

Sayreville, New Jersey
December 18, 2012
6:30 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 18, 2012. An Executive Session took place at 6:30 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 6:30 P.M.

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

Motion by Mr. Biesiada, second by Mr. Ciak. Roll call vote. Eight yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone. Mr. Brodzinski was absent. The Board went into Executive Session at 6:31 P.M. in accordance with the following Resolution.

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

ATTORNEY-CLIENT PRIVILEGE

- Resignation – SEA Member
- SEA Grievances
- Wilson School Electrical Upgrades – Tatbit

NEGOTIATIONS

- Sayreville Principals Association
- Sayreville Education Association

STUDENT DISCIPLINE

- H.S. Student
- HIB Reports 19-22-24-2013

PERSONNEL

- Agenda Items

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 at 7:30 P.M.

PRESENTATION

- School Safety by the Police Department

CORRESPONDENCE

- Monthly Technology Work-Order Report
- Monthly Maintenance Work-Order Reports

APPROVAL OF MINUTES

Motion by Mr. Ciak, second by Mrs. Raccaia. Roll call vote. Six yes votes recorded, two no votes. Motion carried Yes votes recorded by Mr. Biesiada, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone. No votes recorded by Mr. Balka and Mrs. Batko. The Approved the minutes of the following meeting:

- Regular & Executive Session of November 20, 2012

It must be noted that Mrs. Batko had concerns about the information/detail of the minutes. Board discussion followed about the information contained in the minutes.

STUDENT COUNCIL REPRESENTATIVE'S REPORT

Tony Yuan

PARENT INVOLVEMENT REPRESENTATIVE'S REPORT

ATTORNEY'S REPORT

DISTRICT HIGHLIGHTS

Mr. Kevin Ciak

- The Dwight D. Eisenhower Elementary School has teamed up with a number of school districts around the state to offer relief to our families who have been impacted by Superstorm Sandy. Schools from the Fair Lawn School District, Old Tappan School District, Ridgewood School District, and the New Providence School District all teamed up with Eisenhower in efforts to assist the families impacted by the storm.

The Fair Lawn School District had a number of schools that assisted in the relief efforts. Westmoreland Elementary School graciously donated boxes filled with items such as cleaning supplies, clothes, and household items. The students of Westmoreland accompanied their boxes with letters and posters from students which are all brightening up the front office of Eisenhower School. Forrest School in Fair Lawn donated over 200 brand new books from Scholastic for our students and the Radburn School in Fair Lawn also donated boxes of food and supplies for our families.

The Old Tappan School District worked closely with Eisenhower School to assist our families. Over 100 brand new or gently used jackets were donated to our families, along with endless boxes of brand new toys for our children. To top it off, they donated money or gift cards in the amount of \$3,041 and decided to donate a huge prize that their school had won, to Eisenhower School so that our students can enjoy it.

Hawes Elementary School in the Ridgewood School District worked with Eisenhower School to hold fundraisers for the families impacted by the storm. Their fundraisers brought in an amazing \$2,755. The Allen W. Roberts School in New Providence held a fundraiser that raised \$567.

A fundraiser at a restaurant in Garwood, NJ, "Rosie's Wine Bar" collected another \$850 for the Eisenhower families impacted, and to top things off, the staff of Eisenhower School donated \$450 to assist the families of their students who may have been displaced.

Together the Eisenhower Staff and Mr. Fiory are working hard to fill the wish list requests of those families impacted. Toys, clothes, and supplies have been purchased for these families in hopes of making the holidays a little extra special. Gift cards, which will assist these families in rebuilding are accompanying all of the boxes. In the end, Eisenhower School worked with these other schools to raise over \$7,500 to go along with all of the donations of books, food, and supplies. We would like to give a heartfelt thank you to all of the schools that assisted in this endeavor and we look forward to a continued relationship with them in the future.

- A heartfelt 'Thank You' to the members and staff of the Sayreville Bombers Boys Soccer Program, who in the aftermath of 'Sandy,' sold "Jersey Strong-Sayreville Stronger" T-Shirts as a fundraiser for the people of Sayreville who were affected by Sandy. Initially, only 200 shirts were ordered which quickly increased to 1,000 T-shirts! As a result of their efforts, the boys soccer program will be donating over \$9,000 to the relief efforts. Along with their \$600 donation to the Cancer Institute of New Jersey for melanoma cancer research, the boys soccer program has now donated in excess of \$18,000 to charity over the past 9 years. Again, a great big THANK YOU to all who contributed to the fundraisers. A special thank you to the coaching staff, Nick Cifelli, Varsity Coach, Joe Goscienski, Joe Slavik and Tom Wonaszek, Assistant Coaches as well as the players and their families for all of their help in making this such a huge success. You make us 'Sayreville Proud!'
- Thank you to Carol Sue Ambrosio, soon to be retired Secretary to the Director of Special Services, for donating her office refrigerator and microwave to the Sayreville Storm Relief Center. Yet, another example of the caring nature of the Sayreville School District staff!

SUPERINTENDENT'S REPORT OVERVIEW

BUILDING AND GROUNDS

1. The Board of Education approved the use of the Sayreville War Memorial High School auditorium and/or music suite, cafeteria, theater lighting and sound for the Sayreville Middle School's musical and breakfast. The dates and times are as follows:

REHEARSALS/COSTUME/SET WORK/PERFORMANCES

Thursday, March 21, 2013	3:00 pm – 10:00 pm Rehearsal
Friday, March 22, 2013	3:00 pm – 10:00 pm Rehearsal
Tuesday, April 2, 2013	3:00 pm – 10:00 pm Rehearsal
Wednesday, April 3, 2013	3:00 pm – 10:00 pm Rehearsal
Thursday, April 4, 2013	3:00 pm – 10:00 pm Rehearsal
Friday, April 5, 2013	3:00 pm – 10:00 pm Rehearsal
Saturday, April 6, 2013	9:00 am – 6:00 pm Rehearsal/Set/Costumes
Sunday, April 7, 2013	9:00 am – 6:00 pm Rehearsal/Set/Costumes
Monday, April 8, 2013	3:00 pm – 10:00 pm Rehearsal
Tuesday, April 9, 2013	3:00 pm – 10:00 pm Rehearsal
Wednesday, April 10, 2013	3:00 pm – 10:00 pm Rehearsal

