

Sayreville, New Jersey  
February 2, 2010  
6:30 P.M.

Pursuant to notice posted at the Board Offices and 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 February 2, 2010. The meeting was held in the Cafeteria at Sayreville War Memorial High School. An Executive Session took place at 6:30 P.M. followed by the Regular Meeting at 7:30 P.M.

President Macagnone called the meeting to order at 6:34 P.M.

Members present were: Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mr. Clark, Mrs. Esposito, Mr. Lembo, Mrs. Stratton and Mr. Macagnone. Mrs. Trapp was absent.

Also present were: Superintendent Alfano, Assistant Superintendent Sutherland, Business Administrator/Board Secretary D'Andrea, and Board Attorney Busch of the Wilentz, Goldman and Spitzer law firm.

Motion by Mr. Clark, second by Mr. Biesiada. Roll call vote. Eight yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mr. Clark, Mrs. Esposito, Mr. Lembo, Mrs. Stratton, and Mr. Macagnone. The Board closed the meeting at 6:35 P.M. in accordance with the following Resolution:

#### RESOLUTION

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

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

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

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

#### NEGOTIATIONS

Use of Facilities  
SEA - Negotiations

#### ATTORNEY-CLIENT PRIVILEGE

SWMHS Addition/Renovation  
Board Member Conduct

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.

Motion by Mr. Ciak, second by Mr. Biesiada. Roll call vote. Six yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mrs. Esposito, Mr. Lembo, and Mr. Macagnone. Mr. Clark, Mrs. Stratton and Mrs. Trapp were absent. The Board reopened the meeting at 7:34 P.M.

Members present were: Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mrs. Esposito, Mr. Lembo, and Mr. Macagnone. Mr. Clark, Mrs. Stratton and Mrs. Trapp were absent.

Also present were: Superintendent Alfano, Assistant Superintendent Sutherland, Business Administrator/Board Secretary/D'Andrea and Pupil Personnel Services Director Duffy.

APPROVAL OF MINUTES

Motion by Mr. Lembo, second by Mr. Ciak. Roll call vote. Five yes votes recorded, two abstentions. Motion carried. Yes votes recorded by Mr. Biesiada, Mrs. Esposito, Mr. Lembo, Mrs. Stratton, and Mr. Macagnone. Mrs. Batko and Mr. Ciak abstained. The Board approved the minutes of the following meeting:

- Minutes of the Regular Meeting held on January 19, 2010.

It must be noted that Mrs. Stratton arrived at 7:37 P.M.

STUDENT COUNCIL REPRESENTATIVE'S REPORT

Brittany Nowicki

PARENT INVOLVEMENT REPRESENTATIVE'S REPORT

Judith Gary

ATTORNEY'S REPORT

DISTRICT HIGHLIGHTS

Pat Lembo

- Thanks to the generosity of the Wilson School staff, over \$500.00 was collected to purchase Shop-Rite gift certificates for needy Wilson families. Mrs. Marie Koch, a Wilson benefactor, donated over 135 new toys and games to the children who might otherwise not have had gifts. As always, the caring Wilson family reaches out to bring smiles to the faces of those children and their families who are less fortunate.
- A job well done to Sayreville Middle School Guidance Counselor, David Fischer; teachers, Tara Cleary and Jarrett Lampkin; and paraprofessional, Colleen Mezzina who created gorgeous holiday wreaths which were sold to staff members. Students and staff members worked diligently to create these wreaths by hand. With their hard work and determination, 50 wreaths were made which raised over \$1,000.00. The class will be donating the funds to The Ronald McDonald House in New Brunswick. This is a community service project that staff members look forward to and our students learn the valuable lesson of giving.
- Sayreville Junior Skylar Lutz impressed judges with his performance at the Region II Band and Orchestra auditions. His performance consisted of two movements from a Scarlatti Sonata, scales, arpeggios and sight reading. Skylar received the second highest score in the solo category and fourth highest total of eighteen bassists. As a result, he will be performing with the Central Jersey Region II Orchestra. The performance and CD recording will be made on January 30<sup>th</sup> at Watchung Regional High School. The concert will be conducted by Louis Kosma who is a member of the Metropolitan Opera Orchestra and the music director of the Vermont Symphony Orchestra. Skylar studies classical and jazz bass with Jeffrey Dingler (SWMHS Class of 2005) and is a member of the Sayreville High School Concert Band and Jazz Ensemble.
- Kudos and a big thank you to the following students from the Sayreville War Memorial High School Men's and Women's Basketball Program who volunteered at the Sayreville Recreation Department's Toys for Tots Holiday party on Sunday, December 13, 2009. These fine young men and women volunteered their time on Sunday afternoon to help make the Christmas season a joyful one for the needy children of our community. Mr. Gerry Ust, Director of Recreation for the Borough of Sayreville sent a letter commending these student-athletes for their kindness and compassion. He also wished to recognize their dedication to community service in the Borough.

David Milewski  
Zack Valentine  
Sid Holt  
Michael Phair  
Joe Janela  
Jarrell Smith

Samuel Frejuste  
Daryl Stephenson  
Alexis Baker  
Rebecca Kahse  
Gabby Cassiere  
Tori Woods

Stephanie Johns  
Rosie Caramella  
Lanie Andrews  
Cheyenne Grant  
Rachel Harris  
Jessica Kitrys

Tyron Bethea  
Trey Johnson  
Isaiah Lemon  
Tarif Jackson  
Mark Keir

Bridget Giovenco  
Desiree Berish  
Angie Pedraza  
Jackie Nunes  
Krystal Pearson

Rachel Castellitto  
Nicole Adamci  
Jamilla Manley  
Natasha Gordon  
Tanasia Wilson

## SUPERINTENDENT'S REPORT OVERVIEW

### BUILDING AND GROUNDS

A. The Board of Education approved the use of the Arleth Elementary School parking lot on Saturday, April 17 and Sunday, April 18, 2010 from 8:00 AM to 3:00 PM for a yard sale fundraiser by Cub Scout Pack 97.

### FINANCE

A. The Board of Education approved Change Order #26 to Voacolo Electric, Co. for Installation of New Electrical Panel in the amount of \$7,878 for the SWMHS Additions/Renovations.

B. The Board of Education approved Change Order #6 to Cherry Steel Corp. for Unused Allowances in the amount of \$7,564 (credit) for the SWMHS Additions/Renovations.

C. The Board of Education approved a contract with Prevention Specialists, Inc. for Department of Transportation Random Drug Testing in the amount of \$520.

D. The Board of Education approved the following:

BE IT RESOLVED that the Board of Education hereby appoints Therapy Resources Association of New Jersey ("Firm") for Speech, Occupational and Physical Therapy Services and approves the Agreement for Professional Services between the Board and the Firm for the period from July 1, 2009 through June 30, 2010. The Board shall pay the Firm a fee as per attached schedule for Speech, Occupational and Physical Therapy Services.

