

Sayreville, New Jersey
December 4, 2012
5:30 P.M.

Pursuant to notice posted at the Board Offices, given to each Board member, one local newspaper, and the Borough Clerk as required by Chapter 231, Public Law 1975, the Board of Education of the Borough of Sayreville held a Regular Meeting on December 4, 2012. An Executive Session took place at 5:30 P.M. followed by the Regular Meeting at 7:30 P.M. The meeting was held in the Cafeteria at Sayreville War Memorial High School.

President Macagnone opened the meeting at 5:31 P.M.

Members present were: Mr. Balka, Mrs. Batko, Mr. Biesiada, Mr. Brodzinski, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone.

Motion by Mr. Biesiada, second by Mr. Ciak. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mr. Biesiada, Mr. Brodzinski, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone. The Board went into Executive Session at 5:32 P.M. in accordance with the following Resolution.

Also present were: Superintendent Alfano, Assistant Superintendent Zeichner, Business Administrator/Board Secretary D'Andrea, and Board Attorneys Jonathan Busch and Andrew Brown of the Schwartz, Simon, Edelstein and Celso law firm.

RESOLUTION

WHEREAS Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Sayreville, County of Middlesex, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

NEGOTIATIONS

- Sayreville Education Association
- School Calendar Changes

ATTORNEY-CLIENT PRIVILEGE

- Sayreville Education Association Personnel Matters
- Sayreville Education Association Grievances
- Roll of the Board President

3. It is anticipated at this time that the above-stated subject matter shall be made public at such time as the need for non-disclosure no longer exists.
4. This Resolution shall take effect immediately.

The Board reopened the meeting to the public at 7:41 P.M.

Members present were: Mr. Balka, Mrs. Batko, Mr. Biesiada, Mr. Brodzinski, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone.

Also present were: Superintendent Alfano, Assistant Superintendent Zeichner, Business Administrator/Board Secretary D'Andrea, and Curriculum and Instruction Director Aquiles.

PRESENTATION

- Moment of Silence for Rita Whitney-Past Principal @ Washington School, Sayreville Junior High School and Sayreville War Memorial High School

CORRESPONDENCE

- Letter from Adele O'Hara

APPROVAL OF MINUTES

WITHDRAWN

- Regular and Executive Session of November 20, 2012

Mr. Balka and Mrs. Batko raised concerns about the minutes detailing the discussion of the Board of Education.

STUDENT COUNCIL REPRESENTATIVE'S REPORT

Tony Yuan

Mr. Macagnone made comments about the senior class trip.

PARENT INVOLVEMENT REPRESENTATIVE'S REPORT

ATTORNEY'S REPORT

DISTRICT HIGHLIGHTS

SUPERINTENDENT'S REPORT OVERVIEW

BUILDING AND GROUNDS

1. The Board of Education approved the use of the Sayreville War Memorial High School auditorium, cafeteria and classrooms on Tuesday, December 11, 2012, from 4:00 PM to 10:00 PM for a Town Hall Meeting sponsored by Assemblyman John Wisniewski, for Sayreville residents dealing with the aftermath of storm flooding.

2. The Board of Education approved the use of the Sayreville War Memorial High School auditorium on Tuesday, January 1, 2013, from 11:00 AM to 2:00 PM, for the Sayreville Borough Mayor and Council to hold a reorganization meeting.

Mr. Batko stated, "There should be signs posted that there will be no eating or drinking in the Auditorium." Mr. D'Andrea said he will work with the Administration.

FINANCE

1. The Board of Education approved the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF SAYREVILLE IN THE COUNTY OF MIDDLESEX, NEW JERSEY APPROVING, ON FIRST READING, A REFUNDING SCHOOL BOND ORDINANCE PROVIDING FOR THE REFUNDING

OF A PORTION OF ITS OUTSTANDING SCHOOL BONDS DATED JULY 1, 2005

WHEREAS, on July 6, 2005, the Board of Education of the Borough of Sayreville in the County of Middlesex, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) issued \$33,022,000 aggregate principal amount of tax-exempt School Bonds dated July 1, 2005 (the "2005 School Bonds"); and

WHEREAS, the Board has determined that the current tax-exempt interest rate environment may enable it to realize going-forward debt service savings for property taxpayers residing in the School District through the issuance by the Board of Refunding School bonds (the "Refunding Bonds") to refund all or a portion of the \$27,377,000 aggregate principal amount of the outstanding 2005 School Bonds maturing on July 15 in the years 2016 through 2030, inclusive (the "Refunded Bonds"); and

WHEREAS, in efforts to realize such taxpayer savings, the Board now desires to adopt and enact a refunding school bond ordinance (the "Refunding Bond Ordinance") authorizing the issuance of the Refunding Bonds in an aggregate principal amount not to exceed \$31,000,000, the net proceeds of which shall be used to refund all or a portion of the Refunded Bonds in accordance with their terms.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF SAYREVILLE IN THE COUNTY OF MIDDLESEX, NEW JERSEY as follows:

Section 1. The Refunding Bond Ordinance attached hereto as Exhibit A is hereby approved. Bond Counsel is hereby authorized and directed to publish the required notice of public hearing for the Refunding Bond Ordinance in the Home News Tribune, in the form and at the time required by N.J.S.A. 18A:24-61.4.

Section 2. This resolution shall take effect immediately. The foregoing resolution was adopted on December 4, 2012.

EXHIBIT A

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE BOROUGH OF SAYREVILLE, IN THE COUNTY OF MIDDLESEX, NEW JERSEY PROVIDING FOR THE REFUNDING OF A PORTION OF ITS OUTSTANDING SCHOOL BONDS DATED JULY 1, 2005, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$33,022,000 AND AUTHORIZING THE PRINCIPAL AMOUNT OF REFUNDING SCHOOL TO EFFECT SUCH REFUNDING

WHEREAS, on July 6, 2005, the Board of Education of the Borough of Sayreville in the County of Middlesex, New Jersey (the "Board" when referring to the governing body and the "School district" when referring to the territorial boundaries governed by the Board) issued \$33,022,000 aggregate principal amount of tax-exempt School Bonds dated July 1, 2005 (the "2005 School Bonds"); and

WHEREAS, the Board has determined that the current tax-exempt interest rate environment may enable it to realize going-forward debt service savings for property taxpayers residing in the School District through the issuance by the Board of Refunding School Bonds (the "Refunding Bonds") to refund all or a portion of the \$27,377,000 aggregate principal amount of the outstanding 2005 School Bonds maturing on July 15 in the years 2016 through 2030, inclusive (the "Refunded Bonds"); and

WHEREAS, in efforts to realize such taxpayer savings, the Board now desires to adopt and enact a refunding school bond ordinance (the "Refunding Bond Ordinance") authorizing the issuance of Refunding Bonds in an aggregate principal amount not to exceed \$31,000,000, the net proceeds of which shall be used to refund all or a portion of the Refunded Bonds in accordance with their terms.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF EDUCATION OF THE BOROUGH OF SAYREVILLE IN THE COUNTY OF MIDDLESEX, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board is hereby authorized to refund all or a portion of the \$27,377,000 aggregate principal amount of outstanding 2005 School Bonds maturing on July 15 in the year 2016 through 2030, inclusive. The Refunded Bonds may be redeemed on and after July 15, 2015 at a redemption price equal to par, plus accrued interest to the date of redemption.

Section 2. In order to finance the cost of the purpose set forth in Section 1 hereof, the Board is hereby authorized to issue not to exceed \$31,000,000 aggregate principal amount of Refunding Bonds, all in accordance with the requirements of N.J.S.A. 18A:24-61 through 62.