Thursday, April 11, 2013	3:00 pm – 10:00 pm	Rehearsal
Friday, April 12, 2013	3:00 pm – 11:30 pm	Performance
Saturday, April 13, 2013	3:00 pm – 11:30 pm	Performance
Sunday, April 14, 2013	8:00 am – 9:00 pm	Performance (includes breakfast, requires one cafeteria worker)

2. The Board of Education approved the use of the Sayreville War Memorial High School cafeteria and kitchen on Sunday, February 10, 2013 from 9:30 AM to 4:30 PM for the Sayreville Leprechaun banquet. Kitchen and custodial personnel will be prepaid.

FINANCE

1. The Board of Education approved the Resolution on Transfers, Resolution #2012-13-06 for the month of November 2012

2. The Board of Education approved the Transfer Spreadsheet in accordance with S-1701 for the month of November 2012.

3. The Board of Education approved the list of bills dated December 18, 2012 prepared by the Board Secretary in the amount of \$3,008,224.57 for the Operating Account.

Mr. Balka voted no on check #125010 – quote violation. Mr. Ciak abstained from voting on the check for Premier Printing.

4. The Board of Education approved the list of bills dated December 18, 2012 prepared by the Board Secretary in the amount of \$166,959.79 for the Cafeteria Account.

5. The Board of Education approved the list of bills dated December 2012 prepared by the Board Secretary in the amount of \$5,134.00 for the Athletic Account.

6. The Board of Education approved the November 2012 payroll prepared by the Board Secretary in the amount of \$4,885,342.09 for the Payroll Account.

7. The Board of Education approved the acceptance of the Secretary’s Report for the month of November 2012.

It must be noted that Mr. Balka abstained from voting on the following item:

8. The Board of Education approved the acceptance of the Treasurer of School Monies Report for the month of November 2012.

9. The Board of Education approved the resolution regarding the requisition of taxes (T-1 Form) from the Borough of Sayreville.

10. The Board of Education approved State and Federal Grants for the month of November 2012 in the amount of \$2,547,793.65.

11. The Board of Education approved the Petty Cash Report for the Superintendent’s Office for the month of November 2012.

12. The Board of Education approved the Petty Cash Report for the Business Office for the month of November 2012.

13. The Board of Education approved the Corrective Action Plan for the 2011-12 school year audit recommendations as submitted by the Business Administrator/Board Secretary. The Corrective Action Plan is appended to the minutes of this meeting.

It must be noted that Mrs. Batko, Mr. Biesiada and Mr. Balka had concerns about the student activities findings. Discussion followed about findings and method to correct.

14. 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, AUTHORIZING CERTAIN ACTIONS NECESSARY IN CONNECTION WITH THE SALE AND ISSUANCE OF NOT TO EXCEED \$31,000,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS AND AUTHORIZING THE APPROPRIATE OFFICIALS TO DO ALL ACTS AND THINGS DEEMED NECESSARY AND ADVISABLE IN CONNECTION WITH THE SALE, ISSUANCE AND DELIVERY OF SAID BONDS

WHEREAS, 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 the taxpayers of the School District through the issuance by the Board of Refunding School Bonds (the "Refunding School Bonds") to refund all or a portion of the principal amount of outstanding 2005 School Bonds in the amount of \$27,377,000 maturing on or after July 1, 2016 (the "Refunded Bonds"); and

WHEREAS, the Board, pursuant to a refunding school bond ordinance (the "Refunding Bond Ordinance") introduced on first reading by resolution of the Board on December 4, 2012, authorized the issuance of the Refunding School Bonds for the purpose of refunding the Refunded Bonds; and

WHEREAS, on the date hereof, the Board has held a public hearing on the Refunding Bond Ordinance; and

WHEREAS, the Board has determined to issue and sell such Refunding School Bonds; and

WHEREAS, the Board now desires to finally adopt the Refunding Bond Ordinance and to authorize certain actions in connection with the sale and issuance of the Refunding School Bonds.

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 is hereby adopted and shall take effect immediately.

SECTION 2. The Refunding School Bonds are hereby authorized to be sold to, and the Board appoints NW Capital Markets, Inc. to serve as the Underwriter (the "Underwriter"), upon the terms set forth herein.

SECTION 3. There is hereby delegated to the Business Administrator/Board Secretary, subject to the limitations contained herein and in consultation with Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey, Bond Counsel to the Board (“Bond Counsel”) and Phoenix Advisors, LLC (the “Financial Advisor”) the power with respect to the Refunding School Bonds to determine and carry out the following:

a) the sale of the Refunding School Bonds at private sale, provided that the purchase price paid by the purchaser thereof shall not be less than ninety-five percent (95%) of the principal amount of the Refunding School Bonds so sold;

b) the principal amount of Refunding School Bonds to be issued, provided that (i) such amount shall not exceed \$31,000,000, and (ii) such amount shall not exceed the amount necessary to pay the costs of issuance associated with the Refunding School Bonds and to fund the deposit to the escrow fund as set forth in the Escrow Deposit Agreement (as defined herein) in an amount that, when invested, will be sufficient to provide for the timely payments required for the Refunded Bonds;

c) the maturity dates and the principal amount of each maturity or sinking fund redemption amount of the Refunding School Bonds, provided that no Refunding School Bonds refunding the Refunded Bonds shall mature later than July 1, 2030.

d) the interest payment dates and the interest rates on the Refunding School Bonds, provided that the true interest cost on the Refunding School Bonds shall produce a present value debt service savings of at least three percent (3%) of the principal amount of the Refunded Bonds;

e) the denomination or denominations of and the manner of numbering and lettering the Refunding School Bonds, provided that all Refunding School Bonds of like maturity shall be identical in all respects, except as to denominations, amounts, numbers and letters;

f) provisions for the sale or exchange of the Refunding School Bonds and for the delivery thereof;

g) the form of the Refunding School Bonds shall be substantially in the form set forth in Exhibit A attached hereto, with such additions, deletions and omissions as may be necessary for the Board to market the Refunding School Bonds in accordance with the requirements of The Depository Trust Company, New York, New York, (“DTC”) and the Purchase Contract (as defined herein);

h) the direction for the application and investment of the proceeds of the Refunding School Bonds;

i) the terms of redemption of the Refunding School Bonds;
and

j) any other provisions deemed advisable by the Business Administrator/Board Secretary not in conflict with the provisions hereof.

