

# **CAMDEN CITY SCHOOL DISTRICT SPECIAL MEETING - BOARD RETREAT**

Wednesday, August 9, 2017 - 5:30 PM

## **AGENDA REPORT**

Approved Agenda Items for August 9, 2017

### **I. PRESIDENT'S STATEMENT (OPEN PUBLIC MEETING ACT)**

### **II. ROLL CALL**

### **III. PLEDGE OF ALLEGIANCE**

### **IV. PUBLIC COMMENTS**

### **V. CLOSED SESSION**

#### **A. District Updates**

### **VI. OPEN/PUBLIC SESSION**

#### **A. AGENDA ITEMS**

##### **1. SCHOOL SUPPORT**

###### **a. GENERAL**

###### **1) Foundations Instructional Materials**

It is recommended that permission be granted for the Division of School Support to purchase replacement student materials from Wilson Reading for the district's family school teachers for the 2017-2018 school year.

The order will include kits, student workbooks, and student composition books for our literacy intervention program, Foundations, which provides research-based materials and strategies essential to comprehensive reading, spelling, and handwriting.

Costs not to exceed, by school:

20-235-100-600-000-00 Camden City School District wide replacement kits \$22,700

Student workbooks and composition books:

15-190-100-640-000-13 ALFRED CRAMER COLLEGE PREPARATORY LAB SCHOOL \$1,842.12

15-190-100-640-000-12 COOPER'S POYNT FAMILY SCHOOL \$1,179.36

15-190-100-640-000-08 ECDC \$189.00

15-190-100-640-000-16 Forest Hill \$1,580.04

15-190-100-640-000-30 H.B. WILSON Family SCHOOL \$2,411.64

15-190-100-640-000-25 HARRY C. SHARP ELEMENTARY SCHOOL \$302.40

15-190-100-640-000-14 Dr. HENRY H. DAVIS ELEMENTARY SCHOOL \$451.08

15-190-100-640-000-36 Octavius V. Catto Family School \$2,653.56

15-190-100-640-000-43 R.T. CREAM FAMILY SCHOOL \$733.32

15-190-100-640-000-15 THOMAS H. DUDLEY FAMILY SCHOOL \$2,237.76

15-190-100-640-000-07 VETERANS MEMORIAL FAMILY SCHOOL \$675.36

15-190-100-640-000-29 Dr. U.S. Wiggins College Preparatory Lab School \$1391.04

15-190-100-640-000-31 YORKSHIP ELEMENTARY SCHOOL \$1380.96

Submitted by Marti Hill, SLEC K-5 literacy/history

Approved by Wayles Wilson, COO-School Support

###### **2) (NACAC) Annual Conference and NACAC Membership - Boston, MA**

It is recommended that Michele Garcon attend the National Association of College

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Admissions Counselors (NACAC) Annual Conference and NACAC Membership.

NACAC Membership and participation in the annual 2017 NACAC Conference will enable the College and Career Readiness team to access a network of college access resources and college admissions professionals that would expand and improve the college placement options for Camden City Public School students.

Conference participation would provide the new College and Career Readiness Manager, with insight into trends in college application and financial aid submission that will inform how to support school leaders, senior seminar instructors and guidance counselors with reaching the district's goal of ensuring 75% of graduating seniors have a confirmed post-secondary plan.

Conference session topics include financial aid, admission into highly selective colleges, strengthening relationships between high school counselors and admissions officers and preparing undocumented students for the college application process.

NACAC Conference: Boston, MA 9/14-9/16

Costs:

Registration + Membership = \$540

Airfare = \$316

Meals = \$69/day for Day 2, and 75% for Day 1 and 3 = up to \$172.50

Hotel Cost = \$295 / night, up to \$590

= \$1618.50

Budget code= 20-274-200-300-000-00

Submitted by Michele Garcon, College and Career Readiness Manager

Approved by Anna Shurak, CSSO

3) Carnegie Learning Professional Development Services for 17-18 SY

It is recommended that permission be granted for the Division of School Support to purchase professional development services from Carnegie Learning for the district's math teachers for the 2017-2018 school year.

