

Sayreville, New Jersey  
March 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 March 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.

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 and Business Administrator/Board Secretary D'Andrea.

President Macagnone opened the meeting at 6:30 P.M.

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, Mrs. Esposito, Mr. Lembo, Mrs. Stratton, Mrs. Trapp and Mr. Macagnone. The Board went into Executive Session at 6:31 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:

#### PERSONNEL

- Sayreville Principal Association – Paid Leave

#### NEGOTIATIONS

- Privatization of Cafeteria services

#### ATTORNEY-CLIENT PRIVILEGE

- Litigation Against RSC Architects

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

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

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

It must be noted that the meeting was run by the 5<sup>th</sup> Graders of the Samsel Upper Elementary School with the guidance of the Board Members and Administration

#### PRESENTATION

- Let the Children Lead – 5<sup>th</sup> Graders Become Board Members

#### CORRESPONDENCE

None

#### APPROVAL OF MINUTES

Motion by Mr. Clark, second by Mrs. Stratton. 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 minutes of the following meetings:

Minutes of the regular meeting held on February 16, 2010

#### STUDENT COUNCIL REPRESENTATIVE'S REPORT

Brittany Nowicki

#### PARENT INVOLVEMENT REPRESENTATIVE'S REPORT

Helen Bruno-Raccuia

ATTORNEY'S REPORT

None

DISTRICT HIGHLIGHTS

None

SUPERINTENDENT'S REPORT OVERVIEW

**BUILDING AND GROUNDS**

A. No report.

**FINANCE**

A. The Board of Education approved the Guide for Standard Operating Procedures and Internal Controls for the Sayreville Public Schools.

B. The Board of Education approved the disposal of the following items which are no longer needed for school purposes:

| <u>ITEM</u>           | <u>SERIAL NO.</u> |
|-----------------------|-------------------|
| JamCam Digital Camera | 0011095201        |
| “ “ “                 | 0011095199        |
| “ “ “                 | 0011095014        |
| “ “ “                 | 0011095209        |
| “ “ “                 | 0011095210        |
| “ “ “                 | 0011094721        |
| “ “ “                 | 0011055207        |
| “ “ “                 | 0011094704        |
| “ “ “                 | 0077094724        |
| “ “ “                 | 0011094723        |

C. The Board of Education approved the participation of the following Sayreville Middle School student in the 2009-10 Middlesex County Arts Middle School Program. This student is an alternate and will be replacing a previously approved Middle School student who no longer attends. The participation and tuition/transportation fee for this student is \$750.

| <u>NAME</u> | <u>SUBJECT</u> | <u>GRADE</u> |
|-------------|----------------|--------------|
| Cora Yates  | Jazz Improv    | 8            |

D. The Board of Education approved Web-Based Training Governance II – School Finance for Maria Stratton at a cost of \$50.

E. The Board of Education approved the submittal of the NCLB FY09 Final Report to the NJDOE which reflects a \$199.60 refund as carry-over and an amendment to the FY10 application to expend those funds in the current year.

F. The Board of Education approved the submittal of the 2009-10 Application for Special Education Extraordinary Aid.

**PERSONNEL (NON-CERTIFIED)**

A. The Board of Education approved to honor the retirement of Sharon Hays, Bus Driver for the District, effective July 1, 2010.

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

C. The Board of Education approved to grant retroactively an extension to an unpaid medical leave of absence to Michelle Carinha, paraprofessional at the Samsel Upper Elementary School, from February 8 through February 19, 2010.

D. The Board of Education approved to grant an unpaid personal leave of absence to Suzanne Kelly, paraprofessional at the Truman Elementary School, until further notice.

E. The Board of Education approved the transfer of the following paraprofessionals:

1. Transfer Deborah Esposito from a 6.25 hour paraprofessional in an LLD Class at the Truman Elementary School to a 6.25 hour paraprofessional in the Project Before Class at the Samsel Upper Elementary School, on an as-needed basis, effective March 3, 2010. This transfer will not require any salary or level change.
2. Transfer Anne Adamcik from a 6.25 hour paraprofessional in the Eisenhower Elementary School to a 6.25 hour paraprofessional in the Resource Center at the Sayreville Middle School, on an as needed basis, effective March 3, 2010. This transfer will not require any salary or level change.

F. The Board of Education approved the employment of the following personnel for school year 2009-10 at the salaries and assignments indicated below (on an as needed basis – not to exceed 24 hours per week). Each employee will serve a ninety-day probationary period.

| <b>Name</b>   | <b>Location</b>   | <b>Assignment</b>                           | <b>2009-10 Salary</b> | <b>Effective Dates</b>    |
|---------------|-------------------|---|-----------------------|---------------------------|
| Meyers, Debra | Eisenhower School | Part-time<br>One to One<br>Paraprofessional | \$9 per hour          | 3/3/10<br>thru<br>6/30/10 |

\*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.

G. The Board of Education approved to honor the retirement of Lona Anderson, bus aide for the District, effective July 1, 2010.

**PERSONNEL (CERTIFIED)**

A. The Board of Education approved to rescind retroactively the action of the meeting of February 2, 2010 to employ Jenna Lawall as a Class IV, \$200 per day Mathematics Teacher, beginning February 16, 2010, at the Sayreville War Memorial High School.

B. The Board of Education approved to grant a pregnancy leave of absence to Alicia Berry, Grade 1 Teacher at the Eisenhower Elementary School, beginning April 13, 2010 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Berry requests 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:

| <b>Name</b>                      | <b>Location</b> | <b>Assignment</b>   | <b>2009-10 Salary</b>                       | <b>Effective Dates</b>    |
|----------------------------------|-----------------|---------------------|---|---------------------------|
| *Muench, Vincent<br>(B. Johnson) | SWMHS           | Mathematics Teacher | Prorated<br>\$4,300 monthly<br>(BA, Step 3) | 3/3/10<br>thru<br>6/30/10 |

| <b>Name</b>                      | <b>Location</b> | <b>Assignment</b>                                 | <b>2009-10 Salary</b> | <b>Effective Dates</b>     |
|----------------------------------|-----------------|---|-----------------------|----------------------------|
| *Caccio, Kristin<br>(T. Reinert) | Truman School   | Class IV Substitute<br>LLD Grade K – 1<br>Teacher | \$200 per day         | 4/12/10<br>thru<br>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.