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 Business

Administrator/Board Secretary 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 Bond and (d) a certification of the Business Administrator/Board Secretary that (i) all of the conditions of section (b) of N.J.A.C. 5:30- 2.5 have been met and (ii) this 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.

The Business Administrator/Board Secretary shall execute a certificate evidencing the determinations or other actions taken pursuant to the authority granted hereunder, and any such certificate shall be conclusive evidence of the actions or determinations of the Business Administrator/Board Secretary as to the matters stated therein.

SECTION 4. The President and Vice President of the Board are hereby authorized and directed to execute by manual or facsimile signature the Refunding School Bonds in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Refunding School Bonds.

SECTION 5. The Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, is hereby authorized and directed to approve the Bond Purchase Contract (the "Purchase Contract") for the Refunding School Bonds, to be dated the date of sale of such Refunding School Bonds and to be executed by the Underwriter. The President, Vice President and Business Administrator/Board Secretary are hereby authorized and directed on behalf of the Board to execute and deliver said Purchase Contract.

SECTION 6. The Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, is hereby authorized and directed to apply and qualify for the issuance of any policy of municipal bond insurance and to approve a Commitment for Municipal Bond Insurance (the "Commitment") setting forth the terms and conditions (including premium charges) upon which a bond insurer proposes to issue its bond insurance policy covering the Refunding School Bonds. The Business Administrator/Board Secretary is hereby authorized and directed on behalf of the Board to execute and deliver said Commitment.

SECTION 7. The Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, is hereby authorized and directed to approve the Escrow Deposit Agreement (the "Escrow Deposit Agreement") with an escrow agent (the "Escrow Agent") to be selected by the Business Administrator/Board Secretary, in consultation with Bond Counsel and the Financial Advisor, with respect to the Refunded Bonds, to be dated the date of the closing on the Refunding School Bonds. The President and Vice President of the Board are hereby authorized and directed to execute and deliver the Escrow Deposit Agreement in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto

affixed, imprinted, engraved or otherwise reproduced thereon. The Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Escrow Deposit Agreement. The Underwriter is hereby authorized to act as the agent and representative of the Board for the purpose of subscribing for the purchase of United States Treasury Securities – State and Local Government Series to be held by the Escrow Agent.

SECTION 8. The Business Administrator/Board Secretary is hereby authorized and directed to select a verification agent (the “Verification Agent”), if required, in consultation with Bond Counsel and the Financial Advisor, with respect to the Refunded Bonds. The Verification Agent shall prepare the verification report required to verify the sufficiency of the escrowed monies to refund the Refunded Bonds.

SECTION 9. It is hereby delegated to the Business Administrator/Board Secretary the authority to “deem final” (as defined under the Rule (as hereinafter defined)) a Preliminary Official Statement (the “Preliminary Official Statement”) and such official is hereby authorized and directed to execute and deliver a certificate to the Underwriter evidencing the same. The preparation and distribution by the Board, in consultation with Bond Counsel, and counsel to the Underwriter, if any, of a Preliminary Official Statement for the Refunding School Bonds to be used in connection with the marketing of such Refunding School Bonds, is hereby approved and any previous actions undertaken by various representatives and officers of the Board with respect thereto are hereby ratified and confirmed. Upon the sale of the Refunding School Bonds to the Underwriter, the Preliminary Official Statement shall be so modified by the Business Administrator/Board Secretary, in consultation with Bond Counsel, to reflect the effect of the pricing of the Refunding School Bonds and the Purchase Contract and any other revision not inconsistent with the substance thereof deemed necessary or advisable by Bond Counsel, and said Preliminary Official Statement as so modified shall constitute the final Official Statement (the “Official Statement”). The Business Administrator/Board Secretary is authorized and directed on behalf of the Board to execute and deliver said Official Statement.

SECTION 10. The Board hereby covenants and agrees that it will comply with and carry out all of the provisions of a Continuing Disclosure Certificate (the “Certificate”) which will set forth the obligation of the Board to file budgetary, financial and operating data on an annual basis and notices of certain enumerated events deemed material in accordance with the provision of the Rule. The Business Administrator/Board Secretary is hereby authorized and directed to execute and deliver this Certificate evidencing the Board’s undertaking with respect to the Rule. Notwithstanding the foregoing, failure of the Board to comply with the Certificate shall not be considered a default on the Refunding School Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance to cause the Board to comply with its obligations hereunder.

SECTION 11. The President, Vice President and Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, are hereby authorized and directed to execute and deliver any and all documents and to do and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by this resolution, the Purchase

Contract, the Escrow Deposit Agreement and the Commitment, and for the authorization, sale and issuance of the Refunding School Bonds. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Business Administrator/Board Secretary, in consultation with Bond Counsel, as hereinabove provided, shall be conclusive and no further ratification or other action by the Board shall be required with respect thereto.

SECTION 12. The Board hereby 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 the Refunding School Bonds.

SECTION 13. All other resolutions adopted in connection with the Refunding School Bonds and inconsistent herewith are hereby rescinded to the extent of such inconsistency.

SECTION 14. This resolution shall take effect immediately.

EXHIBIT A

Payment of this obligation is secured under the provisions of the "New Jersey School Bond Reserve Act" in accordance with which an amount equal to 1% of the aggregate outstanding bonded indebtedness (but not to exceed the moneys available in the fund), of New Jersey counties, municipalities and school districts for school purposes as of September 15 of each year, is held within the State Fund for the Support of Free Public Schools as a school bond reserve pledged by law to secure payments of principal and interest due on such bonds in the event of the inability of the issuer to make payment.