Section 3. An aggregate amount not exceeding \$300,000 may be allocated from the aggregate principal amount of the Refunding Bonds to pay for the aggregate costs of issuance thereof, including, but not limited to, bond insurance premiums, underwriting fees, official statement printing fees, public advertisement expenses, refunding verification agent fees, refunding escrow agent fees, bond counsel fees and other expenses in connection therewith.

Section 4. The purpose of the issuance of the Refunding Bonds is to realize net present value interest cost savings for property taxpayers residing in the School District ("net" meaning savings after payment of all costs of issuance of the Refunding Bonds). Applicable State requirements mandate that such net present value interest cost savings equal at least 3% of the principal amount of the Refunded Bonds. In addition, the issuance of the Refunding Bonds shall comply with the provisions of N.J.A.C. 5:30-2.5, including that within 10 days of the date of the closing on the Refunding Bonds, the Board Secretary/Business Administrator shall file a report with the Local Finance Board within the Division of Local Government Services, New Jersey Department of Community Affairs setting forth (a) a comparison of the Refunding Bonds' debt service and the Refunded Bonds' debt service which comparison shall set forth the present value savings achieved by the issuance of the Refunding Bonds; (b) a summary of the issuance of the Refunding Bonds; (c) an itemized accounting of all costs of issuance in connection with the issuance of the Refunding Bonds and (d) a certification of the Board Secretary/Business

Administrator that (i) all of the conditions of section (b) of N.J.A.C. 5:30-2.5 have been met and (ii) a resolution authorizing the issuance of the Refunding Bonds, adopted pursuant 18A:24-61.5(b), was approved by a two-thirds vote of the full membership of the Board.

Section 5. The Supplemental Debt Statement required by N.J.S.A. 18:A24-16 and N.J.S.A. 18A:24-61.4 has been duly prepared and filed in the Office of the Clerk of the Borough of Sayreville, in the County of Middlesex, State of New Jersey (the "Borough") and in the Office of the Board Secretary/Business Administrator as the date of approval of this Refunding Bond Ordinance and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs, and such Statement shows that the gross debt of the Borough is increased by \$3,623,000 as a result of the authorization of the Refunding Bonds.

Section 6. The Board covenants to maintain the exclusion from gross income under Section 103(a) of the Internal Revenue Code of 1986, as amended, of the interest on all Refunding Bonds issued under this Refunding Bond Ordinance.

Section 7. This Refunding Bond Ordinance shall take effect upon final adoption hereof.

The foregoing Refunding Bond Ordinance was introduced by the Board on December 4, 2012.

2. The Board of Education is requested to approve the following:

BE IT RESOLVED, that the Board of Education hereby appoints Wilentz, Goldman & Spitzer, PA ("Firm") as Board Bond Counsel for Bond Refunding and approves the Agreement for Professional Services between the Board and the Firm. The Board shall pay the Firm a maximum of \$10,000 plus the \$1.10 for each thousand dollar principal amount of Refunding Bonds issued plus additional services per agreement.

BE IT FURTHER RESOLVED that notice of the award of the above described contract for Board Bond Counsel shall be provided as required by N.J.S.A. 18A:18A-5a(1).

BE IT FURTHER RESOLVED that this resolution and the Agreement shall be maintained on file and available for public inspection in the Board's office.

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

3. The Board of Education approved the following:

BE IT RESOLVED that the Board of Education hereby appoints Phoenix Advisors, LLC ("Firm") as Board Financial Advisors for Bond Refunding between the Board and the Firm. The Board shall pay the Firm a maximum of \$17,500, per agreement.

BE IT FURTHER RESOLVED that notice of the award of the above described contract for Board Financial Advisors shall be provided as required by N.J.S.A. 18A:18A-5a (1).

BE IT FURTHER RESOLVED that this resolution and the Agreement shall be maintained on file and available for public inspection in the Board's office.

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

4. The Board of Education approved the abolishment of the following full-time Support Secretary positions:

<u>SCHOOL</u>	<u>LOCATION</u>
Middle School	Main Office
Samsel UES	Special Services

5. The Board of Education approved the creation of the following part-time (29.5 hours/week) Secretary 10-month positions:

<u>SCHOOL</u>	<u>LOCATON</u>
Middle School	Main Office
Samsel UES	Special Services

6. The Board of Education approved Change Order #3 to Frank C. Gibson, Inc. for the Middle School Heating System Upgrades in the amount of \$2,000 (credit) for deletion of painting conduits.

7. The Board of Education approved the findings of the Education Jobs Act of 2010 Monitoring Report and the Corrective Action Plan which addresses these issues raised in the report, dated October 31, 2012.

8. The Board of Education approved the New Jersey State Performance Plan/Annual Performance Report, dated October 23, 2012.

Mrs. Batko expressed concerns about monitoring recommendations. Mr. Macagnone commented about the monitoring process. Mrs. Zeichner and Mr. D'Andrea responded to the comments and concerns.

9. The Board of Education approved the Teamsters Local 469 Holiday Schedule (Revised) for the 2012-13 school year as follows:

July 4, 2012	- Independence Day
September 3, 2012	- Labor Day
November 8, 2012	- Teachers' Convention
November 9, 2012	- Teachers' Convention
November 12, 2012	- Veteran's Day
November 22, 2012	- Thanksgiving Break
November 23, 2012	- Thanksgiving Break
December 24, 2012	- Winter Break
December 25, 2012	- Winter Break
December 26, 2012	- Winter Break
December 27, 2012	- Winter Break
December 28, 2012	- Winter Break
December 31, 2012	- New Year's Eve
January 1, 2013	- New Year's Day
March 29, 2013	- Spring Break
April 1, 2013	- Spring Break
May 27, 2013	- Memorial Day

10. The Board of Education approved a contract with DiCara Rubino Architects for Additional Services for Eisenhower School Roof Replacement in the amount of \$13,000.

PERSONNEL (CERTIFIED)

1. The Board of Education accepted the resignation of Jacqueline Castronovo, Supervisor of Special Education, effective January 20, 2013.

2. The Board of Education granted a pregnancy leave of absence to Christina Namendorf, ELL Teacher at the Samsel Upper Elementary School and the Sayreville War Memorial High School, beginning February 18, 2013 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Namendorf was also granted a childrearing leave through June 30, 2013.

3. The Board of Education approved an extension to the childrearing leave of absence of Christina Namendorf, ELL Teacher at the Samsel Upper Elementary School and Sayreville War Memorial High School, for the 2013-14 school year.

4. The Board of Education approved an extension to the childrearing leave of absence to Rochelle Alves, Spanish Teacher at the Sayreville War Memorial High School, through June 30, 2013.

5. The Board of Education approved retroactively, PSAT Honorarium Payments to the following personnel for the October 20, 2012 PSAT Testing, as follows:

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>STIPEND</u>
Jacqueline Butler	Room Proctor	\$125.00
Danielle Canton	Room Proctor	125.00
Dana Giorgianni	Room Proctor	125.00
Caileigh Giovenco	Room Proctor	125.00
Laura Haney	Room Proctor	125.00
Carolynn O'Connor	Room Proctor	125.00
Paula Schnorbus	Room Proctor	125.00
Christine Testa	Room Proctor	125.00
Marybeth Woolf	Room Proctor	125.00
Linda Zydzik	Room Proctor	125.00
Joseph O'Donnell	Hall Monitor	100.00
Donna Sicola	Test Supervisor	325.00

6. The Board of Education approved the following professional days at the amounts listed in addition to mileage at the employee's respective contractually negotiated rate.