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

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

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

E. The Board of Education approved the following:

BE IT RESOLVED that the Board of Education hereby appoints Shayne McKinsey, Ph.D. ("Firm") as a Psychological Consultant and approves the Agreement for Professional Services between the Board and the Firm for the period from July 1, 2009 through June 30, 2010. The Board shall pay the Firm a fee of \$450 per day for Psychological Consultations.

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

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

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

F. The Board of Education amended Change Order #45 originally approved on May 19, 2009, to Chanree Construction Co. from \$7,618 to \$7,568 for the SWMHS Additions/Renovations.

**PERSONNEL (NON-CERTIFIED)**

A. The Board of Education rescinded the action at the meeting of January 19, 2010 for an unpaid personal leave of absence for Sharron Jung, paraprofessional at the Arleth Elementary School, at the employee's request.

B. The Board of Education approved an extension to a family leave of absence for Susanne Kelly, paraprofessional at the Truman Elementary School, until family member is medically cleared.

C. 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
Dawn Fulbrook	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Susan Karwecki	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Mary-Jane Kerr	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Doreen Kulpa	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Sandra Paul	Encouraging Students Toward Stem and IT Careers	2/10/10	\$95.00
Sandra Paul	21 <sup>st</sup> Century Life and Careers K-12	3/10/10	Free
Sandra Paul	Navigating the Legal Landmines around New Technologies	2/19/10	Free
Sandra Paul	Creating 21 <sup>st</sup> Century New Jersey Schools – Phase 2 – Critical Transformation	4/16/10	Free
Dawn Wright	Executive Dysfunction: The Disorganized, Defiant, and Chaotic Child/Adolescent	3/4/10	\$150.00

D. The Board of Education approved the following support personnel to substitute or temporary help lists for school year 2009-10. All applicants have met employment requirements.

Bus Aide

Henrich, Edward

Cafeteria Aide

Henrich, Edward

Cafeteria Worker

Henrich, Edward

Paraprofessional

Battle, Michelle

Henrich, Edward

Rochford, Shannon

\*Wang, Mihsia

\*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.

E. The Board of Education granted retroactively, an unpaid medical leave of absence to Michelle Carinha, paraprofessional in the Project Before Class at the Samsel Upper Elementary School, from January 22, 2010 through February 5, 2010.

F. The Board of Education approved the employment of the following personnel for school year 2009-10 at the salaries and assignments indicated below. Each employee will serve a ninety-day probationary period.

Name	Location	Assignment	2009-10 Salary	Effective Dates
*Twardos, Ronald (M. Novak)	SMS	Custodian (3 pm to 11 pm)	Prorated \$26,076 (Step 1)	2/3/10 thru 6/30/10

#### PERSONNEL (CERTIFIED)

A. The Board of Education granted a pregnancy leave of absence to Tara Currie, Science Teacher at the Sayreville Middle School, beginning March 15, 2010 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Currie was also granted a childrearing leave through June 30, 2010.

B. The Board of Education granted a pregnancy leave of absence to Tami Reinert, LLD Teacher at the Truman Elementary School, beginning April 12, 2010 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Reinert was also granted a childrearing leave through June 30, 2010.

C. 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
Jacquelyn Benavides	SmartBoard Across the Curriculum: A First Course	3/11/10	\$78.00
Megan Bruno	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Jacqueline Castronovo	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Ashley Connors	SmartBoard Across the Curriculum: A First Course	3/11/10	\$78.00
Barbara Coyle	SmartBoard Across the Curriculum: A First Course	4/20/10	\$78.00
Leah Craig	Butterflies, Dinosaurs, and Volcanoes Where Do They Fit in the 21 <sup>st</sup> Century Science Classroom	2/5/10	Free
Kim Davey	Helping Emotionally Challenged Students Engage Postively	4/15/10	\$120.00
Carol Duffy	Ten Point Plan for Reducing Special Education Costs	2/8/10	\$147.00
Nicole DelPopolo	Using Response to Intervention Model for Disruptive and Difficult Student Behaviors	3/31/10	\$150.00
Mary Ann Gordon	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Susan Henry	SmartBoad Across the Curriculum: A First Course	4/20/10	\$78.00
Lori Herschkowitz	SmartBoard Across the Curriculum: A		

	First Course	4/20/10	\$78.00
Chris Howard	Teaching American History Grant	2/24 & 2/25/10 & 4/14, 4/15, 4/16/10	Free
Amy Hudson	"I have to Say What?!" Getting Comfortable Teaching Sex Ed	4/14/10	\$100.00
Donna Kennelly	Special Education Seminar I	2/8/10	\$147.00
Christina Kiernan	WINNERS! A Closer Look at the Year's 100 Best Books for Children Grades K-6	4/29/10	\$150.00
Victoria Kilpatrick	Incorporating Publisher in theK-8 Curriculum	2/23/10	\$78.00
Mary Beth Kolber	Helping Emotionally Challenged Students Engage Positively	4/15/10	\$120.00
Jennifer McGough	The NJAGC Gifted Conference: Stimulating Change for the Gifted Learner	3/5/10	\$147.00
Katelyn Meyer	SmartBoard Across the Curriculum: A First Course	3/11/10	\$78.00
Katelyn Meyer	Bells and Whistles for Your SmartBoard	3/25/10	\$78.00
Edward Mish	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Heather Monahan	Crisis Intervention Training	2/10 & 2/11/10	\$100.00 ARRA
Heather Paolantonio	WINNERS! A Closer Look at the Year's 100 Best Books for Children, Grades K-6	4/29/10	\$150.00
Joseph Pastva	Teaching American History Grant	2/24 & 2/25/10 & 4/14, 4/15 & 4/16/10	Free
Lisa Pawelek	Language Arts Literacy K-12	3/5/10	Free
Michael Piccurro	Making the Change to Microsoft Office 2007	2/11/10	\$78.00
Jason Price	Learning Through Learning Circles	2/5/10	\$78.00
Carter Quinby	Motivating Disinterested Students	2/17/10	\$150.00
Michael Ryan	NJSCA/NJSCO Strength and Conditioning Clinic	2/26/10	\$100.00
Michael Ryan	Frank Glazier Mega Clinic	2/19/10	\$99.00
Allison Ratcliffe	SmartBoard Across the Curriculum: A First Course	3/11/10	\$78.00
Kenneth Ridge	Language Arts Literacy K-12	3/5/10	Free
Jodi Schreier	Butterflies, Dinosaurs, and Volcanoes Where Do They Fit in the 21 <sup>st</sup> Century Science Classroom	2/5/10	Free
Marda Segermeister	SmartBoard Across the Curriculum: A First Course	4/20/10	\$78.00
Dina Silvestri	SmartBoard Across the Curriculum: A First Course	4/20/10	\$78.00
Sara Sullivan	SmartBoard Across the Curriculum: A First Course	3/11/10	\$78.00
Sara Sullivan	Advanced SmartBoard Users: Creating Interactive Lessons	4/28/10	\$78.00
Eileen Truchan	Real World Math: Credit, Coupons and Money Management	5/21/10	\$78.00
Jennifer Vasquez	Good Ideas in Teaching Precalculus	3/19/10	\$150.00
Barbara Warren	Helping Emotionally Challenged Students to Engage Positively	4/15/10	\$120.00
Stephanie Woods	SmartBoard Across the Curriculum: A First Course	3/11/10	\$78.00