REGISTERED
NUMBER R-«number»

PRINCIPAL SUM
\$«sum»

UNITED STATES OF AMERICA
STATE OF NEW JERSEY
THE BOARD OF EDUCATION OF THE
BOROUGH OF SAYREVILLE
IN THE COUNTY OF MIDDLESEX

REFUNDING SCHOOL BOND, SERIES 2013

<u>DATE OF ORIGINAL ISSUE</u>	<u>MATURITY DATE</u>	<u>RATE OF INTEREST PER ANNUM</u>	<u>CUSIP NUMBER</u>
_____, 2013	July 1, «date»	«rate»%	«cusip»

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) hereby acknowledges itself indebted and for value received promises to pay to CEDE & CO., as nominee of The Depository Trust Company, New York, New York ("DTC"), which will act as Securities Depository (the "Securities Depository"), on the MATURITY DATE specified above, the PRINCIPAL SUM, and to pay interest on such sum from the DATE OF ORIGINAL ISSUE of this Bond until it matures at the RATE OF INTEREST PER ANNUM specified above on July 1, 2013 and semi-annually thereafter on the first day of January and July in each year until maturity or prior redemption. Principal of and interest on this Bond will be paid to the Securities Depository by the Board or its duly appointed paying

agent and will be credited to the participants of DTC, as listed on the records of DTC, as of each June 15 and December 15 next preceding the date of such payments (the "Record Dates" for such payments).

This Bond is not transferable as to principal or interest except to an authorized nominee of DTC. DTC shall be responsible for maintaining the book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants are responsible for maintaining records regarding the beneficial ownership interests in the Bonds on behalf of individual purchasers.

[The Bonds of this issue maturing prior to July 1, 20__ are not subject to redemption prior to their stated maturities. The Bonds of this issue maturing on or after July 1, 20__ are redeemable at the option of the Board of Education in whole or in part on any date on or after July 1, 20__ upon notice as required herein at one-hundred percent (100%) of the principal amount thereof (the "Redemption Price"), plus accrued interest to the date fixed for redemption.]

Notice of Redemption ("Notice of Redemption") shall be given by mailing at least thirty (30) days but not more than sixty (60) days before the date fixed for redemption by first class mail in a sealed envelope with postage prepaid to the registered owners of such Bonds at their respective addresses as they last appear on the registration books kept for that purpose by the Board of Education or a duly appointed Bond Registrar. So long as DTC (or any successor thereto) acts as Securities Depository for the Bonds, Notice of Redemption shall be sent to such Securities Depository and shall not be sent to the beneficial owners of the Bonds. Any failure of the Securities Depository to advise any of its participants or any failure of any participant to notify any beneficial owner of any Notice of Redemption shall not affect the validity of the redemption proceedings. If the Board of Education determines to redeem a portion of the Bonds prior to maturity, such Bonds to be redeemed shall be selected by the Board of Education; the Bonds to be redeemed having the same maturity shall be selected by the Securities Depository in accordance with its regulations.

This Bond is one of an authorized issue of Bonds and is issued pursuant to: (i) title 18A of the New Jersey Statutes, as amended and supplemented; (ii) a refunding bond ordinance enacted and adopted by the Board on December 18, 2012; and (iii) a resolution adopted by the Board on December 18, 2012 (the "Authorization Proceedings"). The full faith and credit of the School District are hereby irrevocably pledged for the punctual payment of the principal of and the interest on this Bond according to its terms.

It is hereby certified and recited that all conditions, acts and things required by the Constitution or the statutes of the State of New Jersey to exist, to have happened or to have been performed precedent to or in the issuance of this Bond exist, have happened and have been performed and that the issue of Bonds of which this is one, together with all other indebtedness of the School District, is within every debt and other limit prescribed by such Constitution or statutes.

15. The Board of Education approved Change Order #3 to Safeway Construction, Inc. in the amount of \$1,000 (credit) for balance of allowance.

16. The Board of Education approved the attendance of Dr. Frank Alfano, Superintendent of Schools, at the NJASA Techspo 2013 from January 31 to February 1, 2013 in Atlantic City as follows:

Registration	- \$375
Accommodations	- 122.86 (tax included - Thursday night only)
Meals	-
Mileage	-

17. The Board of Education approved the attendance of Edward Aguiles, Director of Curriculum and Instruction, at the NJASA Techspo 2013 from January 31 to February 1, 2013 in Atlantic City as follows:

Registration	- \$375
Accommodations	- 0
Meals	- 0
Mileage	- 0

18. The Board of Education approved the IDEA 2012-13 Consolidated Grant Application, in the following amounts: IDEA Basic -\$1,477,286 and IDEA Preschool - \$61,262.

19. The Board of Education approved the following salary grant offsets per the NCLB application for the project period September 1, 2012 through August 31, 2013.

NCLB FY13 Title IA Salary Grant Offsets

Teacher	School	Total Salary	Title IA 20-231-100-101-99	Title IA Percent Funded
Ballard, M.	Arleth	\$84,583	\$33,833	40%
Mihalenko, G.	Arleth	\$82,253	\$34,546	42%
Schleck, P.	Wilson	\$54,003	\$24,301	45%
Stueber, A.	Wilson	\$83,753	\$33,501	40%
Dobos, J.	Samsel	\$58,753	\$25,264	43%
Kries, M.	Samsel	\$45,253	\$19,459	43%
Latz, A.	Samsel	\$58,753	\$25,264	43%
Lawlor, C.	Samsel	\$64,653	\$27,801	43%
McCloud, P.	Samsel	\$65,653	\$28,231	43%
Sokol, R.	Samsel	\$72,103	\$31,004	43%
Lynch, B.	Middle School	\$49,853	\$49,853	100%

Administrator	Total Salary	Title IA 20-271-200-103-99	Title IA Percent Funded
Marilyn Zeichner-Shediack	\$140,000	\$17,270	12.34%