Name	Professional Day	Date	Registration Fee
Edward Aguiles	Fall Train the Trainer Conference	12/6 & 7/12	\$399.00 RTT3
Natalie Baginski	Helping Emotionally Challenged Students Engage Positively	1/25/13	\$100.00 Title IIA
Karen Bryan	Rutgers 45 th Annual Reading and Writing Conference	4/12/13	\$150.00
Mihana Capric	Common Core Can Do	12/7/12	Free
Kelly Cibrian	Rutgers 45 th Annual Reading and Writing Conference	4/12/13	\$150.00
Christa Delucia	Be the Best You Are Coaches Clinic, Softball	1/18/13	\$120.00
Cynthia Good	Common Core Can Do	12/7/12	Free
Mary Kruh	Powerful, Practical Strategies for Reaching "I Don't Care" and Underperforming Students	1/10/13	\$150.00
Kathleen Moroch	NJASP Winter Conference	12/14/12	\$90.00
Jamil Maroun	Aspiring Administrators Workshop (NJPSA)	12/20/12	Free

Rachel Seavey	Helping Emotionally Challenged Students Engage Positively	1/25/13	\$100.00 Title IIA
Pamela Schleck	45h Annual Conference on Reading and Writing	4/12/13	\$150.00 Title IA
Karen White	Common Core Can Do	12/7/12	Free

7. The Board of Education approved an AP Honorarium in the amount of \$250 to Donna Sicola. This annual Honorarium is funded by the College Board.

8. The Board of Education approved the employment of the following personnel for school year 2012-13 at the salaries and assignments indicated below.

Name	Location	Assignment	2012-13 Salary	Effective Dates	Track
Fitzpatrick, Dana (C. Corvino)	SWMHS	Art Teacher	Prorated \$44,753 (BA, Step 1)	10/22/2012 Thru 6/30/13	Tenure
*Gelber, Kelly (C. Kiernan)	Eisenhower School	Replacement Kindergarten Teacher	Prorated \$44,753 (BA, Step 1)	1/2/2013 Thru 6/30/2013	Non Tenure

*Conditional upon final approval by the N.J. Department of Education and the Board further authorizes the submission of an application for emergency hiring pursuant to N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq. or N.J.S.A. 18A:6-4.13 et seq.

POLICY

1. The Board of Education approved the first reading of the following policies.

Mr. Ciak had reviewed the Board revisions.

**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 1330
 Monitored
 Mandated
 Other Reasons

USE OF SCHOOL FACILITIES

The Board believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent.

In weighing competing interests for the use of facilities, the Board will give priority in the order following:

- A. Uses and groups directly related to the schools and the operations of the schools including student and teacher groups.
- B. Uses and organizations indirectly related to the school including P.T.A.
- C. Departments or agencies of the municipal government.
- D. Governmental agencies generally.
- E. Sayreville community organizations formed for charitable, civic, social, educational purposes or other charitable organization as approved by the Board of Education.
- F. All other groups.

The use of school facilities shall not be granted for private social functions or any purpose which is prohibited by law.

The Superintendent or the Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following factors:

- A. The use of school facilities for activities related to the educational program and district operations shall be without cost to the user.
- B. The use of school facilities for any non-profit community uses excepting religious services shall be without cost to the users except that the users shall be responsible for any extra custodial fees.
- C. All other organizations or persons granted the use of schools shall assume the scheduled fee therefore payable in advance and the cost of such additional staff services as may be required.
- D. The use of the school facilities by an outside group (referred to in ¶ C) requires the posting of \$2500.00 security in the form of a certified check made payable to the Sayreville Board of Education. Any damages to the facility will result in the forfeiture of the amount of the damages from the security deposit. Should examination reveal no damages, the check will be returned to the user.

The assessment of fees may be waived by the Superintendent on a case-by-case basis.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Political Activity

As used in this section, "school property" shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000, for each violation.

Possible

<u>Cross References:</u>	1230	School-connected organizations
	3514	Equipment
	3515	Smoking prohibition
	6145	Extracurricular activities

Key Words

Use of School Facilities, Use of School Equipment, District Facilities, Facilities Equipment

Date Adopted: 08/23/2005

Date Revised:

Rationale: Added language clarifying Board and Superintendent have broad powers with regard to permitting the use of school facilities. Added language clarifying

permitted use does not indicate endorsement of activity. Added new section in compliance with N.J.S.A. 19:44A-19.1



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 3541.1
 X **Monitored**
 X **Mandated**
 X **Other Reasons**

TRANSPORTATION ROUTES AND SERVICES

The Board of Education directs the Superintendent to supervise development of bus routes to provide safe, economical and reasonably expeditious transportation for:

- A. Pupils who live remote from the schoolhouse as defined by New Jersey law;
- B. Educationally disabled pupils in accordance with their IEP;
- C. Pupils participating in Board-approved extracurricular activities or field trips;
- D. Pupils whose route to the school is deemed hazardous by the Department of Transportation and/or the Board;
- E. Other pupils as required by law.

The criteria to be used in designing routes and assigning pupils to them shall include:

- A. The distance to be traveled to and from school;
- B. The age and state of health of the child;
- C. The requirements of the instructional program;
- D. The hazards involved on the route to be traveled.

The Board may charge parents/guardians for transporting pupils who live within statutory limits. The charge shall include, but not be limited to the cost of fuel, driver salaries and insurance.

Transportation to and from school shall be provided as required by law to eligible nonpublic school pupils and to pupils attending charter schools. All pupils riding on district buses shall be required to observe the district's bus conduct regulations or risk loss of the privilege of such transportation.

Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.

Bus routes must be acted upon by the Board and submitted to the county office.

Courtesy Transportation Along Hazardous Routes

The Sayreville Board of Education is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The Superintendent shall work in conjunction with municipal officials to determine the criteria necessary for the classification of a hazardous route and shall maintain a list of all hazardous routes in the district. The Superintendent shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the Sayreville School District to be hazardous routes. The criteria used to determine hazardous routes may include but shall not be limited to the following:

- A. Population density;
- B. Traffic volume;
- C. Average vehicle velocity;
- D. Existence or absence of sufficient sidewalk space;
- E. Roads and highways that are winding or have blind curves;

- F. Roads or highways with steep inclines and declines;
- G. Drop-offs that are close proximity to a sidewalk;
- H. Bridges or overpasses that must be crossed to reach the school;
- I. Train tracks or trestles that must be crossed to reach the school;
- J. Busy roads and highways that must be crossed to reach the school.

Students who would otherwise be required to walk to and from school along routes designated as hazardous shall be included in the calculation of the district's regular vehicle capacity utilization.

Waiver of Eligible Transportation Services

Each school year a parent/guardian of a pupil who is eligible for transportation services under the law may sign a written statement waiving the pupil's right to those services. This written statement shall be in the form that is determined by the Department of Education.

If there is a case of a family or economic hardship during the school year in which the parent/guardian has waived the pupil's transportation service rights, the district will make provisions to provide transportation to the pupil during this hardship.

Transportation of Disabled Pupils

The Board of Education shall provide transportation services for pupils with educational disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board will provide the transportation specified as a related service in the program of special education approved for an educationally disabled pupil. Such transportation will conform to the pupil's individualized education program (IEP) and the transportation requirements described by the child study team or prescribed by the school physician. Transportation to a placement outside this district will conform to the school calendar of the receiving school.

The transportation of an educationally disabled pupil may include such special equipment, services of aides, and arrangements for the pupil's mobility within the school building as will assure the pupil's safety and protection from harm. When necessary for the pupil's welfare, the case manager will provide the transportation coordinator and driver with specific information about the pupil.

The transportation of educationally disabled pupils to special education programs approved by the Board and located outside the state will conform to guidelines established by the New Jersey State Department of Education. Such transportation services will be dictated by the pupil's IEP and approved by the child study team. The individual plan for an educationally disabled pupil's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-state educationally disabled pupils will be by the most economical and expeditious mode consistent with the pupil's special needs and will be limited to travel at the beginning and the ending of the school year.

