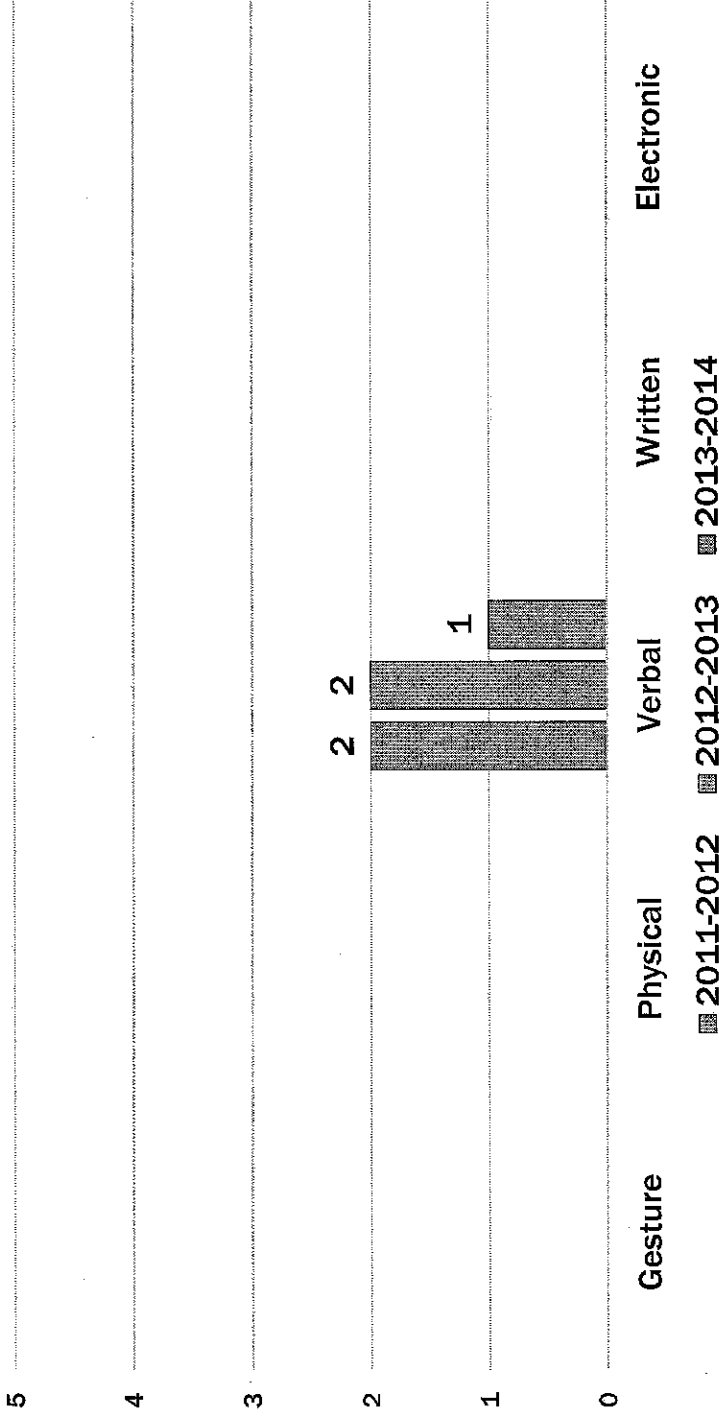
Number of HIB Incidents by Location*



*More than one (1) location may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

VILLAGE ELEMENTARY SCHOOL

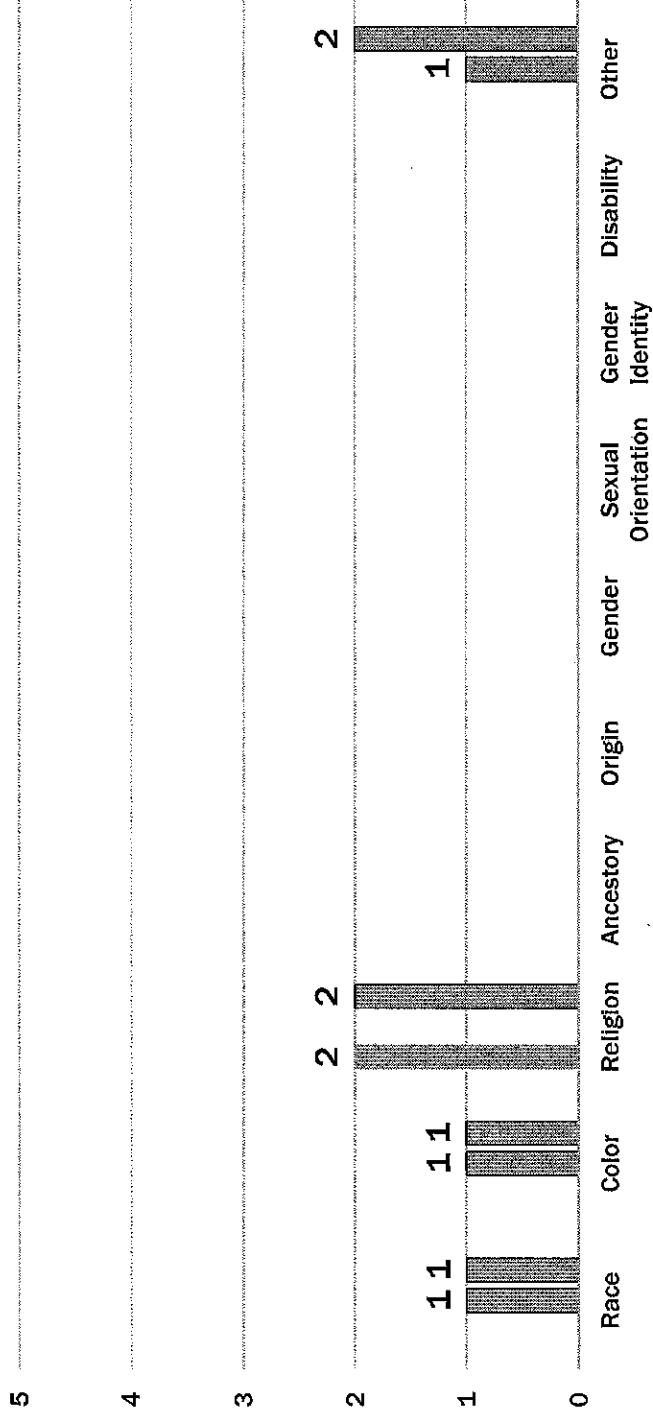
Mode of HIB Incident*



*More than one (1) mode may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

VILLAGE ELEMENTARY SCHOOL

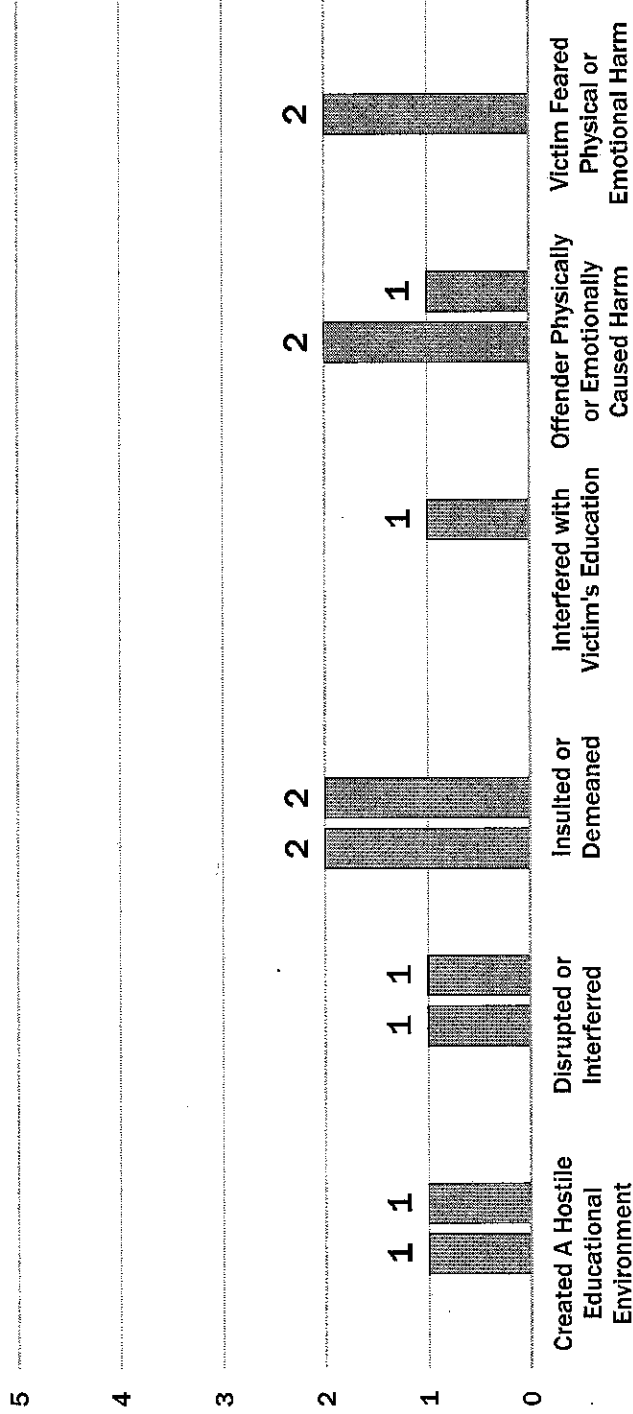
Category of HIB Incident*



* More than one (1) category may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

VILLAGE ELEMENTARY SCHOOL

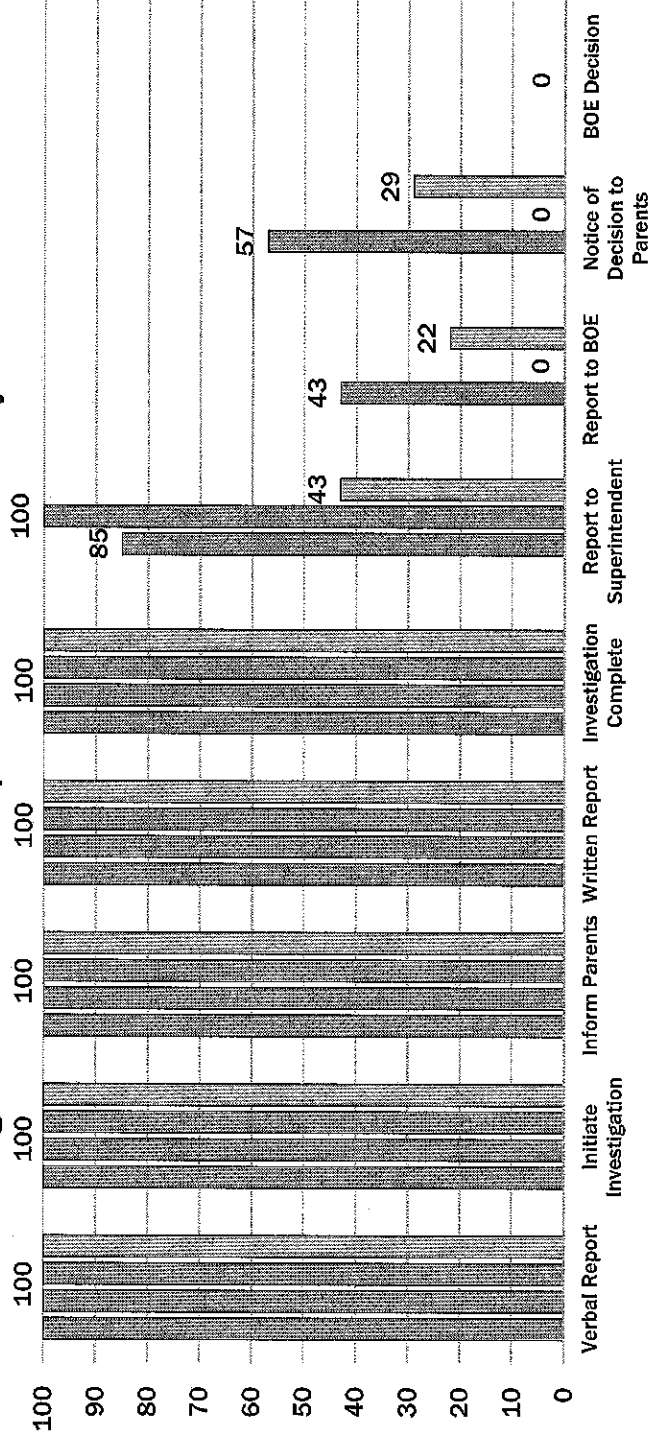
Effect of HIB*



*More than one (1) effect may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

VILLAGE ELEMENTARY SCHOOL

Percentage of Incidents Completed Within Statutory Timeframes*



■ 2011-2012 ■ 2012-2013 ■ 2013-2014 ■ Total

*The provided percentages only reflect completion within the statutory timeframe. The steps may have ultimately been completed, but if they were outside the statutory timeframe they are not credited in this chart. In addition, the chart only reflects data as uploaded on Genesis, which may not reflect the actual dates a step was completed. Further, beginning in November 2013, the BOE has issued decisions; however, numbers are not available on Genesis.