Total cost not to exceed \$39,999.00

Account #: 20-235-100-300-000-00

Submitted by Janel Williams, SLEC, HS math & science

Approved by Wayles Wilson, COO-School Support

4) Replacement Textbooks (Amendment)

**AGENDA PAGE 2 OF 12**

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It is recommended that we amend the previously approved board item for replacement textbooks (page 18 of the July 2017 minutes, item 10) to increase and itemize the costs for several schools:

**ORIGINAL BOARD ITEM:**

**Replacement Textbooks**

It is recommended that previously approved board items for replacement textbooks from the June board meeting for various companies including ARC and HMH be replaced with one vendor: Follett School Solutions, to take advantage of cheaper pricing, free shipping, and faster delivery. Costs not to exceed, by school:

ALFRED CRAMER COLLEGE PREPARATORY LAB SCHOOL 15-190-100-640-000-13 \$29427.9  
CAMDEN BIG PICTURE LEARNING ACADEMY MS 15-190-100-640-000-05 \$7264  
COOPERS POYNT FAMILY SCHOOL 15-190-100-640-000-12 \$41678.73  
CREATIVE ARTS MORGAN VILLAGE ACADEMY MS 15-190-100-640-000-06 \$6828.79  
FOREST HILL ELEMENTARY SCHOOL 15-190-100-640- 000- 16 \$45681.31  
H.B. WILSON ELEMENTARY SCHOOL 15-190-100-640- 000- 30 \$26286.80  
HENRY H. DAVIS ELEMENTARY SCHOOL 15-190-100-640- 000- 14 \$17751.90  
OCTAVIUS V. CATTO COMMUNITY FAMILY SCHOOL 15-190-100-640- 000- 36 \$42974.75  
R.T. CREAM FAMILY SCHOOL 15-190-100-640- 000- 43 \$10561.37  
THOMAS H. DUDLEY FAMILY SCHOOL 15-190-100-640- 000- 15 \$45681.31  
VETERANS MEMORIAL FAMILY SCHOOL 15-190-100-640- 000- 07 \$5092.99  
WIGGINS COLLEGE PREP LAB SCHOOL 15-190-100-640- 000- 29 \$19722.81  
YORKSHIP ELEMENTARY SCHOOL 15-190-100-640- 000- 31 \$34618.9  
HARRY C. SHARP ELEMENTARY SCHOOL 15-190-100-640- 000- 25 \$20208.3  
WOODROW WILSON HIGH SCHOOL 15-190-100-640- 000- 02 \$7909.25  
CAMDEN HIGH SCHOOL 15-190-100-640- 000- 01 \$25332.25  
MEDICAL ARTS HIGH SCHOOL 15-190-100-640- 000- 45 \$4903.5  
ECDC 15-190-100-640- 000- 08 \$1200.45  
Camelot 15-190-100-640- 000- 01 \$4911.26

Submitted by: Wayles Wilson, COO, School Support

**AMENDMENTS AS FOLLOWS:**

Veterans: cost not to exceed \$13,242.10  
Replacement literacy books \$11140.65  
Replacement world language books \$2101.45  
Account code 15-190-100-640-000-07

WWHS: costs not to exceed \$20,298.25  
Replacement English and History books \$982.50

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Replacement world language books \$15915.75  
Replacement Read180/literacy books \$3,400 from HMH/Read180  
Account code 15-190-100-640-000-02

Submitted by Wayles Wilson, COO-School Support

**b. BILINGUAL**

1) ESEA/ TITLE III Teaching for Biliteracy PD Institute - AMENDMENT

It is recommended that the previously board approved on June 27, 2017, page 4, Item F be amended as follows:

It is recommended that permission be granted for the Division of School Support to allow the participation of 7 Administrators to attend the two-day professional development institute (2) days' workshop at Norwalk, CT from August 16 to August 17, 2017.

**DELETE THE FOLLOWING LANGUAGE**

It is recommended that permission be granted for the Division of School Support to allow the participation of 10 Administrators to attend the two-day professional development institute (2) days' workshop at Norwalk, CT from August 16 to August 17, 2017. Attendees: 10 Administrators

Location                      Dates  
Norwalk, CT                      August 16-17, 2017  
Cost: Title III – 2017-2018 School Year Budget  
Acct# ESEA/Title III 20-244-200-500-000-00  
Registration - \$495. x 10 pp. = \$4,950.00  
Acct# ESEA/Title III 20-244-200-580-000-00  
Hotel - \$139.00/per night x 2 nights x 10 pp. x 83.40 taxes = \$2,780.00  
Tolls - \$11.25 x 10 pp. = \$112.50  
Meals – August 15, August 17 (first and last date) = \$48.00 x 10 pp. = \$480.00  
August 16 - \$64.00 x 1 day x 10 pp. = \$640.00 - Total Meals - \$1,120.00  
ESEA/Title III Total Not to Exceed - \$8,962.50

