

Sayreville, New Jersey
February 16, 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 16, 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.

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

Also present were: Superintendent Alfano, Assistant Superintendent Sutherland and Business Administrator/Board Secretary D'Andrea.

President Macagnone opened the meeting at 6:34 P.M.

Motion by Mr. Clark, second by Mr. Lembo. Roll call vote. Seven yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Clark, Mrs. Esposito, Mr. Lembo, Mrs. Trapp and Mr. Macagnone. Mr. Ciak and Mrs. Stratton were absent. The Board went into Executive Session at 6:35 P.M. in accordance with the following Resolution.

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.

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 Building – Hindi U.S.A.
- School Calendar
- SEA contract

ATTORNEY-CLIENT PRIVILEGE

- Civil Suit by SEA Member
- SWMHS Additions/Renovation

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.

It must be noted that Mr. Ciak arrived at 6:45 P.M. and Mrs. Stratton at 7:02 P.M., respectively.

The Board reopened the meeting at 7:30 P.M.

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

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

PRESENTATION

2010-2011 Budget Presentation by Dr. Alfano and Mr. D'Andrea.

Mr. Biesiada made comments about school choice.

CORRESPONDENCE

Monthly Technology Work-Order Report
Monthly Maintenance Work-Order Report
Weekly Construction Manager Report
Monthly Construction Manager Report

APPROVAL OF MINUTES

Motion by Mr. Clark, second by Mr. Ciak. Roll call vote. Nine 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. It must be noted that Mrs. Trapp abstained. The Board approved the minutes of the following meeting:

Minutes of the Regular Meeting held on February 2, 2010.

STUDENT COUNCIL REPRESENTATIVE'S REPORT

Brittany Nowicki

PARENT INVOLVEMENT REPRESENTATIVE'S REPORT

Judith Gary

ATTORNEY'S REPORT

DISTRICT HIGHLIGHTS

SUPERINTENDENT'S REPORT OVERVIEW

BUILDING AND GROUNDS

- A. The Board of Education approved the use of the Sayreville War Memorial High School band and chorus rooms, Mondays through Thursdays, July 12 through July 29 and August 2 through August 18, 2010 from 8:30 AM to 3:00 PM for Stardust, a musical theatre workshop for children. Also needed for the above requested rooms is Wednesday, August 18, from 6:00 PM to 9:00 PM for a theatre performance. Stardust requests the waiver of building use fees and security and has agreed to pay the 2010-2011 custodial costs for services rendered on performance n

FINANCE

- A. The Board of Education approved the Resolution on Transfers, Resolution #2009-10-011 for the month of January 2010.

- B. The Board of Education approved the Transfer Spreadsheet in accordance with S-1701 for the month of January 2010.

C. The Board of Education approved the list of bills dated February 16, 2010 prepared by the Board Secretary in the amount of \$6,216,078.51 for the Operating Account.

It must be noted that Mr. Ciak abstained from voting on the check for the NJSBA.

D. The Board of Education approved the list of bills dated February 16, 2010 prepared by the Board Secretary in the amount of \$182,442.10 for the Cafeteria Account.

E. The Board of Education approved the list of bills dated January 31, 2010 prepared by the Board Secretary in the amount of \$6,025.00 for the Athletic Account.

F. The Board of Education approved the January 2010 payroll prepared by the Board Secretary in the amount of \$4,732,492.44 for the Payroll Account.

G. The Board of Education approved the acceptance of the Secretary's Report for the month of January 2010.

H. The Board of Education approved the acceptance of the Treasurer of School Monies Report for the month of January 2010.

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

J. The Board of Education approved State and Federal Grants for the month of January 2010 in the amount of \$3,715,182.64.

K. The Board of Education approved the Petty Cash Report for the Superintendent's Office for the month of January 2010.

L. The Board of Education approved the Petty Cash Report for the Business Office for the month of January 2010.

M. The Board of Education approved the following:

BE IT RESOLVED that the Board of Education hereby appoints Heather Knierim-Slocum ("Firm") for Tutoring 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 of \$53/hour for Tutoring Services.

BE IT FURTHER RESOLVED that notice of the award of the above described contract for Heather Knierim-Slocum 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.

WITHDRAWN

N. The Board of Education is requested to approve the 2010-2013 District Technology Plan and its submittal to the New Jersey State Board of Education.

O. The Board of Education approved the employment of the following personnel for Adult School/SAT Prep Spring Semester 2010:

Regular Meeting

February 16, 2010

<u>INSTRUCTOR</u>	<u>SUBJECT</u>	<u>TOTAL</u>
Gordon Inverno	SAT Verbal	\$1,920
Ira Babyatt	SAT Math	1,920

Mr. Macagnone requested the enrollment for the above-mentioned courses.