VILLAGE ELEMENTARY SCHOOL: FINDINGS

Strengths

- **Meeting statutory timelines in the following areas:**
 - **Verbal report;**
 - **Initiating the investigation;**
 - **Informing parents;**
 - **Written report to principal; and**
 - **Completing the investigation.**
- **Improved documentation of the incident with each successive year of implementation.**

VILLAGE ELEMENTARY SCHOOL: FINDINGS

Areas for Growth

- Ensuring the full definition is satisfied when finding HIB.
- Only finding HIB if the incident “substantially disrupts or interferes with the orderly operation of the school or the rights of other students” and at least one (1) additional area.
- Using the “reasonable person” standard vs. the “victim’s” or “offender’s” belief.
- Meeting the statutory timeline with regard to reporting to the Superintendent.

LOWER MIDDLE SCHOOL

2011-2012 Incidents

- Twenty-two (22) HIB related investigations were conducted.
- Fourteen (14) confirmed incidents of HIB reported in 2011-2012.

2012-2013 Incidents

- Fourteen (14) HIB related investigations were conducted.
- Five (5) confirmed incidents of HIB reported in 2012-2013.

2013-2014 Incidents

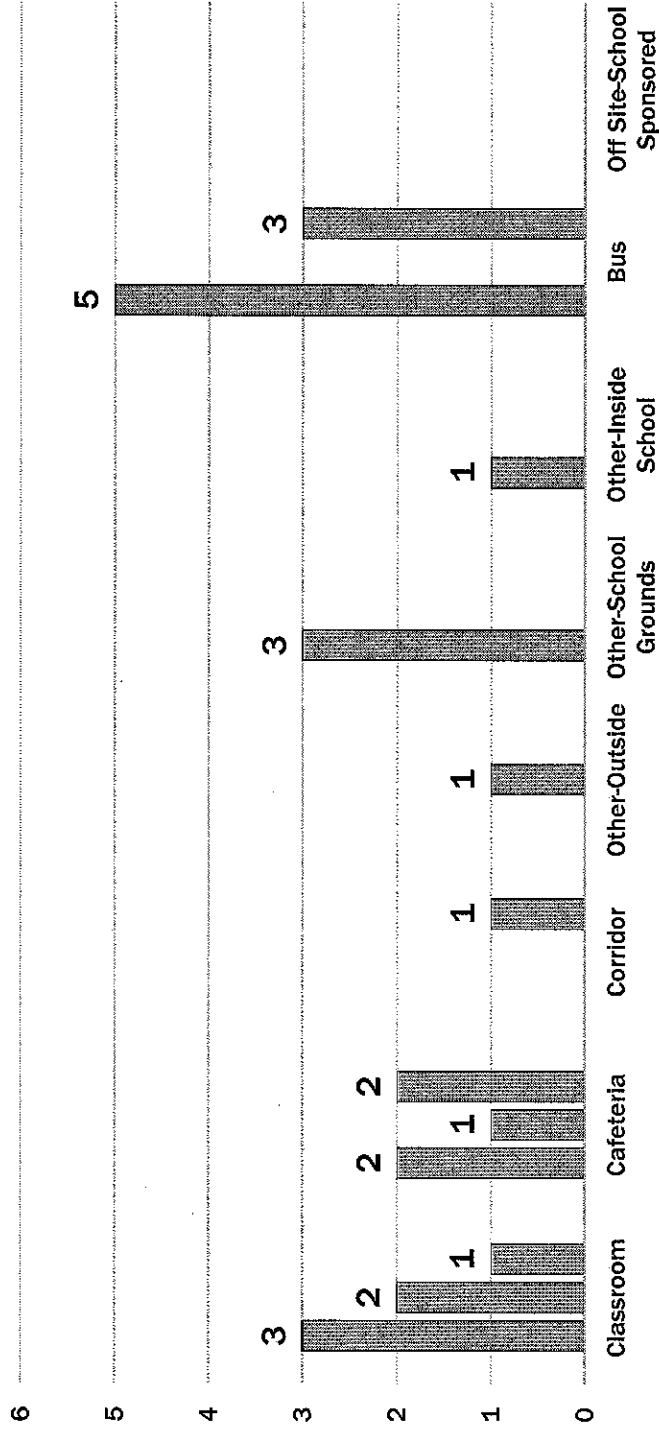
- Ten (10) HIB related investigations were conducted.
- Four (4) confirmed incidents of HIB reported in 2013-2014.

TOTAL

- Forty-six (46) HIB related investigations were conducted.
- Twenty-three (23) confirmed incidents of HIB were reported (50% of reports).

LOWER MIDDLE SCHOOL

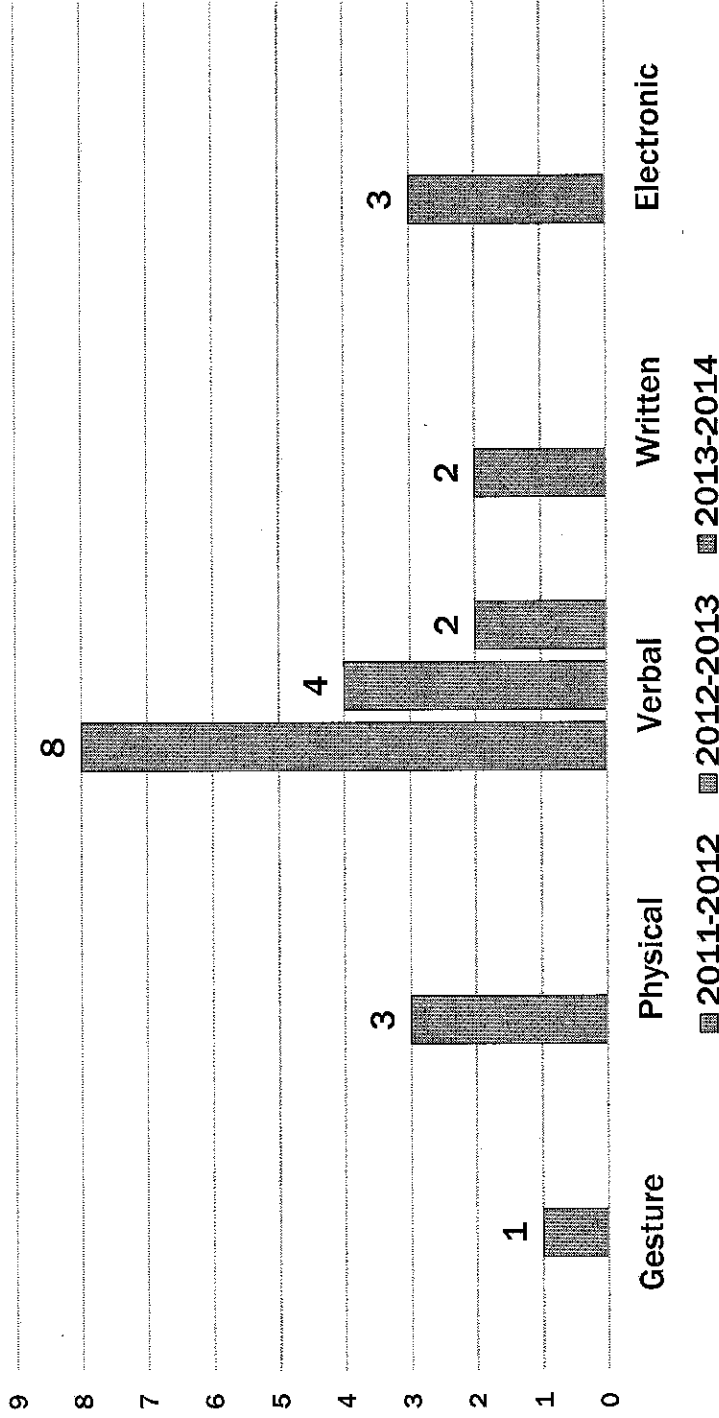
Number of HIB Incidents by Location*



*More than one (1) location may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

LOWER MIDDLE SCHOOL

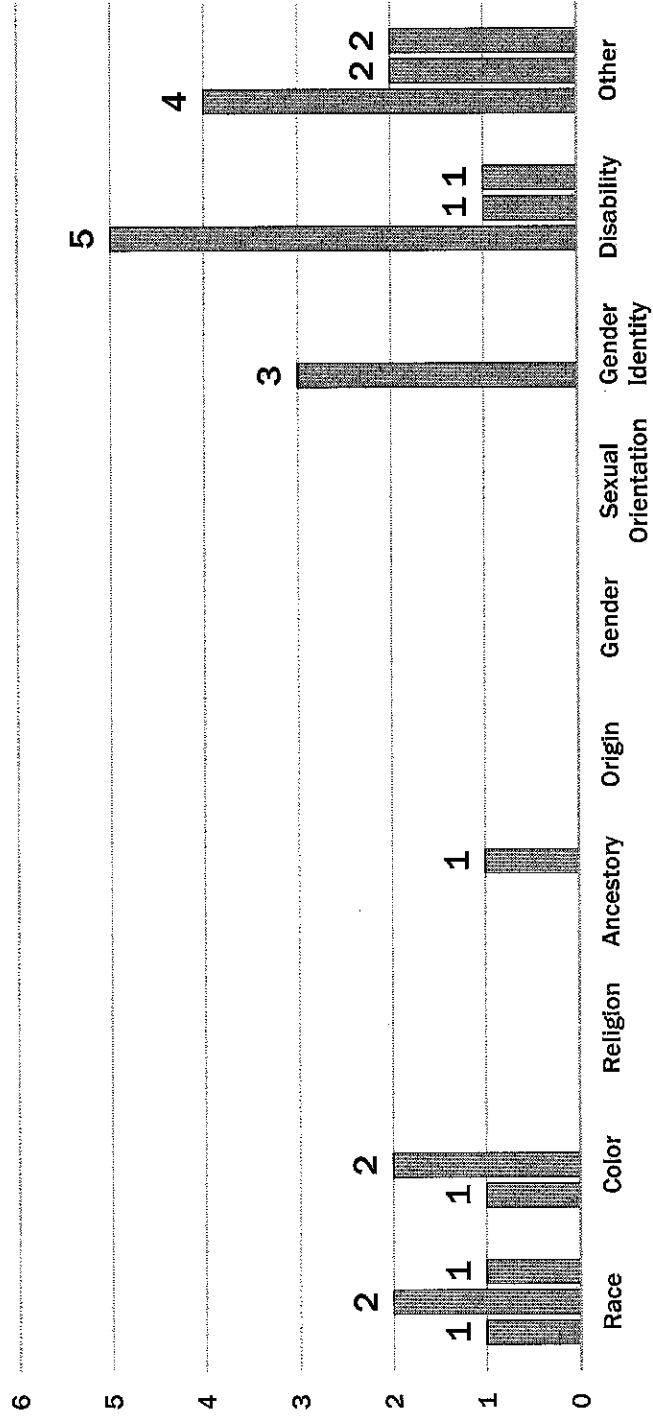
Mode of HIB Incident*



*More than one (1) mode may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

LOWER MIDDLE SCHOOL

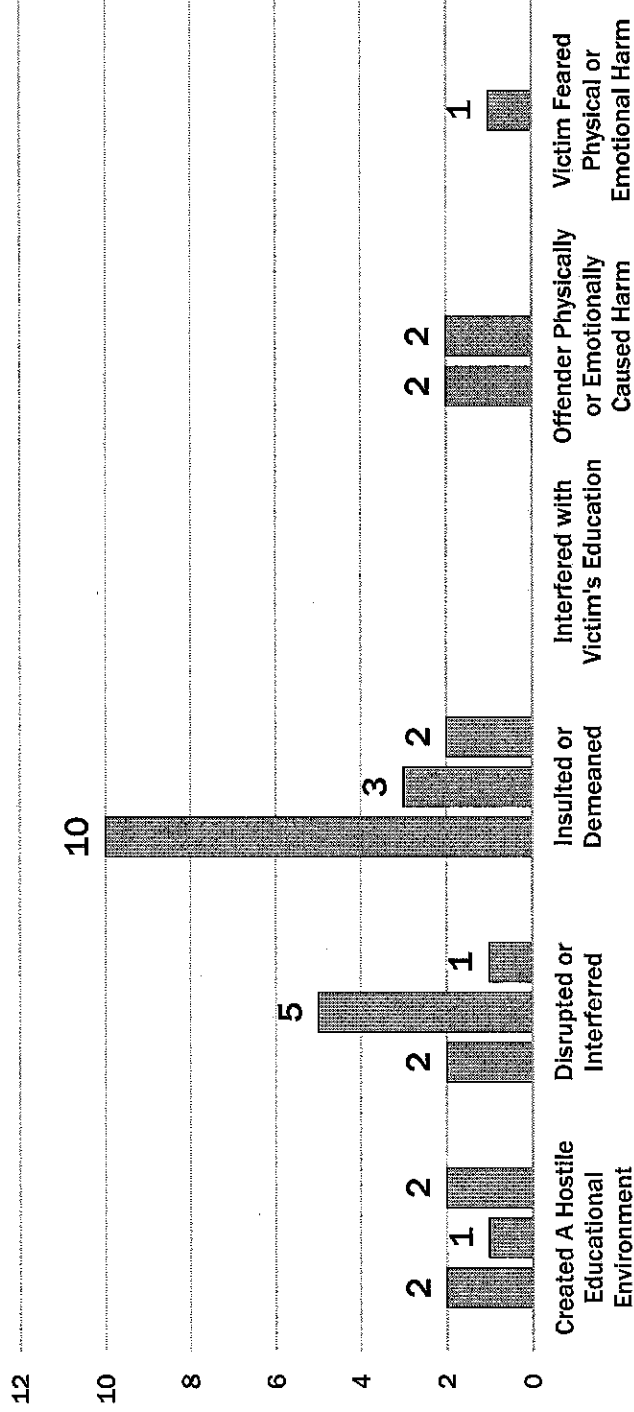
Category of HIB Incident*



*More than one (1) category may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

