

DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

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TO: Dr. Scott Taylor

C: Gerald Benaquista, Gretel Pérez, Yolanda Koon, Kim Conti, Bernadette Watson, Diane Cappiello

FROM: Joseph T. Seugling

RE: Board Agenda

DATE: 2023-07-27

Approve the grant application for the New Jersey Child Assault Prevention K-8 Bullying Prevention Program at Kawameeh Middle School as described in the attached application . This will be at no cost to the district.





NEW JERSEY CHILD ASSAULT PREVENTION  
2023/2024 Grant Application  
K-8 CAP's Bullying Prevention Program

CAP's Bullying Prevention Program is an initiative of New Jersey Child Assault Prevention (NJ CAP) for schools (grades K – 8) and is funded through the NJ Department of Children and Families. The most effective prevention program for any school or district is one which involves the entire school community. As such, CAP's Bullying Prevention Program offers a series of workshops for staff, parents and students to assess the specific nature of bullying in the school, to train adults in appropriate intervention strategies and to improve student interaction.

*Applications must be submitted via email to [njcap.applications@gmail.com](mailto:njcap.applications@gmail.com)*

**This application is to be completed for each participating school in the district.** The School Principal will complete the application, review and sign implementation timelines and contract criteria, and return to **CAP State Office**, by June 30, 2023.

Schools applying for CAP funding must provide a minimum of 50% of the total cost of implementation.

The district match may only be waived if there is a demonstrable financial need, eligibility for urban aide funding or other related factors. In these circumstances, a waiver letter on school district letterhead from the school principal, must accompany this application. **Exemption requests will not be approved without the waiver letter.**

First time applicants will be prioritized for funding.

Depending on availability of funds, the school may be responsible for additional funding.

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COUNTY: Union SCHOOL DISTRICT: Township of Union Public Schools

NAMES of SCHOOLS:

- Kawameeh Middle School

DISTRICT SUPERINTENDENT NAME: Dr. Scott Taylor

PHONE: 908 851 6415

EMAIL: [staylor@twpunionschools.org](mailto:staylor@twpunionschools.org)

MAILING ADDRESS: 2369 Morris Avenue, Union, NJ 07083

# NJ CAP

[www.njcap.org](http://www.njcap.org)

This CBPP application is for Kindergarten through Eighth grades. (see pg. 4 for specific information about each program/workshop)

**PLEASE COMPLETE FUNDING REQUEST:**

The following should be completed in collaboration with the CAP County Coordinator. CAP's Bullying Prevention Program requires a **staff in-service**. The in-service date should be reserved in advance. A parent workshop is also required for each school.

Funding may not be authorized to districts who cannot guarantee in-service dates.

Please indicate a tentative in-service date 9/2023

- a) \$180.00 x \_\_\_\_\_ # of Kindergarten – 2<sup>nd</sup> Grades      \$ \_\_\_\_\_
- b) \$180.00 x \_\_\_\_\_ # of 3<sup>rd</sup> – 5<sup>th</sup> grades in school      \$ \_\_\_\_\_
- c) \$180.00 x 39 # of 6<sup>th</sup> – 8<sup>th</sup> grades in school      \$ 7020
- d) \$143.00 x 1 # of Staff in-service      \$ 143.00
- e) \$143.00 x 1 # of Parent workshop      \$ 143.00

Required components for those who apply for Kindergarten through Eighth grade implementation:

- 1) Staff In-Service
- 2) Parent Workshop
- 3) Workshops for students

Total cost of implementation (a+b+c+d+e)	=	\$7306.00
School contribution - 50% minimum		minus \$ <u>Waived</u>
State CAP Funding	=	<u>\$7306.00</u>

Partial grants may be awarded.

If the application is not approved for CAP funding, the school may still implement this curriculum using other funding sources.

