

**LINK COMMUNITY CHARTER SCHOOL  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
October 15, 2018, 6:30 PM  
at Link Community Charter School  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**CALL TO ORDER**

The meeting is called to order at 6:35 pm.

**OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT**

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger* and *nj.com* on June 20, 2018 and *El Nuevo Coqui* on June 21, 2018, by letters mailed to the city clerks of the four districts of residence on June 20, 2018, by posting notice on the school website, and by communicating same to the Board of Trustees.

**FLAG SALUTE**

**ROLL CALL**

Member	Present	Present by Phone	Absent
Covington, Regina			√
Daughtry, Brenda	√		
Goger, Bob	√		
Holguin-Veras, Susana	√		
Purefoy, Frances	√		
Riffle, Annette			√
Smith, Denise	√		

**IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY**

Maria Pilar Paradiso, head of school  
Sharon Machrone, board recording secretary  
Bima Baje, school business administrator  
Leslie Baynes, chief operating officer  
Kyle Ulscht, Esq., board attorney

**APPROVAL OF MINUTES**

**Resolution #1011518-001: Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular meeting held on September 10, 2018.**

Moved by: Mrs. Smith

Seconded: Mr. Goger

Discussion: None

Vote: Voice, passed unanimously

**APPROVAL OF AGENDA**

**Resolution #101518-002: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on October 15, 2018.**

Moved by: Ms. Holguin-Veras

Seconded: Ms. Covington

Discussion: None

Vote: Voice, passed unanimously

**PUBLIC COMMENT**

Mrs. Daughtry stated,” During the course of the board meeting the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of LCCS. The Board reminds those individuals to take this

opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the LCCS. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered, and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. Comments by each member of the public choosing to speak are limited to 3 minutes.”

No member of the public to speak.

### **CLOSING OF PUBLIC COMMENT**

The chair closed the public comment section of the meeting.

### **ACKNOWLEDGMENT OF CORRESPONDENCE**

No correspondence

### **HEAD OF SCHOOL**

#### **School Update**

See attached.

#### **Approval of state mandated school self-assessment**

**Resolution #101518-003: Be it Resolved that the Board of Trustees accepts the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, for the period 7/1/17 through 6/30/18, as recommended by the head of school.**

Moved by: Mr. Goger

Seconded: Mrs. Smith

Discussion: Mrs. Paradiso remarked that the annual grade is posted for the public on the school website each year. There has been a continual improvement in Link’s score over the years. The area that still needs some improvement is to speed up the process getting the investigation to the head of school more quickly.

Vote: Roll call; passed unanimously

#### **Payment of stipend**

**Resolution #101518-004: Be it Resolved that the Board of Trustees approves the payment of a stipend of \$25 per hour to Chris Kennedy and one other teacher for Open Gym for Upper House students on Monday and Wednesday from 4:10 pm until 5 pm through the end of November, when the gym is available, as recommended by the head of school.**

Moved by: Mrs. Smith

Seconded: Mr. Goger

Discussion: Mrs. Paradiso explained that open gym for Upper House students was started, in part, as a response to removing recess for 7<sup>th</sup> and 8<sup>th</sup> grade students. About 20-35 students participate.

Vote: Roll Call; passed unanimously

#### **Approval for payment for COOP Exam**

**Resolution #101518-005: Be it Resolved that the Board of Trustees approves the payment of \$4,745 to MCS for 73 eighth grade students to sit for the COOP Exam on Friday, November 9, 2018, as recommended by the head of school.**

Moved by: Mrs. Smith

Seconded: Mr. Goger

Discussion: None

Vote: Roll Call; passed unanimously

**Approval of professional development**

**Resolution #101518-006: Be it Resolved that the Board of Trustees approves the following staff to attend professional development opportunities, as recommended by the head of school:**

Name	Conference/Training	Dates	Funded by:
Callie Campbell	NJ Charter School Conference, Newark, NJ	October 11, 2018	Link Education Partners
Claire Snyder, Jasmine Seegers	Dodge Foundation Poetry Fest, Newark, NJ	October 18, 2018	No cost
Jennifer Kutch, Christine Kelley-Kemple	NJ Science Convention, Princeton, NJ	October 23, 2018	Link Education Partners
Jasmine Seegers, Kristine Schmitt	Teachers College Literacy Training, Ny, NY	November 12-14, 2018	Link Education Partners