| <b>Name</b>       | <b>Professional Day</b>  | <b>Date</b> | <b>Registration Fee</b> |
|-------------------|--|-------------|-------------------------|
| Robert Babst      | Learning Styles – Activities to Teach All Learners   | 3/5/10      | \$78.00                 |
| Meg Cardillo      | WINNERS! A Closer Look at the Year's Best 100 Books for Children, Gr. K-6                              | 4/29/10     | \$150.00                |
| Darci Carnevale   | Fastpitch Camps and Clinic: Coaches Clinic 2010  | 3/14/10     | \$65.00                 |
| Kelly Cibrian     | Improving the Behavior and School Success of Students with Special Needs in Preschool and Kindergarten | 4/1/10      | \$199.00<br>ARRA        |
| Kim Ciser         | Learning Styles – Activities to Reach All Learners   | 3/5/10      | \$78.00                 |
| Jackie Dobos      | Math Strategies for Improving NJASK Scores   | 3/31/10     | \$134.25<br>Title I     |
| Marybeth Drabik   | Real World Math: Credit, Coupons and Money Management  | 5/21/10     | \$78.00                 |
| Jeanna Duda       | NJ Schools of Character Award Ceremony and Conference  | 3/22/10     | \$75.00                 |
| Brittany Dusko    | National NSTA Conference   | 3/19/10     | \$150.00                |
| Richard Eberhardt | New Jersey Math Leadership Summit  | 3/10/10     | Free                    |
| Kulsum Farooqui   | Crisis and Stress in Our Society: How It Impacts Our Students  | 4/19/10     | \$125.00                |
| Libby Feldman     | NJBTEA Annual Spring Conference  | 5/12/10     | \$110.00                |
| Victoria Fisher   | Real World Math: Credit, Coupons and Money Management  | 5/21/10     | \$78.00                 |
| Amanda Galante    | Instructing Children with Cochlear Implants  | 3/12/10     | Free                    |
| Rachel Gelfand    | Philadelphia Autism and Asperger's Conference 2010   | 3/12/10     | \$95.00                 |
| Lauren Ginsiorsky | SmartBoard Across the Curriculum: A First Course   | 5/26/10     | \$78.00                 |
| Nicole Gross      | Practical Applications of the IDEA from the Perspective of the School Board Attorney                   | 4/7/10      | \$100.00                |
| Nicole Hohman     | Practical Applications of the IDEA from the Perspective of the School Board Attorney                   | 4/7/10      | \$100.00                |
| Jasmine Hoyer     | Practical Therapy Techniques for Persistent Articulation Errors  | 3/22/10     | \$150.00                |
| Amy Hudson        | Wagner College Women's Basketball Coach Mentor Session   | 3/22/10     | Free                    |
| Susan Jaysnovitch | NJBTEA Annual Spring Conference  | 5/12/10     | \$110.00                |
| Erica Kennedy     | Differentiating Instruction with Technology  | 4/30/10     | \$78.00                 |
| Erin Kilduff      | Philadelphia Autism and Asperger's Conference 2010   | 3/12/10     | \$95.00                 |
| Cecily Kong       | Body, Breath and Spirit in Your Social Work Practice   | 3/19/10     | \$90.00                 |

|                         |  |                |          |
|-------------------------|--|----------------|----------|
| Jarrett Lampkin         | A National Conference: Helping Mathematics Teachers Become Culturally Relevant Educators: New Tolls for A New Generation | 3/11 & 3/12/10 | Free     |
| Kim Langella            | NJ Schools of Character Award Ceremony and Conference  | 3/22/10        | \$75.00  |
| Andrea Latz             | Math Strategies for Improving NJASK Scores   | 3/31/10        | \$134.25 |
| Andrea Latz             | 2010 NJ Schools of Character Award Ceremony and Conference   | 3/22/10        | \$75.00  |
| Dawn Rae Lawrence-Force | Working with Lesbian, Gay and Questioning Youth  | 5/13/10        | \$112.50 |
| Dawn Rae Lawrence-Force | Responding to Disaster   | 6/4/10         | \$112.50 |
| Elgen Lewis             | Bully Prevention – The Basics of Cyber Bullying  | 3/18/10        | Free     |
| Elgen Lewis             | Respect in the Classroom   | 5/25/10        | \$120.00 |
| Stacey Maher            | Dealing with the Most Difficult Issues for School Leaders and Counselors Institute                                       | 3/12/10        | \$147.00 |
| Stacey Maher            | The Evolving Role of the Assistant Principal   | 3/18/10        | \$147.00 |
| Jennifer Mahieu         | Math Strategies for Improving NJASK Scores   | 3/31/10        | \$134.25 |
| Noreen Mahoney          | Body, Breath, and Spirit in Your Social Work Practice  | 3/19/10        | \$100.00 |
| Noreen Mahoney          | Violence Against Women in Diverse Populations  | 4/16/10        | \$100.00 |
| Laura Martorelli        | SmartBoard Across the Curriculum   | 3/18/10        | \$78.00  |
| Dena Mazur              | 101 Writing Mini-Lessons and Practical Strategies to Strengthen Your Students' Writing                                   | 4/20/10        | \$150.00 |
| Kerri Meagher           | Philadelphia Autism and Asperger's Conference 2010   | 3/12/10        | \$95.00  |
| Lori McDermott          | SmartBoard Across the Curriculum: A First Course   | 5/26/10        | \$78.00  |
| Gineen Morosco          | Educating the Creative Mind: Dev. Capacities for the Future  | 3/5/10         | \$30.00  |
| Gineen Morosco          | NJ Schools of Character Award Ceremony and Conference  | 3/22/10        | \$75.00  |
| Kathryn Moskal          | NJ Schools of Character Award Ceremony and Conference  | 3/22/10        | \$75.00  |
| Christina Namendorf     | TESOL: 2010 Spring Conference  | 5/18 & 5/19/10 | \$189.00 |
| Scott Nurnberger        | 19 <sup>th</sup> Annual NJ Association for Gifted Children Conference  | 3/5/10         | \$150.00 |
| Cristin O'Brien         | National Science Teachers Association National Conference 2010   | 3/18/10        | \$150.00 |
| Jennifer O'Keefe        | SmartBoard Across the Curriculum: A First Course   | 5/26/10        | \$78.00  |
| Jennifer O'Keefe        | Differentiating Instruction with Technology  | 4/30/10        | \$78.00  |
| Adina O'Neill           | Differentiating Instruction with Technology  | 4/30/10        | \$78.00  |

|                          |  |         |                  |
|--------------------------|--|---------|------------------|
| Adina O'Neill            | SmartBoard Across the Curriculum: a First Course   | 5/26/10 | \$78.00          |
| Nicholas Palermo         | NJ Schools of Character Award Ceremony and Conference  | 3/22/10 | \$75.00          |
| Dennis Pantiliano        | NJ School Buildings and Grounds Association Conference/Expo  | 3/29/10 | Free             |
| Lisa Payne               | NJ Schools of Character Award Ceremony and Conference  | 3/22/10 | \$75.00          |
| Robert Preston           | The Evolving Role of the Assistant Principal   | 3/18/10 | \$147.00         |
| Michael Provenza         | Crisis and Stress in Our Society – How It Impacts Our Students   | 4/19/10 | \$125.00         |
| Dominic Provenza         | Learning Styles – Activities to Teach All Learners   | 3/5/10  | \$78.00          |
| Donna Santiago           | Improving the Behavior and School Success of Students with Special Needs in Preschool and Kindergarten | 4/1/10  | \$199.00<br>ARRA |
| Michelle Scarpari        | Learning Styles: Activities to Reach All Learners  | 3/5/10  | \$78.00          |
| Meredith Scully          | 42 <sup>nd</sup> Annual Rutgers Reading and Writing Conference   | 4/16/10 | \$150.00         |
| Kelly Lynn Shortis       | NJ Schools of Character Award Ceremony and Conference  | 3/22/10 | \$75.00          |
| Linda Smith              | NJ Schools of Character Award Ceremony and Conference  | 3/22/10 | \$75.00          |
| Jacqueline Tutela Samara | Using Technology Projects to Strengthen Student Learning – Gr. 6-12                                    | 3/9/10  | \$150.00         |
| Margie Tibbitt           | Math Strategies for Improving NJASK Scores   | 3/31/10 | \$134.25         |
| Marie Elaine Valente     | Spring Symposium at Monmouth University  | 4/23/10 | \$95.00          |
| Colleen Yuhas            | Differentiating Instruction with Technology  | 4/30/10 | \$78.00          |
|                          |  |         |                  |
| Colleen Yuhas            | SmartBoard Across the Curriculum: A First Course   | 5/26/10 | \$78.00          |
| Lizbeth Victorero        | Using Technology Projects to Strengthen Student Learning – Gr. 6-12                                    | 3/9/10  | \$150.00         |

|               |                                  |         |      |
|---------------|----------------------------------|---------|------|
| Shawn Currie  | NJ Athletic Directors Convention | 3/16/10 | Free |
| George Najjar | NJ Athletic Directors Convention | 3/16/10 | Free |