LOWER MIDDLE SCHOOL

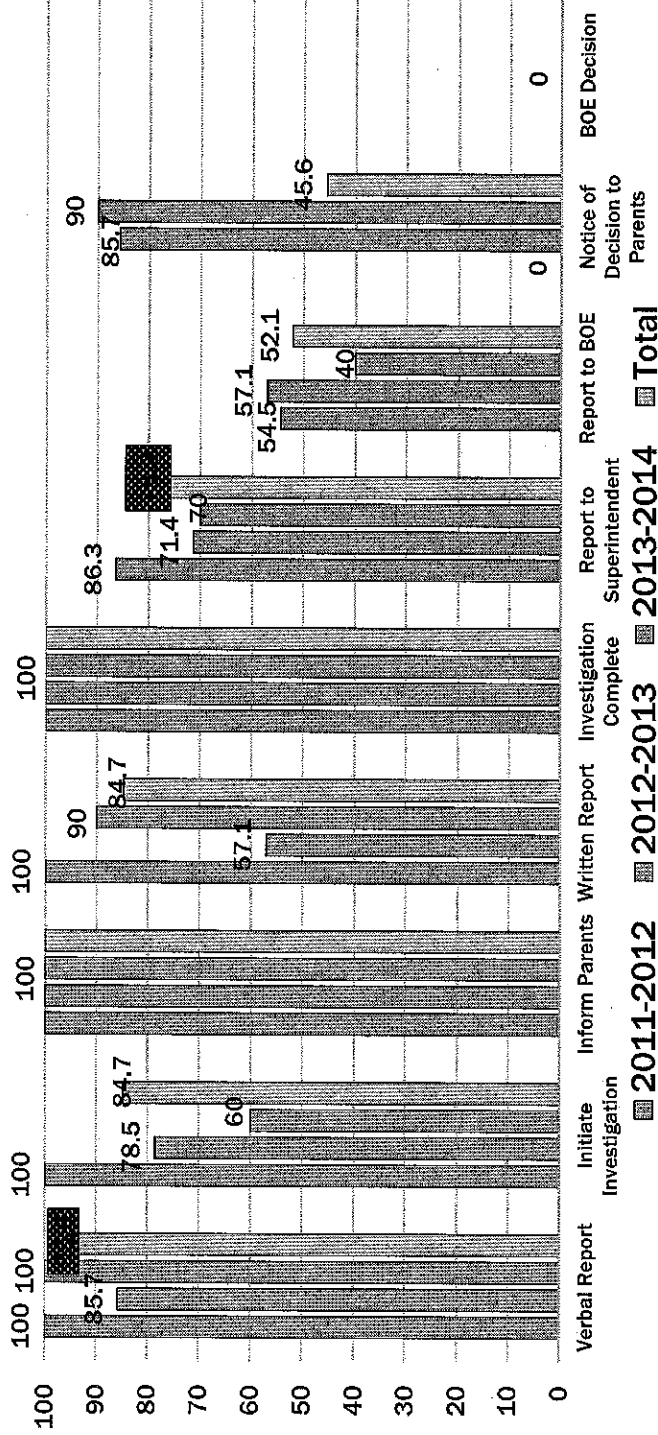
Effect of HIB*



*More than one (1) effect may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

LOWER MIDDLE SCHOOL

Percentage of Incidents Completed Within Statutory Timeframes*



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LOWER MIDDLE SCHOOL: FINDINGS

Strengths

- Meeting statutory timelines in the following areas:
 - Informing parents; and
 - Completing the investigation.
- Substantially meeting the statutory timelines with regard to the following:
 - Verbal report; and
 - Written report to principal.
- Improved documentation of the incident with each successive year of implementation, especially with regard to witness statements.

LOWER MIDDLE SCHOOL: FINDINGS

Areas for Growth

- Ensuring the full definition is satisfied when finding HIB.
- Only finding HIB if the incident “substantially disrupts or interferes with the orderly operation of the school or the rights of other students” and at least one (1) additional area.
- Using the “reasonable person” standard vs. the “victim’s” or “offender’s” belief.
- Finding HIB where the statutory definition is satisfied without consideration of truth or falsity of the statement or the offender’s state of mind (use “reasonable person” standard).
- Reaching a finding even where the incident was not witnessed or because the distinguishing characteristic cannot be verified.
- Meeting the statutory timeline with regard to initiating the investigation and reporting to the Superintendent.

UPPER MIDDLE SCHOOL

2011-2012 Incidents

- Thirty-three (33) HIB related investigations were conducted.
- Nine (9) confirmed incidents of HIB reported in 2011-2012.

2012-2013 Incidents

- Thirty-one (31) HIB related investigations were conducted.
- Five (5) confirmed incidents of HIB reported in 2012-2013.

2013-2014 Incidents

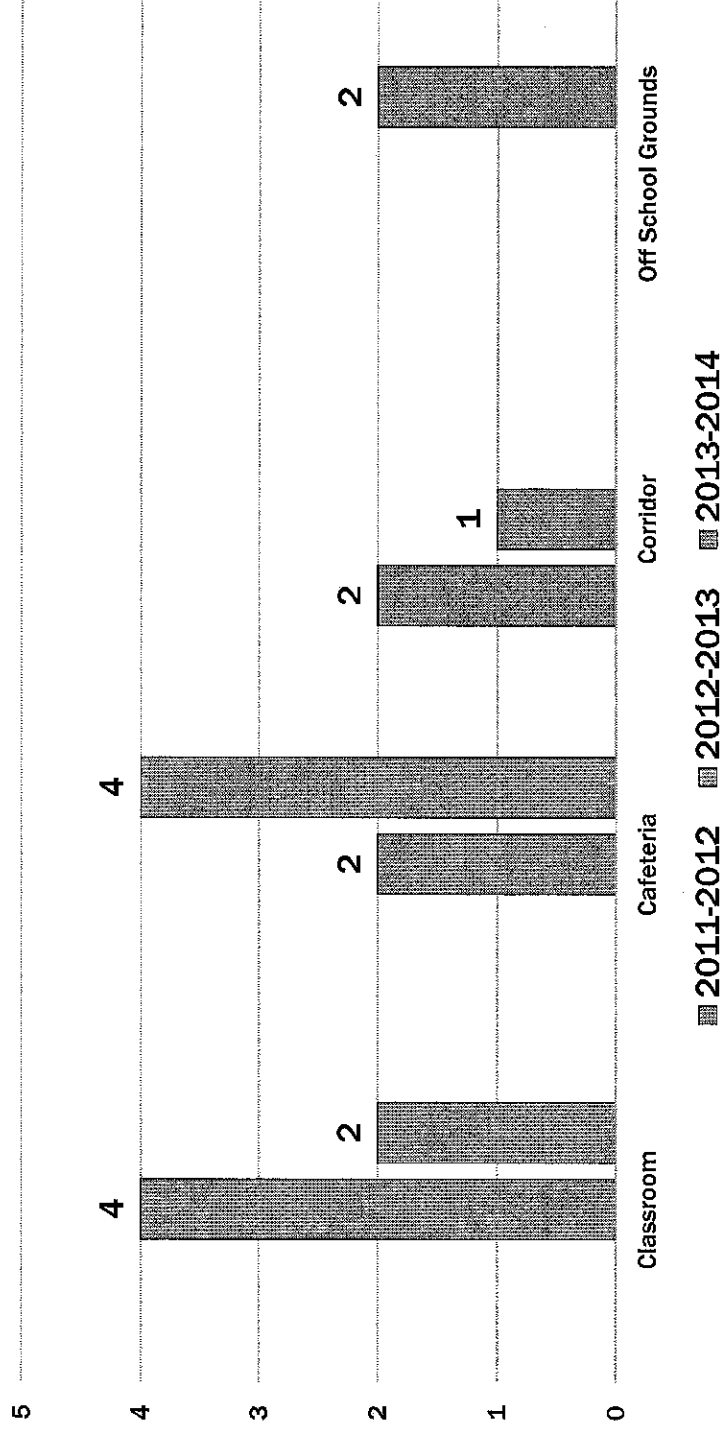
- Twelve (12) HIB related investigations were conducted.
- Seven (7) confirmed incidents of HIB reported in 2013-2014.

TOTAL

- Seventy-six (76) HIB related investigations were conducted.
- Twenty-one (21) confirmed incidents of HIB were reported (28.3% of reports).

UPPER MIDDLE SCHOOL

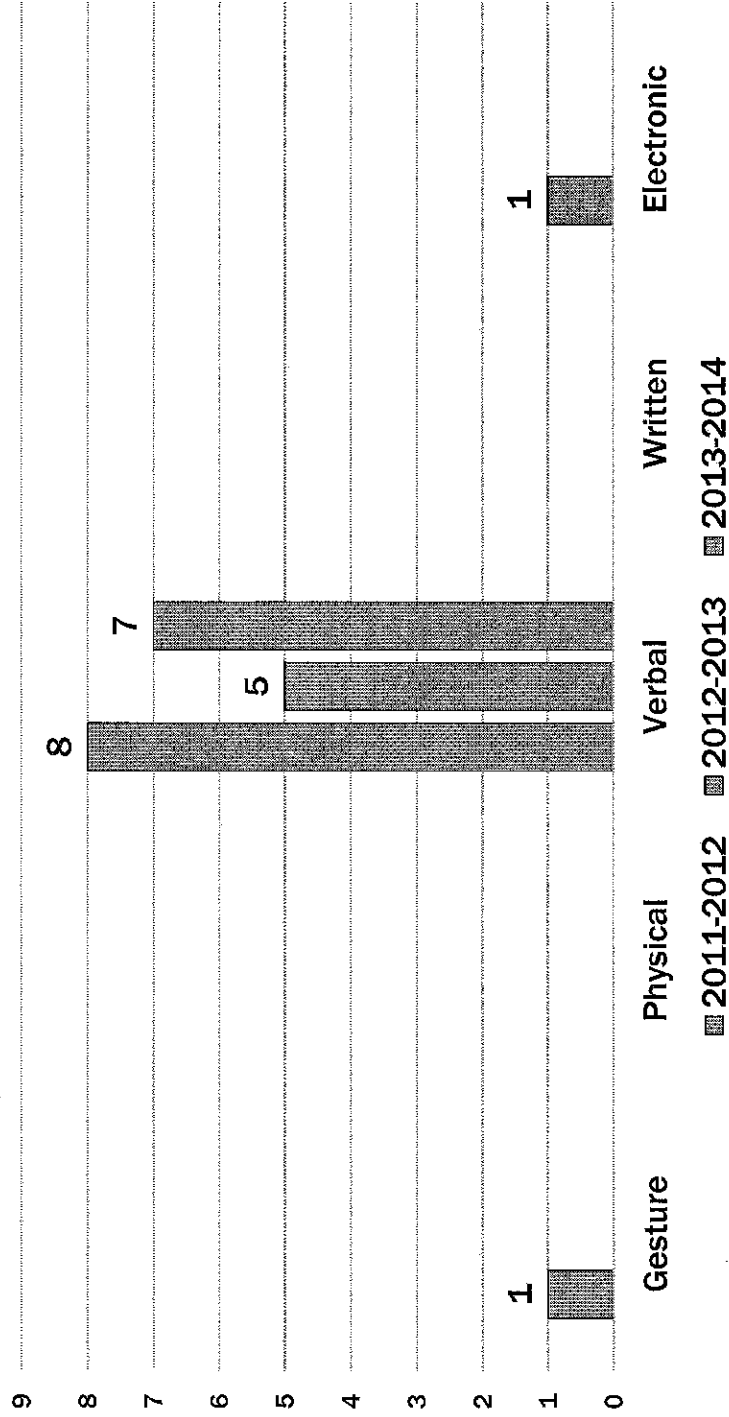
Number of HIB Incidents by Location*



*More than one (1) location may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