Moved by: Mr. Goger

Seconded: Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

**Approval of field trips**

**Resolution #101518-007: Be it Resolved that the Board of trustees approves the following field trips, as recommended by the head of school:**

Trip	Dates	Funded by:
Grade 5 to Mother Seton High School, Clark, NJ for a performance of <i>Sister Act</i>	Wednesday, November 7, 2018, 8:45 – noon	Performance is no cost. Transportation by Link Education Partners
Living Through Food Elective to Lincoln Park Community Gardens, West Kinney St., Newark	Friday, October 19, 2018, 9 am – 10:30 am	No cost

Moved by: Mr. Goger

Seconded: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

**COMMITTEE REPORTS****Governance Committee**

**Report attached.**

**Approval of Policy**

**Resolution #101518-008: Be it Resolved that the Board of Trustees approves the First Reading of Policy 1110, Organization Chart, as recommended by the Governance Committee.**

Moved by: Mrs. Smith

Seconded: Mr. Goger

Discussion: Mrs. Paraiso explained that this chart reflects the changes made for the 2018-2019 year, which included adding the instructional leaders and grade level leaders.

Vote: Roll call; passed unanimously

**Finance and Facility Reports**

**Report attached.**

**Approval of financial reports**

**Resolution #101518-009: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Reports and the Treasurer's Report for the month ending September 30, 2018, as recommended by the school business administrator.**

Moved by: Mrs. Smith

Seconded: Mr. Goger

Discussion: None

Vote: Roll call; passed unanimously

**Approval of bills for payment**

**Resolution #101518-010: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.**

Moved by: Mr. Goger

Seconded: Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

**Approval of vendor contracts**

**Resolution #101518-011: Be it Resolved that the Board of Trustees approves the contract with Horizon Blue Cross/Blue Shield for September 1, 2018 through August 30, 2019 at a cost of \$317,500 to provide the school's contribution to the LCCS employee health and medical plan.**

Moved by: Mr. Goger

Seconded: Mrs. Purefoy

Discussion: None

Vote: Roll call; Passed unanimously

**Walk-In Motion****Approval of additional bill for payment**

**Resolution #101518-012: Be it Resolved that the Board of trustees approves 2959 to MBS for \$4,745 for payment of student fees for the COOP Exam.**

Moved by: Mr. Goger

Seconded: Ms. Holguin-Veras

Discussion: None

Vote: Roll call; Passed unanimously

**Education Committee**

Committee chair Bob Goger asked Mrs. Paradiso to speak to a few topics:

NWEA MAP Testing: Upper House students will sit for this assessment shortly. The assessment measures where students are so teachers can project where to go next. The assessment will cover ELA, but not math, as there are many assessments in the EngageNY math curriculum. It will not be administered to Lower House students in the fall.

Basic Skills Class: This class is in its second year. There are 25 students in each house who participate. Teacher input and PARCC scores are the determinants in which students are included.

Math Initiative: The decision was made to add an accelerated math class – Algebra – in the 8<sup>th</sup> grade so students are better prepared for high school. Students in the new class were selected based on their math skills. A third math teacher was added to the Upper House which allows for smaller classes.

Instructional Leadership: Three instructional leaders (math, ELA, science/social studies) have been hired as support to teachers and the principal. In addition, a teacher at each grade has been designated as the grade level leader, This is an opportunity for our teachers to have more support, but also for the individual to hone their leadership skills.

**Community Outreach Committee**

No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**ANNOUNCEMENTS**

Mrs. Paradiso announced that the annual A Taste of Newark, hosted by Link Education Partners, will be held on Wednesday, November 7, 2018 at 5:30 pm at NJPAC. Students will be performing that evening in African Dance and an all-female choral ensemble. The honoree will be Ellen Maher, former trustee who brought an ice hockey program to Link.

The Board retreat meeting will take place on Saturday, October 20, 2018 at Link at 8:30 am. Topics will include HIB, Social Justice at Link, school growth, and board committees.

The next regularly scheduled LCCS Board meeting is scheduled for Monday, November 12, 2018.