E. The Board of Education approved the attendance of James Coleman and Tyneesah Stokes, science teachers at the Sayreville War Memorial High School, at the 2010 NSTA National Science Convention in Philadelphia, PA from March 18-21, 2010 as the guests of the DuPont Corporation. The sponsorship of DuPont includes: round-trip airfare, hotel accommodations and convention registration fees. Meals to be paid in accordance with OMB Guidelines and Board Policy.

F. The Board of Education approved the employment of the following personnel for the NJASK Grades 3, 4, 5, 6, 7 and 8 tutorial programs contingent upon enrollment. The contracted rate of pay is \$53.00 per hour/session. The programs for grades 3 and 4 will run from March 22 to May 6, 2010; the grade 5 programs will be scheduled from March 15 to April 29, 2010. Tutorial sessions for grade 6 will run from March 29 to April 29, 2010; Grade 7 and 8 tutorials sessions will begin on March 8 and end on April 21, 2010. The funds are provided through the local budget account # 13-422-100-101-99.

| Teacher                | School     | Subject   | Sessions | Cost per Session | Total Pay  |
|------------------------|------------|-----------|----------|------------------|------------|
| Amanda Galante         | Arleth     | Math      | 6        | \$53.00          | \$318.00   |
| Meghan Grove           | Arleth     | LAL/Math  | 6        | \$53.00          | \$318.00   |
| Sandra Suominen        | Arleth     | LAL       | 24       | \$53.00          | \$1,272.00 |
| Mona Fakhoury          | Eisenhower | LAL       | 24       | \$53.00          | \$1,272.00 |
| Christine Guido-Moccia | Eisenhower | LAL/Math  | 12       | \$53.00          | \$636.00   |
| Lisa Haines            | Truman     | LAL/Math  | 12       | \$53.00          | \$636.00   |
| Vitoria Haney          | Truman     | LAL/Math  | 12       | \$53.00          | \$636.00   |
| Lisa Haines            | Truman     | LAL/ Math | 12       | \$53.00          | \$636.00   |
| Karen Bryan            | Wilson     | LAL       | 6        | \$53.00          | \$318.00   |
| Carrie Gammoh          | Wilson     | Math      | 6        | \$53.00          | \$318.00   |
| Christine Lawlor       | Wilson     | LAL       | 6        | \$53.00          | \$318.00   |
| Kerry Lawson           | Wilson     | LAL/Math  | 6        | \$53.00          | \$318.00   |
| Amy Stueber            | Wilson     | Math      | 6        | \$53.00          | \$318.00   |
| Daniel Toye            | Wilson     | LAL/Math  | 6        | \$53.00          | \$318.00   |
| Erin Brown             | SUES       | Math      | 24       | \$53.00          | \$1,272.00 |
| Leah Craig             | SUES       | Math      | 24       | \$53.00          | \$1,272.00 |
| Dara Nalven            | SUES       | LAL       | 24       | \$53.00          | \$1,272.00 |
| Donna MacDonald        | SUES       | LAL       | 24       | \$53.00          | \$1,272.00 |
| Nina Obryk             | SUES       | LAL       | 24       | \$53.00          | \$1,272.00 |
| Peter, Salek-Nejad     | SUES       | Math      | 12       | \$53.00          | \$636.00   |
| Kelly Lynn Shortis     | SUES       | LAL       | 24       | \$53.00          | \$1,272.00 |
| Kathleen Stricker      | SUES       | Math      | 12       | \$53.00          | \$636.00   |
| Robert Babst           | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |
| Melissa Ciampa         | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |
| Keith Dubil            | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |
| Vicky Fisher           | MS         | LAL/Math  | 12       | \$53.00          | \$636.00   |
| Lauren Ginsiorsky      | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |
| Elizabeth Haag         | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |
| Kathy James            | MS         | LAL/Math  | 12       | \$53.00          | \$636.00   |
| Kim Jaremczak Mueller  | MS         | LAL/Math  | 6        | \$53.00          | \$318.00   |
| Lori McDermott         | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |
| Joe O'Donnell          | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |
| Dan Poulsen            | MS         | LAL/Math  | 6        | \$53.00          | \$318.00   |
| Jason Price            | MS         | LAL/Math  | 12       | \$53.00          | \$636.00   |
| Allison Ratcliffe      | MS         | LAL/Math  | 6        | \$53.00          | \$318.00   |
| Jamie Redmond          | MS         | LAL/Math  | 18       | \$53.00          | \$954.00   |

|                 |    |          |    |         |          |
|-----------------|----|----------|----|---------|----------|
| Ken Ridge       | MS | LAL/Math | 18 | \$53.00 | \$954.00 |
| Claire Simperts | MS | LAL/Math | 12 | \$53.00 | \$636.00 |
| Eileen Truchan  | MS | LAL/Math | 6  | \$53.00 | \$318.00 |
| David Vogel     | MS | LAL/Math | 18 | \$53.00 | \$954.00 |

SUBSTITUTES (As needed)

Gineen Morosco - SUES  
Melissa Brown - SUES

\*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.

G. The Board of Education approved to amend a previously approved pregnancy leave of absence start date for Tara Currie, Science Teacher at the Sayreville Middle School from March 15, 2010 to March 5, 2010.

H. The Board of Education approved to honor the retirement of Karen Toth, Grade 1 Teacher at the Truman Elementary School, effective July 1, 2010.

It must be noted that Mrs. Batko voted “no” to the following agenda item.

I. The Board of Education approved to grant a medical leave of absence to Michael Leonardo, Vice Principal at the Sayreville War Memorial High School, beginning February 19, 2010 and terminating when medically cleared. Mr. Leonardo also requests the differential between his pay and that of a substitute.

J. The Board of Education approved the following personnel to the teacher substitute list for school year 2009-10 and 2010-11. All applicants are certified for substituting.

\*Caccio, Kristin

\*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 first reading of the following policies:

### SAYREVILLE BOARD OF EDUCATION

FILE CODE: 3327

  X   Monitored

       Mandated

  X   Other Reasons

### Policy

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#### RELATIONS WITH VENDORS

The Board of Education wishes to maintain good working relations with vendors who supply materials and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

In the schools, vendors shall be seen by appointment only. Vendors who call upon a school shall be governed by Policy 1250. Teachers or supervisors of instruction who have invited vendors to call should notify the principal's office in advance so that proper courtesies may be extended.

No agents, canvassers, or vendors shall have access to teachers during their classes. No business concern which solicits or gains business through the school system shall use school facilities for this purpose.

#### Nondiscrimination

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind of district pupils or employees by their representatives is prohibited.