**AND REPLACE WITH:**

Attendees: 7 Administrators:  
Christie Whitzell, Taryn Fletcher, Ericka Okafor, Jill Trainor, Danette Sapowsky, Larry James  
and Gloria Martínez-Vega

Location                      Dates  
Norwalk, CT                      August 16-17, 2017  
Cost: Title III – 2017-2018 School Year Budget  
Acct# ESEA/Title III 20-244-200-500-000-00  
Registration - \$495. x 7 pp. = \$3,465.00

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Acct# ESEA/Title III 20-244-200-580-000-00  
Hotel - \$139.00/per night x 2 nights x 7 pp. = \$1,946.00  
Hotel Tax – 83.40 x 7 pp. =583.80  
Tolls - \$22.50 x 7 pp. = \$157.50  
Meals – August 15, August 17 (first and last date) =\$48.00 x 7 pp. = \$336.00  
August 16 - \$64.00 x 1 day x 7 pp. = \$448.00 - Total Meals - \$784.00

ESEA/Title III  
Total Not to Exceed - \$6,936.30  
Local Acct. – Travel Mileage Rate at \$.31.

**2. STUDENT SUPPORT SERVICES**

a. School Performance- Human Services Interns

IT IS RECOMMENDED THAT THE FOLLOWING BOARD ITEM, APPROVED AUGUST 2016:Division of School Performance- Human Services Interns

It is recommended that permission be granted for staffing human services interns that will support trauma informed home-visits with students and families attending district schools for the duration of the 2016-17 school year.Human Services interns that will support the work of the trauma informed care pilot will work each week to reach out to families during home visits they will ensure that supports are in place to help support schools efforts to address chronic absenteeism, disengagement, and trauma. Account Number: 20-466-200-500-000-00 Elan Drennon, Manager of Social-Emotional Policy, Division of School Performance  
BE REVISED, IN ITS ENTIRETY, AS FOLLOWS:Division of Student Support Services: Trauma-Informed Care Home Visit StipendsIt is recommended that school-based staff receive compensation for conducting trauma-informed care for students and families attending district schools for the duration of the 2016-17 school year.Staff will support the work of the trauma informed care pilot by connecting with families during home visits and ensure that supports are in place to help support schools’ efforts to address chronic absenteeism, disengagement, and trauma.Staff:

- Tracey Allen
- Rebecca Arriaga
- Amy Clark
- Cynthia King
- Mary Little
- Katia Raina
- Charmaine Randolph
- Jose Ramos
- Rachel Smalls Compensation: \$500 per person (flat rate)Total not to exceed: \$4500Account Number: 20-466-200-100-000-00Submitted by: Maggie Sorby, Chief Student Supports Officer

**B. GENERAL COUNSEL**

- 1. Amendment of District Policy 2460 - Special Education (policy attached) WHEREAS, on March 30, 2015, the State District Superintendent adopted and approved for publication the entire district policy manual; and

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WHEREAS, District Policy 2460 outlines the programs and procedures required for the administration of the District’s special education program in compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq.; and

WHEREAS, the New Jersey Department of Education’s Office of Special Education Programs revised its Special Education Model Policies and Procedures, and requires all school districts, charter schools, renaissance schools and full-time vocational school districts to certify adoption of the revised policies to ensure compliance; and

WHEREAS, after adoption and approval of the amended policy 2460, a copy of this agenda item will be forwarded to the New Jersey Department of Education to indicate compliance with the directive from the New Jersey Department of Education’s Office of Special Education Programs;

NOW, THEREFORE, the following policy is hereby amended and approved for publication:

Policy No.	Policy Name	Action Taken
2460	Special Education	Amendment approved at 08/09/2017 Board Meeting

Submitted by Bryant Horsley, General Counsel

**2. AUTHORIZATION OF THE CAMDEN CITY SCHOOL DISTRICT TO RETAIN THE SERVICE OF A & R FARR ASSOCIATES FOR PRIVATE INVESTIGATOR SERVICES IN AN AMOUNT NOT TO EXCEED \$39,000.00 FOR SCHOOL YEAR 2017-2018**

The Camden City School District is hereby authorized to procure and utilize the service of A & R Farr Associates for private investigator services in the amount not to exceed \$39,000.00 for school year 2017-2018.

