

## **1 – BUILDING AND GROUNDS**

A. No report.

## **2 – FINANCE**

A. The Board of Education is requested to approve the Resolution on Transfers, Resolution #2008-09-006 for the month of November 2008.

B. The Board of Education is requested to approve the Transfer Spreadsheet in accordance with S-1701 for the month of November 2008.

C. The Board of Education is requested to approve the list of bills dated December 16, 2008 prepared by the Board Secretary in the amount of \$4,381,611.53 for the Operating Account.

D. The Board of Education is requested to approve the list of bills dated December 16, 2008 prepared by the Board Secretary in the amount of \$144,213.62 for the Cafeteria Account.

E. The Board of Education is requested to approve the list of bills dated November 2008 prepared by the Board Secretary in the amount of \$5,358.50 for the Athletic Account.

F. The Board of Education is requested to approve the November 2008 payroll prepared by the Board Secretary in the amount of \$4,476,079.16 for the Payroll Account.

G. The Board of Education is requested to approve the acceptance of the Secretary's Report for the month of October 2008.

H. The Board of Education is requested to approve the acceptance of the Treasurer of School Monies Report for the month of October 2008.

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

J. The Board of Education is requested to approve State and Federal Grants for the month of October 2008 in the amount of \$2,308,310.32.

K. The Board of Education is requested to approve the Petty Cash Report for the Superintendent's Office for the month of November 2008.

L. The Board of Education is requested to approve the Petty Cash Report for the Business Office for the month of November 2008.

M. The Board of Education is requested to accept the resignation of Michele Kraivec as Director of Sayreville Adult School and Preschool Program for the 2009-10 school year, effective June 30, 2009.

**WITHDRAWN**

N. The Board of Education is requested to approve the contract between the Sayreville Board of Education and the Sayreville Principal's Association for the three-year contract period of July 1, 2008 through June 30, 2011.

O. The Board of Education is requested to accept the reading of the official results of the December 9, 2008 Special Election to approve an additional \$2,200,000 for the Sayreville War Memorial High School Additions/Renovations Referendum as listed:

<u>Public Question # 1 – Referendum</u>	<u>At Polls</u>	<u>Absentee</u>	<u>Provisional</u>	<u>Total</u>
Yes	1605	21		1626
No	1397	38	2	1437

P. The Board of Education is requested to approve a tuition contract with Ewing Board of Education for an unclassified student in the amount of \$7,897.98.

Q. The Board of Education is requested to approve the following tuition rates for Special Education programs for the 2008-2009 school year as follows:

Learning/Language Disabilities	\$10,323
Multiple Disabilities	\$10,095
Autism	\$27,272
Pre-school Disabilities – Part-Time	\$ 9,239
Pre-school Disabilities – Full-Time	\$12,209

R. The Board of Education is requested to approve a tuition contract (receiving) with South River Board of Education for the Multiple Disabilities Program in the amount of \$10,095.

S. The Board of Education is requested to approve a tuition contract (receiving) with Old Bridge Board of Education for the Pre-School Disabilities Program in the amount of \$12,209.

T. The Board of Education is requested to approve a Resolution Authorizing the Participation in the Middlesex Regional Energy Services Collaborative as follows:

**A RESOLUTION AUTHORIZING THE PARTICIPATION IN THE MIDDLESEX REGIONAL ENERGY SERVICES COLLABORATIVE**

WHEREAS N.J.S.A. 40A:11-11 authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS, the Sayreville Board of Education/Governmental Agency, County of Middlesex, State of New Jersey, is a member of the MRESC Cooperative Pricing Program; and:

WHEREAS, the Sayreville Board of Education/ Governmental Agency, County of Middlesex, desires to participate in the Middlesex Regional Energy Services Collaborative:

NOW THEREFORE BE IT RESOLVED on the 16<sup>th</sup> day of December, 2008 by the Borough of Sayreville, County of Middlesex, State of New Jersey, as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as a Cooperative Pricing System Resolution of the Sayreville Board of Education/ Governmental Agency.

**AUTHORITY**

Pursuant to the provisions of N.J.S.A. 40A:11-11, the Business Administrator/Board Secretary is hereby authorized to use the Middlesex Regional Energy Services Collaborative.

**CONTRACTING UNIT**

The authorized agent shall enter into contracts on behalf of the Board of Education/ Governmental Agency and shall be responsible for complying with the provisions of the Public Contracts Law for Public Schools and Governmental Agencies and all other provisions of the revised statues of the State of New Jersey. The MRESC assumes no responsibility to vendors for performance of contracts entered into between the Board of Education/Governmental Agency and said vendors.

That the contracting agency shall agree to pay administrative fees to the MRESC as identified in advance of services being rendered.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

By: \_\_\_\_\_ Attest By: \_\_\_\_\_  
Name and Title Name and Title

U. The Board of Education is requested to approve a Contingency Allowance to Cherry Steel in the amount of \$10,355 for Modification of Steel for the SWMHS Renovations/Additions.

V. The Board of Education is requested to approve Change Order # 23 to Chanree Construction Co., Inc. in the amount of \$5,000 for Canopy Removal at the Music Addition for the SWMHS Renovations/Additions.

W. The Board of Education is requested to approve Change Order # 7 to CentralPack Engineering in the amount of \$2,165 for Installation of New Boiler Room Louvers for the SWMHS Renovations/Additions.

X. The Board of Education is requested to amend Change Order #10 to Voacolo Electric, Inc. in the amount of \$1,182 for Condensate Pumps for the SWMHS Renovations/Additions to a Contingency Allowance.

Y. The Board of Education is requested to approve the employment of Jacquelyn Palacios, Sayreville War Memorial High School Cooperative Education student, as an "Alternate" office assistant for the District at an hourly rate of \$7.50, effective December 17, 2008. The Alternate will only be utilized on days when any of the previously approved Cooperative Education students are absent.

**Z. The Board of Education is requested to approve the following Sayreville Technology Academy after school courses that will be totally funded by the NCLB Title I and Title II grants, depending on the grade level of participants. Certificated trainers will be paid \$50 per hour for 3 hours or \$150 per course. Each course will require a minimum of 5 participants.**

**January 08 – Free Online Tools for Teachers – B. DeSantis (free per contract)**

**January 12 – BrainPop, Junior for Grades K-5 – J. Farrell**

**January 12 – QUIA – B. DeSantis**

**January 13 – Excel 2007 – F. Berman**

**January 13 – Internet Safety – M. Desmond**

**January 13 – Podcasting using Audacity – L. Schmidt**

**January 14 – Introduction to SmartBoards – D. Giorgianni**

**January 14 – RSS Feed – S. Paul**

**January 15 – Digital Storytelling – K. Fleschner**

**January 15 – Slide.com – C. Kiernan**

**January 22 – Blogging – B. DeSantis**

**January 22 – BrainPop for Grades 6-12 – J. Farrell**

**January 26 – Discovery Education Video on Demand – B. DeSantis**

**January 26 – Word 2007 – F. Berman**

**January 27 – Inspiration for Grades 6-12 – M. Desmond**

**January 27 – Thinkfinity – L. Schmidt**

**January 27 - Video Conferencing – S. Paul**

**January 28 – Animoto – N. Obryk**

**January 29 – SmartBoard II – D. Giorgianna**

**AA. The Board of Education is requested to rescind its participation in the ACES Electric Bid.**

**BB. The Board of Education is requested to approve a contract with LAN Associates in the amount of \$5,200 for Preliminary Investigation of Ground Settlement of the Track and Field at the Sayreville Athletic Stadium.**

**3 – PERSONNEL (NON-CERTIFIED)**

A. The Board of Education is requested to honor the retirement of Thomas Samuel, Variably Assigned Custodian for the District, effective August 1, 2009.

B. The Board of Education is requested to approve the transfer of Joyce Grzes from 3:00 PM to 11:00 PM custodian at the Sayreville War Memorial High School to 3:00 PM to 11:00 PM custodian at the Truman Elementary School, effective January 5, 2009.

C. The Board of Education is requested to approve contractual retirement payments for the following:

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT</u>	<u>YEARS IN DISTRICT</u>
Stanley Nycz	Custodian/MS	\$15,823.20	23

D. The Board of Education is requested to approve the transfer of Rosemarie Roberts from a 6.75 shared-time paraprofessional at the Eisenhower Elementary School and Project Before Class to a 6.75 full-time 1 to 1 paraprofessional in an LLD Class at the Eisenhower Elementary School, effective December 17, 2008. This transfer will not require any salary or level change.

E. The Board of Education is requested to approve the employment of the following personnel for school year 2008-09 at the salaries and assignments indicated below. Each employee will serve a ninety-day probationary period.

<b>Name</b>	<b>Location</b>	<b>Assignment</b>	<b>2008-09 Salary</b>	<b>Effective Dates</b>
LeBlanc, James (J. Grzes)	SWMHS	Custodian (3 pm to 11 pm)	Prorated \$25,576	1/5/09 thru 6/30/09

F. The Board of Education is requested to approve the following support personnel to substitute or temporary help lists for school year 2008-09. All applicants have met employment requirements.