UPPER MIDDLE SCHOOL

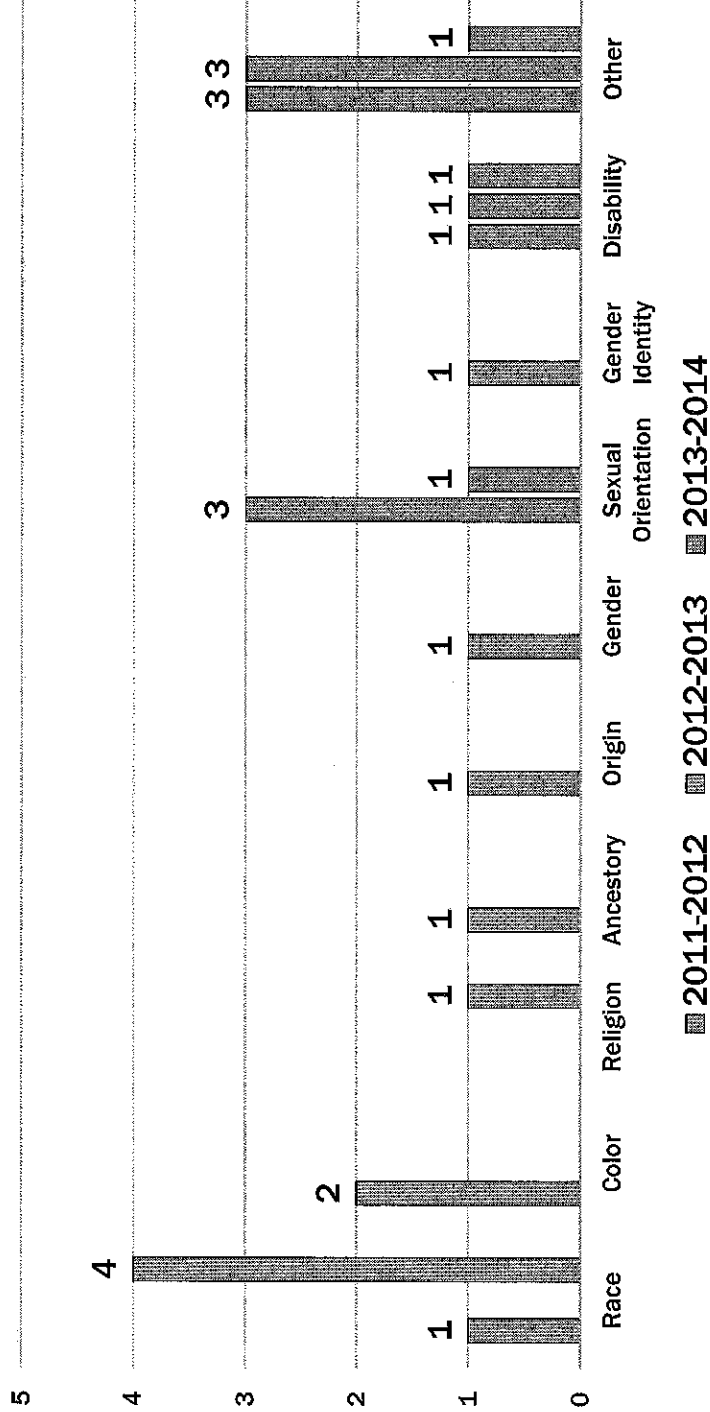
Mode of HIB Incident*



*More than one (1) mode may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

UPPER MIDDLE SCHOOL

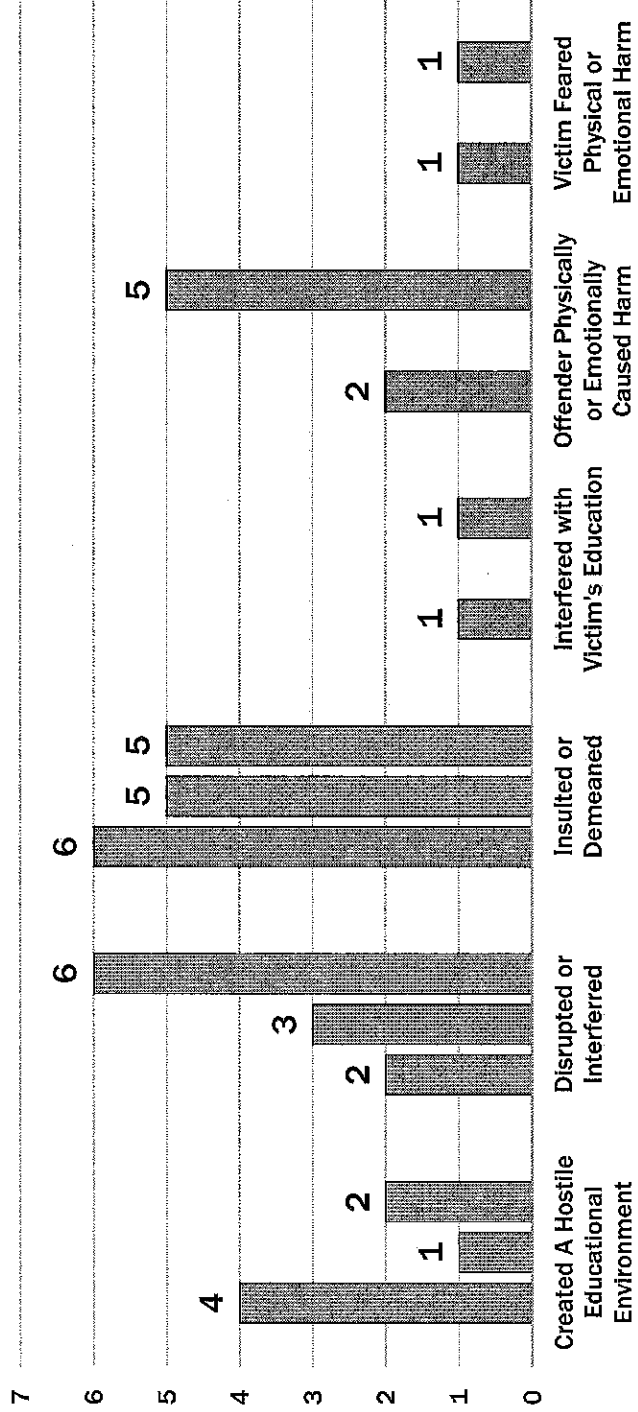
Category of HIB Incident*



*More than one (1) category may be associated with an incident; therefore, totals may exceed the number of HIB incidents.

UPPER MIDDLE SCHOOL

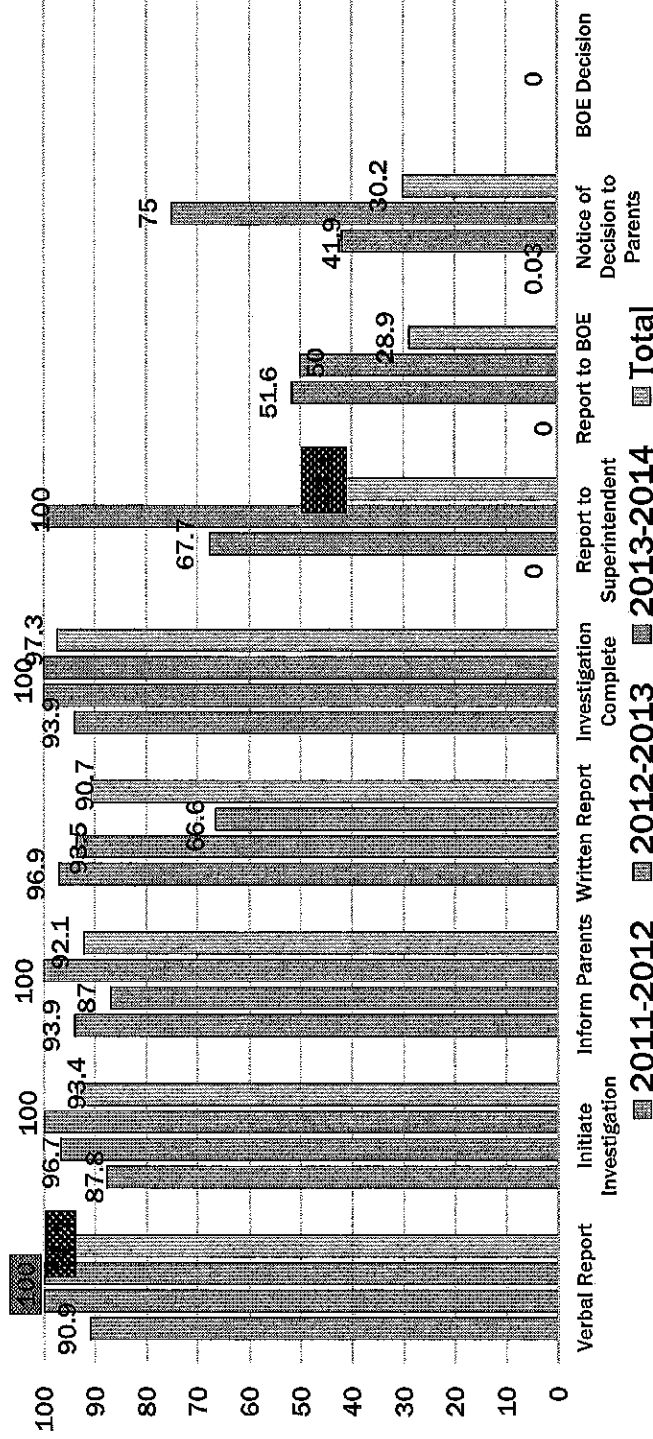
Effect of HIB*



*More than one (1) effect may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

UPPER MIDDLE SCHOOL

Percentage of Incidents Completed Within Statutory Timeframes*



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UPPER MIDDLE SCHOOL: FINDINGS

Strengths

- Meeting statutory timelines in the following areas:
 - Verbal report;
 - Initiating the investigation;
 - Informing parents; and
 - Completing the investigation.
- Significant improvement with regard to reporting to the Superintendent within the statutory timelines.
- Improved documentation of the incident with each successive year of implementation, especially with regard to witness statements.
- Providing examples in HIB reports of why an incident met a category.
- Conducting and reporting witness interviews and how those interviews impacted the final determination.

UPPER MIDDLE SCHOOL: FINDINGS

Areas for Growth

- Ensuring the full definition is satisfied when finding HIB:
 - Finding an incident is not HIB based on a lack of power imbalance or because a student is not “actually” the characteristic.
 - Using “reasonable” person standard vs. “victim’s” or “offender’s” opinion.
- Following up on allegations that are revealed through the HIB investigation.
- Conducting thorough investigations, including witness interviews.
- Documenting all of the relevant information on Genesis: mode, category, effect when the final determination is that the incident is Not HIB.
- Meeting the statutory timeline with regard to submitting the written report.

MONTGOMERY HIGH SCHOOL

2011-2012 Incidents

- Fifty (50) HIB related investigations were conducted.
- Thirty-six (36) confirmed incidents of HIB reported in 2011-2012.

2012-2013 Incidents

- Thirty (30) HIB related investigations were conducted.
- Thirteen (13) confirmed incidents of HIB reported in 2012-2013.

2013-2014 Incidents

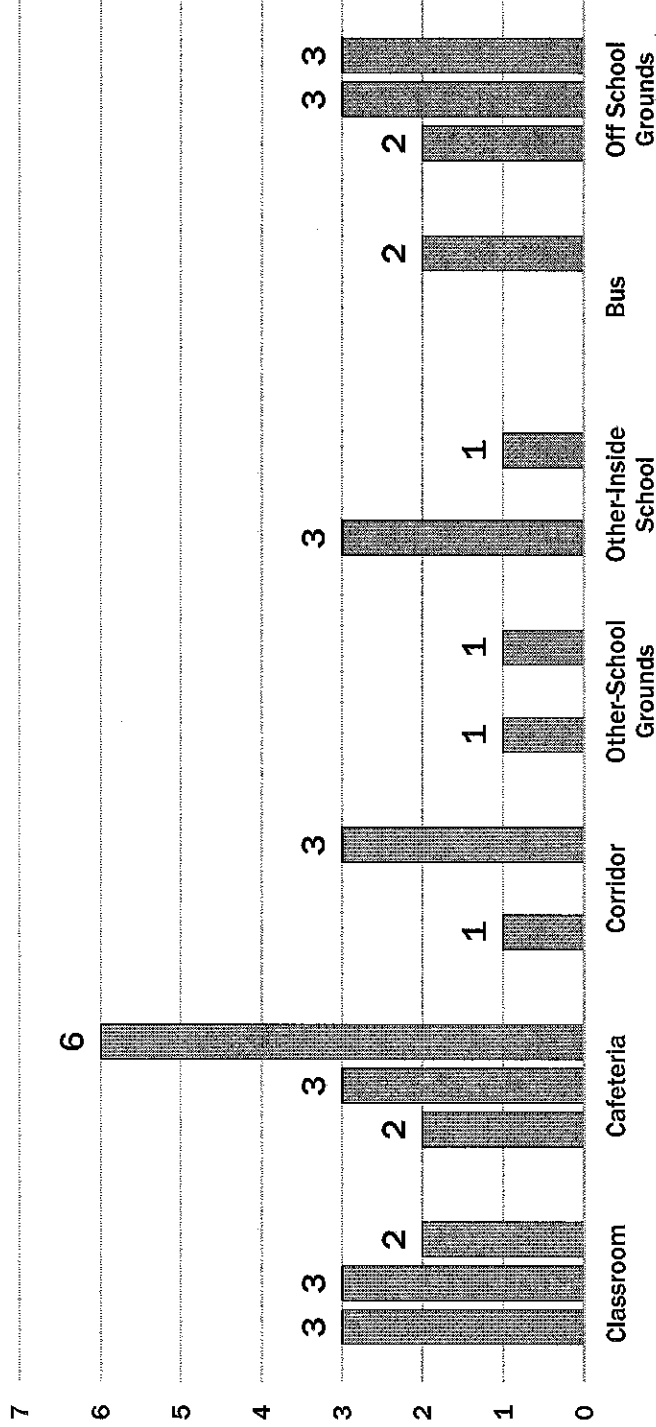
- Twenty-one (21) HIB related investigations were conducted.
- Fourteen (14) confirmed incidents of HIB reported in 2013-2014.

TOTAL

- One hundred one (101) HIB related investigations were conducted.
- Sixty-three (63) confirmed incidents of HIB were reported (62.3% of reports).