SUBMITTED BY: Bryant Horsley – General Counsel Account# - 11-000-230-331-000-57

**C. SCHOOLS**

**1. BRIMM**

- a. Amendment for Brimm – Summit Technology
- Amendment for Brimm – Summit Technology

It is recommended that Dr. Charles E. Brimm Medical Arts High School be given permission to amend previously approved board item to purchase the technology needed for Summit Learning Curriculum (Previously approved item oo on the July 2017 report page 74.)

The amendment is to increase the cost for the laptops and include carts and update the vendor name:

Company: Dell – Approved Vendor by Technology Department  
 Cost not to exceed: \$36,570.30  
 Account Code: 15-190-100-600-300-45 Number of Carts: 2  
 Cost not to exceed: \$2,999.98  
 Account code: 15-190-100-600-300-45

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Total not to exceed = \$38,670.28

Submitted by: Ms. Deborah Goodman, Operations Manager

Approved by: Ms. Hye-Won Gehring, Principal

**2. CAMDEN HIGH**

- a. Membership Resolution for NJ State Interscholastic Athletic Association

It is recommended that the Camden High School be enrolled as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA by adoption of a Membership Resolution.

This resolution will continue to be in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of NJSIAA.

Submitted by: Mark Phillips, Athletic Director/CHS

**3. WIGGINS**

- a. Surveillance System Expansion – Amendment

It is recommended that permission be granted to the U.S. Wiggins College Preparatory Lab Family School to correct the account number, amount, and vendor of the Surveillance System Expansion previously approved on June 27, 2017, page 107, to Acct: #15-000-266-730-100-29. Equipment to be purchased from approved vendor CM-3 Building Solutions.

Cost not to exceed: \$39,920.08

Submitted by: Mr. Andrew Adams, School Operations Manager

Approved by: Mr. Andrew Adams, School Operations Manager

**4. WOODROW WILSON HIGH SCHOOL**

- a. Woodrow Wilson Athletic Fees for 17-18 School Year

It is recommended that permission be granted to Woodrow Wilson High School for annual dues, memberships, assignor fees and services for the 2017-2018 Athletic Year.

Costs itemized:

N.J.F.O.A-----	\$192 (Assignor Fee)
NJSIAA-----	\$2,150 (Annual Membership)
Olympic Conference-----	\$3,437.50 (Annual Membership)
NJVBOA-----	\$252 (\$126 Fall & \$126 Spring Assignor Fee)
Agile Sports Technologies-----	(\$999 Annual Fee)
R Schools Today Sports-----	\$499 (Annual Fee)
Brooks Irvine-----	\$75 (Annual Membership)
South Jersey Touchdown Club-----	\$75 (Annual Membership Fee)
Albert Carino Boys Basketball Club-----	\$40 (Annual Membership/Dues)

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Albert Carino Girls Basketball Club-----\$40 (Annual Membership/Dues)

b. Media Center Air-Cleaning (Approved In Advance 8/2/17)

It is recommended that Woodrow Wilson High School be granted permission to obtain contracted services for the air-cleaning portion of the asbestos removal in the media center.

Cost of services not to exceed \$1,800.00

Account #: 15-000-240-600-300-02

Submitted by: Rodolfo Coplin, Operations Manager

Approved by: Larry James, Principal

c. Cheerleading Team Uniforms

It is recommended that Woodrow Wilson High School be granted permission to purchase uniforms for the cheerleading team. We are need of additional uniforms due to an increase in the cheerleading team; we currently do not have enough uniforms in stock to run the team effectively. At the core of our work, we are working to provide students with an excellent extracurricular experience.

Costs not to exceed \$5,000.00

Account #: 15-402-100-500-300-02

Submitted by: Rodolfo Coplin, Operations Manager

Approved by: Larry James, School Principal

d. Supplies for Cosmetology Programming for 17-18 Academic School Year

It is recommended that Woodrow Wilson High School be granted permission to purchase the needed supplies for the cosmetology programming for the 2017-2018 Academic School Year. We are in need of a range of instructional materials that are necessary to carry out the cosmetology curriculum this year. Part of the expenses of this request includes the sink that will be installed in the cosmetology classroom.

Costs not to exceed \$5,000.00

Account: 15-190-100-610-300-02

Submitted by: Rodolfo Coplin, Operations Manager

Approved by: Larry James, School Principal

e. Membership Resolution for NJ State Interscholastic Athletic Association

It is recommended that the Woodrow Wilson High School be enrolled as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA by adoption of a Membership Resolution.