State aid will be sought for the services provided in accordance with law and this policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

Possible

<u>Cross References:</u>	3220/3230	State funds; federal funds
	3516	Safety
	3541.31	Privately owned vehicles
	3541.33	Transportation safety
	4211	Recruitment, selection and hiring
	5200	Nonpublic school pupils
	6145	Extracurricular activities
	6153	Field trips

Key Words

Pupil Transportation, Transportation, Busing, Buses, Courtesy Busing, Nonpublic School Pupils, Student Transportation, Disabled Pupils

Date Adopted: 08/23/2005

Date Revised:

Rationale: On September 16, 2011, the legislature passed P.L. 2011. C. 132 which states that a school district shall not be required to provide transportation services for the school year to an elementary school pupil who lives more than two miles from his public school of attendance or to a secondary school pupil who lives more than 2 1/2 miles from his public school of attendance if the pupil's parent or guardian signs a written statement that the pupil waives transportation services for that school year. The statute requires districts to develop a policy for the provision of transportation services for pupils who have waived transportation rights if a case of family or economic hardship occurs during the school year.

**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 4111
 X **Monitored**
 X **Mandated**
 X **Other Reasons**

RECRUITMENT, SELECTION AND HIRING

The Board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the Superintendent shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The Superintendent shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

All teachers hired by the Board for programs in the district supported with Title I, part A funds shall be highly qualified, as defined by federal law. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall be highly qualified.

It shall be the duty of the Superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The Superintendent shall take steps to verify the academic credentials of any potential candidate for employment, and ensure any degrees cited, academic coursework or credits completed, or titles claimed by an individual have been granted by an accredited institution of higher education. For Superintendent candidates, the Board shall take similar steps. This includes, but is not limited to, ensuring the candidate supplies official transcripts to verify that credentials are from an accredited institution. The board secretary shall have responsibility for ensuring the documents are received, verifying credentials, and reporting to the board on the process. Documents shall not be accepted from non-accredited institutions or any fraudulent source. Any employee's misstatement of fact material to qualification for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

The Superintendent shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The Superintendent shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The Board shall not pay tuition reimbursement, salary increases, or approve promotions for any employee based on credits earned from a non-accredited institution. If a current employee is found to have obtained employment, tuition reimbursement or increased salary based on documents or credentials obtained from

a non-accredited institution, the Board will take appropriate action, up to and including the possible discharge of the individual and/or obtaining a refund of the tuition reimbursement or increased salary.

The Superintendent in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The Board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board.

The Board shall appoint all staff members only from nominations made by the Superintendent. Should a nominee be rejected, it shall be the duty of the Superintendent to make other nominations.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);
- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy, if he/she has not had a break in public service for a period of time greater than seven days;
- C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy, unless he/she has not had a break in public service for a period of time greater than seven days;
- D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service.
- E. An employee may request an exemption to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Possible

<u>Cross References:</u>	2131	Superintendent
	4111.1	Nondiscrimination/affirmative action
	4112.2	Certification
	4112.4	Employee health
	4112.6	Personnel records
	4112.8	Nepotism
	4121	Substitute teachers
	4222	Noninstructional aides
	5120	Assessment of individual needs
	6010	Goals and objectives

Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check

Date Adopted: 08/23/2005

Date Revised:

Rationale: Updated pursuant to state/federal law requiring all hires utilizing Title I Funds to be highly qualified, all academic records of new hires to be verified and no increments be given for additional education which is not from an accredited institution. Updates made as required to prohibit discrimination with regard to gender identity or expression. Added new residency provision as per state law for all new hires.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 4112.2
 X **Monitored**
 Mandated
 Other Reasons

CERTIFICATION

The certification of teachers and other personnel in the public schools of New Jersey is a protective measure for the children, the community, and the staff members themselves. All personnel hired shall have proper certification as required by the State Board of Education. The Superintendent will take appropriate steps to avoid employment of teachers with revoked or suspended certificates.

Validity of certification must be verified with the county office.

The Superintendent must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the board.

Reporting of Arrests, Charges and Indictments

All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report to the Superintendent of the charge, arrest or indictment, including (but not limited to) disorderly persons offenses and drunk driving arrests. This reporting requirement pertains to both in-state and out-of-state offenses and crimes. Pursuant to N.J.A.C. 6A:9-17.1(c) the employee will make the report within fourteen (14) days. The staff member shall also report the disposition of any charges within seven (7) days of the disposition.

Failure to comply with these reporting requirements may be deemed "just cause" to revoke or suspend the certificate(s) of any certificate holder pursuant to N.J.A.C. 6A:9-17.5.

The Superintendent will make these requirements known to all new employees and to all employees on an annual basis.

District Reporting Requirements

Pursuant to N.J.A.C. 6A:9-17.4(a), the chief school administrator shall notify the New Jersey Board of Examiners when:

- A. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
- B. Nontenured teaching staff members who are accused of criminal offenses or unbecoming conduct, resign, retire or are removed from their positions;
- C. A certificate holder fails to maintain any license, certificate or authorization pursuant to N.J.A.C. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position; or
- D. He or she becomes aware that a certificate holder has been convicted of a crime while in the district's employ.

Provisionally Certified Teachers

The Board of Education encourages the employment of provisionally certified

teachers for service in their first and second years of employment. The building principal or other appropriately certified administrator shall observe and evaluate all provisionally certified teachers in the first year of employment in conformance with the schedule described in the administrative code.

Mentoring Novice Teachers

In order to enhance student achievement of the Core Curriculum Content Standards by enhancing the skills of inexperienced teachers, identifying exemplary teaching skills and practices necessary for excellent teaching and assist novice teachers in adjusting to the challenges of teaching, the board shall ensure the development of a mentoring plan for all novice teachers employed in the district.

The plan shall provide for each novice teacher with face-to-face contact with a mentor teacher who shall provide confidential support and guidance to the novice teacher. The plan shall be developed by the local Professional Development Committee and approved by the Board. The Board reserves the right to deny any plan that fails to advance district goals and objectives; is not conducive to student achievement of the Core Curriculum Content Standards, or contravenes current negotiated agreements, other board policies, student safety and well-being, continuity of the instructional program or budgetary constraints. Implementation of the district mentor plan shall be in compliance with the administrative code and included in the ~~Quality Assurance~~District Annual Report.

The Board shall annually submit a report with required data to the State Department of Education on the effectiveness of the local mentoring plan. State funds appropriated for the novice teacher mentoring program shall be applied in accordance with law and code.

Special Education

All personnel serving students with disabilities shall be appropriately certified and licensed, where a license is required.

Possible

<u>Cross References:</u>	2131	Superintendent
	4111	Recruitment, selection and hiring
	6141	Curriculum design/development
	6142.1	Family life education
	6156	Instructional planning/scheduling
	6163.1	Media center/library
	6164.2	Guidance services
	6171.4	Special education
	6200	Adult/community education

Key Words

Certificates, Certification

Date Adopted: 08/23/2005

Date Revised:

Rationale: Pursuant to N.J.A.C. 6A:9-17.1(c), all certificated staff members who are charged, arrested, or indicted for a crime or offense must submit a report to the Superintendent of the charge, arrest or indictment. Replaced Quality Assurance Annual Report with District Annual Report as the QAAR is no longer required.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 4121
 Monitored
 Mandated
 Other Reasons

SUBSTITUTE TEACHERS

The Superintendent shall make provision to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

The Board shall approve potential substitute personnel and the positions in which they may substitute. The employment of a substitute teacher prior to approval by the Board is authorized only when such employment is required to maintain continuity in the educational program. Retroactive approval shall be asked from the board at the next regular meeting.

Teacher substitutes must have at least a valid substitute teaching certificate issued by the Executive County Superintendent, and preferably hold a degree.

Any substitute teacher shall be entitled only to the wages approved by the Board on a per diem basis, and to no other benefits.