#### Honest and Ethical Relations with Vendors; Pay to Play Restrictions

The district shall maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices. The school board will not vote upon or award a contract in the amount of \$17,500 or greater to any business entity which has made a reportable contribution to a member of the district Board of Education during the previous one-year period. Such contributions, to any member of the school board, from any entity doing business with the district are prohibited during the term of the contract, including contributions by a vendor's spouse or child, or contributions by any person having an interest in the business entity. Disclosure of contributions shall be made when contracts are required by law to be publicly bid. However, these limitations do not apply when a district emergency requires the immediate delivery of goods or services.

#### Strategies to Avoid Excessive Professional Services Expenditures

The Board will seek to avoid excessive professional services expenditures, such as by:

- A. Establishing a maximum dollar limit, for budgetary purposes,
- B. Following state legal requirements and procedures to obtain the highest quality services at a fair and competitive price or through a shared service arrangement. This may include issuance of such contracts through a request for proposals (RFP) based on cost and other specified factors

or other comparable process such as the use of the “fair and open process” as defined in N.J.S.A. 19:44A-20.7; and

- C. Limiting professional services contracts to non-recurring or specialized work for which the district does not possess adequate in-house resources or expertise.

Prudent Use of Legal Services

To ensure the prudent and cost-effective use of legal services, the district will limit and designate the persons with the authority to request services or advice from contracted legal counsel. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies. Requests for legal advice shall be made in writing. Contact logs and records shall be kept and reviewed to determine that the requests for legal advice are necessary. Advance payments for legal services are prohibited. Services shall be described in detail and invoices for payment shall be itemized. Payment shall only be for services actually provided.

The Superintendent shall develop procedures to ensure the prudent use of legal services and the tracking of the use of those services by the district personnel.

If at any time the district’s legal costs exceed 130 percent of the Statewide average per pupil amount, the procedures set forth in N.J.S.A. 6A:23A-5.2(a)3 will be implemented, unless evidence can be provided that such procedures would not result in a reduction of cost.

Adopted: 8/25/05  
NJSBA Review/Update:  
Readopted: 3/2/10

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

|                                 |                                     |  |
|---------------------------------|-------------------------------------|--|
| <b><u>Legal References:</u></b> | <u>N.J.S.A. 10:5-1 et seq.</u>      | Law Against Discrimination   |
|                                 | <u>See particularly:</u>            |  |
|                                 | <u>N.J.S.A. 10:5-31 through -35</u> |  |
|                                 | <u>N.J.S.A. 18A:6-8</u>             | Interest of school officers, etc., in sale of textbooks or supplies, royalties |
|                                 | <u>N.J.S.A. 18A:11-1</u>            | General mandatory powers and duties  |
|                                 | <u>N.J.S.A. 18A:12-2</u>            | Inconsistent interests or office prohibited                                    |
|                                 | <u>N.J.S.A. 18A:12-21 et seq.</u>   | School Ethics Act  |
|                                 | <u>N.J.S.A. 18A:18A-1 et seq.</u>   | Public Schools Contracts Law   |
|                                 | <u>N.J.S.A. 18A:54-20</u>           | Powers of board (county vocational schools)                                    |
|                                 | <u>N.J.S.A. 52:32-44</u>            | Business registration for providers of goods and services                      |
|                                 | <u>N.J.A.C. 6A:7-1.8</u>            | Equality in employment and contract practices                                  |
|                                 | <u>N.J.A.C. 6A:28-1.1 et seq.</u>   | School Ethics Commission   |
|                                 | <u>N.J.A.C. 6A:23A-6.3</u>          | Accountability regulations   |
|                                 | <u>N.J.A.C. 6A:32-14.1</u>          | Review of mandated programs and services                                       |

Comprehensive Equity Plan, New Jersey State Department of Education

**Possible**

|                                 |       |                             |
|---------------------------------|-------|-----------------------------|
| <b><u>Cross References:</u></b> | *1250 | Visitors                    |
|                                 | 1313  | Gifts to district employees |
|                                 | *1330 | Use of school facilities    |

- \*2224 Nondiscrimination/affirmative action
- \*3320 Purchasing procedures
- \*4119.21 Conflict of interest
- \*4219.21 Conflict of interest
- \*9270 Conflict of interest

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



**SAYREVILLE BOARD OF EDUCATION**

**FILE CODE: 5113**

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

**Policy**

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ATTENDANCE, ABSENCES, AND EXCUSES  
 —STUDENT ATTENDANCE—

The Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Core Curriculum Content Standards. The Superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

Definitions

- A. "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.
  - 1. A student will be considered to have attended if he or she has been present at least four hours during the school day.
  - 2. A kindergarten student will be considered to have attended school if he or she has been present at least two and one half hours during the kindergarten session to which the student is assigned.
  - 3. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- B. "Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:

1. The student's illness;
2. Requirements of a student's individual health care plan;
3. A death or critical illness in the student's immediate family, or others with permission of principal;
4. Quarantine;
5. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
6. The student's suspension from school;
7. Requirements of the student's Individualized Education Program (IEP);
8. Alternate short or long term accommodations for students with disabilities;
9. The student's required attendance in court;
10. Interviews with an admissions officer of an educational institution;
11. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
12. Such good cause as may be acceptable to the principal.

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

C. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed in paragraph "Excused Absences" above. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):

1. Family travel;
2. Performance of household or babysitting duties; and
3. Other daytime activities unrelated to the school program.

D. "Truancy" is a student's absence from all or a part of the school day without the knowledge of the student's parent. A student between the ages of six and sixteen will also be considered truant if he or she:

1. Has accumulated unexcused absences of 10 or more;
2. Leaves school without permission when school is still in session;
3. Leaves class because of illness and does not report to the school nurse as directed; or
4. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

#### Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and Regulation 5131, the Code of Student Conduct. Consequences for accumulated occurrences of tardiness may include administrative detention, in-school suspension (ISS), Saturday detention loss of credit and an unexcused school day absence.

#### Attendance

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
- B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day

A pupil must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of the attendance Appeal Committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the Attendance Appeal Committee shall consider the nature and causes of all absences rather than only those in excess of the 162 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence. The Superintendent shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the state board;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the state board at N.J.A.C. 6A:16-1.1 et seq., including pupils serving in- or out-of-school suspensions, or excluded for health and cleanliness reasons;

#### Unexcused Absences

When a student fails to report to class or school the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

#### Persistent Absences

If a pattern of unexcused absences arises consisting of up to three absences in one semester the district shall schedule a meeting with the parents/guardians. The purpose of this meeting shall be to develop an action plan to assist the student to return to school and maintain regular attendance. The action plan shall be developed in coordination with the parent/guardian and may include the classroom teacher, school nurse, guidance counselor, principal or other relevant staff.

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence.
- C. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence
- D. The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, guidance counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

1. Referral or consultation with the building's Intervention and Referral Services team;
2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
3. The consideration of an alternate educational placement;
4. Referral to a community-based social and health provider agency or other community resource;
5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

#### Discipline

All discipline regarding the attendance of students shall be consistent with the Board Policy 5131 Conduct and Discipline and the Code of Student Conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein and in Board Policy 5113 Absences and Excuses.
- B. Students may be denied participation in athletic competition, if their attendance fails to meet the standards set forth here in.

- C. Loss of partial or total course credit;
- D. Detention or suspension.

