

Attachment #AR
Attachment #S
XVI-A
C. SPRAGUE
C. BARTOW
BOE
PecS.

RECEIVED
DEC 21 2017
SUPERINTENDENT'S
OFFICE

December 21, 2017

Dr. Melissa McCooley, Superintendent
Little Egg Harbor School District
307 Frog Pond Road
Little Egg Harbor, NJ 08087

Dear Dr. McCooley,

Please accept this letter as my official notification of my intent to retire effective June 30, 2018. My application for retirement was successfully filed with the Division of Pensions and Benefits December 18, 2017. Please have your office complete and submit a Certification of Service and Final Salary to the State of New Jersey Division of Pension and Benefits. I would also like a copy of this form for my personal records.

At this time, I would also like to claim my Terminal Leave Compensation as I have accumulated sick days and am eligible for this benefit according to our contract. Please inform me when we could meet to discuss this issue and firm up a distribution schedule. Also let me know if you need any additional information.

I have enjoyed many years in the Little Egg Harbor School District as a Basic Skills Teacher, Fifth & Second Grade Teacher, and ending finally as the World Language, Spanish Teacher. It has truly been an adventure, spanning many years and thousands of students, but now it is time to say "Adios" to my school family. It has been a pleasure to work in the LEH District and I will have many fond memories to take with me of both students and staff.

Yours in Education,



Diane B. Roberts
LEH District World Language Teacher of Spanish

Cc: Troy Henderson, Principal FPE
Deborah Giannuzzi, Principal GJM

Attachment #AR3

Attachment #S XUJA-2
C.C. K SP
C. Barton
Personnel

Cynthia Kennedy
422 California Trail
Browns Mills, New Jersey 08015

December 18, 2017

Dr. Melissa McCooley
Superintendent of Schools
307 Frog Pond Road
Little Egg Harbor, New Jersey 08087

Dear Dr. McCooley:

After over thirty years as an educator, in both public and parochial schools of New Jersey, it is time for retirement. Because of this personal plan of retirement, this written correspondence is to give my notice of retirement in a timely manner, according to the negotiated contract as a teacher at Frog Pond Elementary School. My last day of employment will be June 30, 2018. In doing so, I am requesting to receive my terminal leave compensation for any unused sick days.

Over the last three decades, I have enjoyed working with and learning from my colleagues while always thinking about and planning instruction for my students. Reflecting upon my teaching experiences at Little Egg Harbor, I can say that teaching is a rewarding career; however, I am ready to move on to the next phase of my life.

Again, it has been a pleasure working as a part of the Little Egg Harbor School District.

Best regards,

Cynthia Kennedy
Cynthia Kennedy

Basic Skills Instructor

Cc: Troy Henderson, Principal FPE

Attachment #AR 4

Attachment #S XVI-3



Deborah Giannuzzi

4-1 Vacari Way

Little Egg Harbor, New Jersey 08087

January 2, 2018

Dr. Melissa McCooley, Superintendent
Little Egg Harbor School District
307 Frog Pond Road
Little Egg Harbor, NJ 08087

Dear Dr. McCooley,

After much thought and consideration, I have decided to retire from my position as Principal of the George J. Mitchell Elementary School effective June 30, 2018. I will be filing my application for retirement with the State of New Jersey Division of Pensions and Benefits. In the near future after filing is complete, I would like the opportunity to sit down with you to discuss any additional information that I need to know and complete before June 30th.

My time at the Little Egg Harbor School District has been extremely rewarding for me. Starting out as a substitute teacher in 2006, I was immediately drawn to the culture and community of our students and staff. I went on to become a part-time LEEP Teacher and enjoyed every moment with our students, creating a program that still exists today. In the summer of 2007, the district hired me as an Elementary Supervisor at the Intermediate School and later on at the Mitchell School and then in 2010 as Supervisor of Curriculum and Instruction. My positions as a Supervisor awarded me the opportunities to advance and take part in many committees and events that led me to my present position in 2011, as the Principal of the Mitchell School. I am extremely grateful for every situation that I have experienced, for it has led me to lead with heart, purpose and dedication.

It will be sad for me to leave, as I will miss the students and staff and the sense of community of family that is present in our district. I thank you and the Board of Education for believing in me and for supporting the decisions that I made. I will always be grateful to all of you.