Cafeteria Aide  
\*Bardsley, Michelle

Cafeteria Worker  
\*Holmes, Christine

Clerical  
\*Clark, Tracey  
Villano, Melisa

Custodian

\*Jobarteh, Salieu

**\*Nowak, George**

\*Winkler, John

Paraprofessional

\*Clark, Tracey

\*Coppola, Jacquelyn

\*Toor, Lakhvir

Villano, Melisa

**G. The Board of Education is requested to approve the following professional days at the amounts listed in addition to mileage at the IRS rate.**

Name	Professional Day	Date	Registration Fee
Cindy Batko	Crisis Intervention Training	1/9/09	Free
Kerry Haney	Crisis Intervention Training	1/9/09	Free
Maryellen Henn	CPR Course	1/8/09	\$55.00
Maryellen Henn	Crisis Intervention Training	1/9/09	Free
Dawn Myatt	CPR Course	1/8/09	\$55.00
Cheryl Scavone	Crisis Intervention Training	1/9/09	Free
Virginia Zammit	Crisis Intervention Training	1/9/09	Free

**H. The Board of Education is requested to grant an unpaid Medical Leave of Absence to Ellen Rice, Long-Term Cafeteria Worker at the Arleth Elementary School, from December 15, 2008 through January 12, 2009.**

\*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.

**4- PERSONNEL (CERTIFIED)**

A. The Board of Education is requested to honor the retirement of Janice Nakielny, First Grade Teacher at the Arleth Elementary School, effective December 1, 2008.

B. The Board of Education is requested to accept the resignation of Aleksandra Carbajal, Spanish Teacher at the Sayreville War Memorial High School, effective January 27, 2009.

C. The Board of Education is requested to grant retroactively an unpaid Medical Leave of Absence to Jamiela Drici, Mathematics Teacher at the Sayreville War Memorial High School, from December 8, 2008 through December 31, 2008.

D. The Board of Education is requested to grant a Pregnancy Leave of Absence to Kathryn Schlaline, Social Worker for the District, beginning January 23, 2009 and terminating twenty days after delivery. Upon verification of delivery and subsequent use of allowable disability leave, Mrs. Schlaline requests a childrearing leave through June 30, 2009.

E. The Board of Education is requested to amend the start date for Frances Camillieri, Replacement Health and Physical Education Teacher at the Arleth Elementary School, to November 17, 2008.

F. The Board of Education is requested to extend the employment of Jaime Novak, Replacement Grade 1 Teacher at the Arleth Elementary School, through June 30, 2009.

**WITHDRAWN**

G. The Board of Education is requested to approve retroactively the reemployment of the following administrative personnel for school year 2008-09 at the assignments and salaries indicated. All salaries are without prejudice of errors and/or omissions in the calculations:

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>	<u>2008-09 STEP</u>	<u>2008-09 BASE</u>	<u>2008-09 STIPEND</u>	<u>2008-09 LONG.</u>	<u>2008-09 OTHER</u>	<u>2008-09 SALARY</u>
Aguiles	Edward	UES	Principal	8	\$117,402		\$1,000		\$118,402
Baumann	Georgia	Wilson	Prin/Dir Curr	Off	131,238		2,400	10,000	143,638
Brown	James	HS	Principal	Off	150,193		1,000		151,193
Byrne	Timothy	Arleth	Principal	8	113,845				113,845

Coffey	Linda	Truman	Principal	Off	131,238		1,600	132,838
Duffy	Carol	District	Dir. Of Sped Serv/Princ PB	6	106,730	5,300	1,000	113,030
Jakubik	Donna	MS	Principal	7	117,402		1,000	118,402
Skowronski	William	Eisen	Principal	Off	131,238		1,000	132,238
Brady	Bonnie	UES	Vice Principal	2	81,826		1,000	82,826
Goscienski	Clare	HS	Vice Principal	7	106,730		2,000	108,730
Leonardo	Michael	HS	Vice Principal	Off	127,378		1,200	128,578
Maher	Stacey	MS	Vice Principal	5	96,057		1,200	97,257
Preston	Robert	HS	Vice Principal	4	96,057		1,000	97,057
Squitieri	Alan	MS	Vice Principal	Off	127,378		1,000	128,378
Zeichner-Shediack	Marilyn	District	Dir Pln/Rsrch & Eval	5	103,172		1,600	104,772
Kohutanycz	John	District	Athletic Director	7	110,287			110,287

H. The Board of Education is requested to approve contractual retirement payments for the following:

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT</u>	<u>YEARS IN DISTRICT</u>
Janice Nakielny	Gr. 1/Arleth	\$10,783.35	28
Jean Samuel	Gr. 5/SUES	14,086.80	39

I. The Board of Education is requested to approve the employment of the following personnel for school year 2008-09 at the salaries and assignments indicated:

<b>Name</b>	<b>Location</b>	<b>Assignment</b>	<b>2008-09 Salary</b>	<b>Effective Dates</b>
*Alves, Rochell (A. Carbajal)	SWMHS	Spanish Teacher	Prorated \$43,600 (BA, Step 4)	1/26/09 thru 6/30/09
Dagnino, Robin (T. Betancourt)	Wilson	Replacement Grade 2 Teacher	Prorated \$4,140 Monthly (BA, Step 1)	1/5/09 thru 6/30/09
*DeCarolis, Danielle (J. Samuel)	SUES	<b>Replacement Grade 5 Math/Science/ Social Studies Teacher</b>	<b>Prorated \$4,340 Monthly (MA, Step 1)</b>	<b>1/5/09 thru 6/30/09</b>
*Dughi, Christine (N. Filan)	SWMHS	<b>Class IV Substitute In Class Support/ Resource Center Teacher</b>	<b>\$200 Per Day</b>	<b>(Retroactive) 12/1/08 Pending Completion of Paperwork thru 12/23/08</b>
*Dughi, Christine (N. Filan)	SWMHS	<b>Replacement In Class Support/ Resource Center Teacher</b>	<b>Prorated \$4,140 + \$12.50 Stipend = \$4,152.50 Monthly (BA, Step 1)</b>	<b>1/5/09 Pending Completion of Paperwork thru 6/30/09</b>
*Freeman, Megan (M. Perez)	SUES	Replacement Grade 5 Social Studies/ Math/Science Teacher	Prorated \$4,140 Monthly (BA, Step 1)	1/5/09 thru 6/30/09
*Mitsaelides, Laura (U. Glackin)	<b>Project Before (SUES)</b>	<b>Speech Therapist (Consultant)</b>	<b>\$29.24 Per Hour (BA +30, Step 1)</b>	<b>1/5/09 Pending Completion of Paperwork thru 6/30/09</b>
Watters, Ryan (H. Lacy)	Arleth	Replacement Kindergarten Teacher	Prorated \$4,140 Monthly (BA, Step 1)	1/5/09 thru 6/30/09
<b>Woods, Stephanie (G. Bostory)</b>	<b>SMS</b>	<b>Class IV Substitute Resource Center Math Teacher</b>	<b>\$200 Per Day</b>	<b>(Retroactive) 12/1/08 thru 6/30/09</b>

J. The Board of Education is requested to approve the following personnel to the teacher substitute list for school year 2008-09. All applicants are certified for substituting.

- \*Ali, Mohamed
- \*Alves, Rochell**
- \*D'Amadeo, Desarae**
- \*DeCarolis, Danielle
- \*Doukas, Christopher**
- \*Gidwani, Naresh
- \*Gwizdz, Magdalina**
- \*Lynch, Courtney
- Samuel, Jean
- \*Ust, Brad
- \*Walsh, Kathleen

K. The Board of Education is requested to approve retroactively an extension to the employment of **Stephanie Woods**, replacement ASI Teacher (K. Kilbride) at the Sayreville Middle School, through November 28, 2008 at the previously approved salary of \$200/day.

L. The Board of Education is requested to approve the following professional days at the amounts listed in addition to mileage at the IRS rate.

Name	Professional Day	Date	Registration Fee
Rasha Abadir	Infuse Your Curriculum with Technology	1/9/09	\$78.00
Mary Porter Ballard	41 <sup>st</sup> Annual Conference on Reading and Writing	4/3/09	\$150.00
Mary Boverly	Conference for NJ Kindergarten Teachers	2/26/09	\$150.00
Timothy Byrne	Crisis Intervention Training	1/9/09	Free
Joyce Campbell	NJMEA State Music Conference	2/19 & 2/20/09	\$180.00
Paul Caruso	NJMEA State Music Conference	2/19 & 2/20/09	\$180.00
Aimee Coleman	NJMEA State Music Conference	2/19 & 2/20/09	\$180.00
Claire Craft	Accelerating Student Learning in Social Studies	1/7/09	\$150.00
Paul DaLoia	NJMEA State Music Conference	2/19/09	\$130.00
Christa DeLucia	NJSCA 12 <sup>th</sup> Annual Softball Coaches Clinic	1/30/09	\$50.00
Lauren DeVito	CPR Training	1/8/09	\$55.00
Jeanna Duda	The Fun Factor: Turning Kids On To Math	1/30/09	\$99.00
Marie Early	Scholastic Intervention Convention – Read180 Program	12/10/08	Free