D. The Board of Education approved the employment of the following personnel for school year 2009-10 at the salaries and assignments indicated:

Name	Location	Assignment	2009-10 Salary	Effective Dates
*Harvat, Kristen (A. McGowan)	SMS	Class IV Substitute LLD Teacher	\$200 Per Day	2/3/2010 to 6/30/2010

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*Lawall, Jenna (B. Johnson)	SWMHS	Class IV Substitute Mathematics Teacher	\$200 Per Day	2/16/2010 thru 6/30/2010
*Morgan, Michele (L. Minnuies)	SMS	Replacement Resource Center Teacher	Prorated \$4,300 + \$12.50 Stipend = \$4,312.50 Monthly (BA, Step 3)	2/16/2010 to 6/30/2010

E. The Board of Education approved the following personnel to the teacher substitute list for school year 2009-10. All applicants are certified for substituting.

- \*Cobb, Rebecca
- DeCarolis, Danielle (Retroactive to September 1, 2009)
- \*Fischer, David
- \*Frew, Shannon
- \*Goldenberg, Michael
- \*Hassan, Asma
- \*Khalil, Eman
- \*Kulcsar, Kristi
- \*Lawson, Kimberly
- \*Montemurro, Elizabeth
- Narkiewicz, Daniel
- \*Osmulski, Christopher
- \*Pacheco, Lissette
- \*Popik, Michelle
- \*Romita, Chelsea
- \*Stapleton, John
- Toor, Lakhair
- \*Wang, Mishsia
- \*Bloodgood Jr., Allen
- \*Fay, Tara
- \*Gsell, Stephanie
- \*Rehan Laila
- Valenti, Anthony

\*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.

F. The Board of Education granted a pregnancy leave of absence to Jennifer Pesci, Spanish Teacher at the Sayreville War Memorial High School, beginning March 15, 2010 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Pesci was also granted a childrearing leave through June 30, 2010.

G. The Board of Education granted a pregnancy leave of absence to Adrienne Visone, Grade 3 Teacher at the Wilson Elementary School, beginning April 12, 2010 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Visone was also granted a childrearing leave through June 30, 2010.

**POLICY**

A. The Board of Education approved the first reading of the following revised policies:



**Sayreville Board of Education**

**FILE CODE: 3510**

  X   **Monitored**

  X   **Mandated**

  X   **Other Reasons**

**Policy**

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 Board Secretary shall develop a multiyear Comprehensive Maintenance Plan for Board approval, to be updated annually.

**NOTE: THE FOLLOWING SECTION APPLIES TO DISTRICTS WITH THREE OR MORE DISTRICT BUILDINGS**

**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, each local school board of a school district, the Chief Administrator of a public school, each board of trustees of a charter school, and each Principal or Chief Administrator of a non-public school as appropriate, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Sayreville Public Schools 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 school IPM plan is a blueprint of how Sayreville School District will manage pests through IPM methods. The school IPM plan states the school'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 the school. For public schools, the Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school. ~~For charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Chief School Administrator or Principal.~~

### **IPM Coordinator**

The Superintendent shall designate an integrated pest management coordinator, who is responsible for the implementation of the school Integrated Pest Management Plan and Policy.

### **Education /Training**

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

The IPM Coordinator, 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 school board.

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 **Superintendent of Sayreville School District**, is 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 IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

### **Evaluation**

Annually, for public schools, the Superintendent and/or Director of Facilities/IPM Coordinator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. ~~For non-public schools and charter schools, the Chief School Administrator(s) or Principal(s) shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.~~

The local school board directs the Superintendent to develop regulations/procedures for the implementation of this policy.

Date:

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

### Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

### **Monitored:**

Indicators 1.1, 7.6, 7.7, 7.8

### **Mandated:**

N.J.S.A. 13F-22(b) requires the adoption of a school integrated pest management policy consistent with the model policy developed pursuant to N.J.S.A. 13:1F-22 (a).

N.J.A.C. 6A:23A-6.9 ("accountability regulations") requires school districts with three or more district buildings to have an automated work order system in place for prioritizing, performing and recording all maintenance and repair requests for all buildings and grounds.

N.J.A.C. 6A:26-12.2(a)1, 2 require board adoption of written policies and procedures addressing safe and sanitary operation and maintenance of school facilities and grounds according to the provisions established in that chapter; safe storage and use of potentially hazardous material on school property; prevention of accidents, panic and fire; compliance with community right-to-know requirements and provision for and maintenance of suitable and safe equipment.

### **Other Reasons:**

N.J.S.A. 13:1F-22(a) requires the commissioner of the department of environmental protection in consultation with the commissioner of education, the New Jersey School Boards Association and the New Jersey Cooperative Extension of Rutgers to develop a model school integrated pest management policy.

**Recommendation:**

A policy directing development, revision, adoption and dissemination of required rules, regulations and reports. The policy may also address statute and administrative code requirements for provision of clean, safe, sanitary and adequate school facilities and for keeping current lists of contracts for maintenance. Specifics of hazardous storage are more properly addressed in your building safety policy.

**Legal References:**

<u>N.J.S.A.</u> 13:1F-19 through -33	“School Integrated Pest Management Act”
<u>N.J.S.A.</u> 18A:17-49 through -52	Buildings and grounds supervisors to be certified educational facilities managers
<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budgeting system
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:6A-25 <u>et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.A.C.</u> 5:23	Barrier free subcode of the uniform construction code
<u>N.J.A.C.</u> 6A:23A-6.9	<u>Facilities maintenance and repair schedule and accounting</u>
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u> See particularly:	Operation and Maintenance of Facilities
<u>N.J.A.C.</u> 6A:26-12.2(a)1, 2	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 7:30-13.1 <u>et seq.</u>	Integrated Pest Management

Manual for the Evaluation of Local School Districts

**Possible**

**Cross References:**

*1410	Local units
*2240	Research, evaluation and planning
*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
*3516	Safety
*5141	Health
6161	Equipment, books and materials
*7110	Long-range facilities planning
*9130	Committees

\*Indicates policy is included in the Critical Policy Reference Manual.



**Sayreville Board of Education**

**FILE CODE: 3000/3010**

**Policy**

<u>  X  </u>	<b>Monitored</b>
<u>  X  </u>	<b>Mandated</b>
<u>  X  </u>	<b>Other Reasons</b>

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS  
GOALS AND OBJECTIVES

Fiscal Management

The Board of Education recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the board intends:

- A. To encourage financial planning through the best possible budget procedures;
- B. To explore all practical sources of dollar income;

C. To guide the expenditure of funds so as to extract the greatest educational returns;

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D. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The business administrator shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;

E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

#### Internal Controls / Standard Operating Procedures

The Board of Education is committed to financial integrity and directs the Superintendent to establish specific regulations and standard operating procedures for business functions which are designed to provide district administrators with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through 6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies and comply with law and regulation.