P. The Board of Education approved the attendance of Mr. Dennis Pantiliano, Director of Facilities and Operations, at the New Jersey School Buildings and Grounds Association Conference/Expo on March 30-31, 2010. Expenses to be paid in accordance with Board Policy and OMB Guidelines.

Registration:	\$100.00
Mileage:	at the IRS Rate
Meals:	66.00/day
Accommodations:	87.00
Parking:	5.00

Q. The Board of Education approved the attendance of Mrs. Sheri Kemprowski, Assistant Supervisor of Buildings and Grounds, at the New Jersey School Buildings and Grounds Association Conference/Expo on March 30-31, 2010. Expenses to be paid in accordance with Board Policy and OMB Guidelines.

Registration:	\$100.00
Mileage:	at the IRS Rate
Meals:	66.00/day
Accommodations:	87.00
Parking:	5.00

R. The Board of Education approved the following resolution for Participation in Coordinated Transportation with Middlesex Regional Educational Services Commission:

WHEREAS, the Sayreville Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the MRESC, offers coordinated transportation services; and

WHEREAS, the MRESC will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus an administration fee of 2% or 4% for member districts, or of 6% for non-member districts, as presented to the Sayreville Board of Education as calculated by the billing formula adopted by the MRESC's Board of Education. Said formula shall be based on a route cost divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs.

1. The MRESC will provide the following services:
 - a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - b. monthly billing and invoices;

- c. computer print-outs of student lists for all routes coordinated by MRESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes
- f. provide transportation within three days or sooner after receipt of the formal written request; and

It is further agreed that the Sayreville Board of Education will provide the MRESC with the following:

- a. request for special transportation on approved forms to be provided by the MRESC, completed in full and signed by previously authorized district personnel;
 - b. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received.
2. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Sayreville Board of Education.
 3. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2010 and June 30, 2011.
 4. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

S. The Board of Education approved the following Federal Aid Resolution:

WHEREAS, the Federal Government passed the American Recovery Reinvestment Act of 2009 which included domestic spending for education; and

WHEREAS, the State of New Jersey benefited from this legislation with over \$1 billion being directly utilized for funding the education budget for 2009-2010 school year; and

WHEREAS, the State of New Jersey, as all states in the union, are amidst a fiscal crisis that could potentially and negatively affect the educational system; and

WHEREAS, the State of New Jersey continues to score above the national average in achievement tests; and

WHEREAS, the State of New Jersey's educational system has made great strides in increasing the improvement of student achievement, and has been recently recognized by the Education Trust as one of the top states in closing the achievement gap between low-income or minority students and their peers; and

WHEREAS, the State of New Jersey Department of Education has focused on implementing an accountability system for the spending of taxpayers resources; and

WHEREAS, the future of all the states and the nation as a whole are dependent upon the education of our children; in the words of President John Fitzgerald Kennedy: "Our progress as a nation can be no swifter than our progress in education. The human mind is our fundamental resource;" and

WHEREAS, without the infusion of federal aid, education in the State of New Jersey is destined to go backwards;

NOW THEREFORE, BE IT RESOLVED, by the Sayreville Board of Education, Middlesex, New Jersey to respectfully request the enactment of federal legislation that would secure funding for the 2010-2011 school similar to the American Recovery Reinvestment Act of 2009 that funded the 2009-2010 education budgets.

Motion by Mrs. Batko, second by Mr. Ciak. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mr. Clark, Mrs. Esposito, Mr. Lembo, Mrs. Stratton, Mrs. Trapp and Mr. Macagnone. The Board tabled the following item.

TABLE

T. The Board of Education is requested to approve the Guide for Standard Operating Procedures and Internal Controls for the Sayreville Public Schools.

U. The Board of Education approved the following:

BE IT RESOLVED that the Board of Education hereby appoints Angela Colecchia Tricarico LCSW ("Firm") for Bi-Lingual Social History Evaluation 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 evaluation.

BE IT FURTHER RESOLVED that notice of the award of the above described contract for Angela Colecchia Tricarico LCSW 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.

V. The Board of Education approved the following:

BE IT RESOLVED that the Board of Education hereby appoints Emily Donado MS, Ed. ("Firm") for Bi-Lingual Psychological Evaluations 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 \$475 per evaluation.

BE IT FURTHER RESOLVED that notice of the award of the above described contract for Emily Donado MS, Ed 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.

Mrs. Batko questioned, "Why are these items appearing at each meeting?"
Mr. D'Andrea explained the Accountability Regulations.