Mona Fakhoury	CPR Class/Heart Saver AED – Adult and Pediatric	1/7/09	\$55.00
Kulsum Farooqui	Research Based, Effective Techniques for Transforming Disruptive, Distracted, and Defiant Students into Life-Long Learners	2/9/09	\$125.00
Meredith Fass	NJ Center for the Advancement of School Counseling Institute – Training	12/11 & 12/12/08	Grant Funded
Jodi Fink	Kindergarten ACCESS for ELL's Training	2/4/09	Free
Jodi Fink	Accelerating Your English Language Learners Reading Comprehension, Vocabulary and Fluency	2/10/09	\$199.00
Jodi Fink	The Importance of Pre-Referral for Second Language Learners	1/6/09	\$80.00
Tobi Frank	Obesity – A Scientific Update	1/29/09	\$84.00
Debra Golder	Institute for Prevention: St. Barnabas Health Care System “Section 504”	2/11/09	\$75.00
Barbara Goldkopf	Heart Saver AED – Adult & Pediatric	1/7/08	\$55.00
Suzanne Grover	Heart Saver AED – Adult & Pediatric	1/8/09	\$55.00
Jasmine Hoyer	Current, Best Strategies to Help Speech-Language Pathologists Better Meet Students Needs	1/16/09	\$150.00
Jasmine Hoyer	Practical Therapy Techniques for Apraxia and Dysarthria (Grades PreK-6)	2/11/09	\$150.00
Amy Hudson	NJ AHPERD 2008 Annual Conference	2/23 & 2/24/09	\$160.00
Karen Jones	Improving Adolescent Literacy: Bridging The Gap Between Research and Practice	1/14/09	Free
Sandra Kreminski	Advanced Guided Reading Strategies: Ideas to Maximize the Effectiveness of Guided Reading Instruction	1/29/09	\$150.00
Joyce Lajewski	41 <sup>st</sup> Annual Conference on Reading and Writing	4/3/09	\$150.00
Donna MacDonald	Advanced Guided Reading Strategies: Ideas to Maximize the Effectiveness of Guided Reading	1/29/09	\$150.00
Marie Malara	NJMEA State Music Conference	2/19 & 2/20/09	\$130.00
Kathy Mazur	Accelerating Student Learning in Social Studies	1/7/09	\$150.00
Kelly Markowski	CPR Training	1/8/09	\$55.00
Sandra McAnney	Improving Adolescent Literacy	1/14/09	Free
Lori McLafferty	Conference for NJ Kindergarten Teachers	2/26/09	\$150.00

David Modero	NJMEA State Music Conference	2/19 & 2/20/09	\$180.00
Christina Namendorf	Access for ELLs Training	2/4/09	Free
Christina Namendorf	NJ TESOL Conference	5/19 & 5/20/09	\$194.00
Christina Namendorf	Accelerating Your English Language Learners' Reading Comprehension	2/10/09	\$150.00
Michael Novak	2008 Nike Coach of the Year Clinic	2/6/09	\$75.00
Nikki Panza	NJ Center for the Advancement of School Counseling Institute	12/11 & 12/12/08	Free
Alice Potenski	Heart Saver AED – Adult and Pediatric	1/7/09	\$55.00
Michael Provenza	Research Based, Effective Techniques for Transforming Disruptive, Distracted, and Defiant Students into Life-Long Learners	2/9/09	\$125.00
Michael Provenza	Boys/Girls Tennis Clinic	1/9/09	\$80.00
Robin Read-Giase	APA Peer Review	12/11/08	Free
Cathy Reilly	Improving Adolescent Literacy: Bridging The Gap Between Research and Practice	1/14/09	Free
Cathy Reilly	Advanced Guided Reading Strategies	1/29/09	\$199.00
Cathy Reilly	The Reading Workshop: Turn Your Students into Real Readers! Grades 2-8	1/26/09	\$199.00
Cathy Reilly	The 41 <sup>st</sup> Annual Conference on Reading and Writing	4/3/09	\$195.00
Dorothy Ruiz	NJMEA State Music Conference	2/19 & 2/20/09	\$180.00
Michael Salum	NJ Center for the Advancement of School Counseling Institute	12/11 & 12/12/09	Free
Donna Santiago	Increasing On-Task Performance for Students with ADHD	1/23/09	\$80.00
Jennifer Scarpa	Advanced Guided Reading Strategies	1/29/08	\$150.00
Michelle Scarpari	What's New in Young Adult Literature	2/25/09	\$150.00
Meredith Scully	ThinkCentral Setup	12/10/08	Free
Meredith Scully	CPR/AED Training	1/8/09	\$55.00
Meredith Scully	Power Teacher Training	1/8/09	Free
Donna Sicola	The NJ Center for the Advancement of School Counseling Institute – Training	12/11 & 12/12/08	Grant Funded
Dina Silvestri	CPR Course	1/27/09	\$55.00
Claire Simperts	Improving Adolescent Literacy	1/14/09	Free
Jaclyn Sulzer	Centers in the Elementary Classroom	2/20/09	\$80.00
Lynn Taylor	Ultimate Performance Coaching Seminar	1/15 & 1/16/09	\$130.00
Betty Ann Verner	Obesity – A Scientific Update	1/14/09	\$84.00
Suneeta Vora	41 <sup>st</sup> Annual Conference on Reading and Writing	4/3/09	\$150.00

Gayle Wargo	Writing Strategies That Work! Practical Ways to Use Six Traits and Mini Lessons in Your Writing	1/12/09	\$150.00
Barbara Warren	Scholastic Intervention Convention – Read 180 Program	12/10/08	Free
Teresa Watters	CPR Training	1/8/09	\$55.00
Karen White	CPR Training	1/7/09	\$55.00
Kathy Whitely	Scholastic Intervention Convention – Read 180 Program	12/10/08	Free
Kelly Whitely	CPR Training	1/8/09	\$55.00
Merritt Wildrick	Video Content in Your Classroom: United streaming, Power Point, and Google Earth	1/15/09	\$78.00
Colleen Yuhas	Centers in Elementary Classroom	2/20/09	\$80.00
Michael Zorner	NJMEA State Music Conference	2/19 & 2/20/09	\$180.00
Patricia Zupko	Centers in the Elementary Classroom	2/20/09	\$80.00

M. The Board of Education is requested to approve the employment of the following personnel for the HSPA Grade 11 tutorial programs, pending student enrollment. The program will begin on January 7, 2009 and end on February 26, 2009. The contracted rate of pay is \$51.00 per hour/session.

Teacher	Subject	Sessions	Cost per session	Total pay
Linda Jakubik-Tanchyk	LAL	12	\$51.00	\$612
Michelle Scarpari	LAL	12	\$51.00	\$612
Michael Weinert	LAL	12	\$51.00	\$612
Courtney Ferraro	Math	12	\$51.00	\$612
Richard Gluchowski	Math	24	\$51.00	\$1,224

N. The Board of Education is requested to approve the following personnel as substitutes for the tutorial program on an as-needed basis at a rate of \$51.00 per hour/session.

Rasha Abadir                      Math

**O. The Board of Education is requested to approve the attendance of Dr. Frank Alfano at the NJASA Techspo 2009 from January 29 – January 30, 2009, in Atlantic City, N.J. as follows:**

<b>Registration</b>	<b>- \$289</b>
<b>Accommodations</b>	<b>- 0</b>
<b>Meals</b>	<b>- \$54/day</b>
<b>Mileage</b>	<b>- 0</b>

\*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.

**5 – POLICY**

A. The Board of Education is requested to repeal Policy 4231.2 – Travel.

B. The Board of Education is requested to waive first reading and adopt amendments to the following policies:

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 1100**  
  X   **Monitored**  
      **Mandated**  
  X   **Other Reasons**

COMMUNICATING WITH THE PUBLIC

The Board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the Board and the district shall be directed by the Superintendent, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

The district's budget; its audit; its annual goals and its progress toward achievement of them; its special education plans; its basic skills improvement plan; its bilingual/ESL program; pupil progress toward achievement of the Core Curriculum Content Standards; graduation statistics and any other information shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Avoiding Excessive Expenditures when Communicating with the Public

District publications will be produced and distributed in a cost-efficient manner, for example:

- A. Use of expensive materials or production techniques is prohibited when lower cost methods are available. Use of color glossy publications is prohibited.
- B. Distribution of pictures of school board members is prohibited within 90 days of any district election.

Excessive public relations activities that are not part of the instructional program are prohibited.

Possible

<u>Cross References:</u>	1000/1010	Concepts and roles in community relations; goals and objectives
	1120	Board of education meetings
	2240	Research, evaluation and planning
	3570	District records and reports

6142.2	English as a second language; bilingual/bicultural
6142.6	Basic skills
6142.10	Technology
6171.1	Remedial instruction
6171.3	At-risk and Title 1
6171.4	Special education
6300	Evaluation of the instructional program

Key Words

Communicating With The Public, Public Information Program, Press Releases

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Added section regarding "Avoiding Excessive Expenditures when Communicating with the Public" pursuant to the Accountability Regulations*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 3220/3230**

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

STATE FUNDS; FEDERAL FUNDS

Each year, when it is believed that the school district is eligible for federal and/or state assistance under the provisions of public laws, application for said assistance may be submitted so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education. The Superintendent shall inform the board about specific assurances which may be required in addition to those addressed in this policy, and will provide the required language for Board adoption.

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the Superintendent and Board Secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

The regular operating budget must include amounts anticipated to be received from state and/or federal sources, and a listing of projects describing how this money will be spent. These recommendations for expenditures will be approved by the Board before projects are submitted.

If additional amounts become available during the year, additional projects will be recommended to the Board and, with its approval, added to the budget.

Maintenance of Effort

The Board of Education will maintain a combined fiscal effort per pupil or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than the required amount of the combined fiscal effort per pupil or the aggregate expenditures for the second preceding fiscal year.

Equivalence

To be in compliance with the requirements of federal law, the Board of Education directs the Superintendent to assign staff and distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of personnel and materials is ensured among the schools.

Supplement not Supplant

Federal funds shall be used for supplementary services only and shall not be used to replace services that the district would supply eligible pupils unless specifically stated in statute.

Parent/Guardian Participation

The district shall implement parent/guardian consultation and participation, advisory councils, etc., as mandated for the specific program.

Control of Equipment

Title to and control over equipment and/or property purchased with federal funds shall be maintained in accordance with the pertinent federal regulations. The Superintendent shall develop written procedures outlining federal ownership and district use, loan, loss and disposal of such equipment/property for public and private/nonpublic schools.