Persons employed as aides may not perform as substitutes for professional employees unless they are board-approved substitute teachers.

The Superintendent shall recruit, screen and recommend to the Board candidates for employment as instructional substitutes. He/she shall:

- A. Develop procedures for the assignment of substitutes;
- B. Develop methods of evaluating substitute teachers and recommend the retention on the Board's approved substitute list of those substitutes who have performed their duties satisfactorily.

Vacant Positions and Use of Substitutes

It is the goal of the district to provide continuity in the educational program by employing permanent qualified teaching staff. When a position in the district is vacant, the district shall observe the limits as provided for in law, in the employment of substitute teachers.

Definitions

- A. A Substitute Credential allows the holder to temporarily perform the duties of a fully licensed and regularly employed teacher.
- B. A Certificate of Eligibility (CE) is a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification through the State Alternate Route Program.

A Certificate of Eligibility with Advanced Standing (CEAS) is a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

Limits on Filling Vacant Teaching Positions with Substitutes

A vacant teaching position shall not be filled in any school year by one or more individuals:

- A. Holding a substitute credential issued by the State Board of Education for a total amount of time exceeding 20 school days (N.J.S.A. 18A:16-1.1a);
- B. Employed as a substitute teacher, holding a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS) issued by the State Board of Examiners and working in an area authorized by their credentials for a total amount of time exceeding 60 school days (N.J.S.A. 18A:16-1.1b). If the substitute is employed more than 60 days, compensation shall be adjusted on a

pro-rata basis, consistent with the salary provided to a teacher with similar credentials employed by the district;

- C. Employed as a substitute teacher, holding a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS) issued by the State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding 20 school days (N.J.S.A. 18A:16-1.1c);
- D. Employed as a substitute teacher and holding a standard instructional certificate issued by the State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding 40 school days (N.J.S.A. 18A:16-1.1d).

The Executive County Superintendent of schools may grant an extension of time in accordance with law, upon written application from the district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original time limit.

Possible

Cross References: 4111 Recruitment, selection and hiring
 4112.2 Certification
 4112.4 Employee health

Key Words

Substitute Teachers, Vacant Position, Vacancy, Long Term Substitute

Date Adopted: 08/23/2005

Date Revised:

Rationale: Updated to cover the provisions of N.J.S.A. 18A:16-1.1a through N.J.S.A. 18A:16-1.1d (P.L. 2010, c. 97) that restricts the number of consecutive days a vacant position may be filled by persons who do not possess appropriate certification for the position in a school year. The number of consecutive days varies according to type of credential (substitute credential, certificate of eligibility CE, Certificate of Eligibility with Advanced Standing CEAS, and teaching certificate) and whether the vacant position is in the area of the authorizing credential.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 5141.22
 Monitored
 Mandated
 Other Reasons

DIABETES MANAGEMENT

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the pupil.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of pupils with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan. The school nurse shall have the primary responsibility for the emergency

administration of glucagon to a pupil with diabetes who is experiencing severe hypoglycemia.

The school nurse shall designate, in consultation with the Superintendent of Schools or designee, additional employees of the school district who volunteer to administer glucagon to a pupil with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon the written request of the parent or legal guardian and as provided in a pupil's individualized health care plan, the pupil will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the pupil has been evaluated and determined to be capable of doing so, as reflected in the pupil's individualized health care plan.

The Principal or school nurse shall, for each pupil with diabetes whom a school bus driver transports, provide the driver with a notice of the pupil's condition, how to treat hypoglycemia, who to contact in an emergency, and the contact information for parent(s) or legal guardian(s). Designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in pupils with diabetes.

A pupil's school choice, if there is a choice option, shall not be restricted due to the fact the pupil has diabetes.

Possible

<u>Cross References:</u>	5131.6	Drugs, alcohol, tobacco (substance abuse)
	5141	Health
	5141.1	Accidents
	5141.21	Administering Medication
	5141.3	Health Examinations and immunizations
	6153	Field Trips

Key Words

Administering Medication, Medication in School, Diabetes, Glucagon, Hypoglycemia

Date Adopted:

Date Revised:



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 4211
 Monitored
 Mandated
 Other Reasons

RECRUITMENT, SELECTION AND HIRING OF NON-CERTIFICATED STAFF

The Board of Education shall appoint all staff members only from nominations made by the Superintendent. All appointments shall be by recorded roll call majority vote of the full membership of the Board. The Superintendent shall adhere to the following in recruiting and interviewing candidates:

- A. There will be no discrimination in the employment process in regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial

status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nationality, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

- B. Of those candidates who are most qualified for the vacant position, it is the intent of the Board to give preference first to candidates who are residents of the Borough of Sayreville whenever possible and practical.
- C. It shall be the duty of the Superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The Superintendent is responsible for the preparation and maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The Board shall adopt those job descriptions required by law or code and others as appropriate.

The employment of any candidate is not official until the contract is approved by the Board of Education and signed by the candidate. It shall be the responsibility of the Superintendent to communicate this fact to all candidates.

The Superintendent may make temporary appointments in emergency situations in accordance with law. These must be ratified by the Board at the next regular meeting.

Residency Requirements

Every employee hired by the board shall have their principal residence with the State of New Jersey. For the purposes of this policy an employee may have only one principal residence which shall be defined as:

- A. Where the employee spends the majority of their nonworking time;
- B. Is most clearly the center of the employee's domestic life; and
- C. The employee's designated legal address and legal residence for voting.

The fact that an employee is either domiciled or owns a home or property in the State of New Jersey shall not by itself satisfy the requirement of principal residence.

Exemptions

- A. An employee hired on or after September 1, 2011 who is not a resident when hired shall receive one year to establish residency in New Jersey. If the employee fails to establish residency within that year, he/she shall be deemed unqualified for employment and shall be removed pursuant to N.J.S.A. 52:14-7(d);
- B. An existing employee who was not a resident of New Jersey on or prior to September 1, 2011 is exempted from this policy, if he/she has not had a break in public service for a period of time greater than seven days;
- C. An employee hired by the district who was a non-resident public employee prior to September 1, 2011 is exempted from this policy, unless he/she has not had a break in public service for a period of time greater than seven days;
- D. A break in public service shall be defined as an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal. But a leave of absence shall not be considered a break in public service.
- E. An employee may request an exemption to the State committee formed under N.J.S.A. 52:14-7 on a basis of critical need or hardship. The decision on whether to approve an application of the employee shall be made by a majority vote of this committee. If this committee fails to act within 30 days after receipt of the employee's application, no exemption shall be granted and the residency requirements set forth in this policy shall be in effect.

Possible

Cross References: 2131 Superintendent
 3000/3010 Concepts and roles in business and noninstructional operations; goals and objectives

4211.1	Nondiscrimination/affirmative action
4212.4	Employee health
4212.6	Personnel records
4212.8	Nepotism
4219.23	Employee substance abuse
4222	Noninstructional aides
6010	Goals and objectives

Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check

Date Adopted: 08/23/2005

Date Revised: 11/15/2011

Rationale: Updated pursuant to N.J.S.A. 52:14-7 requiring residency of new hires within the State of New Jersey.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 5145.4
<u> X </u> Monitored
<u> X </u> Mandated
<u> X </u> Other Reasons

EQUAL EDUCATIONAL OPPORTUNITY

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of pupils;
- D. Treating all pupils with consistent fairness.

The Board of Education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Service Animals

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities where members of the community,

participates in services, programs or activities, or invitees, as relevant, are allowed to go.

Affirmative Action Program for School and Classroom Practices

The Board of Education shall, in accordance with law, systematically monitor district procedures with respect to school and classroom practices to insure continuing compliance with anti-discrimination laws and regulations. Pursuant to the direction of the Superintendent of Schools, the Affirmative Action Officer shall coordinate all activities designed to implement this policy.