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in Board Policy 5145.6 Student Grievance Procedure and the school's Attendance Appeal procedures.

#### Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

- A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- B. Make a reasonable attempt to notify the student's parents of the mandatory referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

#### Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- A. Individualized Education Program (IEP);
- B. Procedural protections set forth in N.J.A.C. 6A:14;
- C. Alternate short or long term accommodations for students with disabilities as required by law;
- D. Requirements of a student's individual health care plan.

#### District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending district responsible for the student. Following five or more cumulative unexcused absences school officials shall proceed in accordance with the sending district's board attendance policy and procedure.

#### Truancy

~~The board will report to appropriate authorities infractions of the law regarding the attendance of pupils below the age of 16. Repeated infractions by enrolled pupils over the age of 16 may result in the suspension or expulsion of the pupil.~~

~~It shall be the policy of the board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered each pupil who is habitually and repeatedly absent from his/her assigned program and to consult with the child study team for its recommendations.]~~

#### Excused Absences

The board considers the following as cause for excused absence:

- ~~A. Disabling illness~~
- ~~B. Recovery from accident~~
- ~~C. Required court attendance~~
- ~~D. Death in the family~~
- ~~E. Religious observance--In accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.~~
- ~~F. Such good cause as may be acceptable to the principal~~

~~Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.]~~

#### Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

#### Late Arrival and Early Dismissal

The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Requirements of a student's individual health care plan;
- C. Requirements of the student's Individual Education Program (IEP);
- D. Alternate short or long term accommodations for students with disabilities;
- E. Medical disability;

- F. Motor vehicle driver's test;
- G. Interview for college entrance or employment;
- H. Family emergency;
- I. Court appearance;
- J. Such good cause as may be acceptable to the administration.

No pupil in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf. In either case, the individual must present a valid form of identification before the pupil is released to him/her.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

#### Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's custodian or guardian. ~~If one parent/guardian has been awarded custody of the student in a divorce settlement, the other parent/guardian shall present to the principal a letter authorizing him/her to accompany the child from school before the child may be released to him/her.~~ The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

#### Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them.
- B. If no telephone contact can be made, the attendance officer shall investigate.
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities.
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

#### Marking Missing Child's School Record

Whenever the Superintendent receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the Superintendent shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see Policy 5125 Pupil Records). After the Superintendent has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit and the Sayreville Police Department.

#### Regulations

The Superintendent shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the state board;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the state board, including pupils serving in- or out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
- H. Recognize exemplary attendance.

Dissemination and Implementation

The Superintendent shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/Guardians and students shall be notified annually of the attendance policy.

The Superintendent shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review the attendance policy on a regular basis.

Adopted: 8/23/05  
 NJSBA Review/Update:  
 Readopted: 3/2/10

Key Words

Pupil Attendance, Attendance, Absences and Excuses, Student Attendance

|                          |                                       |   |
|--------------------------|---------------------------------------|---|
| <b>Legal References:</b> | <u>N.J.S.A.</u> 18A:11-1              | General mandatory powers and duties                         |
|                          | <u>N.J.S.A.</u> 18A:35-4.9            | Pupil promotion and remediation; policies and procedures    |
|                          | <u>N.J.S.A.</u> 18A:36-14, -15, -16   | Religious holidays; absence of pupils on; effect ...        |
|                          | <u>N.J.S.A.</u> 18A:36-19a            | Newly enrolled students; records and identification         |
|                          | <u>N.J.S.A.</u> 18A:36-24 through -26 | Missing children; legislative findings and declarations ... |
|                          | <u>N.J.S.A.</u> 18A:38-25             | Attendance required of children between six                 |

|  |  |
|--|--|
| <u>N.J.S.A.</u> 18A:38-26                    | and 16; exceptions<br>Days when attendance required;<br>exceptions             |
| <u>N.J.S.A.</u> 18A:38-27                    | Truancy and juvenile delinquency<br>defined                                    |
| <u>N.J.S.A.</u> 18A:38-31                    | Violations of article by parents or guardians;<br>penalties                    |
| <u>N.J.S.A.</u> 18A:38-32                    | District and county vocational school<br>attendance officers                   |
| <u>N.J.S.A.</u> 18A:40-7                     | Exclusion of pupils who are ill  |
| <u>N.J.S.A.</u> 18A:40-8                     | Exclusion of pupils whose presence is<br>detrimental to health and cleanliness |
| <u>N.J.S.A.</u> 18A:40-9                     | Failure of parent to remove cause for<br>exclusion; penalty                    |
| <u>N.J.S.A.</u> 18A:40-10                    | Exclusion of teachers and pupils exposed to<br>disease                         |
| <u>N.J.S.A.</u> 18A:40-11                    | Exclusion of pupils having communicable<br>tuberculosis                        |
| <u>N.J.S.A.</u> 18A:40-12                    | Closing schools during epidemic  |
| <u>N.J.S.A.</u> 18A:54-20                    | Powers of board (county vocational<br>schools)                                 |
| <u>N.J.S.A.</u> 52:17B-9.8a<br>through -9.8c | Marking of missing child's school record                                       |
| <u>N.J.A.C.</u> 6A:8-5.1                     | Graduation requirements  |
| <u>N.J.A.C.</u> 6A:16-1 <u>et seq.</u>       | Programs to support student<br>development.                                    |
| <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>     | Evaluation of the Performance of School<br>Districts                           |
| <u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>     | Student Attendance and Accounting  |
| <u>N.J.A.C.</u> 6A:32-8.3                    | Student attendance   |

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey  
Department of Education

**Possible**

**Cross References:**

|         |  |
|---------|--|
| *5020   | Role of parents/guardians                    |
| *5111   | Admission                                    |
| *5114   | Suspension and expulsion                     |
| *5124   | Reporting to parents/guardians               |
| *5125   | Pupil records                                |
| *5141.2 | Illness                                      |
| *5141.4 | Child abuse and neglect                      |
| *5142   | Pupil safety                                 |
| *6146   | Graduation requirements                      |
| *6146.2 | Promotion/retention                          |
| *6147   | Standards of proficiency                     |
| *6147.1 | Evaluation of individual student performance |
| *6154   | Homework/makeup work                         |
| *6171.4 | Special education                            |

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

Mrs. Stratton asked how is the district going to encourage good attendance. Ms. Sutherland replied through the Code of Conduct



**SAYREVILLE BOARD OF EDUCATION**

**FILE CODE: 6114**

       **Monitored**

  X   **Mandated**

  X   **Other Reasons**

**Policy**

EMERGENCIES AND DISASTER PREPAREDNESS

The Superintendent shall direct the development of plans, procedures and mechanisms for responding to emergencies and crises in the schools that threaten human life and property. He/she shall consult with law enforcement agencies, health and social services agencies and emergency management planners in developing these plans and shall ensure that they provide for the protection of the health, safety and welfare of the school population as well as supportive services for staff, students and their families.

Plans and procedures shall include these elements:

- A. Cooperation with local government agencies in developing and carrying out a school/community disaster plan that includes procedures for building lockdowns when necessary;
- B. Mechanisms for the orderly evacuation of buildings in case of fire or other emergencies;
- C. Means to provide as much protection as possible for children at school and on their way to and from school;
- D. Training in individual self-protection and survival techniques for pupils and staff;
- E. Communicating specific instructions to pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The Superintendent shall develop and provide an inservice training program for school staff to enable them to recognize and appropriately respond to crises, consistent with the district's plans, procedures and mechanisms for managing crises. The inservice program shall be reviewed and updated annually.