Special Education Medicaid Initiative (SEMI) Program

The Superintendent or designee shall ensure that the district follows all required procedures to maximize its revenue from reimbursements under the Special Education Medicaid Initiative (SEMI) Program. This Program allows the district to recover a portion of the cost of certain health-related services considered medically necessary in a student's Individualized Education Program (IEP), including evaluation services, physical, occupational and speech therapy, and specialized transportation services.

Procedures to be followed are included in the SEMI Provider Handbook, found at [www.state.nj.us/treasury/administration/SemiMac.htm](http://www.state.nj.us/treasury/administration/SemiMac.htm). These procedures include maximizing the return rate of parental consent forms for all SEMI eligible students.

In accord with the Family Education Rights and Privacy Act (FERPA), the district shall obtain the parent/guardian's informed written consent prior to any disclosures of personally identifiable information from education records, including health information, to the Medicaid program for Medicaid claim submission.

All supporting documentation for Medicaid claims shall be maintained on file and available for state or federal audit for at least seven years from the date of service. Records shall fully document the basis upon which claims for reimbursement are made.

Possible

<u>Cross References:</u>	3100	Budget planning, preparation and adoption
	3160	Transfer of funds between line items/amendments/purchases not budgeted
	3541.1	Transportation routes and services
	3542.31	Free or reduced-price lunches/milk
	3570	District records and reports
	4119.23	Employee substance abuse
	4219.23	Employee substance abuse
	6142.2	English as a second language; bilingual/bicultural
	6142.6	Basic skills
	6142.12	Career education
	6171.3	At-risk and Title 1
	6171.4	Special education
	9326	Minutes

Key Words

State Funds, Federal Funds, Disposal of Equipment, State/Federal Funds

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Added new section entitled "Special Education Medicaid Initiative (SEMI) Program" as required by the Accountability Regulations*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 3326**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

PAYMENT FOR GOODS AND SERVICES

Before warrants signed by the President, Board Secretary/Business Administrator and Treasurer of School Moneys may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the Board Secretary/Business Administrator and approved by resolution of the Board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly audited by the Board Secretary for items previously approved by the Board or provided for in the budget may be approved by the Superintendent upon consultation with the Board President. Such payments shall be reported to the Board at the next regular meeting.

Items not previously approved by the Board or provided for in the budget must be audited by the Board Secretary/Business Administrator and presented for Board approval.

Purchase Orders

The district will carefully monitor payments for invoice amounts that are greater than the approved purchase order, in order to avoid over-payments. A new purchase order will be issued (and the original purchase order voided) when the adjusted amount unreasonably exceeds the original purchase order amount. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or the bid award price, and adjustments may not exceed 10% of the original purchase order amount.

Financial Systems to Avoid Over-Payments

Pursuant to N.J.A.C. 6A:23A-6.10, the district will program its financial systems to avoid over-payments by (1) limiting system access so that only appropriate staff may make purchase order adjustments, (2) reject adjustments in excess of any established approved thresholds, (3) prevent unauthorized changes to be processed, (4) reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order, (5) reject duplicate invoice numbers, (7) prepare an edit/change report listing all payments made in excess of the approved purchase order amount. The business administrator shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly authorized.

Possible

<u>Cross References:</u>	3320	Purchasing procedures
	3451	Petty cash funds
	3453	School activity funds

Key Words

Payment for Goods and Services, Bills

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Added sections on Purchase Orders and Overpayments pursuant to the new Accountability regulations.*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

<b>FILE CODE: 3327</b>
<u>  X  </u> <b>Monitored</b>
<u>      </u> <b>Mandated</b>
<u>  X  </u> <b>Other Reasons</b>

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; 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.

Possible

<u>Cross References:</u>	1250	Visitors
	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

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Added sections regarding Prudent Use of Legal Services, Strategies to avoid excessive professional services expenditures and honest and ethical relations with vendors.*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 4112.8**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

NEPOTISM

The Board of Education, in order to avoid both the reality and the appearance of conflict of interest in employment, will not appoint a relative of a board member or of the Superintendent to any employment position in this district, and directs that no relative of a board member or Superintendent shall be placed in nomination for any vacant position. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any member of his/her family. The Superintendent shall not recommend to the Board any relative of a board member or of the Superintendent. Further, no school district administrator shall supervise, or exercise authority on personnel actions regarding a relative of the administrator.

As an exception to this policy, persons who are employees of the board on the date that this policy becomes effective or the date a relative becomes a board member or administrator shall not be prohibited from continuing to be employed in the person's current position or, in the case of a reduction in force, in any position to which that person has a legal entitlement. The district may seek approval from the Executive County Superintendent to promote such existing employee where the promotion is justified by the needs of the district to ensure implementation of the Core Curriculum Content Standards, and upon a demonstration that the existing employee is the most qualified candidate for the position after full advertising and interviewing has occurred.

When a board member or school administrator's spouse, child, parent, or sibling is a member of the bargaining unit, that board member or school administrator shall not discuss the proposed collective bargaining agreement with that unit nor participate in any

way in negotiations including, but not limited to, being a member of the negotiating team. Nor shall that board member or school administrator be present with the board in closed session when negotiation strategies are being discussed. However, a school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.

When a member of a board member's or school administrator's immediate family is a member of the same statewide union with which the board is negotiating, that board member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to, being a member of the negotiating team, prior to the board's attaining a tentative memorandum of agreement with the bargaining unit, including salary guides and/or the total package of money to be offered. Once such tentative memorandum of agreement is established, the board member or school administrator may fully participate in the process, including board member voting, absent other conflicts. Prior to that time, the board member or school administrator shall not be present with the board in closed session when negotiation strategies are being discussed. However, a school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.

For the purpose of this policy, "relative" shall be defined as an individual's spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual's spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual's spouse, civil union partner or domestic partner, by blood, marriage or adoption.

"Immediate family" shall be defined as board member or school administrator, their spouse, civil union partner, domestic partner, or dependent child living in the household, whether related by blood, marriage or adoption.

A school official who has such relationship with any employee of the district as of the effective date of this policy shall declare such relationship immediately.

Possible

Cross References: 4111 Recruitment, selection and hiring  
4119.21 Conflict of interest

Key Words

Nepotism, Hiring Relatives, Relatives

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Policy has been completely reworked to prohibit the hiring of any relative of a district school board member or of the Superintendent as required by the Accountability regulations.*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 4131/4131.1**  
  X   **Monitored**  
  X   **Mandated**  
  X   **Other Reasons**

STAFF DEVELOPMENT; IN-SERVICE EDUCATION/VISITATIONS/CONFERENCES

The Board of Education recognizes its legal obligation to provide in-service activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives. It is of particular concern to the Board that continuing education for teaching staff provide demonstrable contributions toward student achievement of the Core Curriculum Content Standards.

The Superintendent shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings.

To be in compliance with state requirements, each teacher employed in this district as of the effective date specified in code shall complete 100 clock hours of state-approved continuing professional development and/or in-service every five years. Appropriate steps toward achieving this goal shall be included in the content of each teaching staff member's annual professional improvement plan.

The 100-hour requirement may be satisfied through a combination of state-approved experiences including: formal courses and conferences sponsored by colleges, district boards of education, professional associations, training organizations or other entities recommended by the Professional Teaching Standards Board and approved by the Commissioner of Education. Part or all of the 100-hour requirement may be satisfied through an in-service program that has been approved by the County Professional Development Board under standards established by the Commissioner based on the recommendation of the Professional Teaching Standards Board. Completion of each actual hour of approved training shall satisfy the requirement for one hour of continuing education.

In accordance with administrative code, the board shall establish a Professional Development Committee in order to assess in-service needs and professional development opportunities and to plan and implement professional development programs to assure that the students of this district achieve the Core Curriculum Content Standards. This committee shall be comprised of four teachers, elected by the instructional staff through its majority representative and two administrative staff appointed by the Superintendent.

The committee shall include the Superintendent as an ex officio member and shall solicit input from parents, community members and local business leaders. Plans developed by the committee shall be submitted for approval to the County Professional Development Board and then to the Board of Education.

The Board of Education reserves the right to deny any plan that fails to advance district goals and objectives; is not conducive to student achievement of the Core Curriculum Content Standards; or contravenes current negotiated agreements, other board policies, student safety and well-being, continuity of the instructional program, or budgetary constraints.

Staff participation that may require released time and/or financial reimbursement from the board will be determined by the board of education after recommendation by the chief school administrator.

Staff members who participate in out of district programs at board expense shall submit a written Professional Day Report to the Superintendent in accordance with district guidelines.

#### Mandated In-service Programs

The chief school administrator shall arrange development of appropriate in-service presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 100 clock hours of continuing education every five years.