MONTGOMERY HIGH SCHOOL

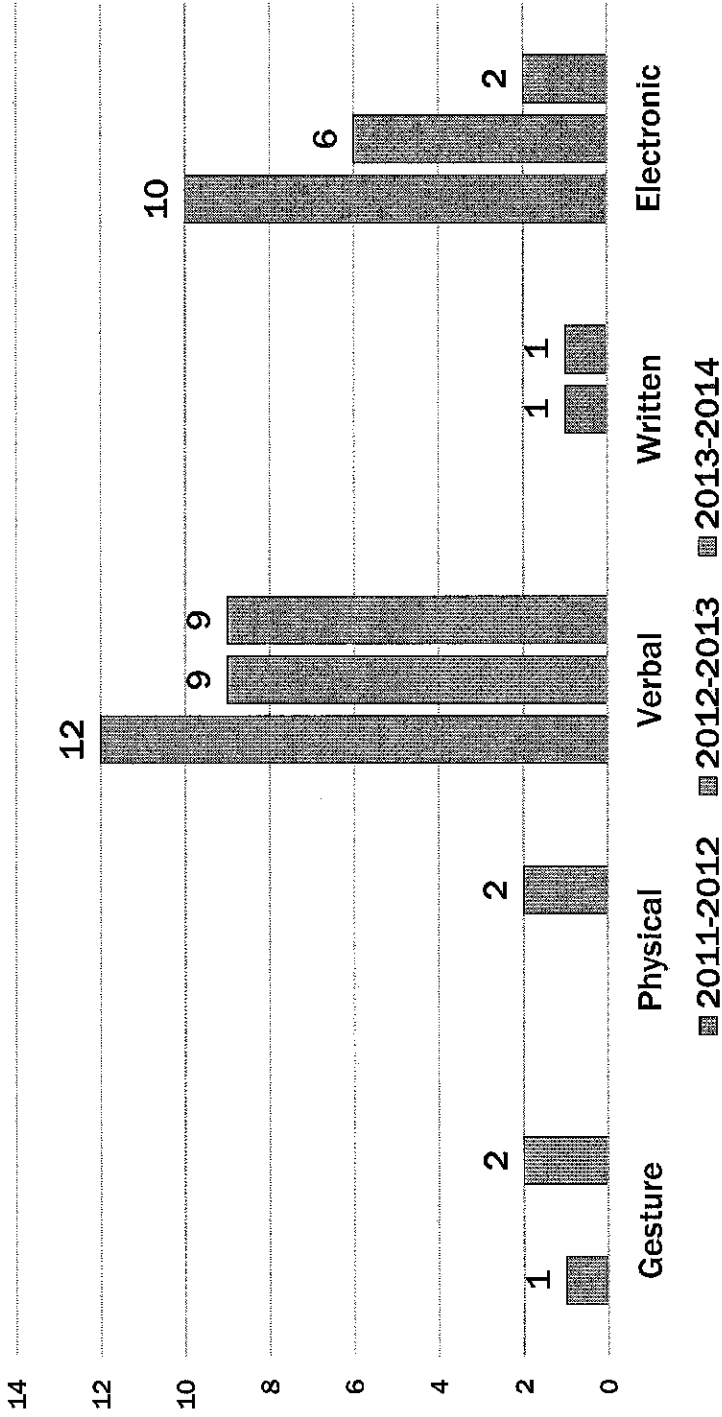
Number of HIB Incidents by Location*



*More than one (1) location may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

MONTGOMERY HIGH SCHOOL

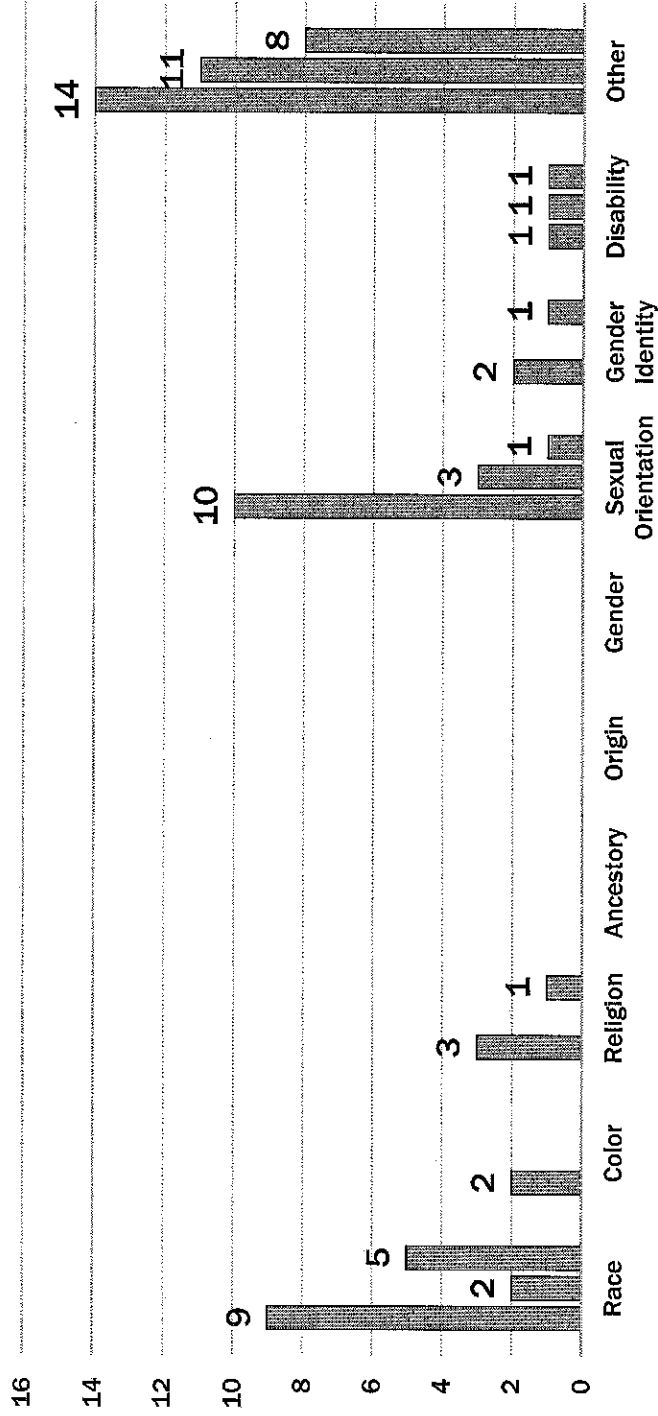
Mode of HIB Incident*



*More than one (1) mode may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

MONTGOMERY HIGH SCHOOL

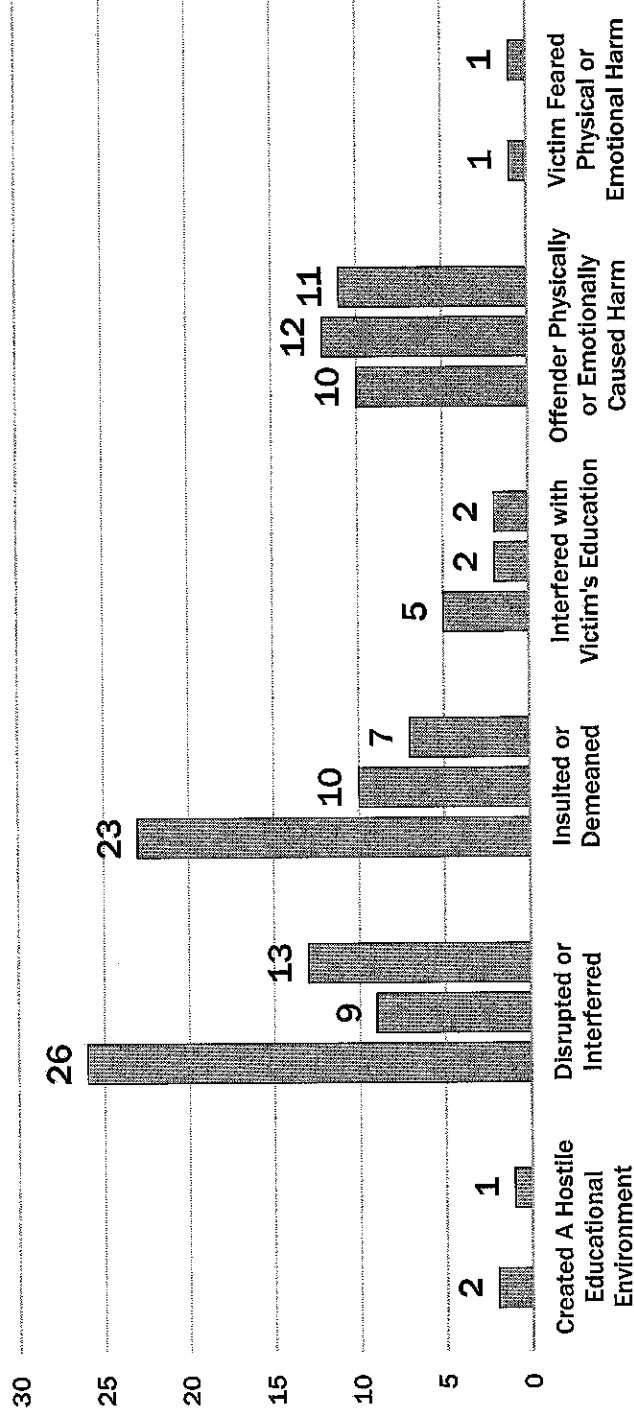
Category of HIB Incident*



*More than one (1) category may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

MONTGOMERY HIGH SCHOOL

Effect of HIB*

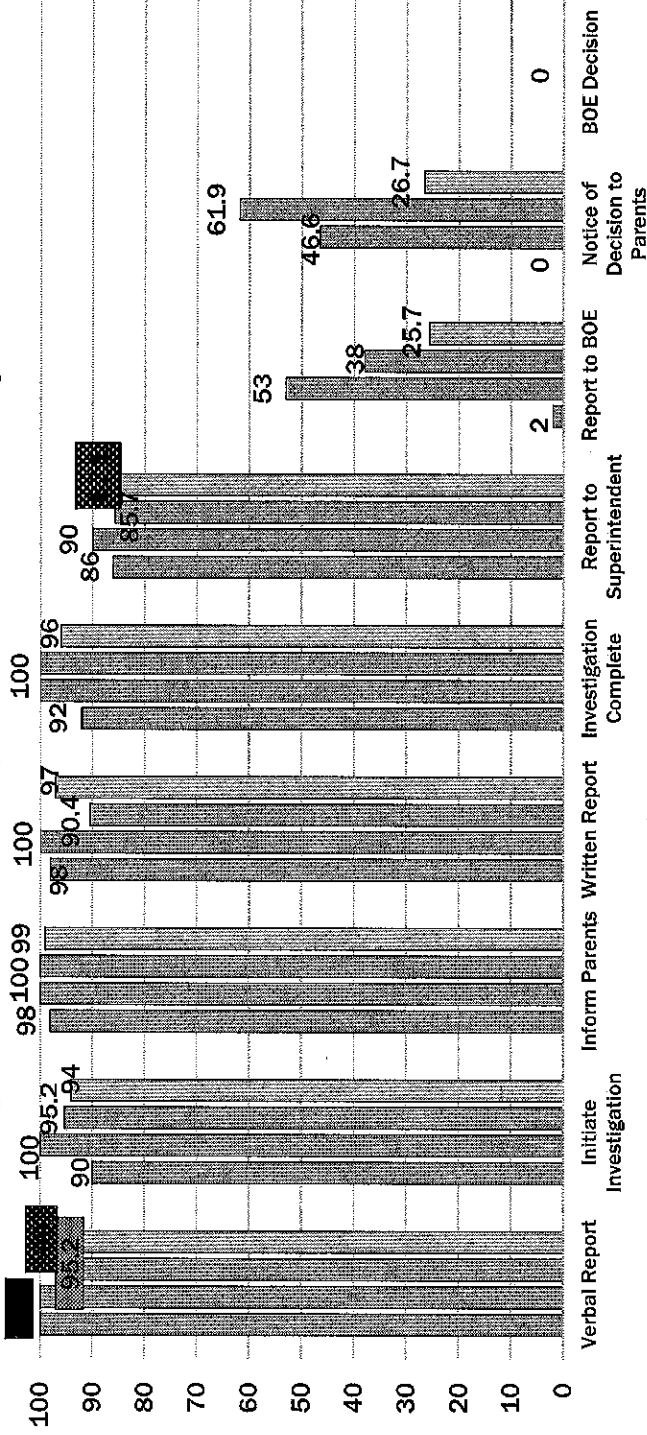


■ 2011-2012 ■ 2012-2013 ■ 2013-2014

*More than one (1) effect may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

MONTGOMERY HIGH SCHOOL

Percentage of Incidents Completed Within Statutory Timeframes*



*The provided percentages only reflect completion within the statutory timeframe. The steps may have ultimately been completed, but if they were outside the statutory timeframe they are not credited in this chart. In addition, the chart only reflects data as uploaded on Genesis, which may not reflect the actual dates a step was completed. Further, beginning in November 2013, the BOE has issued decisions; however, numbers are not available on Genesis.