This resolution will continue to be in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of NJSIAA.

Submitted by: Willie Hickson, Athletic Director/WWHS

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f. CTE Summer Hours

For the upcoming 2017 2018 school year, the following CTE programs will move from Camden High School to Woodrow Wilson High School.

In preparation of this move, permission is requested for Daniel Montes (Auto tech Teacher), Thomas DePaul (Electrical Occupations Teacher), and Ben Kruse (Construction Trades Teacher) to work summer hours to ensure each teacher's instructional space is properly relocated and ready to accept student on the first day of school at Woodrow Wilson High School.

Each of the three teachers will work up to 20 days @ 5 hours per day at a rate of \$33.50 per hour.

Total will not exceed total payment for each teacher of \$2,010.00 (up to 60 total hours of work per teacher)

Total cost not to exceed: \$6,030.00

Account #: 15-000-240-105-300-02

Submitted by: Rodolfo Coplin, Operations Manager

Approved: Larry James, School Principal

**VII. TALENT AND LABOR RELATIONS**

A. Appointments

1. Principal, Bilingual of WWHS

It is recommended that Mr. Larry James be appointed as Principal, Bilingual of WWHS:

Effective date: August 1, 2017

Salary: \$125,000.00

**VIII. BUSINESS OFFICE AGENDA ITEMS**

A. RESOLUTIONS

1. RESOLUTION #30 SY 17-18 - AMENDMENT

AUTHORIZATION OF THE CAMDEN CITY SCHOOL DISTRICT TO AMEND RESOLUTION #17 SY 17-18 FROM JULY 25, 2017 TO USE FOLLET SOLUTIONS FOR THE DISTRICT'S PURCHASING OF WORLD LANGUAGE INSTRUCTIONAL MATERIALS FOR GRADES 6-12 FOR NON REQUIRED COURSES FOR THE 2017-2018 SCHOOL YEAR IN AN AMOUNT NOT TO EXCEED \$116,241.00.

Davis, Cream, Sharp, HB Wilson, Coopers Poynt = \$8882.10 each Veterans \$9106.10

Forest Hill \$6065.75

WWHS \$3447.55

Brimm \$4263.65

CBPLA \$6346.20

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CAMVA \$361.90  
CHS \$4977.45  
Catto, Dudley, Wiggins \$2816.35 each  
Cramer \$6132.95  
Camelot \$4466.90  
Yorkship \$9330.10

Submitted by Wayles Wilson, COO-School Support  
Account code: 20-235-100-600-000-00

2. RESOLUTION #31 SY 17-18 - VOID
3. RESOLUTION #32 SY 17-18 - AMENDMENT  
AUTHORIZATION OF THE CAMDEN CITY SCHOOL DISTRICT TO AMEND  
RESOLUTION #7 SY 16-17 FROM JUNE 27, 2017 TO USE TITLE 1 FUNDING ACCOUNT  
NUMBER FOR WEB BASED SUPPLEMENTAL MATH PROGRAM AND PROFESSIONAL  
DEVELOPMENT FOR MATH TEACHERS FOR THE 2017-2018 SCHOOL YEAR IN AN  
AMOUNT NOT TO EXCEED \$61,778.00.

The District advertised for proposals on May 26, 2017, (CBOE 97-16). A total of four (4) proposals were received. The School Support team reviewed and evaluated the proposal and found Imagine Learning to be in compliance with the scope of services. Imagine Learning is a proven company with a track record of providing their programs in urban high schools. Imagine Learning will provide the following services: Program Design Notes/Comments, Differentiated Instruction Programming License, Professional Services and Staff Development.  
Term: September 2017-June 2018

Submitted by Wayles Wilson, COO-School Support  
Account#: 20-235-100-300-000-00 Professional Development - \$11,970.00

4. RESOLUTION #33 SY 17-18 - VOID
5. RESOLUTION #34 SY 17-18 - AMENDMENT  
AUTHORIZATION OF THE CAMDEN CITY SCHOOL DISTRICT TO AMEND  
RESOLUTION #6 SY 16-17 FROM JUNE 27, 2017 TO MODIFY THE PRICES PER SCHOOL  
FOR EUREKA (GREAT MINDS) TO INCLUDE THE FINAL COSTS OF THE STUDENT  
AND TEACHER INSTRUCTIONAL MATERIALS, INCLUDING CONSUMABLE  
WORKBOOKS AND ONLINE TEACHER MATERIALS FOR THE 2017-2018 SCHOOL  
YEAR.