NCLB FY13 Title IIA Salary Grant Offsets

Teacher	School	Total Salary	Title IIA 20-271-100-100-99	Title IIA Percent Funded
Feeney, J.	Eisenhower	\$50,853	\$50,853	100%

Administrator	Total Salary	Title IIA 20-271-200-103-99	Title IA Percent Funded
Marilyn Zeichner-Shediack	\$140,000	\$5,000	3.58%

Mentoring Program – Title IIA Account 20-271-200-104-99

Gabriele, G.	District Coordinator – 12 months	\$3,000
Roden, M.	HS Coordinator	\$2,000
Johnson, S.	MS Coordinator	\$2,000
Gabriele, G.	SUES & Elem. Coordinator	\$2,000

NCLB FY13 Title III Salary Grant Offsets

Teacher	School	Total Salary 20-241-100-100-99	Title IIIA	Title IIA Percent Funded
Walsh, K.	Elementary ELL	\$47,253	\$10,000	21.2%

20. The Board of Education approved the following resolution:

WHEREAS, the Board of Education of Sayreville in the County of Middlesex, New Jersey (the “Board”), desires to proceed with a school facilities project consisting generally of:

Roof Replacement and Masonry Repair at the Dwight D. Eisenhower Elementary School

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

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

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Middlesex County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a grant with respect to the proposed Project.

Section 3. This resolution shall take effect immediately.

Section 4. This project is being funded as an ‘other capitol project’ and will not require state funding.

PERSONNEL (NON-CERTIFIED)

1. The Board of Education accepted retroactively, the resignation of Janice Malik, part-time paraprofessional at the Arleth Elementary School, effective December 14, 2012.

2. The Board of Education amended the unpaid leave request of Mitchell Lykosh, 3 PM - 11 PM custodian at the Sayreville Middle School, to an unpaid “Personal” leave of absence.

3. The Board of Education approved the lateral transfer of Samantha Attardi from a part-time paraprofessional in the half-day Project Before Class at the SUES (L. Toor) to a part-time paraprofessional in a MD class at the SUES effective December 19, 2012 for the 2012-2013 school year.

4. The Board of Education approved the lateral transfer of Lakhvir Toor from a part-time paraprofessional in a MD class at the SUES to a part-time paraprofessional in a MD class at the Arleth School (J. Malik) effective December 19, 2012 for the 2012-2013 school year.

5. The Board of Education approved the employment of the following personnel for school year 2012-13 at the salaries and assignments indicated below. Each employee will serve a ninety-day probationary period.

Name	Location	Assignment	2012-13 Salary	Effective Dates
DelGatto, Christine (New Position)	SMS	Part-time Secretary (29.5 Hours)	\$15.75 hourly	1/2/2013 thru 6/30/2013
VonGonten, Palma (New Position)	Special Services Samsel UES	Part-time Secretary (29.5 Hours)	\$15.75 hourly	1/2/2013 thru 6/30/2013

6. The Board of Education approved the following support personnel to the substitute or temporary help lists for school year 2012-13. All applicants are certified for substituting. *All substitute applicants cannot be used as a substitute employee until their name appears on an approved substitute list issued by the Superintendent's Office.*

Custodian

*Murray, Kenneth

Paraprofessional

*Zibrosky, Esther

*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.

PERSONNEL (CERTIFIED)

1. The Board of Education amended the return date of a pregnancy/childrearing leave of absence for Kerry DiStephano, Grade 2 Teacher at the Wilson Elementary School, to return on January 2, 2013.

2. The Board of Education granted retroactively, an unpaid medical leave of absence to Tricia Jayson, English Teacher at the Sayreville War Memorial High School, effective November 29, 2012 through June 30, 2013.

3. The Board of Education granted a pregnancy leave of absence to Lorraine Boehringer, Spanish Teacher at the Samsel Upper Elementary School, beginning January 10, 2013 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Boehringer was also granted a childrearing leave through April 19, 2013.

4. The Board of Education amended retroactively, the 2012-13 salary, effective September 1, 2012, for Katharine Walsh, ELL Teacher for the District, from BA, Step 3 to BA30, Step 3 = \$47,253 (2012-13 salary guide).

5. The Board of Education approved the lateral transfer of Digna Mathias from Spanish Teacher at the Sayreville Middle School, to Spanish Teacher at the Sayreville War Memorial High School, effective January 25, 2013 for the remainder of the 2012-13 school year.

6 The Board of Education approved the later transfer of Jennifer Pesci from Spanish Teacher at the Sayreville War Memorial High School to Spanish Teacher at the Sayreville Middle School, effective January 25, 2013, for the remainder of the 2012-13 school year.