The district may submit a written request to the Commissioner to approve an alternative system, approach or process for implementing the internal controls required in this subchapter. The application must include documented evidence that includes but is not limited to, an independent, third-party written assessment that the alternative system, approach or process will achieve the same safeguards, efficiency and other purposes as the specified internal control requirement(s).

#### Personnel Tracking and Accounting

The district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each in accordance with N.J.A.C. 6A:23A-6.8.

**NOTE: THE FOLLOWING REQUIREMENT APPLIES TO DISTRICTS THAT HAVE A BUDGET IN EXCESS OF \$25,000,000 OR MORE THAN 300 EMPLOYEES.**

#### Financial and Human Resources Management

The district shall maintain an enterprise resource planning (ERP) system which integrates all data and processes of the district into a unified system in compliance with N.J.A.C. 6A:23A-6.7.

#### Support Services

The board of education expects operation and maintenance of the school plant and equipment to set high standards of safety, to maintain the health of pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

In order to provide services that sufficiently support the educational program, the board establishes as broad goals:

- A. To provide a physical environment for teaching and learning that is safe and pleasant for pupils, staff, and public;
- B. To provide safe transportation for eligible pupils;
- C. To make nutritious meals available to pupils;
- D. To provide resources, facilities and assistance to meet the needs of the educational program as they develop.

#### Long-range Plans

In compliance with law, the chief school administrator will develop a five-year comprehensive maintenance plan. The board will review this plan and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the chief school administrator.

Date:

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Concepts and Roles in Business, Noninstructional Operations, Goals and Objectives in Business and Noninstructional Operations, Planning, Business

**Mandated**

N.J.A.C. 6A:23A-6.4 ("accountability regulations") requires that school districts adopt policy and procedures on internal controls designed to provide administration with reasonable assurance that the goals and objectives will be met and meet requirements of N.J.A.C. 6A:23A-6.5 through 6.13.

N.J.A.C. 6A:23A-6.7 ("accountability regulations") requires that school districts with budgets in excess of \$25,000,000 or with more than 300 employees maintain an enterprise resource planning (ERP) system which integrates all district data and processes into a unified system.

N.J.A.C. 6A:23A-6.8 ("accountability regulations") requires that school districts maintain an accurate, complete and up-to-date automated position control roster to track the actual number and category of employees.

**Other Reasons:**

Business and noninstructional operations are essential to provision of the educational program.

**Recommendation:**

A policy requiring sound district and school fiscal operations and effective management procedures. It should also address provision of facilities and support staff.

<b><u>Legal References:</u></b>	<u>N.J.S.A. 2C:30-4</u>	Disbursement of public moneys, incurrence of obligations in excess of appropriation
	<u>N.J.S.A. 18A:4-14</u>	Uniform system of bookkeeping for school districts
	<u>N.J.S.A. 18A:17-14.1 through -14.3</u>	Appointment of school business administrator; duties; subcontracting; tenure acquisition
	<u>N.J.S.A. 18A:17-24.1</u>	Sharing of superintendent, school business administrator; procedure
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:20-1 et seq.</u>	Acquisition and Disposition of Property
	<u>N.J.S.A. 18A:33-1 et seq.</u>	Facilities in general
	<u>N.J.S.A. 18A:39-1 et seq.</u>	Transportation to and from schools
	<u>N.J.S.A. 40:8A-1 et seq.</u>	Interlocal Services Act
	<u>N.J.A.C. 2:36-1.1 et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C. 6A:9-12.1 et. seq.</u>	Requirements for administrative certification
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:9-12.1, -12.2,-12.3(d), -12.7</u>	
	<u>N.J.A.C. 6A:23-1.1 et seq.</u>	Finance and Business Services
	<u>N.J.A.C. 6A:23A-6 et. seq.</u>	Accountability Regulations
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:23A-6.4 -6.13</u>	
	<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
	<u>N.J.A.C. 6A:27-1.1 et seq.</u>	Student Transportation

**Possible**

<b><u>Cross References:</u></b>	*3100	Budget planning, preparation and adoption
	3200	Income
	3300	Expenditures/expending authority
	*3326	Payment for goods and services
	3400	Accounts
	3500	Noninstructional operations
	*3510	Operation and maintenance of plant
	3530	Insurance management
	3541	Transportation
	*3541.32	District owned vehicles
	3542	Food service
	3452.1	Local Wellness
	3543	Office services
	3570	District records and reports
	*3600	Evaluation of business and noninstructional operations
	*7110	Long-range facilities planning

9123/9124 Appointment of board secretary; appointment of business official  
9250 Expenses, Travel reimbursements  
Regular Meeting February 2, 2010

\*Indicates policy is included in the Critical Policy Reference Manual.



**Sayreville Board of Education**

**FILE CODE: 3451**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

**Policy**

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PETTY CASH FUNDS

The Board of Education authorizes establishment of imprest petty cash accounts by resolution annually. The resolution will include:

- A. The amount or amounts authorized for each petty cash fund
- B. The maximum expenditure that may be made from each fund
- C. The individual designated by the board who shall be responsible for the disposition of each fund.

The designated person(s) shall report to the board the amounts disbursed from each account periodically, as directed by the board, and will return all unused petty cash funds to the depository at the end of the fiscal year. All petty cash funds shall be established by board-approved voucher. Petty cash funds and disbursements will be audited as part of the annual financial audit.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed the amount determined by the board in its resolution, and all expenditures must be authorized by the designated individual.

~~All disbursements from petty cash shall be reported at the next regular monthly meeting of the board. All petty cash funds shall be established by board-approved voucher. All unused cash is to be returned to the depository at the close of each fiscal year.~~

Date:

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Petty Cash



**Sayreville Board of Education**

**FILE CODE: 5118**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

**Policy**

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NONRESIDENTS

The Board shall operate the schools of this district for the benefit of all children resident in the district and such others as may be admitted, pursuant to statute and policy of the Board. The Board reserves the right to verify the residency of any pupil and the validity of any affidavit of guardianship. Documentation required to prove eligibility to attend the schools of this district shall be in accord with Policy 5111 Admission and the administrative code.

Future Residents

A child otherwise eligible for attendance whose parent/guardian has signed a contract to buy, build or rent a residence in this district shall be enrolled for a period not to exceed 30 (from 42) days previous to the anticipated date of residency without tuition charges. If the child has not become a resident of the district by the end of the period of free attendance, tuition shall be required for the remainder of the time until residency is established.

Parents/guardians of children who are future residents shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims, and to remove from school a nonresident pupil whose claim cannot be verified.