#### Reimbursement of Travel Related Expenses

- A. The Sayreville Board of Education may reimburse its employees for out-of-pocket expenses incurred by them as a result of their travel on behalf of the Board provided:
1. Travel is educationally necessary, fiscally prudent and is:
    - a) consistent with the professional development plan of the Sayreville School District;
    - b) for travel that is critical to the instructional needs of the District or furthers the efficient operation of the District; and
    - c) in compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards.
  2. Within 30 days after completion of the travel governed by this policy, employees shall submit a brief report to the Board that includes the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the District. The brief report shall attach any receipts, checks, or vouchers for which a traveler seeks reimbursement, including hotel expenses and any other receipts, checks, or vouchers that the Board has requested from the traveler as a means of demonstrating actual travel costs incurred. Meal expenses incurred under the federal per diem allowance limits found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) (and repeated in the NJ Department of Treasury guidelines at <http://www.state.nj.us/infobank/circular/cir0602b.htm>) do not require receipts.
- B. Employees may be reimbursed for travel-related expenses for the following types of events:
1. "Training and seminars" which means all regularly scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  2. "Conventions and conferences" which means general programs, sponsored by professional associations on a regular basis, which address subjects of particular

- interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
3. "Regular school district business" which means all regular official business travel, including attendance at meetings, conferences and any other gatherings which are not covered by the definitions included in B1 and B2 of this policy;
  4. "Retreats" which mean meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event; and
  5. Required training and all travel authorized in existing school district employee contracts and school board policies. This includes, but is not limited to, required professional development and other staff training and attendance at specific conferences authorized in existing employee contracts.
- C. Travelers may be reimbursed for the following types of travel-related expenses:
1. Transportation expenses as follows:
    - a) Private airline or rail company such as Amtrak at the lowest available rate, if it is determined in advance by resolution of the Board that such transportation is economically efficient and advantageous to the Board;
    - b) Taxicab or, whenever such service is available and less costly, mass transportation or shuttle services. The Board shall not bear costs for car rentals, limousine services, or chauffeuring costs to or during the event;
    - c) Public mass transportation costs such as bus, commuter train, or subway-like rail at the lowest available rate; or
    - d) Mileage and toll costs for vehicles driven by the traveler in the most direct, economical and usually-traveled route, in accordance with the United States General Services Administration's ("GSA") most current personally owned vehicle Mileage Reimbursement Rates for automobiles and motorcycles. Rates can be found at [www.gsa.com/mileage](http://www.gsa.com/mileage).
  2. Meals (for overnight travel and in other limited circumstances as discussed in D of this policy) based upon actual reasonable costs in accordance with the limitations provided by federal per diem rates that depend on the date and location of travel established each year by the GSA. Rate limitations can be found on the GSA's website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
    - a) Per diem payment or reimbursement for meals will be actual reasonable costs, not to exceed the federal per diem rates;
    - b) Meal expenses under the federal per diem allowance limits shall require receipts and comply with rate limitations per meal.
    - c) In any case in which the total per diem reimbursement is greater than the federal per diem rate, the costs will be considered to be excessive and shall not be paid with Board funds; and
    - d) Payment or reimbursement shall be approved for the full cost of an official convention meal that the traveler attends when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.

3. Lodging based upon actual reasonable costs in accordance with the limitations provided by federal per diem rates that depend on the date and location of travel established each year by the GSA. Rate limitations can be found on the GSA's website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The Board shall take the following subsistence requirements into consideration:
    - a) Per diem payment or reimbursement for lodging will be actual reasonable costs, not to exceed the federal per diem rates;
    - b) Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
    - c) Receipts are required for hotel expenses.
    - d) In any case in which the total per diem reimbursement is greater than the federal per diem rate, except as stated in C3b of this policy, the costs will be considered to be excessive and shall not be paid with Board funds; and
    - e) Travelers shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits.
  4. Registration or conference fees to and for the travel event, which may include a meal as part of the registration fee.
- D. Eligibility for subsistence payments.
1. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in NJ Department of the Treasury guidelines which may be found at: <http://www.state.nj.us/infobank/circular/cir0602b.htm> (see Section IX – “Subsistence Allowance – Overnight Travel”), except as otherwise superseded by C2 and C3 of this policy.
  2. One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement (that is, for meals) except in limited circumstances authorized in the NJ Department of the Treasury guidelines (see Section X – “Meal Allowance – Special Conditions And No Overnight Travel”).
- E. Travel-related expenses for employees of the Board must directly relate to the employee's professional development and must be approved in advance by both the Superintendent and a majority of the full voting membership of the Board.
- F. The following types of travel-related expenses are excluded from the requirements of this policy:
1. Travel-related expenses caused by or subject to contractual provisions or other statutory or federal regulatory requirements. The Board may not, however, exclude such travel from the subsistence requirements pursuant to D of this policy and the annual maximum travel expenditure amount pursuant to H1 of this policy; and
  2. Travel-related expenses for regular district business up to \$5,000 per employee per year.
- G. The Board shall:
1. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted;

2. Maintain separate accounting for travel expenditures as necessary to ensure compliance with the District's maximum travel expenditure amount pursuant to H1 of this policy; and
3. Maintain detailed documentation in the Board's main offices which demonstrate compliance with this policy including travel approvals, reports, and receipts for all Board-funded expenditures.

H. No Board member shall:

1. Vote on travel if the Board member, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his objectivity or independence of judgment; or
2. Act in his official capacity in any matter in which he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his independence of judgment in the execution of his official duties.

I. The Board will only reimburse travelers upon compliance with N.J.S.A. 18A:11-12 and the approval requirements of this policy and will not ratify or approve payments or reimbursements for travel expenses:

1. After completion of the travel event; or
2. Incurred by anyone other than the traveler.

J. Penalties.

1. Any person who approves any travel in violation of this policy or N.J.S.A. 18A:11-12 shall be required to reimburse the Board in an amount equal to three times the cost associated with attending the event.
2. Any traveler who travels in violation of this policy or N.J.S.A. 18A:11-12 shall be required to reimburse the Board in an amount equal to three times the cost associated with attending the event.

Possible

<u>Cross References:</u>	4115	Supervision
	4116	Evaluation
	4231/4231.1	Staff development; in-service education/visitations/conferences
	5131.6	Drugs, alcohol, tobacco (substance abuse)
	5141	Health
	5141.4	Child abuse and neglect
	6142.2	English as a second language; bilingual/bicultural
	6171.3	At-risk and Title 1
	6171.4	Special education

Key Words

Staff Development, Professional In-service, Visitations, Conferences, Continuing Education

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Added in language regarding new travel regulations which previously appeared in Board Policy 4231.2.*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 4212.8**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

NEPOTISM

The Board of Education, in order to avoid both the reality and the appearance of conflict of interest in employment, will not appoint a relative of a board member or of the Superintendent to any employment position in this district, and directs that no relative of a board member or Superintendent shall be placed in nomination for any vacant position. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any member of his/her family. The Superintendent shall not recommend to the Board any relative of a board member or of the Superintendent. Further, no school district administrator shall supervise, or exercise authority on personnel actions regarding a relative of the administrator.

As an exception to this policy, persons who are employees of the board on the date that this policy becomes effective or the date a relative becomes a board member or administrator shall not be prohibited from continuing to be employed in the person's current position or, in the case of a reduction in force, in any position to which that person has a legal entitlement. The district may seek approval from the Executive County Superintendent to promote such existing employee where the promotion is justified by the needs of the district to ensure implementation of the Core Curriculum Content Standards, and upon a demonstration that the existing employee is the most qualified candidate for the position after full advertising and interviewing has occurred.

When a board member or school administrator's spouse, child, parent, or sibling is a member of the bargaining unit, that board member or school administrator shall not discuss the proposed collective bargaining agreement with that unit nor participate in any way in negotiations including, but not limited to, being a member of the negotiating team. Nor shall that board member or school administrator be present with the board in closed session when negotiation strategies are being discussed. However, a school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.

When a member of a board member's or school administrator's immediate family is a member of the same statewide union with which the board is negotiating, that board member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to, being a member of the negotiating team, prior to the board's attaining a tentative memorandum of agreement with the bargaining unit, including salary guides and/or the total package of money to be offered. Once such tentative memorandum of agreement is established, the board member or school administrator may fully participate in the process, including board member voting, absent other conflicts. Prior to that time, the board member or school administrator shall not be present with the board in closed session when negotiation strategies are being

discussed. However, a school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.

For the purpose of this policy, "relative" shall be defined as an individual's spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual's spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual's spouse, civil union partner or domestic partner, by blood, marriage or adoption.

"Immediate family" shall be defined as board member or school administrator, their spouse, civil union partner, domestic partner, or dependent child living in the household, whether related by blood, marriage or adoption.

A school official who has such relationship with any employee of the district as of the effective date of this policy shall declare such relationship immediately.

Possible

Cross References: 4211 Recruitment, selection and hiring  
4219.21 Conflict of interest

Key Words

Nepotism, Hiring Relatives, Relatives

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Policy has been completely reworked to prohibit the hiring of any relative of a district school board member or of the Superintendent as required by the Accountability regulations.*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 4231/4231.1**  
  X   **Monitored**  
  X   **Mandated**  
  X   **Other Reasons**

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STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The Board recognizes that the skills required of support staff members change with changing technology. In order to ensure both optimum efficiency in district operations, and the continued growth in expertise of the staff, the Superintendent shall ensure that appropriate programs of in-service training shall be developed for support staff as necessary.

The Superintendent may recommend to the Board the granting of leave for attendance of personnel at state, regional, and national job-related meetings without pay deduction and with expenses paid by the school system according to established allowances.

Mandated In-service Programs

The Superintendent shall arrange development of appropriate in-service presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response and other topics specifically required by federal or New Jersey law.