7. 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
Mary Porter Ballard	45 th Annual Conference on Reading and Writing	4/12/13	\$150.00 Title IA
Kim Ciser	SCW Fitness Education Mania	2/22/13	150.00
Jennifer Coyne	2013 Conference for New Jersey Kindergarten Teachers	2/25 & 2/26/13	\$300.00
Kimberly Davey	Teaching for Retention	1/11/13	\$100.00 Title IIA
Caleigh Giovenco	Student Athlete Safety and the Law	1/23/13	\$147.00
Theresa Holon	Differentiated Instruction with Small Groups	2/12/13	\$150.00
Jessica Kelly	Using iPad Technology and iPad Apps to Increase Student Learning	2/12/13	\$150.00
Mary Beth Kolber	Using Visual Strategies for Students with Autism and Multiple Disabilities	3/21/13	\$100.00 Title IIA
Mary Beth Kolber	Social Skills: Get Them, Have Them, Use Them	4/26/13	\$100.00 Title IIA
Joyce Langan	Stress, Anxiety and Depression	1/24/13	\$81.00
Andrea Latz	Morris-Union Jointure Commission – Professional Learning Inservice – Math Common Core Standards	1/15/13	\$140.00 Title IA
Rebecca Lundgren	45 th Annual Conference on Reading and Writing	4/12/13	\$150.00 Title IIA
Sarah Magaw	Put the “Calculus” In Your “PreCalculus”	3/1/13	\$150.00
Dena Mazur	Writing About Reading: Literary Essay and Beyond	1/7/13	\$75.00 Title IIA
Kelly Murphy	Differentiated Instruction with Small Groups: Addressing Skill Deficits Using the Common Core	2/12/13	\$150.00
Christina Namendorf	Reduce Paper Use: Using iPads for Assessment and Digital Portfolios	1/11/13	\$129.00
Heather Paolantonio	Increasing On-Task Performance for Students with ADHD	3/15/13	\$100.00 Title IIA
Tracy Paul	Writing About Reading: Literary Essay and Beyond	1/7/13	\$75.00 Title IIA
Rickie Lee Saybolt	45 th Annual Conference on Reading and Writing	4/12/13	\$150.00 Title IIA
Manmeet Sachar	Put the “Calculus” in Your “PreCalculus”	3/11/13	\$150.00
Jacqueline Samara	Motivating Your Underachieving Learners	3/19/13	\$150.00
Jodi Schreier	A New Look at 3-5 Mathematics: Math According to the Common Core Standard	1/15/13	\$140.00 Title IIA
Meredith Scully	Strengthen Your Instruction Using iPad Technology and iPad Apps to Increase Learning	2/12/13	\$150.00 Title IIA
Janet Ust	Student Athlete Safety and the Law	1/23/13	\$147.00
Katharine Walsh	Reduce Paper Use in the Classroom: Using iPads for Assessment and Digital Portfolios	1/11/13	\$129.00
Michael Zorner	New Jersey Music Education Conference	2/21/13 & 2/22/13	\$150.00

12. 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
*Gonzalez, Esperanza (L. Boehringer)	Samsel UES	Replacement Spanish Teacher	Prorated \$44,753 (BA, Step 1)	1/7/2013 Thru 4/19/2013	Non Tenure
Khaled, Kayla (R. Alves)	SWMHS	Replacement Spanish Teacher	(Amendment) Prorated \$48,853 (MA, Step 4)	(retroactive) 10/1/2012 thru 6/30/2013	Non Tenure
*Lasko, Sharon (J. Pentek)	Truman School	Replacement Kindergarten Teacher	(Amendment) Prorated \$45,253 (BA, Step 2)	(retroactive) (9/1/2012 thru 6/30/13)	Non Tenure
*Law, Thomas (D. Waits)	District	Class IV Substitute Athletic Trainer	\$200 per day	12/19/2012 thru TBD	Non Tenure
Limatola, Jessica (T. Jayson)	SWMHS	Replacement English Teacher	Prorated \$46,753 (MA, Step 1)	(retroactive) 11/16/2012 thru 6/30/2013	Non Tenure
*Weaver, Kathleen (M. Daley)	SMS	Self-Contained Behavioral Disabilities Teacher	Prorated \$46,253 + \$125 = \$46,378 (BA + 30, Step 2)	1/2/2013 thru 6/30/2013	Tenure
*Wichinsky, Barbara (M. Carroll)	SWMHS	Replacement Guidance Counselor	\$230 per day	1/2/2012 thru 6/30/2013	Non Tenure

13. The Board of Education approved the following support personnel to the substitute teacher list for school year 2012-13. All applicants are certified for substituting. *All substitute applicants cannot be used as a substitute employee until their name appears on an approved substitute list issued by the Superintendent's Office.*

- *Hubela, Kayla
- *Kaplan, Jonathan
- *Kelly, Erin
- *Lufrano, Dana
- *Weaver, Kathleen

14. The Board of Education approved the employment of the following personnel for the HSPA Grade 11 Tutorial Programs, pending student enrollment. The program will begin on January 7, 2013 and end on February 26, 2013. The contracted rate of pay is \$53.00 per hour/session.

<u>TEACHER</u>	<u>SUBJECT</u>	<u>SESSIONS</u>	<u>COST PER SESSION</u>	<u>TOTAL</u>
Maura Johnson	LAL	12	\$53/hr.	\$636
Linda Jakubik-Tanchyk	LAL	12	\$53/hr.	\$636
Michelle Scarpari	LAL	12	\$53/hr.	\$636
Jaclyn Kelly	Math	12	\$53/hr.	\$636
Katelyn Meyer	Math	12	\$53/hr.	\$636
Christine Nappe	Math	12	\$53/hr.	\$636

15. The Board of Education approved the employment of the following personnel, depending on enrollment, for the Title I ASI Tutorial Program in grades 4-5. The contracted rate of pay is \$53.00 per hour/session. The program will run from January 7, 2012 through April 29, 2013. All funds for the program are provided through the NCLB Title I grant.

- Erin Brown
- Jennifer Cady
- Andrea Latz

Josephine Tutela
Ruth-Anne Sokol
Megan Freeman
Kerry Fleschner
Jackie Dobos
Christine Lawlor
Linda Zydzik
Nina Obryk

Substitutes:
Gina Canale
Melissa Brown
Donna MacDonald
Betsy Kassman
Liljana Marku
Danielle Bucco

*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.

16. The Board of Education accepted the resignation of David Waits, Athletic Trainer for the District, effective December 21, 2012.

POLICY

1. The Board of Education approved the second and final reading of the following policies:

**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 1330
 Monitored
 X Mandated
 X 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.

It must be noted that Mrs. Batko expressed concerns about the Political Activity Section added to the policy. Board discussion followed about the intent of the policy.

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.
- C. 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

Mrs. Batko asked if this was a new policy. Mr. Ciak responded that it was not, revisions were made.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 4211
<u> </u> Monitored
<u> X </u> Mandated
<u> X </u> 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

<u>Cross References:</u>	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.

Mrs. Batko questioned, "How do we monitor the process for residency requirements?" Dr. Alfano explained the process that is currently in place.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 5145.4
 X **Monitored**
 X **Mandated**
 X **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 is/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
 Monitored
 Mandated
 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.