Fire Drills and Homeland Security Drills

Fire drills shall be held at least once ~~twice~~ each month for all pupils. Beginning November 2010 There shall also be at least one homeland security drill per month . The chief school administrator may order a modification of the fire drills, so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

A written statement of procedures and instructions for fire drills and homeland security drills shall be formulated by the Superintendent and disseminated to all staff.

Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school. The homeland security drill will be an exercise to respond to an emergency situation such as a non-fire evacuation, lockdown, bomb threat or active shooter situation that is similar in duration to a fire drill.

Emergency Closings; Delayed Openings

The Superintendent is authorized by the Board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

Bomb Scares

The buildings shall be evacuated as for a fire drill. Staff shall follow the procedures established by the chief school administrator to deal with such emergencies.

Adopted: 8/25/05  
NJSBA Review/Update:  
Readopted: 3/2/10

Key Words

Emergencies and Disaster Preparedness, Civil Defense, Disasters, Fire Drills, Bomb Threats

|                          |  |   |
|--------------------------|--|---|
| <b>Legal References:</b> | <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:40-12                | Closing schools during epidemic                                 |
|                          | <u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>  | Fire drills and fire protection                                 |
|                          | <u>N.J.S.A.</u> 18A:54-20                | Powers of board (county vocational schools)                     |
|                          | <u>N.J.A.C.</u> 6A:16-1.4(a)14           | District policies and procedures                                |
|                          | <u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u> | School safety and security                                      |
|                          | <u>N.J.A.C.</u> 6A:16-6.3                | Reporting students or staff members to law enforcement agencies |
|                          | <u>N.J.A.C.</u> 6A:26-12.2               | Policies and procedures for school facility operation           |
|                          | <u>N.J.A.C.</u> 8:57-1.7                 | Reporting of diseases occurring in schools                      |

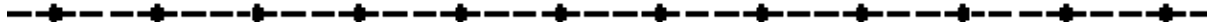
A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

**Possible**

|                          |              |  |
|--------------------------|--------------|--|
| <b>Cross References:</b> | *1410        | Local units  |
|                          | *2210        | Administrative leeway in absence of board policy               |
|                          | *3541.33     | Transportation safety  |
|                          | *4131/4131.1 | Staff development; inservice education/visitations/conferences |
|                          | *4231/4231.1 | Staff development; inservice                                   |

|        |                                   |
|--------|-----------------------------------|
|        | education/visitations/conferences |
| 5141.6 | Crisis intervention               |
| *6111  | School calendar                   |
| *6112  | School day                        |

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



**SAYREVILLE BOARD OF EDUCATION**  
Sayreville, New Jersey

**FILE CODE: 6142.13**

**Monitored**

**Mandated**

**Other Reasons**

**Policy**

HIV PREVENTION EDUCATION

The Board of Education believes HIV education should be integrated into the comprehensive health education curriculum, but may also be applied to other curricular areas.

The district HIV education program must address, at a minimum, the nature, transmission, prevention and effects of the disease. The program shall be provided through a coordinated sequential elementary and secondary curriculum, taking into consideration the age, growth, development and maturity of the pupils and the subject matter of the course. Development of the program should take into account the instructional needs of all pupils in the district.

The Superintendent shall ensure that the information presented as a part of the HIV prevention education program is articulated in such a way that transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Superintendent shall be responsible for the preparation and development of an HIV prevention education program, with active consultation and participation of an advisory committee consisting of teachers, administrators, parents/guardians, pupils (as appropriate), physicians, members of social and health service agencies, members of the clergy and representative members of the community. The Board shall appoint the members of the committee upon the recommendation of the Superintendent. The advisory committee shall be responsible for reviewing the instructional program and all materials to be used and, through the Superintendent, of recommending same for Board adoption.

The Superintendent shall ensure that all staff involved in teaching the HIV prevention education program are properly certified for the subject area in which they are teaching and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided.

Upon request, the HIV education curriculum will be made available to parents/guardians for their review. The Superintendent will establish procedures whereby pupils whose parents/guardians presents to the building principal a signed statement that a designated part of the instruction is in conflict with his/her conscience, morals or religious beliefs will be excused from that part of the curriculum. An alternative educational opportunity shall be provided during the time a pupil is excused from part or the entire program. The alternative educational opportunity will include topics that are not conflict with the parents/guardians beliefs but fall within the same subject area (i.e. comprehensive health education) as the program from which the pupil is excused. There shall be no loss of class credit or credit toward graduation from such an exemption.

The Superintendent shall establish a process for evaluating and updating the HIV prevention education program to incorporate new information. Any such revisions shall be implemented after consultation with and review by an advisory committee as described above. The Board of Education, upon the recommendation of the Superintendent, shall determine the content, sequence, and materials of the HIV prevention education program.

\*An advisory committee is an effective means used by districts when the law specifies that curriculum be developed through appropriate consultation and participation of groups and individuals.

The Board of Education alone, upon the recommendation of the Superintendent, shall determine the content, sequence, and materials of the HIV prevention education program. The Board shall ensure compliance with all requirements of state and federal law concerning the content of the curriculum and distribution of materials.

Adopted: 8/23/05

NJSBA Review/Update:

Readopted: 3/2/10

Key Words

AIDS, HIV Prevention Education

**Legal References:** N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of

study

N.J.S.A. 18A:35-4.7

Parents statement of conflict with conscience

N.J.S.A. 18A:35-4.19

“AIDS Prevention Act of 1999”

through-4.22

N.J.S.A. 26:5c-1 et seq.

Acquired Immune Deficiency Syndrome

N.J.A.C. 6A:8-3.1(d)

Curriculum and instruction

N.J.A.C. 6A:16-2.1(a)7

Health services policy and procedural requirements

N.J.A.C. 8:61-1.1 et seq.

Participation and Attendance at School by Individuals with HIV Infection

N.J.A.C. 12:100-4.2

Safety and Health Standards for Public Employees (Adoption by reference)

29 CFR 19910.1030 - Bloodborne Pathogen Standard

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

S. T. v. Board of Education of the City of Millville, 1986 S.L.D. (December 24), aff'd St. Bd.

**Possible**

**Cross References:**

\*1220

Ad hoc advisory committees

\*4131/4131.1

Staff development; inservice education/visitations/conferences

\*5124

Reporting to parents/guardians

\*5131.6

Drugs, alcohol, tobacco (substance abuse)

\*5141

Health

\*5141.2

Illness

\*5145.4

Equal educational opportunity

\*6122

Articulation

\*6140

Curriculum adoption

\*6141

Curriculum design/development

|         |  |
|---------|--|
| *6142   | Subject fields                               |
| *6142.1 | Family life education                        |
| *6142.4 | Physical education and health                |
| *6144   | Controversial issues                         |
| *6146   | Graduation requirements                      |
| *6161.2 | Complaints regarding instructional materials |
| *6300   | Evaluation of the instructional program      |

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

## **CURRICULUM**

A. The Board of Education approved the following resolution:

WHEREAS, art education contributes powerful educational benefits to all elementary, middle and secondary students including the following:

art education develops students' creative problem-solving and critical thinking abilities;

art education teaches sensitivity to beauty, order and other expressive qualities;

art education gives students a deeper understanding of multi-cultural values and beliefs;

art education reinforces and brings to life what students learn in other subjects; and

art education interrelates student learning in art production, art history, art criticism and aesthetics, and;

WHEREAS, our national leaders have acknowledged the necessity of including arts experiences in all students' education,

AND WHEREAS, MARCH is officially recognized as YOUTH ART MONTH, Sayreville Public Schools endorse the observance of Youth Art Month and encourage the support of quality school art programs for children in Sayreville Public Schools;

NOW, THEREFORE, The Sayreville Public Schools hereby endorses March 2010 as YOUTH ART MONTH.