Former Residents

Regularly enrolled children whose parents/guardians have moved out of the school district during the final marking period or after April 15<sup>th</sup>, shall be permitted to finish the school year without payment of tuition. Regularly enrolled children whose parents/guardians move from the district at any other time during the school year may remain enrolled for the remainder of the school year on payment of tuition prorated.

Children of Nonresident Staff Members

Children of nonresident employees of the Board may be enrolled in the schools of this district on payment of tuition and in accordance with policy for other nonresident pupils.

Nonresident staff members who want to send their children to Sayreville District schools will pay the current tuition rate or the contracted rate, if one has been negotiated.

Foreign Exchange Students

The Board may admit foreign exchange students into district schools in order to promote cultural awareness and understanding among students.

The Board may accept exchange students on a J-1 visa who reside within the district as participants in group-sponsored exchange programs approved by the board. Tuition may be waived for students on a J-1 visa.

The Board may accept privately sponsored exchange students on an F-1 visa for attendance only in secondary schools upon payment of tuition at the established district rate. Tuition cannot be waived for students on an F-1 visa, and attendance in district schools shall not exceed 12 months. Students attending the schools of this district on an F-1 visa may not participate in any adult-education programs sponsored by the Board under any circumstances.

All potential organizations or individuals applying for admission shall forward the request to the Superintendent by July 1 preceding the school year of attendance. Foreign exchange students shall comply with all immunization requirements for students of this district. The Superintendent shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission.

Homeless Pupils

The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as pertinent federal law. The Assistant Superintendent is the district's "homeless student liaison". He/she will help the homeless student enroll in school, make sure that the homeless student is enrolled and attending school, and see that the district meets federal and state requirements for educating homeless students.

Other Nonresident Pupils

Other nonresident pupils may be admitted to this district on payment of tuition and availability of space.

The Superintendent shall develop procedures for the enrollment of nonresident children that allow admission of such children only on the proper application of parent/guardian; verify claims of residency and submission of affidavits of guardianship; deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant; do not exclude any child, otherwise eligible, on the basis of such child's race, color, creed, national origin, affectional or sexual orientation, atypical hereditary cellular or blood trait of any individual or

ancestry; and make continued enrollment of any nonresident pupil contingent upon maintaining good standards of citizenship and discipline.

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When a child must either relocate to or from this district because his/her parent/guardian is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States and has been ordered into active service, the child shall be eligible to attend the schools of this district without paying tuition. The district shall not be responsible for transporting the child.

The Superintendent or his/her designee shall recommend to the Board for its approval the admission of qualified applicants.

The Board shall not be responsible for the transportation to or from school of any nonresident pupils, except as may be required by state or federal law.

The board shall annually determine tuition rates for nonresident pupils.

Adopted:

NJSBA Review/Update:

Readopted:

#### Key Words

Nonresidents, Tuition Pupil, Affidavit Pupil, Homeless Pupil

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:7F-3	Definitions
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:36B-1 <u>et seq.</u>	Interdistrict Public School Choice Program Act of 1999
	<u>N.J.S.A.</u> 18A:38-1 <u>et seq.</u>	Attendance at school free of charge
	<u>See particularly:</u> <u>N.J.S.A.</u> 18A:38-2, 38-3, 38-8, 38-9	
	<u>N.J.S.A.</u> 18A:46-20	Receiving pupils from outside district; establishment of facilities
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:12-1.3 <u>et seq.</u>	Interdistrict Public School Choice
	<u>N.J.A.C.</u> 6A:17-1.1 <u>et seq.</u>	Students at Risk of Not Receiving a Public Education
	<u>N.J.A.C.</u> 6A:22	Student residency
	<u>See particularly:</u> <u>N.J.A.C.</u> 6A:22-3	Eligibility to attend school
	<u>N.J.A.C.</u> 6A:22-3.1	Students domiciled within the school district
	<u>N.J.A.C.</u> 6A:23-5.2	Method of determining the district of residence
	<u>N.J.A.C.</u> 6A:23-5.3	Address submission for determining the district of residence
		Illegal Immigrant and Immigration Responsibility Act of 1997, 8 U.S.C. 1101
		<u>Board of Education of the Borough of Englewood Cliffs v. Board of Education of the City of Englewood</u> , 132 NJ 327; cert. denied, 510 U.S. 991 (1993); subsequent listing 333 N.J. Super. (App. Div. 2000)
		<u>No Child Left Behind Act of 2001</u> , Pub. L. 107-110, 20 U.S.C.A. 6301 <u>et seq.</u>
		<u>J.A. v. Board of Education of South Orange/Maplewood</u> , 318 N.J. Super. 512 (App. Div 1999)

#### **Possible**

<b>Cross References:</b>	3240	Tuition income
	*5111	Admission
	*5114	Suspension and expulsion
	6142.5	Travel and exchange programs
	*6151	Class size

\*Indicates policy is included in the Critical Policy Reference Manual.



**SAYREVILLE BOARD OF EDUCATION**

**FILE CODE: 3516**

  X   **Monitored**

  X   **Mandated**

  X   **Other Reasons**

**Policy**

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SAFETY

The Superintendent shall develop rules governing school safety which shall include but not be limited to: pupil safety in school; care of injured pupils; vehicle safety programs; plant safety including removal and/or encapsulation of asbestos; labeling and storage of hazardous substances; emergency procedures; pupil safety in transit to and from school; and eye protection. In addition, pupils shall be provided with safety instruction in accordance with the law.

Use and Storage of Hazardous Substances

The Board shall not allow the use of any hazardous substances in or on any of the buildings or grounds of this district when children are present, except in emergencies. A list of substances that are legally exempted from this requirement can be obtained from the Superintendent.

The Superintendent shall inform the Board when hazardous substances may be used when children are present, and the Board shall determine if an emergency situation exists and such use is warranted.

If any hazardous substance is stored on any school site, the Superintendent shall make available the hazardous substance fact sheet for that substance to anyone who requests it.

At least two days prior to the start of any construction activity involving hazardous substances, the Superintendent shall post on a bulletin board at the school a notice that such construction will take place. The notice will state the activity to be conducted and the hazardous substance(s) to be used.

The Superintendent shall ensure that all parents/guardians receive a notice at least once a year informing them of the following:

- A. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
- B. Hazardous substances may be stored at the school at various times throughout the year;
- C. Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

The Superintendent shall appoint a district level administrator to serve as district safety coordinator. The district safety coordinator shall direct the district safety program; meet regularly with administrators in charge of school buildings to discuss safety issues; promote safety awareness throughout the district; and supervise the prompt filing, follow up, and analysis of accident reports.

Soil Contamination on School Property

The Board, the principal or Superintendent shall ensure that notice of soil contamination on school property is provided. Notice will be provided to each parent or guardian of a student enrolled at the school, and to each staff member of the school. Notice will be provided within 10 business days of the discovery of the soil contamination, when the contamination is found by the Department of Environmental Protection or a licensed site remediation professional to exceed the department's direct contact soil remediation standards for residential use.