MONTGOMERY HIGH SCHOOL: FINDINGS

Strengths

- Meeting statutory timelines in the following areas:
 - Informing parents; and
 - Completing the investigation.
- Substantially meeting statutory timelines in the following areas:
 - Verbal report;
 - Initiating the investigation;
 - Written report; and
 - Reporting to the Superintendent.
- In 2013-2014, ensuring that the statutory definition was met with regard to the impact.
 - In twelve (12) of fourteen (14) instances, the reports indicated a substantial disruption or interference and at least one (1) other impact before finding HIB.

MONTGOMERY HIGH SCHOOL: FINDINGS

Areas for Growth

- **Ensuring the full definition is satisfied when finding HIB:**
 - **Ensuring that if an incident occurred off school grounds that there was the requisite impact in school.**
 - **Using “reasonable” person standard vs. “victim’s” or “offender’s” opinion.**
- **Documenting all of the relevant information on Genesis: mode, category, effect, and impact.**

MONTGOMERY SCHOOL DISTRICT

2011-2012 Incidents

- One hundred eleven (111) HIB related investigations were conducted.
- Sixty-one (61) confirmed incidents of HIB reported in 2011-2012.

2012-2013 Incidents

- Eighty-nine (89) HIB related investigations were conducted.
- Twenty-seven (27) confirmed incidents of HIB reported in 2012-2013.

2013-2014 Incidents

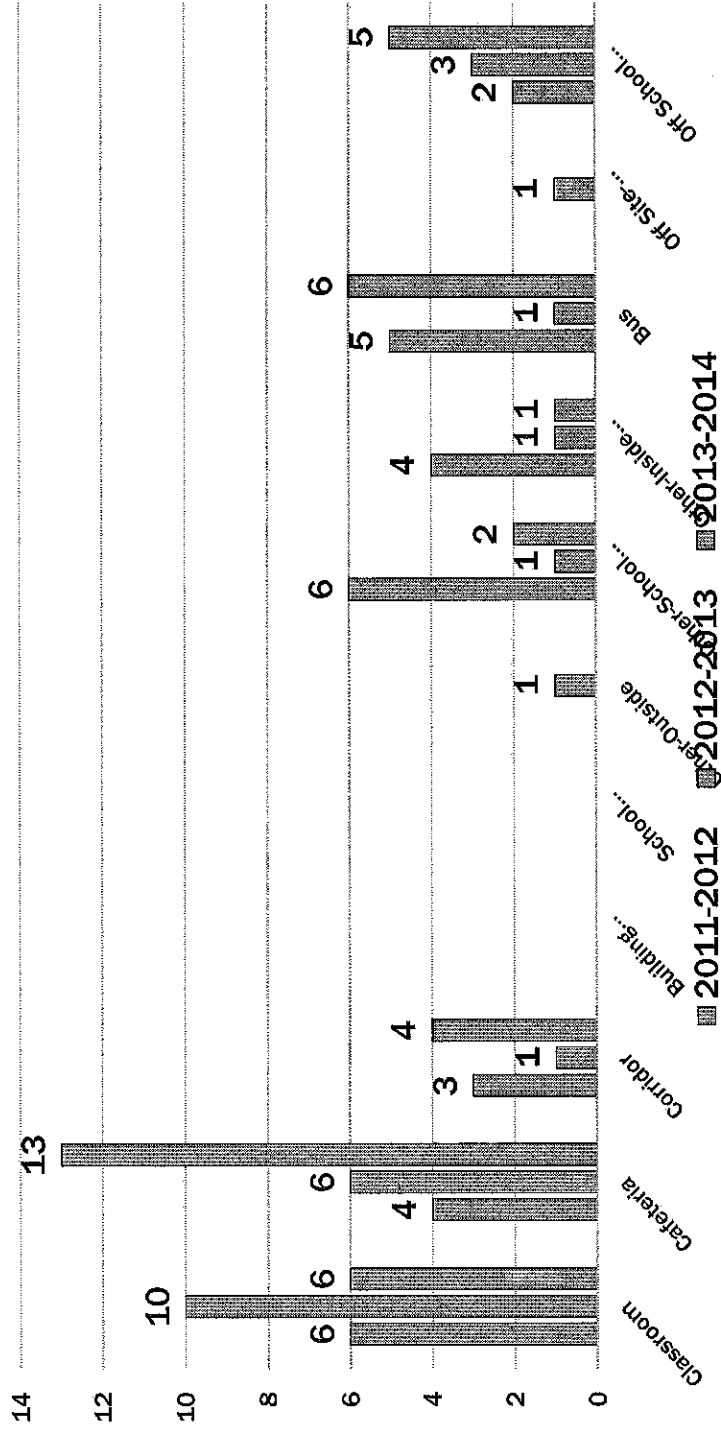
- Fifty-nine (59) HIB related investigations were conducted.
- Twenty-seven (27) confirmed incidents of HIB reported in 2013-2014.

TOTAL

- Two hundred fifty-nine (259) HIB related investigations were conducted.
- One hundred fifteen (115) confirmed incidents of HIB were reported (44.4% of reports).

MONTGOMERY SCHOOL DISTRICT

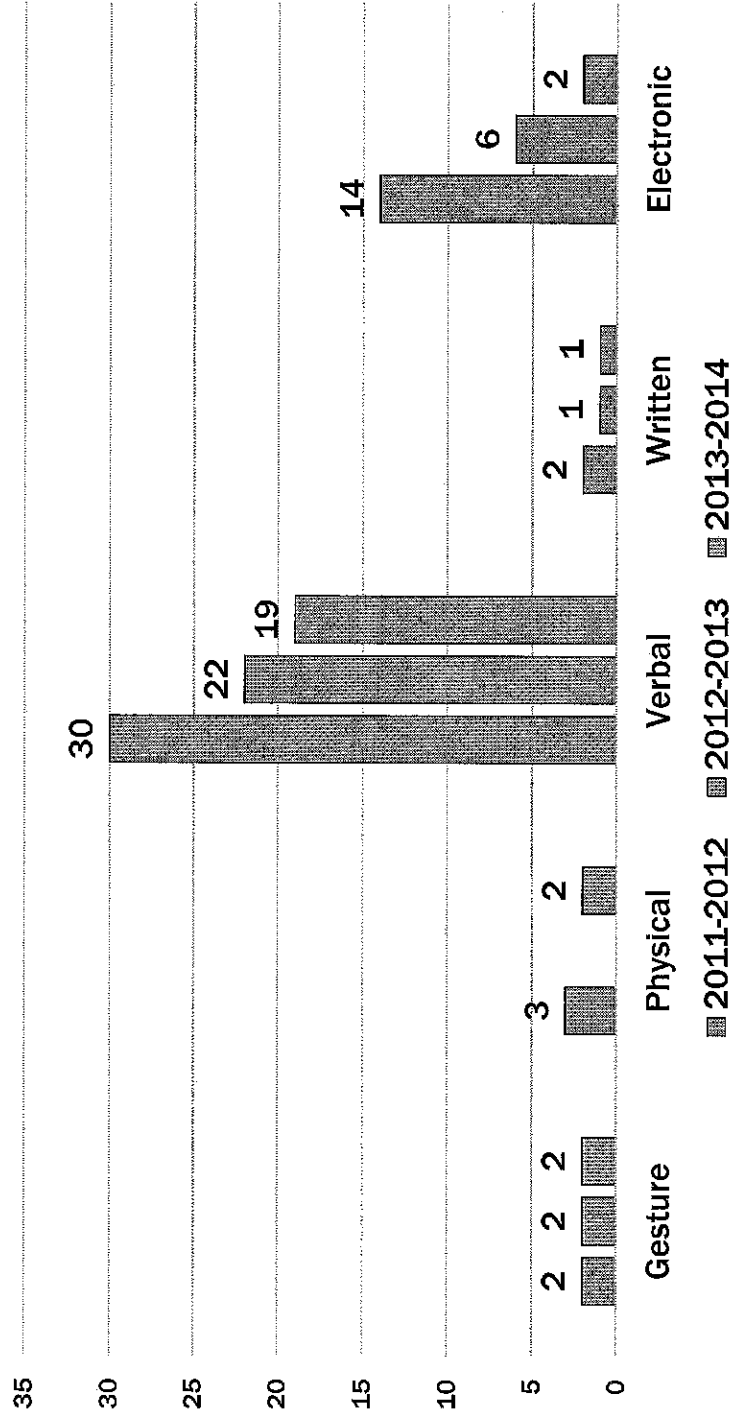
Number of HIB Incidents by Location*



* More than one (1) location may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

MONTGOMERY SCHOOL DISTRICT

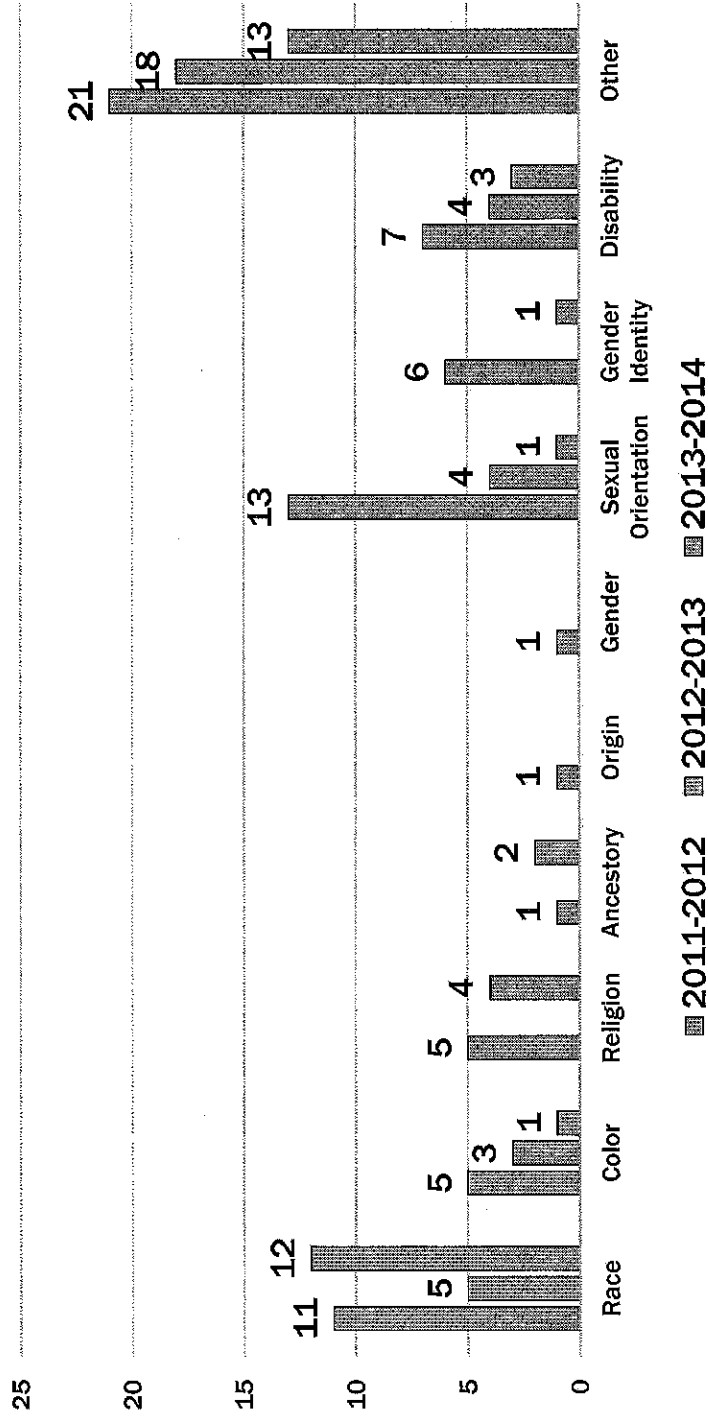
Mode of HIB Incident*



*More than one (1) mode may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

MONTGOMERY SCHOOL DISTRICT

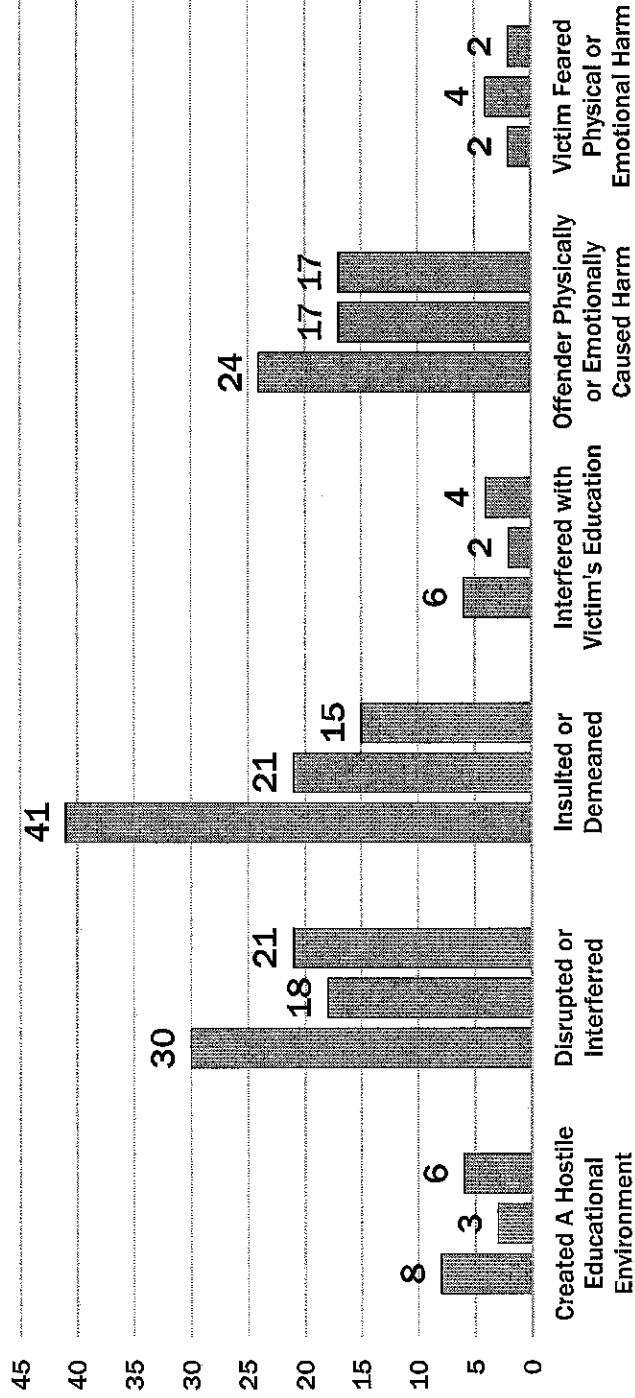
Category of HIB Incident*



*More than one (1) category may be associated with an incident; therefore, totals may exceed the number of HIB Incidents.