BPLA 15-190-100-610-000-05 not to exceed \$7666.07  
Teachers = \$886.20  
Students = \$6779.87

CAMVA 15-190-100-610-000-06 not to exceed \$5873.07  
Teachers = \$369.25  
Students = \$5503.82

CHS/Camelot 15-190-100-610-000-01 not to exceed \$3,298.05  
Students = \$3298.05

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Catto 15-190-100-610-000-36 not to exceed \$36118.97

Students = \$33312.67

Teachers = \$2806.30

Coopers Poynt 15-190-100-610-000-12 not to exceed \$19,359.57

Students = 17513.32

Teachers = 1846.25

Cramer 15-190-100-610-000-13 not to exceed \$30262.38

Students = \$28,859.23

Teachers = 1403.15

Davis 15-190-100-610-000-14 not to exceed \$16132.50

Students = \$15320.15

Teachers = \$812.35

Dudley 15-190-100-610-000-15 not to exceed \$33977.05

Students = 30579.95

Teachers = 3397.10

ECDC 15-190-100-610-000-08 not to exceed \$2378.06

Students = 2230.36

Teachers = 147.70

HB Wilson 15-190-100-610-000-30 not to exceed \$30142.64

Students = 27484.04

Teachers = 2658.60

Forest Hill 15-190-100-610-000-16 not to exceed \$14403.34

Students = 12630.94

Teachers = 1772.40

Veterans 15-190-100-610-000-07 not to exceed \$25687.99

Students = 21921.64

Teachers = 3766.35

Wiggins 15-190-100-610-000-29 not to exceed \$19994.21

Students = 19108.01

Teachers = 886.20

Yorkship 15-190-100-610-000-31 not to exceed \$23656.23

Students = 21736.13

Teachers = 1920.10

Cream 15-190-100-610-000-43 not to exceed \$11409.16

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Students 10892.21  
Teachers = \$516.95

Sharp 15-190-100-610-000-25 not to exceed \$18319.39

Students = 16620.84

Teachers = \$1698.55 Submitted by Wayles Wilson, Chief Operating Officer- School Support

**IX. WRAP UP**

**X. MEETING ADJOURNMENT**

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## 2460 SPECIAL EDUCATION

The Camden City Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:

1. All pupils with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3.
2. Homeless pupils are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.
3. Pupils with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.
4. An Individualized Education Program (IEP) is developed, reviewed and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.
5. To the maximum extent appropriate, pupils with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.
6. Pupils with disabilities are included in State-wide and district-wide assessment programs with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All pupils with disabilities will participate in State-wide assessments or the applicable Dynamic Learning Maps (DLMs) in grades three, four, five, six, seven, eight, and eleven in accordance with their assigned grade level.
7. Pupils with disabilities are afforded procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent, when appropriate.
8. A free appropriate public education is available to all pupils with disabilities between the ages of three and twenty-one, including pupils with disabilities who have been suspended or expelled from school:



- a. The obligation to make a free, appropriate public education available to each eligible pupil begins no later than the pupil's third birthday and that an individualized education program (IEP) is in effect for the pupil by that date;
  - b. If a child's third birthday occurs during the summer, the child's IEP Team shall determine the date when services under the IEP will begin;
  - c. A free appropriate public education is available to any pupil with a disability who is eligible for special education and related services, even though the pupil is advancing from grade to grade;
  - d. The services and placement needed by each pupil with a disability to receive a free, appropriate public education are based on the pupil's unique needs and not on the pupil's disability; and
  - e. The services and placement needed by each pupil with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the pupil's home as possible and, when the IEP does not describe specific restrictions, the pupil is educated in the school he or she would attend if not a pupil with a disability.
9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14 will experience a smooth transition and have an IEP developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.
  10. Full educational opportunity to all pupils with disabilities is provided.
  11. The compilation, maintenance, access to, and confidentiality of pupil records are in accordance with N.J.A.C. 6A:32-7.
  12. Provision is made for the participation of pupils with disabilities who are placed by their parent(s) in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.
  13. Pupils with disabilities who are placed in private schools by the district Board are provided special education and related services at no cost to their parent(s) according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.



14. All personnel serving pupils with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law.
15. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified, and that appropriate in-service training is provided. The district Board shall maintain information to demonstrate its efforts to:
  - a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;
  - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of pupils with disabilities that impedes the learning of pupils with disabilities and others;
  - c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
  - d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
  - e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.
16. Instructional material will be provided to blind or print-disabled pupils in a timely manner.
17. For pupils with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services the district will provide, pursuant to the Uniform Application Act, N.J.S.A. 30:4-25.10 et seq., the necessary materials to the parent(s) to apply for such services.