Yours in Education,



Deborah Giannuzzi
Principal of the George J. Mitchell Elementary School

Cc: LEH BOE

Attachment #AR 471 - Kim Spragg

Attachment #S XVI-4 Cindy Bertani

Nick Brown

Sarah Cole

Debbie Gra

Notification of Intent To Retire

Michael Lentini
9 Hollow Ct.
Manahawkin, N.J. 08050

RECEIVED

JAN - 2 2018

SUPERINTENDENT'S
OFFICE

January 2, 2018

Dr. Melissa Mc Cooley
Superintendent of Schools

Dear Dr. Mc Cooley,

Please accept this letter as my official notification of my intent to retire effective September 1, 2018.

I would like to take this opportunity to express what an immense pleasure it was to serve as a custodian with the Little Egg Harbor School District, and the relationships I have formed here will never be forgotten.

Thank You for your consideration of my request. Should you require any information, please contact me.

Very truly yours,

Michael Lentini

**LITTLE EGG HARBOR BOARD OF EDUCATION
JANUARY 22, 2018**

Attachment #S
XVI - I - K

PERSONNEL

XVI - I Course Approvals

By recommendation of the Superintendent of Schools to approve the following Graduate Course Approvals as per the LEHEA Contractual Agreement:

NAME:	COURSE/SEMESTER	TUITION
Jessica Reineke, RCW ECC Preschool Teacher	Spring 2017 Walden University EDUC 6640 Design Curriculum Inst. & Assess	3 credits @ \$580.00 = \$1,740.00
Jessica Reineke, RCW ECC Preschool Teacher	Spring 2017 Walden University EDUC 6780 Leadership , Collab. & Consult.	3 credits @ \$580.00 = \$1,740.00
John McGrath, FPE Counselor	Spring 2017 Rowan University PSY 05610	3 credits @ \$686.00 = \$2,058.00
Richard DiMauro, GJM Special Education Teacher	Spring 2017 Fairleigh Dickinson University Supervision of Instruction & Personal Evaluation	3 credits \$821.00 = \$2,463.00
Rachel Harper, FPE Special Education Teacher	Spring 2017 Fairleigh Dickinson University Supervision of Instruction & Personal Evaluation	3 credits \$821.00 = \$2,463.00
Marc Sink, GJM 2nd Grade Teacher	Spring 2017 Fairleigh Dickinson University Supervision of Instruction & Personal Evaluation	3 credits \$821.00 = \$2,463.00
Brianne Nilan, RCW ECC Special Education Teacher	Spring 2017 Applied Thesis II	3 credits \$839.00 = \$2,517.00
Danielle Truex, RCW ECC Special Education Teacher	Spring 2017 EDL 560-01 Early Childhood Curriculum for Inclusive Environ.	3 credits @ \$1,142.00 \$3,426.00
Marisa Fetch, District Behavioral Specialist	Spring 2017 Georgian Court University EDC 5102 Supervision of Inst. In Inclusive Schools	3 credits @ \$839.00 = \$2,517.00

Statement of Assurance Regarding the Use of Paraprofessional Staff 2017-18 School Year

Instructions:

Complete and sign the biannual Statement of Assurance and submit to the County Office of Education no later than **September 30, 2017 and January 31, 2018.**

- Districts, charter and renaissance school projects must maintain a list of paraprofessional employees and their titles.
- Approved Private Schools for Students with Disabilities must also submit a list of paraprofessional staff and their titles along with the completed Statement of Assurance.

Contact Information	
County:	Ocean
District:	Little Egg Harbor
Superintendent:	Dr. Melissa McCoolley
Phone:	609-296-1719
Email:	mmccoolley@lehsd.k12.nj.us
Compliance with State Regulatory Requirements: Check yes, no or N/A:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Paraprofessional staff, as defined in N.J.A.C. 6A:9, were hired as instructional, health and safety personnel in accordance with the requirements of individualized educational programs, N.J.A.C. 6A:32-4.2 and N.J.A.C. 6A:23A-18.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Job descriptions for special education classroom aides have been previously submitted and approved by the County Office of Education in accordance with N.J.A.C. 6A:14-4.1(e). Any changes to previously approved job descriptions or new job descriptions are attached to this SOA. If no special education aides are used, check N/A.
Compliance with Federal Title I Requirements: Check yes, no or N/A:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Paraprofessional staff supported in whole or in part by Title I or Title I blended funds meet the <i>Every Student Succeeds Act (ESSA)</i> requirements: completed at least two years of study at an institution of higher education; obtained an associate's (or higher) degree; or met a rigorous standard of quality and demonstrated, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing and mathematics (or, as appropriate), reading readiness, writing readiness and mathematics readiness in accordance with the 34 CFR §200.58. If no Title I funded aides are used, check N/A.