Reimbursement of Travel Related Expenses

- A. The Sayreville Board of Education may reimburse its employees for out-of-pocket expenses incurred by them as a result of their travel on behalf of the Board provided:
1. Travel is educationally necessary, fiscally prudent and is:
    - a) consistent with the professional development plan of the Sayreville School District;
    - b) for travel that is critical to the instructional needs of the District or furthers the efficient operation of the District; and
    - d) in compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards.
  4. Within 30 days after completion of the travel governed by this policy, employees shall submit a brief report to the Board that includes the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the District. The brief report shall attach any receipts, checks, or vouchers for which a traveler seeks reimbursement, including hotel expenses and any other receipts, checks, or vouchers that the Board has requested from the traveler as a means of demonstrating actual travel costs incurred. Meal expenses incurred under the federal per diem allowance limits found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) (and repeated in the NJ Department of Treasury guidelines at <http://www.state.nj.us/infobank/circular/cir0602b.htm>) do not require receipts.
- B. Employees may be reimbursed for travel-related expenses for the following types of events:
1. "Training and seminars" which means all regularly scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  2. "Conventions and conferences" which means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
  3. "Regular school district business" which means all regular official business travel, including attendance at meetings, conferences and any other gatherings which are not covered by the definitions included in B1 and B2 of this policy;

4. "Retreats" which mean meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event; and
  5. Required training and all travel authorized in existing school district employee contracts and school board policies. This includes, but is not limited to, required professional development and other staff training and attendance at specific conferences authorized in existing employee contracts.
- C. Travelers may be reimbursed for the following types of travel-related expenses:
1. Transportation expenses as follows:
    - e) Private airline or rail company such as Amtrak at the lowest available rate, if it is determined in advance by resolution of the Board that such transportation is economically efficient and advantageous to the Board;
    - f) Taxicab or, whenever such service is available and less costly, mass transportation or shuttle services. The Board shall not bear costs for car rentals, limousine services, or chauffeuring costs to or during the event;
    - g) Public mass transportation costs such as bus, commuter train, or subway-like rail at the lowest available rate; or
    - h) Mileage and toll costs for vehicles driven by the traveler in the most direct, economical and usually-traveled route, in accordance with the United States General Services Administration's ("GSA") most current personally owned vehicle Mileage Reimbursement Rates for automobiles and motorcycles. Rates can be found at [www.gsa.com/mileage](http://www.gsa.com/mileage).
  2. Meals (for overnight travel and in other limited circumstances as discussed in D of this policy) based upon actual reasonable costs in accordance with the limitations provided by federal per diem rates that depend on the date and location of travel established each year by the GSA. Rate limitations can be found on the GSA's website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
    - e) Per diem payment or reimbursement for meals will be actual reasonable costs, not to exceed the federal per diem rates;
    - f) Meal expenses under the federal per diem allowance limits shall require receipts and comply with rate limitations per meal.
    - g) In any case in which the total per diem reimbursement is greater than the federal per diem rate, the costs will be considered to be excessive and shall not be paid with Board funds; and
    - h) Payment or reimbursement shall be approved for the full cost of an official convention meal that the traveler attends when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.
  3. Lodging based upon actual reasonable costs in accordance with the limitations provided by federal per diem rates that depend on the date and location of travel established each year by the GSA. Rate limitations can be found on the GSA's website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The Board shall take the following subsistence requirements into consideration:
    - f) Per diem payment or reimbursement for lodging will be actual reasonable costs, not to exceed the federal per diem rates;
    - g) Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of

the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;

- h) Receipts are required for hotel expenses.
  - i) In any case in which the total per diem reimbursement is greater than the federal per diem rate, except as stated in C3b of this policy, the costs will be considered to be excessive and shall not be paid with Board funds; and
  - j) Travelers shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits.
4. Registration or conference fees to and for the travel event, which may include a meal as part of the registration fee.
- D. Eligibility for subsistence payments.
- 1. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in NJ Department of the Treasury guidelines which may be found at: <http://www.state.nj.us/infobank/circular/cir0602b.htm> (see Section IX – “Subsistence Allowance – Overnight Travel), except as otherwise superseded by C2 and C3 of this policy.
  - 2. One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement (that is, for meals) except in limited circumstances authorized in the NJ Department of the Treasury guidelines (see Section X – “Meal Allowance – Special Conditions And No Overnight Travel”).
- E. Travel-related expenses for employees of the Board must directly relate to the employee's professional development and must be approved in advance by both the Superintendent and a majority of the full voting membership of the Board.
- F. The following types of travel-related expenses are excluded from the requirements of this policy:
- 1. Travel-related expenses caused by or subject to contractual provisions or other statutory or federal regulatory requirements. The Board may not, however, exclude such travel from the subsistence requirements pursuant to D of this policy and the annual maximum travel expenditure amount pursuant to H1 of this policy; and
  - 2. Travel-related expenses for regular district business up to \$5,000 per employee per year.
- G. The Board shall:
- 1. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted;
  - 2. Maintain separate accounting for travel expenditures as necessary to ensure compliance with the District's maximum travel expenditure amount pursuant to H1 of this policy; and
  - 5. Maintain detailed documentation in the Board's main offices which demonstrate compliance with this policy including travel approvals, reports, and receipts for all Board-funded expenditures.

H. No Board member shall:

- 1. Vote on travel if the Board member, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his objectivity or independence of judgment; or
- 2. Act in his official capacity in any matter in which he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his independence of judgment in the execution of his official duties.

I. The Board will only reimburse travelers upon compliance with N.J.S.A. 18A:11-12 and the approval requirements of this policy and will not ratify or approve payments or reimbursements for travel expenses:

- 1. After completion of the travel event; or
- 2. Incurred by anyone other than the traveler.

J. Penalties.

- 1. Any person who approves any travel in violation of this policy or N.J.S.A. 18A:11-12 shall be required to reimburse the Board in an amount equal to three times the cost associated with attending the event.
- 2. Any traveler who travels in violation of this policy or N.J.S.A. 18A:11-12 shall be required to reimburse the Board in an amount equal to three times the cost associated with attending the event.

Possible

<u>Cross References:</u>	2224	Nondiscrimination/affirmative action
	4215	Supervision
	4216	Evaluation
	5141	Health
	5141.4	Child abuse and neglect

Key Words

Staff Development; In-service; Visitations; Conferences

Date Adopted: 08/23/2005

Date Revised: 12/16/2008

*Rationale: Travel Regulations previously included in policy 4231.2 have been added to this policy.*

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 5131.1**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

HARASSMENT, INTIMIDATION OR BULLYING

The Sayreville Board of Education ("Board") acknowledges that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, staff members, and volunteers must demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation, or bullying.

The Board prohibits any student from engaging in any act or behavior of harassment, intimidation, or bullying towards other students on school property, at school-sponsored functions, on a school bus, or through electronic medium. Electronic medium shall include, but is not limited to, telephones, cellular phones, cellular-camera phones, text messaging devices, computers, the internet, e-mail, and digital cameras. Harassment, intimidation or bullying means any gesture or written, verbal, electronic or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- B. by any other distinguishing characteristic; and
- C. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- D. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the code of student conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for Board and community property on the part of students, staff and community members.

The Board requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

The Board is committed to a policy that identifies those students who become involved in any act or behavior of harassment, intimidation, or bullying. In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature and severity of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Listed below are factors for determining remedial measures, remedial measures and possible consequences for those individuals who violate this policy.

#### Factors for Determining Remedial Measures

##### Personal

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation; and
- Academic performance.

##### Environmental

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

#### Examples of Consequences and Remedial Measures

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the board of education's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation

or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with the district board of education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension (short-term or long-term);
- Legal action; and
- Expulsion.

#### Examples of Remedial Measures

##### Personal

- Restitution and restoration;
- Mediation;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

##### Environmental (Classroom, School Building or School District)

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- School climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);

- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- School transfers; and
- Law enforcement (e.g., school resource officer, juvenile officer) involvement.

The Board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees as well as all other members of the school community, including students, parents, volunteers and visitors, are required to report alleged violations of this policy to the principal or the principal's designee. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district's central office, or the reporting party may use the district's web-based reporting system. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal action for violations of the code of student conduct may not be based solely on the basis of an anonymous report.

The Board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of each alleged incident.

The Board recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences

of such actions, and to the involvement of law enforcement officers, including school resource officers.

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with case law, Federal and State statutes, regulations and policies, and Board policies and procedures.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Institutional (i.e., classroom, school building, school district) responses to acts of harassment, intimidation, or bullying can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the conduct and the school's response to the conduct, and to involvement of law enforcement officers as appropriate.

A school employee or volunteer who has witnessed harassment, intimidation, or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying, must promptly report the incident to the building principal or the principal's designee. Other members of the school, community, including parents and students, are encouraged to report such acts or behaviors to the building principal. The principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident. A bullying complaint form will be made available in each school building in the principal's office. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal. Oral reports also shall be considered official reports.

Parents and students may anonymously report an incident of harassment, intimidation, or bullying. Disciplinary action may not be taken against a student solely on the basis of an anonymous report.

Any school official shall immediately notify the designated law enforcement official whenever any school employee in the course of his or her employment develops reason to believe that a student has threatened, is planning or otherwise intends to cause death, serious bodily injury, significant bodily injury to another person, or criminal sexual conduct under circumstances in which a reasonable person would believe that the student genuinely intends at some time in the future to commit the violent act or carry out the threat.

The Board will not tolerate any reprisal or retaliation against any person who reports such acts or behaviors covered under this policy. School employees, students, and volunteers must not engage in reprisal, retaliation or false accusation against a victim, witness, or an individual with reliable information about an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and Board policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

- A. Students – The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7., Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
- B. School Employees – Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements.
- C. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

The Board requires school officials to annually disseminate the policy to all school staff, students and parents, along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The Superintendent shall post the policy on the school district's website as well as annually notify students and parents that the policy is available on the district's website. The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation and bullying with students.

Information regarding this policy shall be incorporated into the Board's employee training program. Notice of the Board's policy will appear in any Board publication that sets forth the comprehensive rules, procedures, and standards of conduct for schools within the school district and in any student handbook.

The Superintendent may, in his or her discretion, establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.

Pursuant to N.J.S.A. 37-17(5)(b), the Board may, and if funds are appropriated for these purposes must:

- A. provide training on the Board's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with students; and
- B. (2) develop a process for discussing the Board's harassment, intimidation and bullying policies with students.