18. The school district will not accept the use of electronic mail from the parent(s) to submit requests to a school official regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education.
19. The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each pupil's IEP.

The school district shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

N.J.A.C. 6A:14-1 et seq.  
20 USC §1400 et seq.  
34 C.F.R. §300 et seq.

Adopted: 30 March 2015





# POLICY

## CAMDEN CITY PUBLIC SCHOOLS PROGRAM

2460/page 1 of 4  
Special Education  
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### 2460 SPECIAL EDUCATION

The Camden City Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:

1. All students with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to *N.J.A.C. 6A:14-3.3*.  
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2. Homeless students are located, identified, and evaluated according to *N.J.A.C. 6A:14-3.3*, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.  
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3. Students with disabilities are evaluated according to *N.J.A.C. 6A:14-2.5* and 3.4.  
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4. An Individualized Education Program (IEP) is developed, reviewed and a appropriate, revised according to *N.J.A.C. 6A:14-3.6* and 3.7.  
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5. To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to *N.J.A.C. 6A:14-4.2*.  
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6. Students with disabilities are included in statewide and districtwide assessment programs with appropriate accommodations, where necessary according to *N.J.A.C. 6A:14-4.10*. All students with disabilities will participate in statewide assessments or the applicable alternate assessment, in grades 3, 4, 5, 6, 7, 8, and high school in the applicable courses.  
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7. Students with disabilities are afforded procedural safeguards required by *N.J.A.C. 6A:14-2.1 et seq.*, including appointment of a surrogate parent as set forth a *N.J.A.C. 6A:14-2.2*, when appropriate.  
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8. The rules set forth in *N.J.A.C. 6A:14* ensure a free appropriate public education is available to all students with disabilities between the ages of three and 21, including students with disabilities who have been suspended or expelled from school:  
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# POLICY

## CAMDEN CITY PUBLIC SCHOOLS PROGRAM

2460/page 2 of 4  
Special Education

- a. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student's third birthday and that an individualized education program (IEP) is in effect for the student by that date;
- b. If a child's third birthday occurs during the summer, the child's IEP Team shall determine the date when services under the IEP will begin;
- c. A free, appropriate public education is available to any student with a disability who needs special education and related services, even though the student is advancing from grade to grade;
- d. The services and placement needed by each student with a disability to receive a free, appropriate public education are based on the student's unique needs and not on the student's disability; and
- e. The services and placement needed by each student with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the student's home as possible and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a pupil with a disability.
9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under *N.J.A.C. 6A:14* will experience a smooth transition and have an individualized education program, developed and implemented according to *N.J.A.C. 6A:14-3.3(e)* and *N.J.A.C. 6A:14-3.7*.
10. Full educational opportunity to all students with disabilities is provided.
11. The compilation, maintenance, access to, and confidentiality of student records are in accordance with *N.J.A.C. 6A:32-7*.
12. Provision is made for the participation of students with disabilities who are placed by their parent(s) in nonpublic schools according to *N.J.A.C. 6A:14-6.1* and *6.2*.
13. Students with disabilities who are placed in private schools by the district board of education are provided special education and related services at no cost to their parents according to *N.J.A.C. 6A:14-1.1* and *N.J.A.C. 6A:14-7.5(b)3*.

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# POLICY

## CAMDEN CITY PUBLIC SCHOOLS PROGRAM

2460/page 3 of 4  
Special Education

14. All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law, pursuant to N.J.A.C. 6A:14-1.2(b)13.
15. Pursuant to N.J.A.C. 6A:14-1.2(b)4, the in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified, and that appropriate in-service training is provided. The district board of education shall maintain information to demonstrate its efforts to:
  - a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;
  - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of pupils with disabilities and others;
  - c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
  - d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
  - e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.
16. Instructional materials will be provided to blind or print-disabled pupils in a timely manner, consistent with a plan developed by the district.
17. For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Developmentally Disabled Uniform Application Act, N.J.S.A. 30:4-25.10 et seq. and N.J.A.C. 6A:14-1.2(b)17, the necessary materials to the parent(s) to apply for such services.