PLEASE COMPLETE THE FOLLOWING:

1. When did your district last implement the CAP Elementary Program?  
*During the 22-23 School Year*
  
2. If applicable, please respond to the following:
  - A. When did you last implement CAP's Bullying Prevention Program?  
*This would be the first year of implementation, if approved.*
  
  - B. In what grades was the program implemented?  
*This would be the first year of implementation, if approved.*
  
3. What needs do you think CAP's Bullying Prevention Program will meet in your school and/or community?  
*The program is anticipated to promote student awareness of actions, impact of actions on fellow students and school community, and communicate the agency and ability of students to interrupt, intervene, and respond to bullying behaviors that they or their fellow students may encounter. The anticipated effect would be a decrease in the number of HIB incidents that may take place after training has been provided.*
  
4. Please provide a statement of in-kind contribution which teaching staff will render on behalf of the project (e.g. additional in-service time, public relations, community outreach, curriculum additions focusing on prevention issues, bulletin boards, etc.)  
*Teaching staff would be expected to reinforce and communicate elements of the training during the school day to students, attend workshops/training offered during contracted hours, and the school staff (Interventionists/School Counselors, administration) would be expected to let School PTAs and parent groups know regarding the training/support guardian attendance to workshops.*
  
5. How will CAP's Bullying Prevention Program fit into your current character education program?  
*The program supports student behaviors that are consistent with the district mission to reinforce and develop thought processes (which impact behavior) that are inclusive, aware, and commensurate with the functional skills required in the 21<sup>st</sup> century, and are representative of the values of the community.*

6. Please provide a statement on future plans on follow up of this K-8 program. Will you provide for the maintenance phase of the program for next year? Will you include CAP in your health curriculum in the future?


*Program results, review of HIB data, and student response will be utilized to guide future programming and continuation of the program.*

## CONTRACT CRITERIA

A school that chooses to apply for funding will meet the following criteria:

1. Since the basic CAP curriculum forms the foundation for CAP's Bullying Prevention Program, it is recommended that schools have had CAP within the three years preceding implementation of CAP's Bullying Prevention Program.
2. The school will support the implementation of CBPP according to the design of NJ CAP, including:
  - a. **Administrative Meeting**-30-60 minutes. This meeting is required and should be scheduled in the fall of the current school year. The CAP County Coordinator will meet with administration to discuss all specifics of the program.
  - b. **Teacher/Staff Workshop**- All school staff are invited including cafeteria workers, playground aides and any auxiliary staff who interface with the children.
  - c. **Parent Workshop**- This workshop gives parents the opportunity to discuss the problem of bullying behaviors in the school community and to give strategies to help their children who are being bullied, those exhibiting bullying behaviors or those witnessing bullying.
  - d. **Student Workshops**-These workshops are developmentally appropriate for students in Kindergarten through 8<sup>th</sup> grades. These workshops help sensitize students to the roles of those being bullied, those exhibiting bullying behavior and those witnessing bullying. Strategies to de-escalate bullying will be presented.  
**Grades K-5** - two 1-hour classroom presentations with an additional 30-minute Review Time.  
**Grades 6<sup>th</sup>-8<sup>th</sup>** - two 40 to 60-minute classroom presentations. Additional 30 minutes required for Review Time for every two classes.  
**Review Time** – The school will provide space for a post workshop review. This review follows the classroom workshop. Children interested in participating in the post workshop review shall be permitted the time to attend.
  - e. After the CAP project has finished implementation, the school administration will continue to encourage their staff, students and guardians to utilize CBPP strategies in the classroom and in the community.
3. All schools will be available for implementation during the months of September 2023–June 2024.
4. The school will participate in a CAP evaluation process which will require that each teacher complete an evaluation of the classroom workshop and the School Principal or Chief School Administrator complete an in-person exit interview with the CAP County Coordinator to be submitted to NJCAP RTC.
5. After the CAP project has finished implementation, the school administration will continue to encourage their students and parents to utilize the strategies learned in CBPP in the classroom and in the community.

I have read and agreed to the above terms for application.

  
School Principal Signature

7/11/23  
Date

**TIME LINES/DEADLINES**


By February 2023- CAP application will be available.

By June 30, 2023 – Application Deadline- All School Principals interested in applying for CAP funding will complete application, receive school board approval and return application to the CAP State Office.

By September 30, 2023- The CAP State Office in conjunction with School Principals and County Coordinators will have selected schools and notification of the selections will be made.

By June 15, 2024 - All adult and student workshops will have been completed.

I have read and agreed to the above deadlines and I understand that they are essential for the efficient implementation of CAP's Bullying Prevention Program within my school. I understand that by signing this document, the school will be committed to implement CAP's Bullying Prevention Program as indicated by Timelines/Deadlines and Contract Criteria.

  
School Principal Signature

7/11/23  
Date