MONTGOMERY SCHOOL DISTRICT

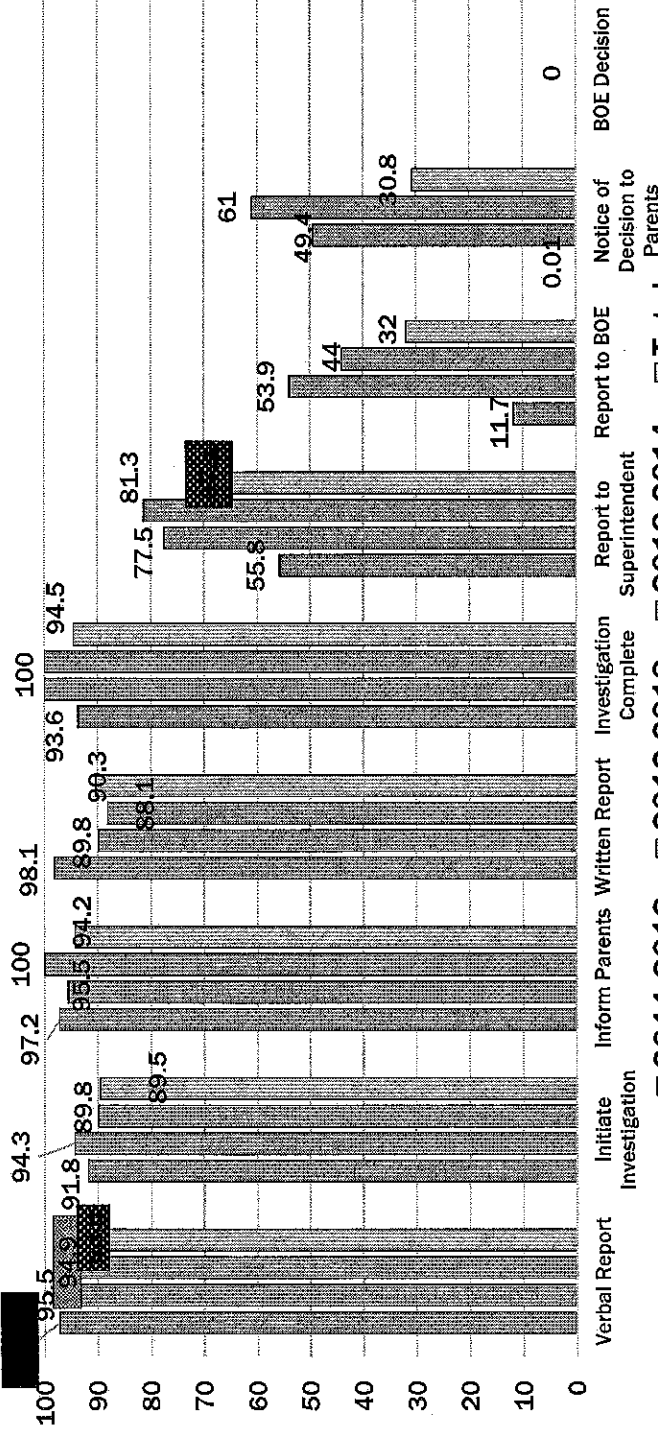
Effect of HIB*



*More than one (1) effect may be associated with an incident; therefore, totals may exceed the number of HIB incidents.

MONTGOMERY SCHOOL DISTRICT

Percentage of Incidents Completed Within Statutory Timeframes*



*The provided percentages only reflect completion within the statutory timeframe. The steps may have ultimately been completed, but if they were outside the statutory timeframe they are not credited in this chart. In addition, the chart only reflects data as uploaded on Genesis, which may not reflect the actual dates a step was completed. Further, beginning in November 2013, the BOE has issued decisions; however, numbers are not available on Genesis.

MONTGOMERY SCHOOL DISTRICT: FINDINGS

Strengths

- Meeting statutory timelines in the following areas:
 - Informing parents; and
 - Completing the investigation.
- Substantially meeting statutory timelines in the following areas:
 - Verbal report;
 - Initiating the investigation; and
 - Written report.
- Significant improvement with regard to reporting to the Superintendent and Notifying Parents of the Board of Education's ("BOE") decision.
- In 2013-2014, the BOE began issuing decisions affirming, rejecting, or modifying the decisions.

DISTRICT: FINDINGS

Areas for Growth

- **Ensuring the full definition is satisfied when finding HIB and/or is not satisfied when finding Not HIB.**
- **Documenting all of the relevant information on Genesis and in written reports.**
- **Reporting to the BOE within the statutory timeframe and with sufficient information.**
- **Notifying parents of the BOE decision within the statutory timeframe.**

**PART III:
RECOMMENDATIONS**

RECOMMENDATIONS

Staff Training

- **Timelines**
- **HIB Definition**
- **Application of HIB Definition**
- **Case Law**
- **Consistent and Thorough Documentation**

RECOMMENDATIONS

Uniform Forms

- **Initial Notification to Parents**
- **Written Report of Alleged HIB**
- **Anti-Bullying Specialist Investigation Report**
- **Report to the BOE**
- **Notification to Parents of the BOE's Decision**

PART IV:
SAMPLE FORMS

DRAFT LETTER

[insert date]
[insert name]
[insert address]
[insert address]

Dear [insert name]:

In accordance with the provisions of New Jersey's Anti-Bullying Bill of Rights Act and the Montgomery Township Board of Education Policy 5512 - Harassment, Intimidation, and Bullying, it has been reported to me that your child, [insert name], may have been the target of an act of harassment, intimidation or bullying on [insert date]. The allegations will be investigated by our school's Anti-Bullying Specialist, [insert name]. This investigation will be completed no later than ten school days from the date of the written report.

The Anti-Bullying Specialist may be meeting with your child and other students and staff members during the investigation process. In accordance with Board Policy 5512, the principal, may take measures to ensure the safety, health, and welfare of all parties during the investigation process. The school's administration shall proceed in accordance with the Student Code of Conduct, as appropriate. Upon completion of the investigation findings, additional actions may be taken by the Superintendent.

In accordance with New Jersey's Anti-Bullying Bill of Rights Act and Board Policy 5512, parents of pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulations. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information will be provided to you in writing by the Superintendent within five days after the results of the investigation are reported to the Board of Education, which shall be no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation.

After receiving this information, parents or guardians may request a hearing before the Board of Education. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision in writing to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:33. Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c.169 (C.105-1 et seq).

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]
Principal

**INITIAL
NOTIFICATION
TO PARENTS**

Alleged Victim

DRAFT LETTER

[insert date]

[insert name]
[insert address]
[insert address]

Dear [insert name]:

In accordance with the provisions of New Jersey's Anti-Bullying Bill of Rights Act and the Montgomery Township Board of Education Policy 5512 - Harassment, Intimidation, and Bullying, it has been requested to me that your child, [insert name], may have committed an act of harassment, intimidation or bullying on [insert date]. The allegations will be investigated by our school's Anti-Bullying Specialist, [insert name]. This investigation will be completed no later than ten school days from the date of the written report.

The Anti-Bullying Specialist may be meeting with your child and other students and staff members during the investigation process. In accordance with Board Policy 5512, the Principal may take measures to ensure the safety, health, and welfare of all parties during the investigation process. The school's administration shall proceed in accordance with the Student Code of Conduct, as appropriate. Upon completion of the investigation findings, additional actions may be taken by the Superintendent.

In accordance with New Jersey's Anti-Bullying Bill of Rights Act and Board Policy 5512, parents of pupils who are parties to this investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or actions provided to address the incident of harassment, intimidation, or bullying. This information will be provided to you in writing by the Superintendent within five days after the results of the investigation are reported to the Board of Education, which shall be no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation.

After receiving this information, parents or guardians may request a hearing before the Board of Education. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:14, Commissioner and Deputies, no later than ninety days after issuance of the Board of Education's decision. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c.169 (C.10:5-1 et seq.).

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[insert name]
Principal

**INITIAL
NOTIFICATION
TO PARENTS**

**Alleged
Offender**

Written Report of Alleged HIB

(After be submitted to the school principal within two (2) school days of witnessing or receiving reliable information that a student has been subject to harassment, intimidation, or bullying)

Today's Date: _____ Date of verbal report: _____

Prepared by: _____

- Alleged Victim
- Student
- Parent/Guardian of Alleged Victim
- Parent/Guardian of Student (see victim)
- Teacher
- Administrator

Date and Time of Incident: _____

Alleged victim: _____ School: _____

Grade of the alleged Victim: _____ Age of alleged Victim: _____

- Alleged Victim's race:
- American Indian
 - Asian
 - African American
 - Pacific Islander
 - Hispanic
 - White (non-Hispanic)

- Alleged Victim's education status:
- General Education
 - Section 504
 - Student with Disabilities/IEP
 - Non-Student

- Location where the alleged HIB occurred (more than one can be selected):
- Classroom
 - Cafeteria
 - Corridor
 - Building Entrance
 - School Entrance
 - Other-School Grounds
 - Other-Outside School
 - Bus
 - Other Site (School Sponsored)
 - Other School Grounds

- Mode of the alleged HIB (more than one can be selected):
- Verbal Communication
 - Written Communication
 - Electronic Communication
 - Physical Act
 - Gesture

Alleged Offender: _____ School: _____

Grade of the alleged Offender: _____ Age of the alleged Offender: _____

- Alleged Offender's race:
- American Indian
 - Asian
 - African American
 - Pacific Islander
 - Hispanic
 - White (non-Hispanic)

- Alleged Offender's education status:
- General Education
 - Section 504
 - Student with Disabilities/IEP
 - Non-Student

WRITTEN REPORT OF ALLEGED HIB

Page 1

Complainant: _____

Statement of Complainant *(attach separate page if necessary):*

Did a physical injury result from the incident? Yes No. If yes, please describe the injury and if medical attention was necessary *(attach separate page if necessary):*

Was the target student absent from school as a result of the incident? Yes No. If yes, please list dates:

WRITTEN REPORT OF ALLEGED HIB

Page 2

Identify what harm you believe was or may have been caused by the incident. Check all that apply:

- Substantial damage of finances with the orderly operation of the school;
- Substantial damage or interference with the rights of other students;
- A responsible person should have, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property;
- A reasonable person should know, under the circumstances, will have the effect of placing a student in reasonable fear of physical or emotional harm to his person or things to his property;
- Has the effect of troubling or disturbing any student or group of students;
- Causes a hostile educational environment for the student by interfering with the student's education;
- Causes a hostile educational environment for the student by severely or permanently causing physical or emotional harm to the student.

If relevant, describe the injury:

[Empty box for describing the injury]

Were there any witnesses? Yes No. If yes, please provide their name(s) and summarize any statements provided to you (attach separate pages if necessary):

[Empty box for listing witnesses and statements]

Are there any other individuals who may have relevant information regarding the alleged incident? Yes No. If yes, please provide their name(s) (attach separate pages if necessary):

[Empty box for listing other individuals]

WRITTEN REPORT OF ALLEGED HIB

Anti-Bullying Specialist Investigation Report

"Harassment, intimidation or bullying" means any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.123 (C.18A:27-12.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and staff.

- a. a reasonable person should have, under the circumstances, will have the effect of physically or emotionally harming a student or changing the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of intimidating or harassing any student or group of students; or
- c. creates a hostile educational environment for the student by intimidating with a student's admissions or by verbally or physically causing physical or emotional harm to the student.