The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, sex, social or economic status, handicap, or disability. He or she shall in conjunction with certificated staff members:

- A. Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;
- B. Develop an ongoing program of inservice training for school personnel designed to identify and solve problems of bias in all aspects of the school program;
- C. Review current and proposed programs, activities, and practices to insure that all pupils have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice, except as may be permitted under the rules of the State Board of Education;
- D. Insure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;
- E. Insure that test, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parents, pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices and the designation of the Affirmative Action Officer.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward objectives of any state-approved affirmative action plan to include the Multi-Year Equity Plan.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one--including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Sexual Harassment

Particularly, the Board of Education shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges, and other benefits of education;
- B. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
- C. Such conduct has the purpose or effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the pupil's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or Superintendent.

Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

What will the Board Do to Avoid the Occurrence of Sexual Harassment?

The Board will publicize this policy to all employees, pupils, vendors, and volunteers, and enforce the policy with respect to these persons. The Board will also provide periodic mandatory information and training sessions to all of its employees in order to deter and avoid any incidents of sexual harassment. These sessions will typically review the prohibition against sexual harassment, give concrete examples of the types of conduct which constitute sexual harassment, and provide time for questions and discussion. Any employee who fails to attend any mandatory training session will be subject to appropriate discipline. This policy will be disseminated to all employees and placed in the Sayreville Board of Education Policy Manual, which is accessible to all employees. The Policy Manual is available in the office of the Superintendent of Schools. All new employees will be provided with a copy of the policy upon employment.

All parents will be advised of the existence of this policy and provided with a copy of the policy upon request. Additionally, the Superintendent of Schools shall direct that all teachers and Principals inform pupils of this policy in age-appropriate terms, provide a summary of this policy to all pupils in grades 5 to 12, and advise pupils of the prohibition against sexual harassment, the consequences of engaging in such inappropriate conduct and their right to be free from sexual harassment. Pupils shall also be encouraged to report any incident of sexual harassment to any teaching staff member.

What Conduct is Prohibited?

Sexual harassment occurs when one employee, typically a supervising employee, attempts to make another employee's submission to unwelcome sexual demands or overtures a condition to: his or her continued employment; the terms, conditions or benefits thereof; or an employment decision of any kind affecting that employee. This type of sexual harassment typically involved a promise of favorable employment action in exchange for sexual favors, or an implicit or explicit threat that if the employee does not give in to the sexual demands or overtures, the employee will lose his or her job, receive unfavorable performance reviews, be passed over for promotion, or suffer other adverse employment consequences.

Additionally, sexual harassment occurs if a teacher attempts to make a pupil submit to such unwelcome sexual demands or overtures as a condition of a pupil's evaluation, promotion opportunities, privileges, and/or other benefits of education.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. If a "reasonable person" of the victim's gender would consider the conduct intimidating, hostile, or as creating an offensive working environment for an employee, then sexual harassment has occurred.

Such conduct often consists of unwelcome sexual touching and comments. For example, such conduct would include:

- A. unwelcome conduct such as hugging another or placing one's arm around the other;
- B. unwelcome sexual flirtations, advances, and propositions;
- C. sexual degrading words used in referenced to an individual;
- D. comments on the speaker's own sexual abilities or those of co-workers;
- E. display of offensive pictures or objects such as posters or calendars which are of a sexual nature;
- F. unwelcome teasing, jokes and remarks of a sexual nature;
- G. unwelcome comments of a sexual nature on, or staring at, an individual's physical attributes;
- H. unwelcome questions about sexual conduct;
- I. repeated unwelcome requests for a date after prior requests have been refused, or the proposed invitee has stated that he or she is not interested in such social contact;
- J. unwanted pressure for sexual favors; and
- K. other harassment of a non-sexual nature that is engaged in due to the gender of the individual.

In order to constitute sexual harassment, the conduct need not be sexual in nature, provided that it is occurring solely because of the victim's sex. For example, with respect to women, this would include comments about the lesser abilities, capacities, or the "proper role" of members of the female sex. It would also include subjecting a woman or a man to a non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite-sex or same-sex harassment.

The conduct described above may constitute prohibited sexual harassment even if the actor did not intend to injure or harass the victim. It is no excuse or justification for the conduct that the action was only "joking". The conduct would still constitute sexual harassment even if the victim is strong enough to endure it without any emotional or psychological impact, harm, or damage. The types of conduct described above need not even be directed at a particular individual for that individual to be the victim of sexual harassment; this is because the working environment in which an employee exists and works is directly affected by the treatment of co-workers if they are the subject of sexual harassment.

Complaint Procedure

Any employee who has been subjected to sexual harassment, or who has witnessed any incident of sexual harassment, (hereinafter the "complainant"), should report the matter without delay to either of the following: the School Principal or the Affirmative Action Officer.

Any pupil who has knowledge of, or feels victimized by, sexual harassment should immediately report his/her allegations to any one of the following: any teaching staff member, the School Principal, or the Affirmative Action Officer.

Any employee who receives a report of sexual harassment of a pupil, or has independent cause to suspect that a pupil has been subjected to sexual harassment, shall promptly notify the School Principal, who shall immediately refer the matter to the Affirmative Action Officer. In his/her absence, the matter should be reported to such other appropriate individual as designated by the Superintendent of Schools. The individual notified will promptly initiate an investigation in accordance with this policy. If either of these individuals is the subject of the complaint, the matter should

be immediately referred to the Superintendent of Schools. The Superintendent will then designate an appropriate person to conduct the investigation.

An act of sexual harassment that appears to constitute institutional child abuse (which is abuse alleged to have taken place in a school or other institutional setting by school personnel, compensated and uncompensated (volunteer)) shall be immediately reported to the New Jersey Institutional Abuse Investigation Unit (IAIU) weekdays between 9:00 a.m. and 5:00 p.m. at (609) 292-0617, weekends, holidays, or after hours at (800) 792-8610 in accordance with the Child Abuse Policy of this Board.

Upon being advised of any claim of sexual harassment, the Affirmative Action Officer, or in his/her absence, the other appropriate individual as selected by the Superintendent of Schools (hereafter sometimes referred to as the "Investigator"), will promptly and thoroughly investigate the matter. If the investigation confirms that sexual harassment has, in fact, occurred, appropriate and swift remedial action will be taken.

In order to further the investigation of any claim of sexual harassment as noted above, all employees and pupils are encouraged to report any incident of sexual harassment to which they are subject, or which they have witnessed, pursuant to the complaint procedures described above. The matter will then be investigated by communicating not only with the parties involved, but also with those who have witnessed it or otherwise have knowledge of it.

It is the Board's goal, both during the investigation and thereafter, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any individual who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

"Whistleblower" Protection

The Board prohibits discrimination or retaliation against any school employee who does any of the following:

- A. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the board that the employee reasonably believes is in violation of a law, or a rule or regulation established pursuant to law;
- B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation established pursuant to law by the board; or
- C. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of law, rule or regulation; is fraudulent or criminal; or is incompatible with public health, safety or welfare or protection of the environment.

The Board shall ensure that notices are posted conspicuously in each school, informing employees that they are protected under the "Conscientious Employee Protection Act."