W. The Board of Education approved the submittal of an amendment to the NCLB FY09 application to reflect the following FY08 public and non-public carryovers totaling \$981: Title IA - \$59, Title IIA - \$496, Title IID - \$27 and Title IIIA - \$399.

X. The Board of Education approved the placement of a non-classified student at the Middlesex County Academy, beginning February 17, 2010 at a prorated cost of \$14,400 per year plus transportation.

Y. The Board of Education approved a contract with Wolfington Body Company, Inc. to lease/purchase a type "C" 54-passenger bus in the amount of \$20,733 for four (4) years as the lowest responsible bidder for bids opened on February 9, 2010.

PERSONNEL (NON-CERTIFIED)

A. The Board of Education granted retroactively, an unpaid medical leave of absence to Carol Carbonaro, cafeteria worker at the Sayreville Middle School, from January 20, 2010 through February 22, 2010.

B. 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
Bannerman, Dawn	Arleth School	Part-time One to One Paraprofessional	\$11 per hour (Passed Para Pro)	2/17/10 thru 6/30/10
*Alexander, Bradley	MS	Part-Time One to One Paraprofessional	\$11 per hour (holds BA)	2/17/10 thru 6/30/10
*Anderson, Maureen	SUES	Part-time Resource Ctr. Paraprofessional	\$9 per hour	2/17/10 thru 6/30/10

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
Barry Anderson	Safety Seminar	2/20/10	\$25.00
Patricia Gers	Safety Seminar	2/20/10	\$25.00
Rosanne Nizolek	Safety Seminar	2/20/10	\$25.00
Mindy Schifman	Safety Seminar	2/20/10	\$25.00
Joan Sylvester	Safety Seminar	2/20/10	\$25.00

D. The Board of Education granted an extension to an unpaid Family Leave of Absence to Lena Mele, bus driver for the District, from February 16 through March 16, 2010.

*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)

A. The Board of Education agreed to honor the retirement of Janet Ryan, physical education teacher at the Sayreville War Memorial High School, effective July 1, 2010.

B. The Board of Education granted a pregnancy leave of absence to Jennifer Gordon, Library/Media Specialist at the Sayreville War Memorial High School, beginning April 19, 2010 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Gordon was also granted a childrearing leave through June 30, 2010.

C. 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
Cella, Allison (T. Currie)	MS	Replacement Gr. 6 Science	Prorated \$4,200/mo. (BA, Step 2)	3/16/10 thru 6/30/10
Feliciano, Jr., Alfredo (J. Pesci)	HS	Replacement Spanish Teacher	Prorated \$4,560/mo. (MA, Step 4)	3/15/10 thru 6/30/10
Tompkins, Heather (R. Howard)	Truman	Replacement ASI Reading Teacher	Prorated \$4,150/mo. (BA, Step 1)	2/22/10 thru 6/30/10

D. 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
Rasha Abadir	Learning Styles – Activities to Reach All Learners	3/5/10	\$78.00
Sheila Berman	Topics in Transition Planning for Students with Disabilities	4/16/10	\$120.00
Leah Craig	Stimulating Change for the Gifted Learner	3/5/10	\$150.00
Richard Eberhardt	Rutgers Mathematics Grant Program	2/23/10 & 4/27/10	Free
Neal Esposito Jr.	Sexually Transmitted Infections 101	3/16/10	\$150.00
Neal Esposito Jr.	Hazardous Hallways: Bullying and LGBTQ Youth	4/13/10	\$50.00
Grace Gabriele	19 th Annual NJ Association for Gifted Children Conference	3/5/10	\$150.00
Lauren Gassman	National Science Teacher Association 2010 National Conference	3/19/10	\$150.00
Bethany Grimm	Stimulating Change for the Gifted Learner	3/5/10	\$150.00
Michelle Jenkins	Trade Show for Paper Products – What’s New with Going “Green”	3/22/10	Free
Sharon Keenan	Annual Conference on Dyslexia and Related Learning Disabilities	3/8 & 3/9/10	\$300.00
Adam Kerr	Learning Styles – Activities to Reach All		