Dates/Timeline

Incident	Verbal Report	Parents Notified	Witness Report	Investigation Begins

Summary of Allegations

Person who completed the HIB written report: _____

- Alleged Victim
- Student
- Parent/Guardian of Alleged Victim
- Parent/Guardian of Student (not victim)
- Teacher
- Administrator

Alleged Victim: _____ School: _____

Grade of the alleged Victim: _____ Age of the alleged Victim: _____

Alleged Victim's race: _____

- American Indian
- Asian
- African American
- Pacific Islander
- Hispanic
- White (non-Hispanic)

Alleged Victim's education status: _____

- General Education
- Section 504
- Student with Disability/IEP
- Non-Student

Location where the alleged HIB occurred (note that you can be in multiple): _____

- Classroom
- Cafeteria
- Corridor
- Building Entrance
- School Entrance
- Other School Grounds
- Other-Inside School
- Bus
- Off Site (School Sponsored)
- Off-School Grounds

Mode of the alleged HIB (note that you can be in multiple): _____

- Verbal Communication
- Written Communication
- Electronic Communication
- Physical Act
- Gossip

ANTI-BULLYING SPECIALIST INVESTIGATION REPORT

Page 1

Alleged Offender: _____ School: _____
Grade of the alleged Offender: _____ Age of the alleged Offender: _____

Alleged Offender's race:

- American Indian
- Asian
- African American
- Pacific Islander
- Hispanic
- White (non-Hispanic)
- Other
- Non-Student

Alleged Offender's education status:

- General Education
- Section 504
- Student with Disabilities/IEP

Complainant:

Allegations (attach separate pages if necessary):

[Empty box for Allegations]

Summary of Investigation

(The investigation must be completed within ten (10) school days of receipt of the Written Report of Alleged HB Form.)

Person(s) appointed to assist ABE:

Interview with alleged victim (attach separate page if necessary):

[Empty box for Interview with alleged victim]

**ANTI-BULLYING
SPECIALIST
INVESTIGATION
REPORT**

<p>Witnesses interviewed: _____</p> <p>Summary of interview(s) <i>(attach separate pages if necessary)</i>:</p> <div data-bbox="354 772 613 1659" style="border: 1px solid black; height: 422px;"></div>	<p>Documents reviewed <i>(attach if necessary)</i>: _____</p> <p>Other evidence reviewed: <i>(attach if necessary)</i> _____</p> <p>Do you anticipate receiving any additional information relative to this investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please describe the additional information that is anticipated to be received:</p> <div data-bbox="792 772 917 1659" style="border: 1px solid black; height: 422px;"></div>	<p>Summary of Investigation Findings (Facts) <i>attach separate pages if necessary</i></p> <div data-bbox="1015 772 1367 1669" style="border: 1px solid black; height: 427px;"></div>
<p>ANTI-BULLYING SPECIALIST INVESTIGATION REPORT</p> <p>Page 3</p>		

Identify where the alleged HIB occurred:

- Classroom
- School Entrance
- Off Site (School Sponsored)
- Cafeteria
- Other-School Grounds
- Outside
- Other-Inside School
- Bus
- Building Entrance
- Other (Specify NJ-C. 6A:14-7.5)

Determination/Analysis

An allegation can only be determined HIB when the statutory requirements of N.J.S.A. 18A:37-14 are met. The following are required:

1. HIB can occur from a single incident or a series of incidents. Choose *one*

- Single
- Series

2. Mode of HIB (if *both* are must be selected to find HIB):

- Verbal Communication
- Electronic Communication
- Physical Act
- Written Communication
- Gestures

3. Actual or Perceived Characteristic (if *both* are must be selected to find HIB):

- Race
- National Origin
- Gender
- Color
- Gender Identity and Expression
- Religion
- Sexual Orientation
- Ancestry
- Mental, Physical, or Sensory Disability

-and/or-

- Other identifying characteristics: _____

4. Impact of Incident(s) (if *both* are must be selected to find HIB):

- Substantially disrupts or interferes with the orderly operation of the school -and/or-
- Substantially disrupts or interferes with the rights of other students

If selected, describe the impact(s):

ANTI-BULLYING
SPECIALIST
INVESTIGATION
REPORT

5. Impact of Incident(s) (at least one must be selected to find HIB):

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or changing the student's property. -and/or-
- A reasonable person should know, under the circumstances, will have the effect of placing a student in reasonable fear of physical or emotional harm to his person or damage to his property. -and/or-
- Has the effect of harassing or denigrating any student or group of students; -and/or-
- Creates a hostile educational environment for the student by interfering with the student's education; -and/or-
- Causes a hostile educational environment for the student by severely or pervasively causing physical or emotional harm to the student.

If selected, describe the impact(s).

Conclusion

- HIB (at least one should be each of 1-5 above) Not HIB

Report Prepared By: _____ (Print Name) Position: _____

Report Prepared By: _____ (Signature) Date: _____

All supporting documentation including, but not limited to, incident reports, correspondence, and interview notes, must be attached to this form.

**ANTI-BULLYING
SPECIALIST
INVESTIGATION
REPORT**

New Jersey Anti-Bullying Bill of Rights Act Report to the Montgomery Township Board of Education

Date: [insert date of BOE meeting here]

1. Finding HIB

[Incident Number]. On [insert date here], a report was made to the principal wherein Student A alleged that Student B committed a HIB because [insert facts here]. The investigation revealed that Student B did [insert facts here], that it was motivated by [insert actual and/or perceived characteristics], and that the impact of [insert actual or perceived impact] met the standard set forth in the law. Therefore, it was determined to be HIB. Student B was [insert consequence here, including, but not limited to, counseling, support services, intervention, and/or discipline].

2. Finding Not HIB (no actual and/or perceived characteristics)

[Incident Number]. On [insert date here], a report was made to the principal wherein Student A alleged that Student B committed a HIB because [insert facts here]. The investigation revealed that Student B did [insert facts here], that it was not motivated by an actual or perceived characteristic and, therefore, did not meet the standard set forth in the law. Therefore, it was determined to not be HIB.

3. Finding Not HIB (no impact that meets the law)

[Incident Number]. On [insert date here], a report was made to the principal wherein Student A alleged that Student B committed a HIB because [insert facts here]. The investigation revealed that Student B did [insert facts here] and that it was motivated by [insert actual and/or perceived characteristics]; however, the incident did not meet the standard set forth in the law with regard to the impact. Therefore, it was determined to be HIB.

REPORT TO THE
BOE

DRAFT LETTER

[Redacted]

[Redacted]
[Redacted]
[Redacted], Dean, 214 Clark

Dear [Redacted name]:

This letter shall serve as notice that your [Redacted name], [Redacted name], was involved in an investigation conducted by the School Anti-Bullying Specialist into an alleged incident of harassment, intimidation, or bullying ("HIB"). I am writing to inform you that the investigation has been completed, and that the results of this investigation were reported to the Board of Education in an executive session of the Board meeting held on [Redacted Board meeting date].

The Nature of the Investigation

The School Anti-Bullying Specialist obtained a report that [Redacted name], was engaging in conduct that potentially constituted HIB. As a result, the School Anti-Bullying Specialist conducted an investigation, which included [Redacted investigation procedures], such as interviewing [Redacted name of student], the victim, and witnesses, including [Redacted name of student] and [Redacted name of student]. Based upon the results of the investigation, the School Anti-Bullying Specialist determined that [Redacted name] [Redacted name] [Redacted name] as what [Redacted name] [Redacted name].

Whether the Discipline Found Evidence of HIB

I have concluded that, based upon the information provided to me by the School Anti-Bullying Specialist, that this incident does meet the definition of HIB as set forth in the District's Policy, Specifically, I have found that [Redacted name] actions were motivated by bias against the student's [Redacted name] [Redacted name] [Redacted name] that [Redacted name].

Whether or Not Discipline Was Imposed or Suggested Pursued

In conjunction with my findings set forth above, I have determined that a consequence should be imposed, which shall be [Redacted consequence].

Further Action

You may request a hearing with the Board of Education, which must be held within ten days of this request. This hearing will be held in executive session to protect the confidentiality of the students involved. If you wish to have such a hearing, you must notify me in writing on or before [Redacted date] days before your Board meeting. If you request a hearing, it shall take place on [Redacted Board meeting date]. Additional information regarding the hearing, should you request one, shall be provided under separate cover.

Please be advised that the Board of Education will have a decision affirming, rejecting, or modifying any decision of the most recently scheduled meeting, which will be held on [Redacted Board meeting date]. You will receive a copy of the decision shortly thereafter. Any appeal of the Board's decision must be made to the Commissioner of Education of the State of New Jersey within ninety days of your receipt of the Board's decision.

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[Redacted name]

Superintendent of Schools

NOTIFICATION OF BOE'S DECISION TO PARENTS

Draft Letter to the Alleged Offender (HIB Found)

DRAFT LETTER

[Redacted]

[Redacted]
[Redacted]
[Redacted]

Dear [Redacted]:

This letter shall serve as notice that your [Redacted] [Redacted] was involved in an investigation conducted by the School Anti-Bullying Specialist into an alleged incident of harassment, intimidation, or bullying ("HIB"). I am writing to inform you that the investigation has been completed, and that the results of this investigation were reported to the Board of Education in executive session at the Board meeting held on [Redacted].

The Nature of the Investigation

The School Anti-Bullying Specialist received a report that [Redacted] was subjected to remarks that potentially constitute HIB. As a result, the School Anti-Bullying Specialist conducted an investigation which included [Redacted] and an interview with [Redacted] the [Redacted] student and witness, including [Redacted] and [Redacted] of the incident. Based upon the results of the investigation, the School Anti-Bullying Specialist determined that neither conduct [Redacted].

Whether the District Found Evidence of HIB

I have concluded that, based upon the information provided to me by the School Anti-Bullying Specialist, that this incident does meet the definition of HIB as set forth in the District's Policy. Specifically, I have found that the offending student's actions were motivated by bias against [Redacted] for [Redacted].

Whether or Not Discipline Was Imposed or Services Provided

In conjunction with my findings set forth above, I have determined that [Redacted] [Redacted] should be [Redacted] with respect to the offending student. I have also determined that the District will provide the offending student with appropriate services [Redacted] as a result of this incident designed to [Redacted] and prevent such incidents from occurring in the future. If additional services are offered to the student or as a school-wide basis, [Redacted].

Further Actions

You may request a hearing with the Board of Education, which must be held within ten days of this report. This hearing will be held in executive session to protect the confidentiality of the conduct involved. If you wish to have such a hearing, you must notify me in writing on or before [Redacted] days after your receipt of this report. If you request a hearing, it shall take place on [Redacted] morning only. Additional information regarding the hearing should you request one, shall be provided under separate cover.

Please be advised that the Board of Education will issue a decision affirming, rejecting, or modifying any decision of its most recently conducted meeting, which will be held on [Redacted] morning only. You will receive a copy of the decision shortly thereafter. Any appeal of the Board's decision must be made to the Commissioner of Education of the State of New Jersey within ninety days of your receipt of the Board's decision.

Please do not hesitate to contact my office with any questions or concerns you may have regarding this notice.

Sincerely,

[Redacted]

Superintendent of Schools

NOTIFICATION OF BOE'S DECISION TO PARENTS

Draft Letter to the Alleged Victim (Finding HIB)

DRAFT LETTER

[Date]

[Name]
[Address]
[City, State, Zip Code]

Dear [parent name]:

This letter shall serve as notice that your [son/daughter], [parent name], was involved in an investigation conducted by the School Anti-Bullying Specialist into an alleged incident of harassment, intimidation, or bullying ("HIB"). I am writing to inform you that the investigation has been completed, and that the results of this investigation were reported to the Board of Education at a recent meeting at the Board meeting held on [Board meeting date].

The Nature of the Investigation

The School Anti-Bullying Specialist received a report that [parent name] was allegedly the victim of conduct that potentially constitutes HIB. As a result, the School Anti-Bullying Specialist conducted an investigation, which included [parent name] investigation and an interview of [parent name] for identifying and addressing conduct that may constitute HIB. Based upon the results of the investigation, the School Anti-Bullying Specialist determined that another student [parent name].

Whether the District Found Evidence of HIB

I have concluded that, based upon the information provided to me by the School Anti-Bullying Specialist, that this incident does not meet the definition of HIB as set forth in the District's Policy. Specifically, I have found that while the other student's actions were inappropriate, and in violation of the student code of conduct, they were not [parent name] conduct. [parent name] by their actions [parent name] [parent name] and [parent name] and have the requisite impact required by the Anti-Bullying Bill of Rights Act.

Whether or Not Discipline Was Imposed or Suggested

In conjunction with my findings set forth above, I have determined that no additional discipline should be imposed with respect to the other student above and beyond the discipline [parent name] has already received for [parent name]. I have also determined that no additional services and/or resources shall be provided as a result of this incident.

Further Action

You may request a hearing with the Board of Education, which must be held within ten days of this receipt. This hearing will be held in a sensitive session to protect the confidentiality of the students involved. If you wish to have such a hearing, you must notify me in writing on or before [15 days after next Board meeting]. If you request a hearing, it shall take place on [next Board meeting date]. Additional information regarding the hearing should you request one, shall be provided upon request.

Please be advised that the Board of Education will have a decision-making, reporting, or modifying any decision at its next regularly scheduled meeting which will be held on [next Board meeting date]. You will receive a copy of the decision shortly thereafter. Any appeal of the Board's decision must be made to the Commissioner of Education of the State of New Jersey within sixty days of your receipt of the Board's decision.

Please do not hesitate to contact my office with any questions or concerns you may have regarding this matter.

Sincerely,

[parent name]
Superintendent of Schools

**NOTIFICATION
OF BOE'S
DECISION TO
PARENTS**

**Draft Letter to
the Alleged
Victim (Finding
Not HIB)**

PART V:

QUESTIONS???