**SAYREVILLE
BOARD OF EDUCATION
BYLAW**

FILE CODE: 9322
 Monitored
 Mandated
 Other Reasons

It must be noted that Mr. Balka and Mrs. Batko voted no on the following policy.

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
- Pledge to the Flag
- 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
- Pledge to the Flag
- 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.

Mrs. Batko suggested that "Pledge to the Flag" be added to the order of business.

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.

Mrs. Batko questioned, "Why isn't the pledge to the flag listed?"

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 expressed concerns about the wording before the Executive Session about grievances or complaints. Board discussion followed about the changes being made.



**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 3510
 Monitored
 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

Cross References:

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

1. The Board of Education accepted Harassment, Intimidation and Bullying Reports and Findings for Reports #19-2012-13 - #22-2012-13 and #24-2012-13.

2. The Board of Education approved early dismissal (12:15 PM) for Sayreville War Memorial High School students on February 6, 7 and 8, 2013, for the purpose of mid-year examinations. These dates are subject to change if schools are closed due to inclement weather. Approval, therefore, is requested for the necessary make-up days.

3. The Board of Education is requested to approve the following for the Special Services Department:

A. Placement of the following classified student in an out-of-district placement for the remainder of the 2012-2013 school year. (Transportation is required) (I)

<u>Student(s)</u>	<u>School</u>	<u>Cost Per Student</u>	<u>Pro-rated Cost</u>
1	Greenbrook Academy, Bound Brook	\$68,072.00	\$68,072.00
1	Daytop Preparatory Mendham	245.00 per day	245.00 per day

B. Request for speech/language services for a classified student for 5 half-hour sessions at a total cost of \$132.50 payable to Jennifer Malik-Lawson. (I)

C. Request for a Vietnamese interpreter for a psychological and speech/language evaluation for an initial evaluation at a total cost of \$600.00 payable to Cross County Clinical and Educational Services, Ringwood. (I)

- D. Request to purchase a TouchChat HD for iPad for a classified student at a total cost of \$149.99 payable to Apple Computer Inc., Austin. (I)
- E. Request to purchase iPad 2 for a classified student at a total cost of \$399.00 payable to Apple Computer Inc., Austin. (I)
- F. Request to purchase a padded ballistic nylon travel case/bag for iPad2 for a classified student at a total cost of \$48.99 payable to Roadtrip Luggage, White Plains. (I)
- G. Request to purchase audio shoes for a classified student at a total cost of \$116.34 payable to Phonak, Warrentville. (I)
- H. Request to purchase an I-lapel microphone for a FM system for a classified student at a total cost of \$66.39 payable to Phonak, Warrentville. (I)
- I. Request for an Augmentative Communication Evaluation for a classified student at a total cost of \$1,000.00 payable to Travis Tallman, CCC-SLI;ATP, Director of Augmentative and Computer Services. (I)
- J. Request to purchase two rechargeable NiMH AA batteries for an Oticon FM transmitter for a classified student at a total cost of \$20.00 payable to Oticon. (I)
- K. Request to purchase a Dynavox M3 battery for an augmentative communication device for a classified student at a total cost of \$170.00 payable to Dynavox, Pittsburgh. (I)
- L. Request for an American Sign Language Interpreter for a parent/teacher conference and IEP meetings for the 2012-2013 school year at a total cost of \$150 per visit payable to Sharon Ferraro, Interpreter. (I)
- M. Request to adjust tuition costs for a shared-time classified student at \$30,600.00 to a full-time classified student at a pro-rated cost of \$61,200.00 payable to High Point School, Morganville. (I).
- N. Home Instruction for 8 students for the month of November. Reasons for this Home Instruction are: 1-Viceral hypersensitivity; 1-Vactrel Syndrome; 1-Ehlers-Danlo Syndrome; 1-Asthma/Depression; 1-Infectious Mononucleosis; 1-Anxiety/Depression; 1-Reconstructive Surgery and 1-Constipation/Lactose Intolerant.
- O. As of November 30, 2012 there were 78 students in Out-of-District placements.
- P. As of November 30, 2012 there were 28 students on Home Instruction.

Special Education Items – Rationale Key

ND	New determination - special education eligibility for student within the district
NR	New registration - student with eligibility for special education

	services from another district/state
NS	New state agency placement – student with eligibility for special education services
T	Transfer of placement – district special education student
S	Transfer of placement – by State agency mandate/action
E	Evaluation criteria mandated by NJAC:6A Chapter 14
D	Diagnostic evaluation / consultation for IEP planning
I	IEP requirement
P	Program requirement specific to the placement or individual
M	Medically required accommodation or service
C	Placement and/or classification decisions impacted by court Mandate.
R	Placement and/or services resulting from resolution to mediation.

4. The Board of Education approved the following resolutions:

a. Adoption of Educator Evaluation Rubrics – Teachers

The Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act legislation was signed by Governor Christie on August 6, 2012. The legislation revises the requirements by which teachers earn tenure. It also requires the establishment of a District Evaluation Advisory Committee (DEAC) to ensure stakeholder engagement in the assessment of state-approved evaluation instruments. Adoption of a Teaching model must be adopted by December 31, 2012.

Recommendation: Move that the Board of Education adopt Charlotte Danielson’s Framework for Teacher (2011 Edition) model as the district’s educator evaluation rubric for teachers.

b. Adoption Of Educator Evaluation Rubrics – Principals And Assistant Principals

The Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act legislation was signed by Governor Christie on August 6, 2012. The legislation revised the requirements by which principals, or vice principals earn tenure. Adoption of a Leader Effectiveness Performance Evaluation Model must be adopted by December 31, 2012.

Recommendation: Move that the Board of Education adopt the Marshall Leader Effectiveness Performance Evaluation Model as the district’s educator evaluation rubric for principals and assistant principals.

Mrs. Batko requested that the Board Evaluation Committee members be sent to the Board.

Mr. Ciak asked if the Evaluation Committee needs Board approval. Dr. Alfano responded, “No”.

5. The Board of Education approved the recommendation of the Board’s disciplinary committee as a result of the student disciplinary hearing held on December 18, 2012.