The notice shall include:

- A. A description of the soil contamination and the conditions under which a student or staff member may be exposed to the contamination;
- B. A description and timetable of the steps that have been taken and will be taken to ensure that there is no contact by any student or staff member with the contamination;

C. A description and timetable of the steps that have been taken and will be taken to remediate the soil contamination.

The notice may be provided by:

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A. Written notice sent home with the student and provided to the staff member;

B. Telephone call;

C. Direct contact;

D. Electronic mail.

The district shall also post a copy of the notice in a conspicuous location near the site of the contamination to notify any other users of the school grounds of the existence of the contamination.

### Implementation

Rules and procedures implementing this policy shall be reviewed and adopted by the Board as required by law and shall be disseminated to staff and pupils annually, and whenever any changes are made.

Adopted:

NJSBA Review/Update:

Readopted:

### Key Words

Safety, Pupil Safety, Employee Safety, Asbestos, Hazardous Materials, Student Safety

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:6-2</u>	Instruction in accident and fire prevention
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:17-42 et seq.</u>	Public School Safety Law
	<u>N.J.S.A. 18A:40-12.1, -12.2</u>	Protective eye devices required for teachers, pupils and visitors in certain cases
	<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire Drills and Fire Protection
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:41-5</u>	
	<u>N.J.S.A. 18A:42-1</u>	Safety patrol by pupils
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 34:5A-1 et seq.</u>	Worker and Community Right to Know Act
	<u>See particularly:</u>	
	<u>N.J.S.A. 34:5A -10.1 through -10.5</u>	
	<u>N.J.S.A. 34:6A-25 et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
	<u>N.J.A.C. 5:23</u>	Barrier free subcode of the uniform construction code
	<u>N.J.A.C. 6A:16-1.4</u>	District policies and procedures
	<u>N.J.A.C. 6A:19-10.1 et seq.</u>	Safety and Health Standards
	<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:26-12.1 et seq.</u>	
	<u>N.J.A.C. 6A:27-12.2</u>	Accident reporting
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements

### **Possible**

<b><u>Cross References:</u></b>	*1330	Use of school facilities
	*1410	Local units
	*3510	Operation and maintenance of plant
	*5141.1	Accidents
	*5142	Pupil safety
	*5142.1	Safety patrols
	*6114	Emergencies and disaster preparedness
	*6142.12	Career education
	*7110	Long-range facilities planning

\*Indicates policy is included in the Critical Policy Reference Manual.



**Sayreville Board of Education**

**FILE CODE: 3600**

  X   **Monitored**

  X   **Mandated**

  X   **Other**

**Policy  
Reasons**

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.

The Business Administrator/Board Secretary shall identify processes that when performed by the same individuals are a violation of sound segregation of duties. The business administrator/board secretary shall segregate the duties of all such processes among business office staff based on available district resources, assessed vulnerability and the associated cost-benefit

The following functions shall be segregated and completed by different employees in all districts.

A. Human resources and payroll

B. Purchasing and accounts payable

The district shall include in the Comprehensive Annual Financial Report (CAFR) detailed organizational charts for the central office that tie to the districts' position control logs, including, but not limited to, the business, human resources and information management functions.

Date:

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Concepts and Roles in Business, Noninstructional Operations, Goals and Objectives in Business and Noninstructional Operations, Planning, Business

**Mandated**

N.J.A.C. 6A:23A-6.5 ("accountability regulations") requires that school districts (a) evaluate business processes annually and (b) School Business Administrators segregate duties of human resources/payroll and purchasing/accounting.

**Other Reasons:**

Business and noninstructional operations are essential to provision of the educational program.

**Recommendation:**

A policy requiring sound district and school fiscal operations and effective management procedures. It should also address provision of facilities and support staff.

**Legal References:** N.J.S.A. 18A:11-1 General Mandatory Powers and Duties  
N.J.A.C. 23A-6.5 Segregation of duties

**Possible**

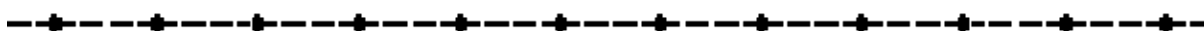
**Cross References:** \*3000/3010 Concepts and Roles in business and non-instructional operation  
\*3100 Budget planning, preparation and adoption  
3200 Income

	3300	Expenditures/expending authority
	3400	Accounts
	3500	Noninstructional operations
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	3530	Insurance management
	3541	Transportation
	3542	Food service
	3452.1	Local Wellness
	*3570 series	District records and reports
	*7110	Long-range facilities planning

\*Indicates policy is included in the Critical Policy Reference Manual



**Sayreville Board of Education**

**FILE CODE: 5145.12**

<u>      </u>	<b>Monitored</b>
<u>  X  </u>	<b>Mandated</b>
<u>  X  </u>	<b>Other</b>

**Reasons  
Policy**

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SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents/guardians shall be informed of this policy when lockers are assigned.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

School personnel shall not conduct strip searches or body cavity searches of any pupils under any circumstances.

Searches for Controlled Dangerous Substances/Drug Paraphernalia/Alcohol/Firearms/Other Deadly Weapons

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds, and consequently, locker searches and vehicle searches on school grounds need satisfy only the "reasonable suspicion" standard adopted by the courts in T.L.O and State v. Best. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied. For the purposes of this policy, School Resource Officers shall be considered law enforcement officials. See policies 5131.6 and 5131.7.

**Skin Checks or Inspections for Student Athletes**

**Skin checks are a normal occurrence for interscholastic events and are governed by the rules established by the National Federation of State High School Associations or similar associations (i.e. NJSIAA). Skin checks or inspections will only be conducted outside the normal purview of interscholastic competition for the purpose of preventing a potential health issue or the spread of a skin disease. The need and procedure for a skin check or inspection must have the written pre-approval of a Principal, Vice Principal or the Athletic Director, as well as the written consent of a parent/guardian or a student, if 18 years of age.**

Adopted:  
NJSBA Review/Update:  
Readopted:

Key Words

Search and Seizure, Locker Searches, Substance Abuse, Seizure  
Regular Meeting February 2, 2010

**Legal References:** N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:36-19.2 Student lockers or other storage facility; inspection; notice to students  
N.J.S.A. 18A:37-6.1 Strip and body cavity searches prohibited  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:16-6.1 et seq. Law Enforcement Operations for Substances, Weapons and Safety

State in interest of T.L.O., 94 NJ 33 (1983); New Jersey v. T.L.O., 469 U.S. 325, 53 (1985)

Vernonia School District 47J v. Acton et ux., Guardians ad litem for Acton U.S. \_\_\_, 115 S.Ct. 2386 (1995)

Joye v. Hunterdon Central Regional High School Board of Education, Superior Court of New Jersey, Law Division Dkt. No. HNT-C-14031-00 (Jan. 4, 2001)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. \_\_\_\_ (2002)

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

State v. Best 403 N.J Super 428 (App. Div. 2008) cert. granted 996 A. 2d 1078 (2009) The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds. Vehicle searches on school grounds need satisfy only the "reasonable suspicion" standard adopted in T.L.O.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

**Possible**

**Cross References:** \*1410 Local units  
\*5114 Suspension and expulsion  
\*5131 Conduct/discipline  
\*5131.6 Drugs, alcohol, tobacco (substance abuse)  
\*5131.7 Weapons and dangerous instruments  
\*5145.11 Questioning and apprehension

\*Indicates policy is included in the Critical Policy Reference Manual.