Possible

<u>Cross References:</u>	3541.33	Transportation safety
	5114	Suspension and expulsion
	5124	Reporting to parents/guardians
	5131	Conduct/Discipline
	R5131	Student Behavior on School Bus
	5131.5	Vandalism/violence
	5131.7	Weapons and dangerous instruments
	5145.4	Equal educational opportunity
	5145.6	Student grievance procedure
	5145.11	Questioning and apprehension
	5145.12	Search and seizure
	6145	Extracurricular activities
	6164.4	Child study team
	6171.4	Special education
	6172	Alternative educational programs

Key Words

Conduct, Discipline, Student Conduct, Student Conduct, Student Behavior on School Bus, Bullying, Intimidation, Harassment, Bus Driver, Weapons and Dangerous Instruments

Date Adopted: 08/23/2005

Date Revised: 11/21/2007, 12/16/2008

*Rationale: Policy has been strengthened as required by new state regulations prohibiting harassment, intimidation and bullying.*

C. The Board of Education is requested to waive first reading and adopt the following new policy:

**SAYREVILLE  
BOARD OF EDUCATION  
POLICY**

**FILE CODE: 3541.32**  
  X   **Monitored**  
  X   **Mandated**  
  X   **Other Reasons**

DISTRICT OWNED VEHICLES

For efficiency of operations, the Board directs the Superintendent to oversee school district vehicles and to develop regulations to govern vehicle tracking, maintenance, accounting, assignment and usage.

Vehicle Tracking, Maintenance, and Accounting,

The school district will maintain records of the following information:

A. Vehicle inventory control record including:

1. Vehicle make, model and year,
2. Vehicle identification numbers (VIN),
3. Original purchase price,
4. Date purchased,
5. License plate number,
6. Person assigned or pool if not individually assigned,
7. Driver license number of person assigned and expiration date,
8. Insurer and policy number of person assigned, and
9. Usage category such as regular business, maintenance, security or pupil transportation.

B. Driving record of operators of district vehicles including:

1. Name of driver,
2. Driver license number and expiration date,
3. Insurer and policy number of person assigned,
4. Motor vehicle code violations,
5. Incidents of improper or non-business usage,
6. Accidents, and

7. Other relevant information.
- C. Record of maintenance, repair and body work for each district vehicle including:
1. Vehicle make, model and year,
  2. Vehicle identification numbers (VIN),
  3. Original purchase price,
  4. Date purchased,
  5. License plate number,
  6. Usage category such as regular business, maintenance, security or pupil transportation,
  7. Manufacturer's routine maintenance schedule,
  8. Category of work performed (routine maintenance, repair or body work),
  9. Purchase order number,
  10. Date work was performed,
  11. Detailed description of Work performed,
  12. Mileage on date work was performed, and
  13. Cost of work performed.

District Vehicle Assignment and Use

- A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars.
- B. The Board upon the recommendation of the Superintendent may authorize, by an affirmative vote of the Board's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the district for pool use according to the following classifications:
  1. Vehicles may be assigned permanently and individually to the superintendent, school business administrator, head of facilities services, head of security services or other supervisory employees who, based on their job duties, may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
  2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
- C. Board members or employees may be temporarily assigned a district vehicle for travel events.

- D. The Superintendent shall ensure that an employee, such as the school business administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator.
- E. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
- F. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
- G. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the chief school administrator and the authorization of an affirmative majority vote of the full board.
- H. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.
- I. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
- J. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
- K. No physical alterations shall be made to a vehicle without prior Board approval.
- L. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.
- M. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
- N. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
- O. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.
- P. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
- Q. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.

- R. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
1. Frequent violation of traffic laws,
  2. Flagrant violation of the traffic laws.
  3. Operation of a vehicle which the police or insurance company determined was the cause of an accident.
  4. Use of a vehicle for unauthorized use whether personal use, business use, or commuting.
  5. Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule.
  6. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes.
  7. Use of a district vehicle by an unauthorized individual while assigned to an employee.
  8. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities.
  9. Use of radar detectors in district vehicles.
- S. The Board shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

Possible

<u>Cross References:</u>	1330	Use of school facilities
	3515	Smoking prohibition

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

Date Adopted: 12/16/2008

Date Revised:

*Rationale: This policy is now mandated as a result of the new accountability regulations.*

D. The Board of Education is requested to approve on first reading the following bylaws and regulations:

**SAYREVILLE  
BOARD OF EDUCATION  
BYLAW**

**FILE CODE: 9250**  
       **Monitored**  
  X   **Mandated**  
       **Other Reasons**

EXPENSES

Board members receive no payment for their services. With Board approval, they may be reimbursed for out-of-pocket expenses incurred on board business.

Such expenses must be approved by a majority of the board in advance of incurring the expenditure. Such expenses shall be for the board member only, and shall be itemized and documented.

Travel, meal and lodging expenses of a board member incurred in attendance at national conventions and conferences shall be reimbursable at rates approved by the Board. Reimbursements shall not exceed these limitations.

The Superintendent shall develop regulations, consistent with state regulations and requirements to implement this policy.

Possible

Cross References: 9200 Orientation and training of board members  
R9250 Expenses  
9270 Conflict of interest

Key Words

Reimbursement of Board Members, Board Member Reimbursement, Board Member Expenses

Date Adopted: 08/23/2005

Date Revised: 12/20/2005, 12/16/2008

**SAYREVILLE  
BOARD OF EDUCATION  
REGULATION**

**FILE CODE: R9250**  
 **Monitored**  
 **Mandated**  
 **Other Reasons**

EXPENSES

Board members receive no payment for their services. With board approval, they may be reimbursed for out-of-pocket expenses incurred on board business.

Travel and Related Expenses

Travel reimbursement will be paid only upon compliance with the board's policy provisions and approval requirements. Board members, trustees and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the board member's, trustee's and employee's current work responsibilities. Board members, trustees and employees shall only be reimbursed for travel that:

- A. Promotes the delivery of instruction and is critical to the instructional needs of the school district or furthers the efficient operation of the school district,
- B. Is educationally necessary and fiscally prudent, and
- C. Is directly related to and within the scope of the board member's current responsibilities, and for school district employees, the school district's professional development plan.

As described in this regulation, school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and for the travel event. School district travel expenditures include costs for all required training and all travel authorized in existing school district employee contracts and school board policies. This includes, but is not limited to, required professional development and other staff training, required training for new school board members, and attendance at specific conferences authorized in existing employee contracts.

Travel Payments

Travel payments will be paid only upon compliance with the school board's policy provisions and approval requirements. The school board will not ratify or approve payments or reimbursements for travel after completion of the travel event. All board members, trustees and employees shall adhere to the following specifications to be considered for reimbursement:

- A. Reimbursement may not exceed State travel reimbursement guidelines as established by the NJ Department of Treasury in NJOMB circular letters, including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation.
- B. Reimbursement must also be in compliance with OMB Circular A-87 (found at [http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.html](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html)). No reimbursement will be issued without submission of written documentation such as receipts, checks

and vouchers detailing the amount of each expenditure. Such documentation must be submitted within a timeframe to be established by the Board.

- C. Travel expenditures must be in compliance with state travel payment guidelines as established by the Department of the Treasury and with guidelines established by the federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The board of education shall comply with the applicable restrictions and requirements set forth in the State and federal guidelines including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks or vouchers.
- D. Board members, trustees and employees shall provide within one week, a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. This report will be submitted to the Board Secretary or other appropriate party designated by the Board.
- E. Pursuant to N.J.A.C. 6A:23A-5.8 concerning out-of state and high-cost travel events, out-of-state travel shall be limited to the fewest number of board members or employees needed to present the content at the conclusion of the event. Lodging may only be provided if the event occurs on two or more consecutive days and where home-to-event commute exceeds 50 miles. Prior written approval of the executive county superintendent may be required when the travel event has a total cost that exceeds \$5000.

In addition to the requirements above, employee travel, to be reimbursable, must be directly related to the employee's professional development. No district employee shall be reimbursed for travel and related expenses without prior written approval of the chief school administrator and prior approval by a majority of the full voting membership of the board (as set forth below).

#### Prior Approval is Required

Board members shall only be reimbursed for travel and related expenses that have received prior approval by a majority of the full voting membership of the board, and are in compliance with N.J.S.A. 18A:12-24 and 24.1 of the School Ethics Act.

- A. Specifically, a board member must recuse himself from voting on travel if the board member, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his objectivity or independence of judgment.
- B. Also, a board member shall not: act in his official capacity in any matter in which he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his independence of judgment in the execution of his official duties.
- C. For employees, the Board requires that travel occur only upon prior written approval of the Superintendent and prior approval by a majority of the full voting membership of the Board.

- D. For board members, travel may occur only upon prior approval by a majority of the full voting membership of the board and that the travel be in compliance with section 4 of P.L.1991, c.393 (C.18A:12-24) and section 5 of P.L.2001, c.178 (C.18A:12-24.1).

#### Travel Advances are Banned

An employee of the school board, a school board member, or organization, shall not receive an amount for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A.18A:19-1 et seq.

#### Annual Maximum Travel Expenditure Amount

The Board shall:

- A. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted.
- B. Vote to authorize each reimbursement; specifying the way in which it promotes the delivery of instruction or furthers the efficient operation of the school district, within the maximum annual amount.
- C. Annually in the pre-budget year, establish by school board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The school board resolution shall also include the maximum amount established for the pre-budget year and the amount spent to date.
- D. Provide that the maximum school district travel expenditure amount shall include all travel in accordance with this policy supported by local and State funds.

#### Additional Detailed Accounting Requirements which Demonstrate Compliance

In order to demonstrate compliance with this policy, documentation of all reimbursed travel expenses shall be maintained on file. This record may include receipts, checks and vouchers submitted in connection with any reimbursement. The district shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the board's policy and this section, and shall provide auditable information.