CO-CURRICULUM

1. The Board of Education approved the re-organization of the Dance Club at the Sayreville War Memorial High School for the 2012-13 school year under the direction of Heather Walsh as a volunteer advisor.

2. The Board of Education approved the Samsel Upper Elementary School to hold its Annual Winter Concert on Thursday, January 17, 2013 at 7:00 PM in the gymnasium.

3. The Board of Education approved the following girls' soccer players, coach, and one school administrator, to attend the NJGSCA Awards Banquet on Sunday, January 13, 2013 at the Pines Manor in Edison, at 11:00 AM at a cost of \$40 per person.

Heather Sootkoos
Coach Nagy
Administrator

4. The Board of Education approved the following boys' soccer players, parents, coaches, one school administrator, and one Board Member to attend the Soccer Coaches Association of NJ Annual All Star Banquet on Sunday, January 6, 2013 at the Pines Manor in Edison, at 12:00 PM at a cost of \$45 per person.

Alhaji Sheriff
Coach Cifelli
Administrator

5. The Board of Education approved retroactively, a field trip for the Sayreville War Memorial High School Student Council to the Sayreville Senior Center to identify various life roles and civic and work-related activities in the school, home and community, on Thursday, December 13, 2012, from 8:45 AM to 12:00 PM, at no cost to the Board.

6. The Board of Education approved the Sayreville War Memorial High School Class of 2013 to attend their Senior Class Trip to Disney World in Orlando, Florida from May 30, 2013 to June 3, 2013. All expenses will be paid by those students who participate in the trip.

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>
Ann Marie Baillargeon	Sayreville Middle School (2)	Employment

2. The Board of Education approved the following addendum to multi-contact KAB#1 for school year 2012-13:

- Route: HS/20
School: Sayreville High School
Cost Per Diem: \$114.00
- Route: HS/21
School: Sayreville Middle School
Cost Per Diem: \$114.00
- Route: MS/21
School: Sayreville Middle School
Cost Per Diem: \$111.00
- Route: MS/22
School: Sayreville Middle School
Cost Per Diem: \$111.00

*Request for extension of routes until opening of the Ernston & Bordentown intersection.

3. The Board of Education approved the following addendum to a transportation contract for school year 2012-13:

Rte/School: 12/RU – Rugby School
 Cost: \$241.00 per diem – aide \$55.00 = \$296.00
 *Increase: \$16.75 per diem (\$1.25 per mile x 13.4 miles)
 Total Cost: \$257.75 per diem – aide \$55.00 = \$312.75

*Off-route mileage charged for displaced student residing in Perth Amboy.

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

Route: DIS/3C
 School: Sayreville High School (East Brunswick - 1)
 Contractor: Wehrle Bus Service, Inc.
 *Cost: \$40.00 per diem x 133 days
 Total Cost: \$5,320.00

*Negotiated.

5. The Board of Education approved retroactively, the following field trip:

a. On Monday, December 17, 2012, fourteen students from the Sayreville High School History Honor Society and two teachers to Trenton to take part in the verification of electoral college votes from the presidential election of 2012. One bus will be contracted from *Wehrle Bus Service at a cost of \$340.00 to be paid by the Board of Education.

*Only quote.

6. The Board of Education approved the following field trips:

a. On Thursday, December 20, 2012, twenty students from the Sayreville High School French Honor Society and two teachers to the Metropolitan Museum of Art in New York. Trip will serve as a lesson on identifying the differences between the three styles of French painting. One bus will be contracted from *Unlimited Autos at a cost of \$523.00 to be paid by the students.

*Other quotes: Wehrle - \$540.00.

b. On Tuesday, January 8, 2013, eighty-two students from the Sayreville High School DECA and four teachers to Middlesex County College to attend the New Jersey DECA Central Regional Conference for Marketing and Business. Two buses will be contracted from *Wehrle at a cost of \$300.00 per bus for a total cost of \$600.00 to be paid by Perkins Grant. Alternate date: Thursday, January 10, 2013.

*Other quotes: Raphael - \$325.00.

c. On Wednesday, March 20, 2013, two hundred six students from the Sayreville Middle School, eight teachers, and twenty-six chaperones to Madame Tussauds, and the Palace Theatre in New York City to experience a live performance of *Annie*. Five buses will be contracted from *Vanderhoof Transportation at a cost of \$720.00 per bus for a total cost of \$3,600.00 to be paid by the students.

*Other quotes: Villani - \$1,037.00; Classic - \$1,050.00; Raritan Valley - \$1,095.00.

7. The Board of Education approved the use of three Board buses to transport students enrolled in the Samsel Upper Elementary School Title I Tutorial Program at an estimated cost of \$11,305.38. The program will take place Mondays, Tuesday, and Wednesdays from Monday, January 7, 2013 through Monday, April 29, 2013 from 3:15 PM to 4:15 PM.

PUBLIC PARTICIPATION ON AGENDA ITEMS ONLY

SUPERINTENDENT'S REPORT APPROVAL

Motion by Mrs. DePinto, second by Mrs. Raccaia. Roll call vote. Eight yes votes recorded. Motion carried. Yes votes recorded by: Mr. Balka, Mrs. Batko, Biesiada, 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

Mr. Kevin Ciak

COMMITTEE REPORTS

Mrs. Batko – Curriculum Committee

DISCUSSION

Mrs. Raccaia – Residency Investigation

Mr. Macagnone – Moving of Elections to November.

PUBLIC PARTICIPATION

- Moving of tables from meeting room.
- Create policy for Students Attending Conferences/Competitions
- Voting on Grievances by Board Members
- Choral Program Fund Raising Activities.

ADJOURNMENT

Motion by Mrs. Raccaia, second by Mr. Ciak. Roll call vote. Eight yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mrs. DePinto, Mrs. Raccaia, Mrs. Trapp and Mr. Macagnone. The Board adjourned the meeting at 10:23 P.M.

Emidio D'Andrea
Business Administrator/Board Secretary