**SAYREVILLE BOARD OF EDUCATION**

**FILE CODE: 5141**

  X   **Monitored**  
  X   **Mandated**  
  X   **Other Reasons**

**Policy**

HEALTH

The Board of Education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the Board directs the Superintendent to develop pupil health services that employ professional personnel and interacts with both parents/guardians and community health agencies. The program shall include but not be limited to:

- A. Employment of a medical inspector to perform those duties required by law, and to advise the Superintendent on all matters affecting the health of pupils;
- B. Employment of at least one certified school nurse to assist with **required** physical

examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health

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concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; write and update annually the accommodation plan under Section 504 for any student who requires one;

- C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
- D. Establishment of a system of pupil health records in compliance with state law;
- E. (~~Development of appropriate curriculum~~) Implement the Core Curriculum Content Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;
- F. Development of rules and procedures to foster good pupil health, and periodic dissemination of these rules and procedures to the staff at the beginning of each school year;
- G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;
- H. Development and enforcement of an eye protection program as required by statute and administrative code;
- I. A regular report to the Board on progress and accomplishments in the field of pupil health;
- J. Health services to staff that support pupil health;
- K. Provision of emergency services for injury and sudden illness;
- L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;
- M. Development of all regulations and procedures necessary for the evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;
- N. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations for scoliosis.
- O. Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist available from [www.pandemicflu.gov](http://www.pandemicflu.gov) or NJSBA, with periodic reports to the school board on steps the district has already taken, as well as additional steps that need to be taken, to prepare for a flu pandemic.

#### Annual Nursing Plan

The Chief School Administrator (or his/her designee) in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan that details the provision of nursing services based upon the needs of the students in this school district. The Nursing Services Plan shall be adopted annually at a regular meeting and submitted to the Executive County Superintendent of education for review and approval. The Nursing Services Plan shall include:

- A. A description of the basic nursing services provided all students;
- B. A summary of specific medical needs of individual students and the services required to address the needs;
- C. A description of how nursing services will be provided in an emergency;
- D. Detailed nursing assignments for all school buildings;
- E. The nursing services and additional medical services provided to nonpublic schools.

#### Students with Diabetes

As used in this policy, an "individualized health care plan" means a document setting out the health services needed by the student at school, and an "individualized emergency health care plan"

outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation. Both are to be developed by the school nurse, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student, and signed by the parent or guardian.

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The Board believes that diabetes is a serious chronic disease that impairs the body's ability to use food, and must be managed 24 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. In order to manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the school nurse, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the Board of Education written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon.

Both plans shall be updated by the school nurse prior to the beginning of each school year and as necessary if there is a change in the student's health status. The plans may include elements specified in N.J.S.A. 18A:40-12.13 including, but not limited to:

- A. The symptoms of hypoglycemia for that particular student and the recommended treatment;
- B. The symptoms of hyperglycemia for that particular student and the recommended treatment;
- C. The frequency of blood glucose testing;
- D. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;
- E. Times of meals and snacks, and accommodations for exercise and sports, school trips and other school related activities.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The school nurse shall also ensure that each school bus driver that transports a student with diabetes is provided notice of the student's condition, how to treat hypoglycemia, and emergency/parent contact information. A reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom or on school grounds, if evaluated and determined to be capable of doing so consistent with the plan, and N.J.S.A. 18A:40-12.15.

#### Nonpublic School Pupils

The Board shall provide mandated nursing services to nonpublic school pupils as required by law. See policy 5200.

The operation of the pupil health program shall be in compliance with the rules and regulations of the NJDOE, local Board of Health and the State Department of Health and Senior Services, and State Department of Human Services. The Board shall review and adopt the regulations developed to implement the district's health services.

#### Automated Electronic Defibrillator (AED)

Because the Board recognizes that medical emergencies may occur that justify the use of AEDs, the Board may acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all of the following signs as per American Heart Association standards on AED use:

- A. Is unconscious
- B. Is not breathing
- C. Has no signs of circulation (as confirmed by a pulse check)

Only those staff members documented as having completed the required training shall be authorized to use an AED. The Superintendent may establish additional guidelines for use of the AED.

Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the Board of Education.

Adopted:  
NJSBA Review/Update:  
Readopted:

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Key Words

Health, Pupil Health, Student Health

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 2A:62A-23 to 26	AED emergency medical services, 1999 statute
	<u>N.J.S.A.</u> 18A:16-6, -6.1	Indemnity of officers and employees against civil actions ...
	<u>N.J.S.A.</u> 18A:35-4.6 <u>et seq.</u>	Parents Right to Conscience Act of 1979
	<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
	<u>N.J.S.A.</u> 18A:40-3	Lectures to teachers
	<u>N.J.S.A.</u> 18A:40-4.3	Scoliosis; periodic examination; notice to parents or guardian
	<u>N.J.S.A.</u> 18A:40-5	Method of examination; notice to parent or guardian
	<u>N.J.S.A.</u> 18A:40-6	In general
	<u>N.J.S.A.</u> 18A:40-7, -8, -10, -11	Exclusion of pupils who are ill
	<u>N.J.S.A.</u> 18A:40-12.11 <u>et seq.</u>	Findings, declarations relative to the care of students with diabetes
	<u>N.J.S.A.</u> 18A:40-23 <u>et seq.</u>	Nursing Services for Nonpublic School Pupils
	<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Substance Abuse
	<u>N.J.S.A.</u> 44:6-2	Maintenance by boards of education of clinics for indigent children
	<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:16-1.1, -1.3, -1.4, -2.1, -2.3, -2.4	
	<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Operation and Maintenance of School Facilities
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:26-12.3	
	<u>N.J.A.C.</u> 8:57-1.1 <u>et seq.</u>	Reportable Communicable Diseases
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 8:57-2	Reporting of AIDS and HIV
	<u>N.J.A.C.</u> 8:61-1.1	Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

**Possible**

<b><u>Cross References:</u></b>	*1410	Local units
	1420	County and intermediate units
	*3510	Operation and maintenance of plant
	*3516	Safety
	*3542	Food service
	*4112.4	Employee health
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	4151.2	Family illness/quarantine
	*4212.4	Employee health
	4251.2	Family illness/quarantine
	*5111	Admission
	*5125	Pupil records
	*5131	Conduct/discipline
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141.1	Accidents
	*5141.2	Illness
	*5141.3	Health examinations and immunizations
	*5141.4	Child abuse and neglect
	*5141.21	Administering medication
	*5142	Pupil safety
	*5200	Nonpublic school pupils
	*6142.4	Physical education and health
	*6142.12	Career education

\*Indicates policy is included in the Critical Policy Reference Manual.