**MOTION TO ADJOURN**

Moved by: Mr. Goger

Seconded by: Ms. Holguin-Veras

Vote: Voice; passed unanimously

The meeting was adjourned at 7:21pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meeting and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully submitted,



Sharon F. Machrone, Board Recording Secretary

Date: October 15, 2018

Approved by the Link Community Charter School Board of Trustees: November 12, 2018

**Head of School Report for LCCS Board  
October 2018**

**Enrollment**

<b>Grade</b>	<b>Approved Enrollment</b>	<b>18/19 Enrolled and Attending</b>
<b>5<sup>th</sup></b>	80	73
<b>6<sup>th</sup></b>	72	76
<b>7<sup>th</sup></b>	72	71
<b>8<sup>th</sup></b>	72	75 (2 on medical)
<b>Total</b>	<b>296</b>	<b>295 (2 additional pending)</b>

**Student Recruitment:**

- Convening a Parent Ambassador Group to provide advice and support recruitment.

**Staffing:**

- All instructional positions are filled.

**Partnerships**

- Alumni hosted a forum on mental health on Saturday, Oct. 13th
- Newark School of the Arts is using the building for

**Professional Development:**

- A few teachers will attend TC for training in Readers and Writers Book Clubs

**Programming:**

- In addition to ongoing instruction pursuant to our curriculum, we are working on Red Ribbon Week and Week of Respect, both in October

**PR:**

- None

**HIB:**

- No new HIB incidents to report on

**Upcoming Dates:**

- Lower House Fall Fest, Wednesday, October 17<sup>th</sup>
- Upper House Fall Dance, Friday, Oct. 26<sup>th</sup>

**School Calendar Updates:**

- None

**Special Projects:**

- None at this time



**Board of Trustees  
Governance Committee Meeting  
Thursday, October 11, 2018, 5 pm**

**Participants:** B. Daughtry, D. Smith, M. Paradiso, S. Machrone

**Prospective Board Members**

Kwamara Thompson is not available for swearing in until the December meeting. Maria reached out to her and sent her a calendar of board dates but had no response. Sharon will follow up.

Michael Pronel, another possible candidate is having medical issues. The committee made the decision to wait and tap him at another time and continue to find someone who would be more currently available.

Maria mentioned another possible candidate, Richard Marshal, who works at the Newark School of the Arts. The committee agreed that Maria should speak with him about a board seat.

**Policy Revisions**

There is one – 0110 Organization Chart. Maria has mentioned the changes in meetings. This policy makes it formal.

**Board Retreat Topics**

The committee came up with two: HIB and Social Justice at Link. Our board attorney will be asked to lead the first topic, and Maria the second. Sharon was asked to send another email out soliciting topics from other board members.

The location of the retreat has not been determined but the board will be informed on Monday evening.

**Board Committees**

Brenda has been asking members to serve on committees. At Monday night's meeting she will finalize the list and determine the chairs of the committees. The chairs will be asked to send their meeting schedules to Sharon to post on the Board page of the website.

A question as to whether a board member can serve on the Grievance Committee came up. According to LCCS bylaws, the Grievance Committee is to be made up of three teachers and three parents.



**Finance Committee Meeting  
October 15, 2018**

July Financial Review

- a. Board Secretary's -Report September 30, 2018

**Fund 10**

Total Expenses \$956,806.25

Encumbrances 3,945,828.93

Available Funds 406,322.29

10-121 School Aid- Local Receivable 4,105,839.98

10-141 State Receivable 590,026.00

10-132- Interfund payable – 17,40.90 related to different receivable from different funds