Hate Crimes/Bias Incidents

An employee of the Board who becomes aware in the course of his/her employment that a student or other staff person has committed a hate crime or is about to commit one shall immediately inform the building principal and Superintendent. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

Affirmative Action Program for School and Classroom Practices Implementation

The Superintendent shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The Superintendent shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The Superintendent shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

Possible

<u>Cross References:</u>	2224	Nondiscrimination/affirmative action
	4111.1	Nondiscrimination/affirmative action
	4211.1	Nondiscrimination/affirmative action
	5134	Married/pregnant pupils
	6121	Nondiscrimination/affirmative action
	6141	Curriculum design/development
	6145	Extracurricular activities
	6161.1	Guidelines for evaluation and selection of instructional materials
	6171.4	Special education

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

Date Adopted: 08/23/2005

Date Revised:

Rationale: Added section regarding service animals per 28 C.F.R. 35. Updated affirmation action language to include gender identity or expression.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 5145.5
<input type="checkbox"/> Monitored
<input type="checkbox"/> Mandated
<input checked="" type="checkbox"/> Other Reasons

PHOTOGRAPHS OF PUPILS

Taking pictures of district pupils and buildings for commercial purposes is prohibited without written approval of the Superintendent.

"Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

"School pupils" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless permission is granted by parents/guardians. Photographs of children placed in the district by the Division of Youth and Family Services (DYFS) shall not be published without permission of the division case worker.

All publications, releases, photographs, and the like depicting the accomplishments of the pupils and the staff of the district must be approved by the Superintendent of Schools upon the recommendation of the building principal.

Photographs on the District Web Site

Pictures of district pupils shall not be posted on the web site, except under the following conditions:

- A. Prior written permission has been obtained from the pupil's parent/guardian or from the adult pupil;
- B. Group photographs may identify the group, but not the individuals in the group;
- C. Prior written permission has been obtained from the pupil's parent/guardian or from the adult pupil, if the pupil is receiving an award or special recognition.

Advisory to Event Participants Regarding Pupil Photographs and Social Networking Sites

The Superintendent shall instruct all school principals to develop procedures to require an announcement be made at the beginning of all school events which involve pupil presentations including, but not limited to, concerts, plays, moving up ceremonies, athletic contests, commencement, etc to remind all guests of the following:

- A. Any photographs, video recordings, or similar reproductions of the event are solely for personal and family use only.
- B. Guests are strongly advised not to post such reproductions to web sites or social networking sites which may be accessible to the public
- C. Such postings may invade the privacy rights of other pupils and may pose a security risk for some of those pupils.

Possible

<u>Cross References:</u>	1100	Communicating with the public
	1110	Media
	1120	Board of Education meetings
	1140	Distribution of materials by pupils and staff
	1250	Visitors
	5125	Pupil records
	5141.4	Child abuse and neglect
	5145.12	Search and seizure
	6171.4	Special education

Key Words

Exploitation, Safety, Photographs of Pupils, Pupil Photographs, Student Photographs, Web Site, Social Networking, Facebook

Date Adopted: 08/23/2005

Date Revised:

Rationale: Codifies into policy a requirement to provide reminders to guests at pupil events to ensure the privacy rights with regard to those pupils and limit the unauthorized postings of pupil photographs.

It must be noted that Mrs. Batko voted no on Policy 9322.

**SAYREVILLE
BOARD OF EDUCATION
BYLAW**

FILE CODE: 9322
 Monitored
 Mandated
 Other Reasons

PUBLIC AND EXECUTIVE SESSIONS

Transaction of Business

The Board of Education shall officially transact all business at a legal meeting of the board in accordance with New Jersey law.

Parliamentary Procedure

“Robert’s Rules of Order, Newly Revised” shall govern the board in its deliberations in all cases in which it is not inconsistent with statute, administrative code or these bylaws.

Quorum

Five members present shall constitute a quorum. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 p.m. of the same day. If a quorum is not then present, the members may adjourn the meeting to a later date within 7 days.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the President, the Vice President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The acting of any person so designated shall be legal and binding.

Dress Code

The Board of Education recognizes the importance of its role in the community and believes that its appearance contributes to the content of its deliberation. In recognition of that fact, the Board of Education recommends that appropriate business attire be worn by all Board Members at all regular meetings and special meetings or meetings that deal with prospective candidates, vendors or people outside of the district. Appropriate business attire for gentlemen shall be defined as a suit and tie or dress slacks, dress shirt, jacket and tie. Appropriate business attire for ladies shall be defined as a skirt, split skirt or slacks, with blouses or sweaters, dresses or slack suits.

Regular Meetings

Regular meetings of the Board shall be public and shall commence not later than 8:00 p.m. The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting:

- Call to order
- Roll Call
- Announcement (Bylaw 9321)
- Approval of Minutes
- Correspondence
- President’s Report and District Highlights
- Parent Representative’s Report
- Student Council Representative’s Report
- Superintendent’s Report Overview
- Public Participation (Agenda Items Only)*
- Superintendent’s Report Approval
- Report of Standing Committees
- Report of Special Committees
- Discussion Items
- Public Participation
- Adjournment

* The first opportunity for public participation shall be limited 30 minutes unless extended by a majority vote of the Board.

Special Meetings

Special meetings of the Board shall be public and shall commence no later than 8:00 p.m.

Special meetings shall be called by the Secretary at the request of the President or upon the presentation to him/her of a petition requesting such special meeting and signed by a majority of the whole number of members of the Board.

The order of business shall be as follows unless altered by the chairperson or the majority of those present and voting:

- Call to order
- Roll call
- Announcement (Bylaw 9321)
- Overview of business for which meeting was called
- Public Participation (Agenda Items Only)*
- Approval of business for which meeting was called
- Public Participation
- Adjournment

* The first opportunity for public participation shall be limited 30 minutes unless extended by a majority vote of the Board.

Public Participation

Meetings of the Board are open to the public and all members of the community should feel free to attend. A time for public discussion of agenda items shall be included in the order of business at an appropriate time. Members of the public shall provide their name and address for the record prior to addressing the Board.

Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest.

Public participation at any meeting may be limited by the Board of Education in any manner including, but not limited to the total time allotment for all members of the public, a time allotment for each member of the public present, a limit of one opportunity for each member of the public to speak at any one meeting, or in any other way that the Board of Education seems advisable based upon the nature of the meeting.

Grievances or complaints that have not previously been considered through administrative channels shall not be acted upon by the board.

Executive Session:

All meetings of the Board of Education shall be open to the public with the exception of meetings to discuss:

- A. Any matter which by express provision of state or federal law or rule of court shall be rendered confidential;
- B. Any matter in which the release of information would impair a right to receive federal funds;
- C. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy, unless the individual (or all the individuals) concerned shall request in writing that the same be disclosed publicly. This includes information contained in pupil records, and any reports or recommendations concerning a specific individual (see 1120 for "needless public labeling");
- D. Any collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the actual negotiating sessions with representatives of employee groups;
- E. Any matter involving the purchase, lease or acquisition of real property (land or buildings) with public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
- F. The tactics and techniques used in protecting the safety and property of the public, provided that their disclosure could impair such protection;
- G. Any investigations of violations or possible violations of law;
- H. Any pending or anticipated litigation or contract negotiations other than collective bargaining, and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
- I. Any matter involving employment, appointment, termination, terms and conditions of employment, evaluation, promotion or disciplining of any prospective or current public employee or officer unless all the individual employees whose rights could be adversely affected request in writing that the matter be discussed at a public meeting;
- J. Any deliberations occurring after a public hearing that may result in the imposition of a specified civil penalty or loss of license to an individual.

Such sessions shall be closed to the public and press, and shall be declared so by a formal motion at a public meeting. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session shall not disclose the topic or details of discussion at executive session.

The board may invite staff members or others to attend executive sessions at its discretion.

No official action shall be taken at executive sessions, except such as may be sanctioned by law. To take final action on any other matter discussed, the board shall convene or reconvene in open session.