Dr. Melissa McCoolley _____ Date _____
 Name of Superintendent _____ Signature _____

**LITTLE EGG HARBOR TOWNSHIP SCHOOL DISTRICT
REPORT OF PERSONS IN SCHOOL AIDE POSITIONS
2017-2018 SCHOOL YEAR
BI-ANNUAL – January 2018**

NAME OF AIDE	APPROVED SCHOOL AIDE POSITION	CHECK IF RE-ASSIGNED
Abate, Josephine	Preschool Teacher Assistant – RCW ECC	
Adams-Darby, Tiffany	PT Cafeteria/Playground Aide - GJM	
Albright, Victoria	Preschool Teacher Assistant – RCW ECC	
Allen, Deborah	PT Cafeteria/Playground Aide – GJM School	
Blacie, Joyce	Preschool Teacher Assistant – RCW ECC	
Bolton, Linda	Preschool Teacher Assistant – RCW ECC	
Bronstein, Kristen	Preschool Teacher Assistant – RCW ECC	
Carcich, Kathleen	PT Cafeteria/Playground Aide – GJM School	
Carpenter, Eileen	Sp. Ed. Instructional Assistant – GJM School	X
Carrier, Linda	Preschool Teacher Assistant – RCW ECC	
Carrotta, Norma	PT Cafeteria/Playground Aide – GJM School	
Clancy, Beverly	PT Cafeteria/Playground Aide – FPE School	
Claussen, Patricia	PT Sp. Ed. Instructional Assisstant – FPE School	
Coluccio, Aimee	Sp. Ed. Instructional Assistant – FPE School	X
Cooley, Maureen	Sp. Ed. Instructional Assistant – FPE School	
Cummins, Kimberly	Sp. Ed. Instructional Assistant – GJM School	
DelPrete, Breanne	Preschool Teacher Assistant – RCW ECC	
Denney, Rachel	PT Sp. Ed. Instructional Assistant – FPE School	
Desmond, Kathleen	Sp. Ed. Instructional Assistant – GJM School	
DeVito, Denise	PT Cafeteria/Playground Aide – FPE School	
Doka, Susan	Sp. Ed. Instructional Assistant – FPE School	
Dutton, Kristin	Preschool Teacher Assistant – RCW ECC	
Eberlin, Kristie	PT Cafeteria/Playground Aide – FPE School	
Fehring, Shana	Preschool Teacher Assistant – RCW ECC	
Foley, Kathleen	Preschool Teacher Assistant – RCW ECC	
Fromosky, Deborah	Sp. Ed. Instructional Assistant – RCW ECC	
Fusco, Julianne	Preschool Teacher Assistant – RCW ECC	
Gainder, Nidhi	PT Sp. Ed. Instructional Assistant – GJM School	
Gaines, Dawn	Sp. Ed. Instructional Assistant – GJM School	
Gazi, Donna	Preschool Teacher Assistant – RCW ECC	
Gentile, Erin	Preschool Teacher Assistant – RCW ECC	
Gonzalez, Julia	PT Sp. Ed. Instructional Assistant – GJM School	X
Hambly, Valerie	PT Sp. Ed. Instructional Assistant – GJM School	
Heckelmann, Nichole	Sp. Ed. Instructional Assistant – FPE School	
Hoffman, Kimberly	Sp. Ed. Instructional Assistant – GJM School	
Hutchison, Tara	Preschool Teacher Assistant – RCW ECC	