10-421 Accounts Payable- 15,936.65

10-461 Accrued Salaries and Benefits- 4,216.09

Unappropriated fund balance 785,277.21

**Fund 20**

Total Expenses \$ 114,971.76

Encumbrances 79,975.99

Available Funds 60,256.25

- b. Treasurer's Report-September 30 2018

Total Cash \$156,280.63

Bill List October 15, 2018

Total Disbursement \_\_\_\_\_

**II. Other Business**

- a. N/A



## All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:2961	11/8/18	Success Communications Group Advertisement/Public Notice	168.36	P201900032	11-190-100-320-000-045
A:2962	11/8/18	LINK EDUCATION PARTNERS, INC 2018-19 Rent	19,000.00	P201900003	11-000-262-441-000-069
A:2963	11/8/18	NJ Department of Labor 2018-19 Unemployment compensation	25,328.78	P201900129	11-000-291-250-000-054
A:2964	11/8/18	Pitney Bowes Global Financial Services Postage Meter Fees	32.00	P201900135	11-000-230-330-000-056
A:2965	11/8/18	AT & T Oct 2018 Long Distance Charges	1,016.68	P201900047	11-000-230-530-000-057
A:2966	11/8/18	Avaya Inc. Oct 2018 Voice Messaging	130.50	P201900050	11-000-230-530-000-057
A:2967	11/8/18	CIT Copier Lease	2,701.30	P201900075	11-000-240-500-000-068
A:2968	11/8/18	City of Newark Division of Water OCT 2018 Water	350.54	P201900076	11-000-262-620-000-074
A:2969	11/8/18	DEANSLIST 2018 Fall Dean's List Software	2,710.00	P201900096	11-190-100-320-000-045
A:2970	11/8/18	Duplitron Copier Expense 2018-2019	60.89	P201900112	11-190-100-610-000-047
A:2971	11/8/18	CITY FIRE EQUIPMENT CO Kitchen supression sys inspection	197.50	P201900131	11-000-240-500-000-068
A:2972	11/8/18	Essex Regional Services Commission Home Instruction	2,207.45	P201900074	11-000-215-320-000-067
A:2973	11/8/18	Delta-T Group North Jersey, Inc. 10/23-10/26 + 2hr 10/16 Substitutes	2,916.72	P201900087	11-190-100-320-000-045
		10/16-10/19/2018 Substitutes	3,673.10	P201900087	11-190-100-320-000-045
		10/09-10/12/2018 Substitutes	3,151.82	P201900087	11-190-100-320-000-045
		10/1-10/5/2018 Substitutes	2,165.33	P201900087	11-190-100-320-000-045
		9/24-9/28/2018 Substitutes	2,642.34	P201900087	11-190-100-320-000-045
		9/17-9/21/2018 Substitutes	1,924.91	P201900087	11-190-100-320-000-045
		9/6-9/14/2018 Substitutes	1,622.53	P201900087	11-190-100-320-000-045
Total Check Amount:			18,096.75		
A:2974	11/8/18	Horizon BCBS Health Insurance NOV 2018	34,125.69	P201900001	11-000-291-270-000-054
A:2975	11/8/18	Selected, Inc./ CSI Teacher hire	2,000.00	P201900136	11-000-230-500-000-056

## All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:2976	11/8/18	DUBLIN MAINTENANCE CONTRACTORS Custodial serv 2018-19	5,226.67	P201900100	11-000-240-500-000-068
A:2977	11/8/18	Link High Technologies Inc. ANTIVIRUS NOV	441.00	P201900002	11-190-100-320-000-045
		IT Services & Support NOV	5,213.33	P201900002	11-190-100-320-000-045
		DATTO NOV	561.25	P201900002	11-190-100-320-000-045
		Chromebook cases	1,115.20	P201900120	11-190-100-610-000-047
		SonicWall Security Bundle 18-19	796.48	P201900122	11-000-230-500-000-056
		Webfilter annual service & replacement	975.00	P201900126	11-000-262-890-000-075
		Total Check Amount:	9,102.26		
A:2978	11/8/18	DUBLIN MAINTENANCE CONTRACTORS Custodial serv NOV2018	5,226.67	P201900100	11-000-240-500-000-068
A:2979	11/8/18	MACHADO LAW GROUP 2018 OCT Legal Services	1,240.00	P201900080	11-000-230-331-000-055
		2018 SEPT Legal Services	315.00	P201900080	11-000-230-331-000-055
		Total Check Amount:	1,555.00		
A:2980	11/8/18	LESLIE BAYNES Supplies	173.39	P201900133	11-190-100-610-000-047
		Water fountain filters	453.20	P201900134	11-190-100-610-000-047
		Total Check Amount:	626.59		
A:2981	11/8/18	Optimum 2018-2019 Internet Service	135.60	P201900054	11-000-230-530-000-057
A:2982	11/8/18	PSE&G SEPT 2018 Gas/Electric Expenses	3,320.90	P201900056	11-000-262-620-000-074
A:2983	11/8/18	Staples Advantage School Supplies 2018-2019	1,127.32	P201900011	11-190-100-610-000-047
		School Supplies 2018-2019	43.64	P201900011	11-190-100-610-000-047
		Total Check Amount:	1,170.96		
A:2984	11/8/18	The Library Store File Cases, Label Holders, Storage Boxes	29.21	P201900028	11-190-100-610-000-047
A:2985	11/8/18	US Security Associates, Inc. 10/05-10/11/18 Security Services	1,578.38	P201900104	11-000-240-500-000-068
		10/12-10/18/18 Security Services	1,952.00	P201900104	11-000-240-500-000-068
		10/19-10/25/18 Security Services	1,891.00	P201900104	11-000-240-500-000-068
		10/26-11/01/18 Security Services	1,952.00	P201900104	11-000-240-500-000-068
		9/28-10/4/18 Security Services	2,081.32	P201900104	11-000-240-500-000-068
		Total Check Amount:	9,454.70		
A:2991	11/8/18	Waste Management of New Jersey, Inc. Waste Management Nov 2018	585.15	P201900059	11-000-230-500-000-056