Possible

<u>Cross References:</u>	1120	Board of Education meetings
	9121	Election and duties of president
	9271	Code of ethics
	9323/9324	Agenda preparation/advance delivery of meeting material
	9326	Minutes

Key Words

Board of Education Meetings, Public and Executive Sessions, Executive Sessions, Roberts Rules of Order, Presiding Officer, Quorum, Dress Code

Date Adopted: 08/23/2005

Date Revised: 12/20/2005

*Rationale: Eliminated "***" next to Discussion items since there is no need for the footnote. At NJSBA's recommendation, altered the public grievance language to be more inclusive.*

Mrs. Batko had concerns about the changes for grievances or complaints that have not previously been considered through administrative channels shall not be acted upon by the Board. Mr. Ciak explained the revisions and purpose.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 3510
<u> X </u> Monitored
<u> X </u> Mandated
_____ Other Reasons

OPERATION AND MAINTENANCE OF PLANT

The Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The Superintendent shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The Superintendent and School Business Administrator/Board Secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

Work Order System

The school district shall have an automated work order system by July 1, 2010 for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

A. The Superintendent or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.

B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:

1. The name of the person making the request;
 2. The date of the request;
 3. The appropriate approval(s) as established by Standard Operating Procedures (SOP);
 4. The date of approval(s);
 5. The location of work requested;
 6. The priority level (for example, urgent, high, average, low);
 7. The scheduled date(s) of service;
 8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
 9. A description of the work requested;
 10. A projection of the materials and supplies needed for the work;
 11. The estimated man hours needed to complete task;
 12. The name of the work order assigner; and
 13. The name of the employee(s) working on the order.
- C. The work order system shall include the following close-out information for each request for work:
1. The actual hours worked by date for each assigned staff member;
 2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 3. The aggregate cost of labor by regular, over-time and total;
 4. The actual materials and supplies needed to complete the work order;
 5. Actual cost of materials and supplies; and
 6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- F. The Business Administrator/Board Secretary in consultation with the Director of Facilities responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the local Board of Education and the Superintendent of Schools, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of

children, faculty, and staff to pesticides. The Sayreville Public School District shall develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The Sayreville IPM plan is a blueprint of how the Sayreville Public School District will manage pests through IPM methods. The district IPM plan states the district's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at each school. The District IPM Coordinator, School IPM Coordinators and the Food Service Coordinator shall be responsible for the development of the IPM plan for each school.

District IPM Coordinator

The Superintendent of Schools shall designate an Integrated Pest Management (IPM) Coordinator, who is responsible for the implementation of the school Integrated Pest Management policy.

School IPM Coordinator and Food Service Coordinator

The Superintendent of Schools shall designate Integrated Pest Management (IPM) School Coordinators and an Integrated Pest Management (IPM) Food Service Coordinator who will be instrumental in the implementation of the IPM Policy in their building/department.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The District, School, Food Service IPM Coordinators, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program. The IPM policy will be posted on the district's website and intranet.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the Board of Education.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The District IPM Coordinator and School Coordinators are responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The District IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the district IPM Policy.

Evaluation

Annually, for public schools, the Superintendent and/or District IPM Coordinator will report to the Board of Education on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The Board of Education directs the Superintendent to develop regulations and/or procedures for the implementation of this policy.

Possible

<u>Cross References:</u>	1410	Local units
	2240	Research, evaluation and planning
	3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	R3510	Integrated Pest Management Plan
	3516	Safety
	5141	Health
	7110	Long-range facilities planning
	9130	Committees

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Date Adopted: 08/23/2005

Date Revised: 06/27/2006, 02/16/2010, 07/17/2012

Rationale: This required language, previously in policy, was inadvertently omitted when the policy was revised in July by the District Integrated Pest Management Coordinator and subsequently adopted by the Board.

CURRICULUM

WITHDRAWN

1. The Board of Education is requested to accept Harassment, Intimidation and Bullying Reports and Findings for Reports #__-#__.

2. The Board of Education is requested to approve the revised Marking Period Calendar, as follows:

First Marking Period	September 6-November 21	42 Days
Progress Reports	October 5	
Report Cards	December 4	
Second Marking Period	November 26-February 8	48 Days
Progress Reports	January 4	
Report Cards	February 20 (first day of conference)	
Third Marking Period	February 11-April 19	46 Days
Progress Reports	March 15	
Reports Cards	May 1	
Fourth Marking Period	April 22-June 21	44 Days
Progress Reports	May 22	
Report Cards	June 21	

3. The Board of Education approved the following revised curricula for the 2012-13 school year:

<u>COURSE</u>	<u>GRADE</u>
Visual Basic	HS
C++	HS

CO-CURRICULUM

1. The Board of Education approved retroactively, the rescheduling of the Sayreville War Memorial High School Fall Play, "Sold My Soul for Rock and Roll," to Friday, November 30 and Saturday December 1, 2012 at 7:00 PM in the auditorium. Change is due to inclement weather.

2. The Board of Education approved the Sayreville War Memorial Bomber Cheerleaders to attend a cheer competition at the Patriot Center in Fairfax, Virginia from March 15 through March 18, 2012. Transportation is not needed from the Board.

3. The Board of Education approved an alternate setting during the winter sports season (Middle School Blue Room) for a previously approved Boot Camp style fitness program under the direction of Mr. Ben Isabella. Dates for the alternate setting are December 17, 2012 to March 1, 2013.

4. The Board of Education approved the Sayreville Middle School Community Service Club to sponsor a Trivia Night on Tuesday, December 11, 2012 from 6:00 PM to 8:30 PM in the cafeteria and cafegymatorium.

5. The Board of Education approved the Wilson Elementary School to hold a Family Night on Thursday, March 21, 2013 from 6:00 PM to 8:00 PM in a classroom, cafeteria and gym.

6. The Board of Education approved the Eisenhower School PTO to sponsor a Winter Tricky Tray on Friday, January 25, 2013 from 6:30 PM to 10:00 PM in the gym.

7. The Board of Education approved the Arleth School PTO to sponsor a Tricky Tray at the Sayreville War Memorial High School cafeteria on Friday, March 1, 2013 from 3:00 PM to 10:00 PM.

8. The Board of Education approved the Wilson Elementary School to hold a Holiday Spectacular Show on Friday, December 7, 2012, from 6:00 PM to 9:00 PM in the auditorium.

SUPPORT SERVICES

1. The Board of Education agreed to waive the transportation policy as outlined by the following parent(s):

<u>Name</u>	<u>School(s)</u>	<u>Reason</u>
Grishma Patel	Arleth	Employment

2. The Board of Education approved the following transportation route for school year 2012-13 with Middlesex Regional Educational Services Commission as host:

Route: N353
 School: Middlesex County Academy
 Cost: 118.00 per diem x 136 days
 Total Cost: \$16,048.00

3. The Board of Education approved the following quoted transportation route for school year 2012-13:

Route: DIS/4A
School: Sayreville High School (Edison - 1)
Contractor: Wehrle Bus Service, Inc.
*Cost: \$50.00 per diem x 138 days
Total Cost: \$6,900.00

*Negotiated.

PUBLIC PARTICIPATION ON AGENDA ITEMS ONLY

- Concerns about Phoenix Advisors.
- Concerns about the resignation of Mrs. Castronovo and District moral.

SUPERINTENDENT'S REPORT APPROVAL

Motion by Mrs. DePinto, second by Mrs. Trapp. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mr. Biesiada, Mr. Brodzinski, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone. The Board approved the Superintendent's Report in its entirety except where noted.

DELEGATE TO THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

Kevin Ciak

COMMITTEE REPORTS

DISCUSSION

- School Board Elections – Move to November

PUBLIC PARTICIPATION

- Sayreville Board of Education production of video.
- Thank Board for moment of silence.
- Moving of election to November.

ADJOURNMENT

Motion by Mr. DePinto, second by Mr. Ciak. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mr. Biesiada, Mr. Brodzinski, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone. The Board adjourned the meeting at 8:54 P.M.

Emidio D'Andrea
Business Administrator/Board Secretary