B. The Board of Education approved the first reading of the 2010-2011 School Calendar as follows:

Sayreville Public Schools  
P.O. Box 997  
Sayreville, NJ 08872

School Calendar 2010-2011

|           |       |           |   | Days |
|-----------|-------|-----------|---|------|
| September | 1     | Wednesday | Pre K-12 All Staff Report- Schools Closed                                 |      |
|           | 2     | Thursday  | Pre K-12 Staff Workshops- Schools Closed                                  |      |
|           | 3-6   | Fri.-Mon. | Labor Day Weekend   |      |
|           | 7     | Tuesday   | All Students Report   |      |
|           | 9     | Thursday  | Rosh Hashanah – No School   |      |
|           | 24    | Friday    | Early Dismissal Schedule for all district students and teachers           | 17   |
| October   | 11    | Monday    | Columbus Day – Staff Development Day for Staff and No School for Students | 20   |
| November  | 4     | Thursday  | N.J.E.A. Convention – Schools Closed                                      |      |
|           | 5     | Friday    | N.J.E.A. Convention – Schools Closed                                      |      |
|           | 11    | Thursday  | Veterans Day –Schools Closed  |      |
|           | 24    | Wednesday | Early Dismissal   |      |
|           | 25    | Thursday  | Thanksgiving – Schools Closed   |      |
|           | 26    | Friday    | Thanksgiving – Schools Closed   | 17   |
| December  | 23    | Thursday  | Early Dismissal   |      |
|           | 24-31 |           | Winter Recess – Schools Closed  | 17   |
| January   | 3     | Monday    | Schools Reopen  |      |
|           | 10    | Monday    | Early Dismissal – *PLC Meeting  |      |
|           | 17    | Monday    | Martin Luther King – Schools Closed                                       | 20   |
| February  | 21    | Monday    | Presidents Day – Schools Closed   | 19   |
| March     | 14    | Monday    | Early Dismissal – *PLC Meeting  | 23   |
| April     | 22-29 |           | Spring Recess – Schools Closed  | 15   |
| May       | 2     | Monday    | Schools Reopen  |      |
|           | 16    | Monday    | Early Dismissal – *PLC Meeting  |      |
|           | 30    | Monday    | Memorial Day – Schools Closed   | 21   |
| June      | 17    | Friday    | Last Day for Students   |      |
| June      | 20    | Monday    | Last Day for Staff  | 13   |
|           |       |           | Total Pupil Days  | 182  |
|           |       |           | Total Teacher Days  | 186  |

The above calendar does not allow for snow days. If schools are closed for three or more days for any reason, then some of the days may be made up on January 17, February 21, April 25, 26, 27, 28, 29, 2011.

In the event that the State Legislature and the Governor mandate State Holidays which are not listed on the above calendar, these days would be celebrated and added to the make-up days.

In the event that any of the above dates are not mandated by the State Legislature, Governor or State Department of Education, then school could be open and all employees shall be expected to report for work.

## CO-CURRICULUM

A. The Board of Education approved the Red Cross Club to sponsor a Blood Drive at the Sayreville War Memorial High School in the Auxiliary Gym on Monday, March 22, 2010 from 7:30 AM to 3:00 PM.

B. The Board of Education approved a Family Math & Reading Night at the Wilson Elementary School on Thursday, March 4, 2010 from 6:00 PM to 9:00 PM in the auditorium.

C. The Board of Education approved a change in the Truman School PTO Family Movie Night from Friday, March 12, 2010 to Friday, March 19, 2010 from 6:00 PM to 9:30 PM in the all-purpose room. The Board is also approved Friday, April 16, 2010 as a rescheduled date in case of inclement weather.

D. The Board of Education approved the participation of eighteen (18) students, one advisor and one chaperone from Sayreville War Memorial High School at the State Leadership Conference at the Raritan Convention Center on March 11<sup>th</sup> and 12<sup>th</sup>, 2010.

|   |          |
|---|----------|
| Two single rooms for adviser and teacher chaperone<br>@ \$185.00 each | \$370.00 |
|---|----------|

This is an all inclusive price through MET EVENT GROUP which includes all meals and transportation from the hotel to the Raritan Convention Center on March 11 and 12, 2010 while at the conference. (Covered by Perkins Grant Funds)

|  |            |
|--|------------|
| Student/Adviser registration fees (18 @ \$90 per person) | \$1,620.00 |
|--|------------|

(Covered by Perkins Grant Funds)

School bus transportation to and from the conference—unknown until request is received and researched by transportation. (Covered through Perkins Grant Funds).

Students pay for their own rooms which include their transportation to and from the hotel and convention center during the two days of competitions; therefore, there is no cost to the Board for the students except for the school bus transportation to the conference on March 11<sup>th</sup> and pickup on March 12<sup>th</sup> and the cost of registration fees which is covered by Perkins Grant Funds as indicated.

E. The Board of Education approved Michael McGee to provide athletic transportation during the athletic season for school year 2009-10. This coach will be transporting students in his own vehicle according to Board of Education Policy R3541.31.

F. The Board of Education approved the ticket price to the Community Theatre in Morristown for approximately 28 Grade 5 students and 7 chaperones for a performance on March 17, 2010. This trip is to support the Social Studies Curriculum and is not to exceed \$250.

G. The Board of Education approved the ticket price to the Union County Performing Arts Center in Rahway for approximately 28 Grade 5 students and 7 chaperones for a performance on May 26, 2010. This trip is to support the Social Studies Curriculum and is not to exceed \$250.

H. The Board of Education approved the Sayreville War Memorial High School to hold "Faculty Wars" on Monday, March 8, 2010 from 7:00 PM to 10:00 PM in the high school gym as a fundraising event for the Freshman Class.

I. The Board of Education approved the participation of the wrestling state qualifiers and the coaching staff at the NJSIAA Wrestling Event from Friday, March 5, 2010 through Sunday, March 7, 2010 in Atlantic City. The Board is requested to cover the cost of transportation, food and lodging.

J. The Board of Education approved the participation of the swimming state qualifiers and the coaching staff at the NJSIAA Swimming Individual Championship from Friday, March 5, 2010 through Sunday, March 7, 2010 at Gloucester County Institute of Technology in Sewell, NJ. The Board is requested to cover the cost of transportation, food and lodging.

## **SUPPORT SERVICES**

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

Contractor: Unlimited Autos, Inc.  
Rte/School: Q/ARC – ARC Respite Program  
Cost: \$11,165.45  
\*Decrease: \$8,348.00  
Final Adjusted Cost: \$2,817.45

\*Student no longer attending.

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

1. On Thursday, March 11, 2010, fourteen students from the Sayreville High School FBLA and two teachers to the Sheraton Edison Hotel Raritan Center to attend the 50<sup>th</sup> FBLA State Leadership Conference. Students and staff will return to Sayreville High School on Friday, March 12, 2010. One bus will be contracted from \*Wehrle Bus Service at a cost of \$274.00 to be paid by Perkins Grant.