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Lewis, Shannon	PT Cafeteria/Playground Aide – FPE School	
Mancuso, Melanie	Sp. Ed. Instructional Assistant – GJM School	
Mara, Beth	PT Sp. Ed. Instructional Assistant – GJM School	
Martin, S. Nicole	Instructional Assistant – FPE School	
Mathis, Kimberly	Instructional Assistant – GJM School	
McCann, Shirley	Sp. Ed. Instructional Assistant – GJM School	
Merrill, Lisa	Sp. Ed. Instructional Assistant – FPE School	
O’Connell, Kelly	Sp. Ed. Instructional Assistant – FPE School	
Post, Cheryl	Sp. Ed. Instructional Assistant – FPE School	
Prata, Marion	Preschool Teacher Assistant – RCW ECC	
Reeves-Haddock, Kimberly	PT Sp. Ed. Instructional Assistant – FPE School	
Reigelman, Katrina	Sp. Ed. Instructional Assistant – FPE School	
Ricci, Nicole	Preschool Teacher Assistant – RCW ECC	
Roth, Alexandra	Sp. Ed. Instructional Assistant – RCW ECC	
Seeger, Jacqueline	Sp. Ed. Instructional Assistant – GJM School	
Setteducato, JoAnne	Sp. Ed. Instructional Assistant – GJM School	
Sherwood, Doreen	Preschool Teacher Assistant – RCW ECC	
Siino, Holly	Sp. Ed. Instructional Assistant – RCW ECC	
Sisco, Jennifer	PT Sp. Ed. Instructional Assistant – FPE School	
Sparks, Pamela	Sp. Ed. Instructional Assistant – RCW ECC	
Stas, Sandra	Preschool Teacher Assistant – RCW ECC	
Stephens, Debra	Preschool Teacher Assistant – RCW ECC	
Sullivan, Lisa	Preschool Teacher Assistant – RCW ECC	
Sulzmann, Jenifer	Preschool Teacher Assistant – RCW ECC	
Sutton, Ellen	Preschool Teacher Assistant – RCW ECC	
Tatro, Kim	Preschool Teacher Assistant – RCW ECC	
Turi, Jodi	PT Sp. Ed. Instructional Assistant – GJM School	
Whalen, Deborah	Preschool Teacher Assistant – RCW ECC	
Wilbert, Christine	PT Sp. Ed. Instructional Assistant – GJM School	
Wyatt, Thomas	PT Sp. Ed. Instructional Assistant – FPE School	
Yagiello, Diane	Sp. Ed. Instructional Assistant – RCW ECC	
Yaiser, Susan	Preschool Teacher Assistant – RCW ECC	

POLICIES AND REGULATIONS FOR BOARD APPROVAL
January 22, 2018

POLICY FOR REVISION

POLICY #	POLICY TITLE
2468	Independent Educational Evaluations

POLICY FOR REVISION

2468 Independent Educational Evaluations

[See POLICY ALERT No. 198]

Special education law permits a parent to request an independent educational evaluation (IEE) for their child if there is disagreement with any evaluation provided by the Board of Education. An "independent educational evaluation" is an evaluation conducted by a qualified examiner who is not an employee of the public school district responsible for the education of the child in question. Such IEEs shall be provided at no cost to the parent unless the school district initiates a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate and a final determination to that effect is made following the hearing. If it is determined the school district's evaluation is appropriate, the parent still has the right to an IEE, but not at the school district's expense. The District will respond to the request for an IEE within 20 days or file for due process.

Upon receipt of a parental request for an IEE, the school district shall provide the parent with information about where an IEE may be obtained and the criteria for IEEs according to N.J.A.C. 6A:14-2.5(c)3 and (c)4 and the additional criteria outlined below in this Policy:

Criteria for Independent Evaluations at District expense:

1. Any IEE paid for with public funds shall:
 - a. Be conducted according to the provisions of N.J.A.C. 6A:14-3.4; and
 - b. Be obtained from another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required.

2. An independent medical evaluation may be obtained according to N.J.A.C. 6A:14-5.1(e).



3. Parents are entitled to only one IEE paid for by the Board each time the school district conducts initial evaluation or reevaluation with which the parent disagrees. One IEE may include multiple assessments, but the parents must specify all independent assessments at the time they request the IEE, and they are not permitted to add to the list of desired assessments after the IEE request is submitted.