	Learners	3/5/10	\$78.00
Lori Klebous	Learning Styles – Activities to Reach All Learners	3/5/10	\$78.00
Anthony Martucci	Sexually Transmitted Infections 101	3/16/10	\$50.00
Anthony Martucci	Hazardous Hallways: Bullying and LGBTQ Youth	4/13/10	\$50.00
Dara Nalven	19 th Annual NJ Association for Gifted Children Conference	3/5/10	\$150.00
Alice Potenski	Instructing Children with Cochlear Implants	3/12/10	Free
Carter Quinby	Motivating Disinterested Students	2/17/10	\$150.00
Jennifer Scarpa	19 th Annual NJ Association for Gifted Children Conference	3/5/10	\$150.00
Frank Schneider	D&I Student Training Plans Course	4/20, 29, 30/10	\$240.00
Frank Schneider	OSHA 10 Plus	3/3 & 4/10	\$160.00
Janet Scordinsky	Visitation - Honors 12 th Grade English Classes – East Brunswick High School	3/9/10	Free
Janet Scordinsky	Visitation – Honors 12th Grade English Classes – Bridgewater High School	2/24/10	Free
Claire Simpser	SmartBoard Across the Curriculum: A First Course	3/18/10	\$78.00
Robert Szabo	The Wannsee Conference: Planning the Holocaust	3/15/10	\$15.00
Nicole Troisi	National Science Teachers Convention	3/18/10	\$150.00
Betty Ann Verner	School Health Nurse Conference	3/19/10	Free

E. Pursuant to N.J.A.C.6:11-4.6, the Board of Education appointed the following individuals as coaching aides (unpaid) for school year 2009-2010:

<u>NAME</u>	<u>ASSIGNMENT</u>
Marybeth Drabik	Spring Track
Joseph Pastva	Spring Track
John Tyszkiewicz	Spring Track
Jason Brown	MS Softball
Mari Coderre	MS Softball
Thomas D’Agostino	Baseball
Thomas Mullins	Boys’ Tennis
Dominic Provenza	Boys’ Tennis

F. The Board of Education is requested to approve the following personnel to the teacher substitute list for school year 2009-10. All applicants are certified for substituting.

- *Bellina, Kaitlen
- Cella, Allison
- *Dougherty, Pamela
- *Feliciano, Jr., Alfredo
- *Jain, Monica
- *LaRocca, Joseph
- *McAndrew, Carmela
- *Racioppi, Frank
- *Tompkins, Heather
- *Wasnak, Patrice

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

POLICY

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



Sayreville Board of Education

FILE CODE: 3510

 X Monitored

 X Mandated

Policy

 X 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 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, 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.

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

Manual for the Evaluation of Local School Districts

Possible

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

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



Sayreville Board of Education

FILE CODE: 3000/3010

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

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;
- 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.

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.

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-6.4 (“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.

Legal References:

<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:23-1.1et 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:26-1.1et seq.</u>	Educational Facilities
<u>N.J.A.C. 6A:27-1.1et seq.</u>	Student Transportation

Possible

Cross References:

*3100	Budget planning, preparation and adoption
3200	Income
3300	Expenditures/expending authority
*3326	<u>Payment for goods and services</u>
3400	Accounts
3500	Noninstructional operations
*3510	Operation and maintenance of plant
3530	Insurance management
3541	Transportation
*3541.32	<u>District owned vehicles</u>
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	<u>Expenses, Travel reimbursements</u>

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



Sayreville Board of Education

FILE CODE: 3451

Monitored

Mandated

Other Reasons

Policy

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

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 15th**, 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.

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

Legal References:	<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

Board of Education of the Borough of Englewood Cliffs v. Board of Education of the City of Englewood, 132 NJ 327; cert. denied, 510 U.S. 991 (1993); subsequent listing 333 N.J. Super. (App. Div. 2000)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512 (App. Div 1999)

Possible

Cross References:	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

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:

- 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

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

Possible

<u>Cross References:</u>	*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
*3510 Operation and maintenance of plant
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

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

**Reasons
Policy**

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

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.

It must be noted that Mrs. Stratton voted no on the following policy.



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 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 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.

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:

Key Words

Health, Pupil Health, Student Health

Legal References:

<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

Cross References:

*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

CURRICULUM

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

1. Placement of the following classified student 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	Raritan Valley Academy, Piscataway	\$34,380.00	\$34,380.00
1	UMDNJ Adolescent Therapeutic Day School, Piscataway	5,200.00 per month	5,200.00 per month
1	Cranford Achievement Program, Cranford	42,320.00	42,320.00
1	Center School, Highland Park	250.38 per diem	250.38 per diem

2. Request to purchase two (2) Inspiro Multi Channel Multi TalkerTransmitter w/iLapel Mic; DynaMic hand held mike; MLxiFM Dynamic Universal Receiver and Siemens G5 audioshoes for two (2) classified students at a total cost of \$5,675.98 payable to Phonak, Warrenville. (I)
3. Home Instruction for six (6) students for the month of January. Reasons for this Home Instruction are: 3-Child Study team; 1-Diabetes/Juvenile Arthritis; 1-Administrative and 1-ACL Reconstruction.