## All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:2992	11/8/18	INVO HEALTHCARE ASSOCIATES SLP/OT Services SEPT 2018	2,944.00	P201900077	20-250-200-300-000-097
D:1075	11/8/18	AXA EQUITABLE-EQUI-VEST	2,030.00	90 - 472	AXA
D:1076	11/8/18	Clarity Benefit Solutions Nov 30 & Dec 15 Contributions	2,147.34	90 - 482	Withholding-FSA
D:1077	11/8/18	NEW JERSEY FAMILY SUPPORT PAYMEN 10/31 deduction	357.50	90 - 487	Garnishment
D:1078	11/8/18	ShelterPoint Life GVNJ26864 Dec 2018	271.10	90 - 484	vision
D:1079	11/8/18	United Concordia Dental NOV 2018 DENTAL	4,152.88	90 - 485	Dental
A:2960	11/9/18	Galleros Koh, LLP 2017-2018 Audit	8,000.00	P201800251	10-421: A/P
A:2986	11/9/18	Maschio's Food Service Inc. Lunch prog 2018-19	17,568.53	P201900137	60-910-310-600-000-000
A:2987	11/9/18	Teach For America placement	8,000.00	P201900139	11-190-100-890-000-049
A:2988	11/9/18	NJ Department of Labor 2018-19 Unemployment compensation	552.19	P201900129	11-000-291-250-000-054
A:2989	11/9/18	INVO HEALTHCARE ASSOCIATES SLP/OT Services	1,288.00	P201900077	20-250-200-300-000-097
A:2990	11/9/18	Maria Paradiso School Supplies	1,224.99	P201900097	11-190-100-320-000-045
		School Supplies	1,058.42	P201900097	11-190-100-320-000-045
		Misc School Supplies	15.00	P201900027	11-190-100-610-000-047
		Misc School Supplies	12.89	P201900027	11-190-100-610-000-047
Total Check Amount:			2,311.30		

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The Grand Total of all Checks from Fund 10 is:	8,000.00
The Grand Total of all Checks from Fund 11 is:	155,423.64
The Grand Total of all Checks from Fund 20 is:	4,232.00
The Grand Total of all Checks from Fund 60 is:	17,568.53
The Grand Total of all Checks from Fund 90 is:	8,958.82

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**The Grand total of all checks for this period is: 194,182.99**

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
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We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

[main page](#) | [sign out](#)[2018 Online School Self-Assessment](#) | [print page](#)

<p align="center"><b>New Jersey Department of Education</b>  <b>School Self-Assessment for Determining Grades</b>  <b>under the <i>Anti-Bullying Bill of Rights Act</i></b>  <b>July 1, 2017 - June 30, 2018</b></p>	
<b>District Name: Link Community Charter School</b>	
<b>School Name: Link Community Charter School</b>	
<b>Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)</b>	
<b>Indicators</b>	<b>Score (0-3)</b>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	15
<b>Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)</b>	
<b>Indicators</b>	<b>Score (0-3)</b>
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9
<b>Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A.</b>	



18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the " <u>Week of Respect</u> ," during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2

SUB-TOTAL (possible 9)		8
<b>Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))</b>		
During the 2017-2018 school year, was there at least 1 report of HIB?		Yes
<i>Option A Indicators</i>		<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.		3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.		2
SUB-TOTAL (possible 6)		5
<b>Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))</b>		
During the 2017-2018 school year, was there at least 1 report of HIB?		Yes
<i>Option A Indicators</i>		<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:		
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.		3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.		3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.		3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.		2
SUB-TOTAL (possible 12)		11
<b>Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)</b>		
<i>Indicators</i>		<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.		3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.		3
SUB-TOTAL (possible 6)		6

TOTAL SCORE (possible 78)	75
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