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# POLICY

CAMDEN CITY  
PUBLIC SCHOOLS  
PROGRAM

2460/page 4 of 4  
Special Education

18. The school district will not accept the use of electronic mail from the parent(s) to submit requests to a school official regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education.
19. The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP, pursuant to N.J.A.C. 6A:14-4.5(d).
20. The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services as required by N.J.A.C. 6A:14-3.7(c)4.
21. The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with N.J.S.A. 18A:40-5.1 et seq.

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The school district shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

N.J.A.C. 6A:14-1 et seq.  
20 USC §1400 et seq.  
34 C.F.R. §300 et seq.

Adopted: 30 March 2015



## 2460 SPECIAL EDUCATION

The Camden City Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:

1. All students with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to *N.J.A.C. 6A:14-3.3*.
2. Homeless students are located, identified, and evaluated according to *N.J.A.C. 6A:14-3.3*, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.
3. Students with disabilities are evaluated according to *N.J.A.C. 6A:14-2.5* and 3.4.
4. An Individualized Education Program (IEP) is developed, reviewed and as appropriate, revised according to *N.J.A.C. 6A:14-3.6* and 3.7.
5. To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to *N.J.A.C. 6A:14-4.2*.
6. Students with disabilities are included in statewide and districtwide assessment programs with appropriate accommodations, where necessary according to *N.J.A.C. 6A:14-4.10*. All students with disabilities will participate in statewide assessments or the applicable alternate assessment, in grades 3, 4, 5, 6, 7, 8, and high school in the applicable courses.
7. Students with disabilities are afforded procedural safeguards required by *N.J.A.C. 6A:14-2.1 et seq.*, including appointment of a surrogate parent as set forth at *N.J.A.C. 6A:14-2.2*, when appropriate.
8. The rules set forth in *N.J.A.C. 6A:14* ensure a free appropriate public education is available to all students with disabilities between the ages of three and 21, including students with disabilities who have been suspended or expelled from school:



- a. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student's third birthday and that an individualized education program (IEP) is in effect for the student by that date;
  - b. If a child's third birthday occurs during the summer, the child's IEP Team shall determine the date when services under the IEP will begin;
  - c. A free, appropriate public education is available to any student with a disability who needs special education and related services, even though the student is advancing from grade to grade;
  - d. The services and placement needed by each student with a disability to receive a free, appropriate public education are based on the student's unique needs and not on the student's disability; and
  - e. The services and placement needed by each student with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the student's home as possible and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a pupil with a disability.
9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under *N.J.A.C. 6A:14* will experience a smooth transition and have an individualized education program developed and implemented according to *N.J.A.C. 6A:14-3.3(e)* and *N.J.A.C. 6A:14-3.7*.
  10. Full educational opportunity to all students with disabilities is provided.
  11. The compilation, maintenance, access to, and confidentiality of student records are in accordance with *N.J.A.C. 6A:32-7*.
  12. Provision is made for the participation of students with disabilities who are placed by their parent(s) in nonpublic schools according to *N.J.A.C. 6A:14-6.1* and *6.2*.
  13. Students with disabilities who are placed in private schools by the district board of education are provided special education and related services at no cost to their parents according to *N.J.A.C. 6A:14-1.1* and *N.J.A.C. 6A:14-7.5(b)3*.



14. All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law, pursuant to *N.J.A.C. 6A:14-1.2(b)13*.
15. Pursuant to *N.J.A.C. 6A:14-1.2(b)4*, the in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified, and that appropriate in-service training is provided. The district board of education shall maintain information to demonstrate its efforts to:
  - a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;
  - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of pupils with disabilities and others;
  - c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
  - d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
  - e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.
16. Instructional materials will be provided to blind or print-disabled pupils in a timely manner, consistent with a plan developed by the district.
17. For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services the district will provide, pursuant to the Developmentally Disabled Uniform Application Act, *N.J.S.A. 30:4-25.10 et seq.* and *N.J.A.C. 6A:14-1.2(b)17*, the necessary materials to the parent(s) to apply for such services.



18. The school district will not accept the use of electronic mail from the parent(s) to submit requests to a school official regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education.
19. The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP, pursuant to *N.J.A.C. 6A:14-4.5(d)*.
20. The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services as required by *N.J.A.C. 6A:14-3.7(c)4*.
21. The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with *N.J.S.A. 18A:40-5.1 et seq.*

The school district shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

N.J.A.C. 6A:14-1 et seq.  
20 USC §1400 et seq.  
34 C.F.R. §300 et seq.

Adopted: 30 March 2015