B. As of January 31, 2010, there were nineteen (19) students on Home Instruction.

C. As of January 31, 2010, there were ninety-four (94) students in Out-of-District Placements.

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 following co-curricular activities for the Arleth Elementary School, as follows:

1. On Friday, March 18, 2010, from 6:00-8:00 PM, a Kindergarten Pajama Night to be held in the gym.
2. On Wednesday, April 28, 2010, from 7:30-8:30 PM, a Drama Club Show to be held in the gym.

B. The Board of Education approved the Class of 2010 to host a "Students vs. Faculty" Basketball Game on Saturday, March 27, 2010 from 7:00-9:00 PM in the high school gymnasium.

C. The Board of Education approved the National Honor Society to hold their induction ceremony on March 31, 2010 at 7:00 PM in the high school auditorium.

D. The Board of Education approved the Choral Program, lead by Mr. James Craft, to hold an "Alumni Concert" on Friday, June 4, 2010 at 7:00 PM in the high school auditorium.

E. The Board of Education approved retroactively, the Samsel Upper Elementary School PTO to hold a "Family Quiz Show" on Friday, February 12, 2010 from 7:00-9:00 PM in the gymnasium.

F. The Board of Education approved the Wilson Elementary School to hold a "Fiesta Hispanica" on Thursday, April 29, 2010 from 6:30-9:00 PM in the auditorium.

G. The Board of Education approved Mrs. Florence Berman and Mr. Peter Gibbs to chaperone students at the DECA State Career Conference at the Crowne Plaza Hotel in Cherry Hill, NJ on February 24-26, 2010. Please note that this is being funded through the Perkins Grant and at no cost to the Board.

H. The Board of Education approved the attendance of the following at the MCASA Student Recognition Banquet on Wednesday, March 3, 2010 at 6:30 PM at the Pines Manor in Edison. This will be funded through donations and at no cost to the Board.

Jacob Werb – Grade 12
Victoria Drici – Grade 11

SUPPORT SERVICES

A. The Board of Education approved the use of Board buses on Saturday, February 27, 2010 to shuttle passengers between the Middle/High School and Dwarkadhis Temple in Parlin. Four Board buses will be utilized at a cost of \$245.50 (salary \$229.75 – fuel \$15.75) per bus for a total cost of \$982.00 to be paid by Dwarkadhis Temple.

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

1. On Wednesday, February 24, 2010, sixteen students from the Sayreville High School DECA and two teachers to the Crowne Plaza Hotel in Cherry Hill to attend the NJ DECA State 2010 Leadership Conference. Students and staff will return to Sayreville High School on Friday, February 26, 2010. One bus will be contracted from *Unlimited Autos at a cost of \$372.00 to be paid by Perkins Grant.

*Other quotes: Raphael - \$379.00; Wehrle - \$450.00; Browntown - \$590.00

2. On Wednesday, March 17, 2010, twenty students from the Sayreville Middle School Achieve Program and four teachers to Ronald McDonald House in New Brunswick to present a fundraiser check to the manager. One Board bus will be utilized at a cost of \$178.00 (salary \$167.00 – fuel \$11.00) to be paid by the Board of Education. One additional stop will be made for lunch. Alternate date: Wednesday, March 24, 2010.
3. On Thursday, March 25, 2010, forty-five students from the Sayreville High School FBLA Club, one teacher, and two chaperones to the Paper Mill Playhouse in Millburn to attend the 12th Annual New Jersey Business Forum. One bus will be contracted from *Unlimited Autos at a cost of \$323.00 to be paid by Perkins Grant. One additional stop will be made for lunch.

*Other quotes: Wehrle - \$370.00; Raphael - \$475.00.

SUPERINTENDENT' S REPORT APPROVAL

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

BACKGROUND INFORMATION/DISCUSSION

Mrs. Batko questioned the status of the CO for the high school. Mr. D'Andrea commented that there are still some outstanding issues.

DELEGATE TO THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

Mr. Curtis L. Clark III

DISCUSSION

- Mr. Biesiada made comments about following trends in the newspaper.
- Mr. Batko expressed concerns about State Aid Reduction with the tax levy.

PUBLIC PARTICIPATION

ADJOURNMENT

Motion by Mr. Ciak, second by Mr. Lembo. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mr. Clark, Ms. Esposito, Mr. Lembo, Mrs. Stratton, Mrs. Trapp and Mr. Macagnone. The Board adjourned the meeting at 8:29 P.M.

Emidio D'Andrea
Business Administrator/Board Secretary