\*Other quotes: Unlimited Autos - \$294.00; Raphael - \$371.00.

2. On Saturday, March 13, 2010, twelve members of the Sayreville High School Odyssey of the Mind team and one teacher to Cross Roads Middle School in South Brunswick to participate in the Liberty Regional Tournament. One Board bus will be shared with the Middle School Odyssey of the Mind team and was previously approved.
3. On Friday, March 19, 2010, thirty-eight members of the Sayreville High School Co-op Club and one teacher to Berkeley College in Rahway to attend a workshop. One bus will be contracted from \*Wehrle Bus Service at a cost of \$199.00 to be paid by Perkins Grant.

\*Other quotes: Browntown - \$249.50; Raphael - \$260.00; Unlimited - \$327.00.

4. On Wednesday, March 24, 2010, nine students from the Sayreville Middle School, three teachers, and five paraprofessionals to Fun Time America in Cliffwood to take part in a special science program. One Board bus will be utilized at a cost of \$134.60 (salary \$128.00 – fuel \$6.60) to be paid by the Board of Education. Alternate date: Thursday, March 25, 2010.
5. On Thursday, March 25, 2010, twenty-one students from the Sayreville Upper Elementary School, three teachers, and three paraprofessionals to Sayreville Public Library to learn about the different resources offered. One additional stop will be made at Frank's Pizza to learn how to order, pay, and make change. One Board bus will be utilized at a cost of \$103.78 (salary \$102.40 – fuel \$1.38) to be paid by the Board of Education. Alternate date: Friday, March 26, 2010.
6. On Saturday, March 27, 2010, twenty members of the Sayreville High School Platinum Soundz Step Squad, one teacher, and one chaperone to Woodbridge High School to compete in state finals. One Board bus will be utilized in a four-way at a cost of \$153.23 (salary \$143.00 – fuel \$10.23) to be paid by the Board of Education.
7. On Tuesday, March 30, 2010, fifty members of the Sayreville Middle School Student Council and four teachers to the Samsel Upper Elementary School to work with preschool children completing spring activities. One Board bus will be utilized in a four-way move at a cost of \$61.80 (salary \$58.50 - fuel \$3.30) to be paid by the Board of Education.
8. On Wednesday, March 31, 2010, twenty-four students from the Sayreville High School Sports and Entertainment Marketing class and two teachers to Seton Hall University in South Orange. Students will

learn about programs and careers available in the sports industries. One additional stop will be made for lunch. One bus will be contracted from \*Wehrle Bus Service at a cost of \$264.00 to be paid by Perkins Grant.

\*Other quotes: Unlimited - \$341.00; Raphael - \$429.00.

9. On Wednesday, May 5, 2010, twenty members of the Sayreville Middle School Student Council and two teachers to Old Bridge Senior Center to celebrate the birthdays of nonagenarians residing in the county. One Board bus will be utilized in a four-way move at a cost of \$71.70 (salary \$58.50 – fuel \$13.20) to be paid by the Board of Education.

10. On Friday, May 14, 2010, thirty-four students from the Sayreville Middle School TAG program, two teachers, and two chaperones to Middlesex County College to participate in hands-on learning experiences linking math, science, and technology. One Board bus will be utilized in a four-way move at a cost of \$93.55 (salary \$68.25 – fuel \$25.30) to be paid by the Board of Education.

11. On Friday, May 14, 2010, twelve students from the Sayreville High School Advanced Art class and two teachers to Princeton Art Museum. Students will take a guided tour of the campus to see sculptures from Henry Moore and Picasso. One Board bus will be utilized at a cost of \$207.50 (salary \$180.00 – fuel \$27.50) to be paid by the Board of Education.

12. On Tuesday, May 18, 2010, thirty students from the Sayreville Middle School Peer Leadership and five teachers to Custom Alloy in High Bridge. The trip to Custom Alloy's ropes course will be a part of the Skills for Success class. One bus will be contracted from \*Wehrle Bus Service at a cost of \$305.00 to be paid by the Board of Education. Alternate date: Tuesday, May 25, 2010.

\*Other quotes: Raphael - \$395.00.

13. On Thursday, May 20, 2010, thirty-five members of the Sayreville High School International Society and three teachers to Six Flags Great Adventure in Jackson to attend Multi-Cultural Day. One Board bus will be contracted from \*Browntown Bus Service at a cost of \$274.50 to be paid by the students. Alternate date: Friday, May 28, 2010.

\*Other quotes: Wehrle - \$285.00.

14. On Thursday, May 20, 2010, thirty students from the Sayreville Middle School Achievement Program and Peers Helping Peers, and five teachers to Custom Alloy in High Bridge. The trip to Custom Alloy's ropes course will be a part of the Adventure Based Counseling Program. One bus will be contracted from \*Wehrle Bus Service at a cost of \$305.00 to be paid by the Board of Education. Alternate date: Thursday, May 27, 2010.

\*Only quote.

15. On Friday, June 4, 2010, twenty-nine students from the Sayreville High School Introduction to Art class, two teachers, and one chaperone to Princeton Art Museum. Students will take a guided tour of the campus to see sculptures from Henry Moore and Picasso. One Board bus will be utilized at a cost of \$207.50 (salary \$180.00 – fuel \$27.50) to be paid by the Board of Education.

C. The Board of Education approved the following field trip dates. Twenty members of the Sayreville High School Red Cross Club and one teacher will volunteer their services at the Menlo Park Veterans Home in Edison. One Board bus will be utilized in a four-way move at a cost of \$82.70 (salary \$58.50 – fuel \$24.20) to be paid by the Board of Education.

Tuesday, March 23, 2010  
Tuesday, April 20, 2010  
Tuesday, May 18, 2010

D. The Board of Education approved the use of one Board bus on Wednesday, April 21, 2010 for the College Fair at the Sayreville High School. The bus will shuttle college representatives between Kennedy Park and Sayreville High School at an approximate cost of \$85.00 to be paid by the Board of Education.

#### PUBLIC PARTICIPATION ON AGENDA ITEMS ONLY

None

#### SUPERINTENDENT'S REPORT APPROVAL

Motion by Mr.Ciak, second by Mr.Stratton. 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 of Education approved the Superintendent's Report in its entirety except where noted.

#### BACKGROUND INFORMATION/DISCUSSION

Mrs. Batko asked suggested we use the reusable trays throughout the district. Mr. Lembo made comments about televising the Board meetings.

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

- Curtis Clark III

#### DISCUSSION

None

#### PUBLIC PARTICIPATION

Numerous students came before the Board with concerns at the Samsel Upper Elementary School  
Parent Parking at Eisenhower School  
Courtesy Bussing at the Sayreville Middle School  
Solar Panels throughout the district

#### ADJOURNMENT

Motion by Mr. Ciak, second by Mr.Lembo. Roll call vote. Seven yes votes recorded. Motion carried. Yes votes recorded by Mrs. Batko, Mr. Biesiada, Mr. Ciak, Mr. Lembo, Mrs. Stratton, Mrs. Trapp and Mr. Macagnone. The Board of Education adjourned the meeting at 8:48pm.

Emidio D'Andrea  
Business Administrator/Board Secretary