Additional criteria for an IEE shall be as follows:

1. The criteria under which the evaluation is obtained, including the location of the evaluation and qualifications of the examiner, must be the same as the criteria the District uses in selecting evaluators for District-initiated assessments, to the extent those criteria are consistent with the parent's right to an independent evaluation;
2. The independent evaluator must be appropriately certified and/or licensed in the State of New Jersey and must be on the State-approved list of evaluators. In instances where no applicable certification/license exists, the evaluator must provide the Board with documentation of extensive and recent training and experience to perform the particular evaluation;
3. The independent evaluator must be free from any conflict of interest (by way of illustration and not limitation, former employees of the District would not meet this criterion except where the separation from employment was due to retirement);
4. The independent evaluation shall be located within a 70 mile radius of the District. Evaluators outside this area will be approved only on an exception basis and the parent must demonstrate the necessity of using personnel outside the approved geographic area;
5. The independent evaluator and members of the Child Study Team must be permitted to directly communicate and share information with each other. The independent evaluator must also agree to release the assessment



information, results, and report(s) to the school district prior to receipt of payment for services;

- a. The District shall be responsible for providing the parents with the information, results, and report(s). The independent evaluator will not release the named information directly to the parents and/or their representative(s).
6. For the purposes of this Policy only, "pupil" includes all students enrolled in a school in this district, as well as children residing in the district enrolled in Special Education Instruction outside of the district.

The independent evaluator shall make at least one contact with the pupil's case manager for the purpose of determining how the pupil is progressing in his/her current programming.

- a. For any independent evaluation, whether paid for with public or private funds, the school district shall permit the evaluator to observe the pupil in the classroom or other educational setting, as applicable, provided the evaluator signs the District's Confidentiality Agreement prior to the observation. The evaluator will not disrupt the learning process during the observation. The evaluator may clarify following the observation whether the day was typical of the student/class. Other questions the evaluator may have as a result of the observation may be made to the case manager in writing, who will follow up and respond as appropriate.

Cost Limits of the IEE:

1. The maximum allowable cost for an independent evaluation will be limited to the reasonable and customary rate, as determined and approved by the Board annually. This rate shall be in the range of what it would cost the Board to provide the same type of assessment through either another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or



POLICY

LITTLE EGG HARBOR TOWNSHIP BOARD OF EDUCATION

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Independent Educational Evaluations

private practitioner, who is appropriately certified and/or licensed, where a license is required.

2. This Board-approved rate shall be provided to the parent upon their request for an IEE. The Board shall not be responsible for any costs beyond the IEE, such as transportation, lodging, food, etc.
3. The parent may provide documentation to the Board demonstrating unique circumstances to justify an IEE that exceeds the maximum allowable cost established by the Board. If, in the Board's judgment, there is no justification for the excess cost, the Board may agree to fund the IEE up to the school district's maximum allowable cost with the parent responsible for any remaining costs. In the alternative, the Board may request a due process hearing to enforce its established maximum allowable cost.

Upon receipt of a parental request for an IEE, the school district shall take steps to ensure the IEE is provided without undue delay or not later than twenty calendar days after receipt of the parental request, the school district shall request a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate.

If a parent requests an IEE, the school district may ask the parent to explain why he or she objects to the school district's evaluation. However, the school district shall not require such an explanation and shall not delay either providing the IEE or initiating a due process hearing to defend the school district's evaluation.

Any IEE submitted to the district, including an IEE obtained by the parent at private expense, shall be considered in making decisions regarding special education and related services.

If an Administrative Law Judge orders that an IEE be conducted, the IEE shall be obtained by the district in accordance with the decision or Order of the Administrative Law Judge, and the Board of Education shall pay the cost of the IEE in accordance with the provisions of this Policy.

Parents must request an IEE within 12 months from the date of the eligibility conference at which the District-initiated assessments leading to the request for the IEE were utilized.



POLICY

LITTLE EGG HARBOR TOWNSHIP BOARD OF EDUCATION

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Independent Educational Evaluations

Maximum Fees for Child Study Team Evaluations:

Service	Cost
Psychological Evaluation	\$1000
Educational Evaluation	\$1000
Social History	\$500
Speech/Language Evaluation	\$1000
Psychiatric Evaluation	\$800
Neurological Evaluation	\$1000
Neuropsychological Evaluation	\$2500
Audiological Evaluation	\$500
Central Auditory Processing Evaluation	\$800
Occupational Therapy Evaluation	\$500
Physical Therapy Evaluation	\$500
Assistive Technology Evaluation	\$1500
Functional Behavior Assessment	\$1000

N.J.A.C. 6A:14-2.5; 6A:14-2.7
CFR Section 300.502

Adopted: 31 July 2014
Revised: 24 April 2017;