Mr. Macagnone asked, "What is the appointment of a medical inspector"?  
 Ms. Sutherland explained.

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**CURRICULUM**

A. The Board of Education approved the following for the Special Services Department:

1. Placement of the following classified students in an out-of-district placement for the 2009-2010 school year (Transportation is required): (I)

<u>Student(s)</u>	<u>School</u>	<u>Cost Per Student</u>	<u>Pro-Rated Cost</u>
1	Center for Lifelong Learning, Parlin	\$43,020.00	43,020.00
1	Center School, Highland Park	45,190.80	45,190.80
1	Cranford Achievement Program, Cranford	39,825.00	39,825.00
1	Interim Alternative Education Program, Piscataway	131.00/day	131.00/day

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.

**CO-CURRICULUM**

A. The Board of Education approved the Samsel Upper Elementary School Character Education Committee to have a faculty/staff basketball game with the Harlem Wizards on March 15, 2010 in the SUES gymnasium from 7:00-9:00 PM. One kitchen staff member is also requested and will be paid by the Character Education Committee.

B. The Board of Education approved a Truman School Chorus Show and Spanish Fiesta from 6:00-9:00 PM. This event will take place in the All-Purpose Room on Wednesday, June 2, 2010.

**SUPPORT SERVICES**

A. The Board of Education approved the following addendum to a transportation contract for school year 2009-10:

Contractor: First Student, Inc.  
 Rte/School: 12/CCL/2 – Center for Lifelong Learning

Cost: \$157.47 per diem – aide \$45.43 = \$202.90

\*Increase: \$45.43

Total Cost: \$248.33 per diem

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\*One to one bus aide added.

B. The Board of Education approved the cancellation of the following route for school year 2009-10:

Contractor: Unlimited Autos, Inc.

Rte/School: Q/CEN – Center School (midday)

Cost: \$5,094.00 (\$28.30 per diem x 180 days)

\*Decrease: \$2,830.00

Final Adjusted Cost: \$2,264.00

\*Student no longer attending.

C. The Board of Education approved the following quoted transportation contract for school year 2009-10:

Contractor: Unlimited Autos, Inc.

Rte/School: Q/CRAN – Cranford Achievement Program (midday)

\*Cost: \$44.65 per diem x 93 days

Total Cost: \$4,152.45

\*Other quotes: Wehrle - \$44.95; Raphael - \$47.50; Browntown - \$62.00.

D. The Board of Education approved a change to a previously approved field trip:

1. On Tuesday, March 30, 2010, forty members of the Sayreville Middle School Student Council and two teachers to The Barge Restaurant in Perth Amboy to attend a dinner and learn proper etiquette. One Board bus will be utilized at a cost of \$143.65 (salary \$136.50 – fuel \$7.15) to be paid by the Board of Education.

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

1. On Thursday, March 18, 2010, thirty-eight students from the Sayreville Upper Elementary School and two teachers to Briarwood Care Center in South Amboy to spread cheer and deliver toiletries collected by student ambassadors. One Board bus will be utilized at a cost of \$89.40 (salary \$87.75 – fuel \$1.65) to be paid by the Board of Education. Alternate date: Tuesday, March 23, 2010.
2. On Thursday, April 1, 2010, forty students from the Sayreville High School and three teachers to Bucks County Playhouse in New Hope, Pennsylvania to attend a performance of *Joseph and the Amazing Technicolor Dreamcoat*. One Board bus will be utilized at a cost of \$402.00 (salary \$340.50 – fuel \$61.50) to be paid by the High School Choral Parents Association. One additional stop will be made at Cock 'n Bull Restaurant.
3. On Sunday, April 18, 2010, forty-five members of the Sayreville Middle School Step Squad, one teacher, and one chaperone to Brunswick Square Mall to perform at the Middlesex County Education Fair. One Board bus will be utilized in a four-way move at a cost of \$162.27 (salary \$156.00 – fuel \$6.27) to be paid by the Board of Education.
4. On Monday, April 19, 2010, thirty members of the Sayreville Middle School TAG program and two teachers to the NJ State Bar Foundation Law Center in New Brunswick to participate in a mock trial. One Board

bus will be utilized at a cost of \$91.15 (salary \$81.25 – fuel \$9.90) to be paid by the Board of Education.

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5. On Wednesday, April 28, 2010, forty students from the Sayreville High School and three teachers to Paper Mill Playhouse in Millburn to attend a performance of *Smokey Joe's Café*. One Board bus will be utilized at a cost of \$240.50 (salary \$215.75 – fuel \$24.75) to be paid by the High School Choral Parents Association.
6. Wednesday, May 12, 2010, forty-five US History students from the Sayreville High School and three teachers to Brookdale College in Lincroft to attend a seminar and meet with Holocaust survivors. One Board bus will be utilized at a cost of \$248.60 (salary \$225.50 – fuel \$23.10) to be paid by the Board of Education. One additional stop will be made for lunch,
7. On Thursday, May 20, 2010, forty-nine members of the Samsel Upper Elementary School TAG program, one teacher, and four chaperones to Independence Hall Visitor Center in Philadelphia to attend a program entitled "Pursuit of Liberty". One Board bus will be utilized at a cost of \$285.30 (salary \$199.50 – fuel \$85.80) to be paid by the Board of Education.

#### PUBLIC PARTICIPATION ON AGENDA ITEMS ONLY

It must be noted that Mr. Clark arrived at 7:48 P.M.

#### SUPERINTENDENT'S REPORT APPROVAL

Motion by Mr. Lembo, second by Mr. Ciak. Roll call vote. Eight yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mr. Clark, Mrs. Esposito, Mr. Lembo, Mrs. Stratton and Mr. Macagnone. The Board approved the Superintendent's Report in its entirety except where noted.

#### BACKGROUND INFORMATION/DISCUSSION

President Macagnone discussed moving the polling places.

#### DELEGATE TO THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

Mr. Curtis L. Clark III

#### DISCUSSION

- 2010-2011 Tentative Dates
  - Budget Adoption – March 23, 2010
  - Public Hearing – March 30, 2010
- UES – Student Representatives at Board Meetings
- Mr. Macagnone – Planning Board Meeting – New Housing

#### PUBLIC PARTICIPATION

#### ADJOURNMENT

Motion by Mr. Clark, second by Mr. Ciak. Roll call vote. Eight yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mr. Clark, Mrs. Esposito, Mr. Lembo, Mrs. Stratton and Mr. Macagnone. The Board adjourned the meeting at 8:05 P.M.

Emidio D'Andrea

Business Administrator/Board Secretary