To minimize travel expenditures, school boards and staff will take the following steps:

- A. "Retreats" will be held at school district facilities, if available. A retreat is a meeting of school district employees and school board members, held away from the normal work environment, at which organizational goals and objectives are discussed.
- B. A school district shall not bare costs for car rentals, limousine services, and chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendee accommodations at the travel event.
- C. One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized in Department of the Treasury guidelines.

- D. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following:
1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the federal register for the current year;
  2. Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
  3. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts;
  4. In any case in which the total per diem reimbursement is greater than the federal per diem rate, except when the going rate for lodging at the site of the convention or meeting exceeds federal per diem rates, the costs will be considered to be excessive and shall not be paid by school district funds;
  5. School districts shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits; and
  6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee or school board member attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.

Blanket or general pre-approval for travel is not authorized and will not be permitted by the Board. Specifically, approval shall be itemized by event, event total cost, a number of employees and school board members attending the event. However a school board may also approve, at any time prior to the event, travel for multiple months as long as the school board approval, as detailed in school board minutes, itemizes the approval by event, total cost, number of employees and school board members attending the event.

#### Types of Expenditures Not Eligible for Reimbursement

Unnecessary and excessive travel expenditures as listed in N.J.A.C. 6A:23A:7.8 are prohibited. Prohibited types of expenditures include: travel by spouses and other relatives; costs for unnecessary employee attendance (for example employees who merely coordinate other attendees' accommodations at the travel event); charges for laundry, valet service and entertainment; district payment for alcoholic beverages; excessive tipping and gratuities; airfare without documentation of at least three (3) price quotes; and souvenirs.

#### Penalties

The Board by this regulation informs its members and staff that the penalties for violating this policy based on state law includes:

- A. By law, any district board of education that violates its established maximum

travel expenditure, or that otherwise is not in compliance with the travel limitations set forth in this section may be subject to sanctions by the commissioner as authorized pursuant to N.J.S.A.18A:4-23 and N.J.S.A.18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.

- B. A person who approves any travel in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.
- C. An employee or member of the board of education who travels in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.

Possible

Cross References: 9200 Orientation and training of board members  
9250 Expenses  
9270 Conflict of interest

Key Words

Reimbursement of Board Members, Board Member Reimbursement, Board Member Expenses

Date Adopted: 12/20/2005

Date Revised: 12/16/2008

**6- CURRICULUM**

A. Pursuant to N.J.A.C. 6A:13A-2.3(a), the Board of Education is requested to approve the submittal of the Targeted Full-Day Preschool Program Application for the 2009-10 school year. This program will be contingent upon final State Department of Education approval.

B. The Board of Education is requested to approve the Summer Enrichment Program to be held at the Samsel Upper Elementary School during the summer of 2009. This is a tuition based program and is at no cost to the Board.

C. The Board of Education is requested to approve the following curricula and curriculum revision stipends for the 2008-09 school year:

<u>COURSE/GRADE</u>	<u>NAME</u>	<u>STIPEND</u>
Honors US History I-HS	Christopher Howard	\$2,200
Graphic Arts-HS	Caroline Corvino	2,200
Honors World History-HS	Christa DeLucia	2,200
Civil Liberties/Tort Law/HS	MaryBeth Woolf	1,100
Language Arts Literacy/Gr. 3	Christine Lawlor	1,100
“ “ “ “	Mona Fakhoury	1,100
Library Media/Gr. K & Gr. 1	Susan Steinhardt-Lowe	1,100
Library Media/Gr. 2	Margaret Cardillo	1,100

D. The Board of Education is requested to approve early dismissal (12:15 PM) for Sayreville War Memorial High School students on January 16, 20, 21, for the purpose of mid-year examinations. These dates are subject to change if schools are closed due to inclement weather. Approval, therefore, is requested for the necessary make-up days.

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

1. Placement of the following classified students in an out-of-district placement for the 2008-2009 school year (Transportation is require): (I)

<u>Student(s)</u>	<u>School</u>	<u>Cost Per Student</u>	<u>Pro-rated Cost</u>
1	Coastal Learning Center, Morganville	\$39,400.20	\$39,400.20
1	Gateway School, Carteret	41,037.43	41,037.43

- |   |                                      |           |           |
|---|--------------------------------------|-----------|-----------|
| 1 | New Road School<br>of Parlin, Parlin | 33,325.20 | 33,325.20 |
|---|--------------------------------------|-----------|-----------|
2. Request occupational therapy services for two classified students for the 2008-2009 school year at a total cost of \$13,600.00 per student payable to Power Play Pediatric Therapy Center, Monmouth Beach. (I)
  3. Request for O&M instruction for a classified student for 2 hours per week for the 2008-2009 school year at a total cost of \$8,000.00 payable to Lynda Goetz, Mount Laurel. (I)
  4. Request to purchase ear buds for a FM System for a classified student at a total cost of \$18.00 payable to Opticon Corporation. (I)
  5. Request to purchase three Oticon Pediatrics' Toteable, Amigo T5/R5 with Tote Speakers with Lapel Microphones, and two lapel microphones for three classified students at a total cost of \$3,306.00 payable to Oticon Pediatric, Somerset. (I)
  6. Request for a Behavioral Analyst for classified students for the remainder of the 2008-2009 school year at a total cost of \$160 per hour payable to Dr. Rochelle Borsky, Atlantic Highlands. (I)
  7. Request for psychiatric evaluations for classified students for the remainder of the 2008-2009 school year at a total cost of \$500 per evaluation payable to Dr. Richard Worth, Shrewsbury. (I)
  8. Home Instruction for 6 students for the month of November. Reasons for this Home Instruction are: 1-Child Study Team; 1-Scoliosis Surgery; 1-Fibula Fracture; 1-Bipolar; 1-Administrative and 1-Ocular Migraine.

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.

F. As of November 30, 2008, there were sixteen (16) students on Home Instruction.

G. As of November 30, 2008, there were ninety-three (93) students in Out-of-District Placements.

H. Average daily attendance for all schools for the month of November 2008 is:

Arleth	- 97%	Wilson	- 96%
Eisenhower	- 95%	SUES	- 96%
Selover	- 93%	MS	- 96%
Truman	- 96%	HS	- 95%

**I. The Board of Education is requested to approve retroactively the admission of Roqaiyazahra (Ismay) Waraich as a kindergarten student at the Eisenhower Elementary School, effective November 20, 2008.**

**J. The Board of Education is requested to approve retroactively the admission of Matvey Krivenko as a kindergarten student at the Eisenhower Elementary School, effective November 17, 2008.**

**K. The Board of Education is requested to approve the participation of the following Middle and High School students in the 2008-09 Middlesex County Arts High/Middle School Program. Participation will require tuition/transportation fees of \$740 for each High School student and \$715 for each Middle School student.**

**7 – CO-CURRICULUM**

A. The Board of Education is requested to amend the advisor stipend for Paul Caruso, Technical Director for the District for the 2008-09 school year, from \$3,497 to \$4,998.

B. The Board of Education is requested to accept the resignation of Vanessa Sabadics as Head Cheerleading Coach for the Sayreville War Memorial High School, effective December 1, 2008.

C. The Board of Education is requested to accept the resignation of Kelly Nakielny as Assistant Cheerleading Coach for the Sayreville War Memorial High School, effective December 9, 2008.

D. The Board of Education is requested to approve the following girls' field hockey players, parents, coach, one school administrator and one board member to attend the North Jersey Field Hockey Coaches' Association Annual All Star Banquet on January 4, 2009 at the Meadow Wood Manor in Randolph, New Jersey at 1:00 PM at a cost of \$15.00 per athlete and \$25.00 per guest.

Lanie Andrews  
 Mr. & Mrs. Andrews  
 Danielle Hoyte  
 Mr. & Mrs. Hoyte  
 Coach Taylor

E. The Board of Education is requested to approve the following boys' soccer players, parents, coaches, one school administrator and one board member to attend the Soccer Coaches Association of NJ Annual All Star Banquet on Sunday, January 4, 2009 at the Pines Manor in Edison, New Jersey at 12:00 PM at a cost of \$40.00 per person.

Kene Eze  
 Mr. & Mrs. Eze  
 Sean Mosser  
 Mr. & Mrs. Mosser  
 Coach Cifelli

F. The Board of Education is requested to approve retroactively the following personnel for coaching assignments and \*prorated salaries as indicated for school year 2008-09, effective December 12, 2008. All of the salaries are without prejudice of errors and/or omissions in the calculations.

<u>ASSIGNMENT</u>	<u>NAME</u>	<u>SALARY</u>
Varsity Cheerleading	Lisa Mastrangelo	*\$6,902

\*Prorated

G. The Board of Education is requested to approve retroactively the Samsel Upper Elementary School's Winter Concert on Thursday, December 11, 2008 from 6:00 PM to 9:00 PM.

H. The Board of Education is requested to approve the creation of the Sayreville War Memorial High School Environmental Club under the direction (unpaid) of James Coleman, Science Teacher at the high school.

I. The Board of Education is requested to approve the creation of the Sayreville War Memorial High School Students Robotics Club under the direction (unpaid) of Jacqueline Gerstein, CADD Teacher at the high school.

J. The Board of Education is requested to approve the Red Cross Club sponsor a Blood Drive at Sayreville War Memorial High School in the Auxiliary Gym on Monday, March 23, 2009 from 8:00 AM to 3:00 PM.

K. The Board of Education is requested to allow one advisor; Ms. Meredith Fass, and one student; Jacquelyn Palacios, Grade 12, to attend a REBEL Policy Training Workshop at the Westwood in Garwood, New Jersey on January 13, 2009 from 8:30 AM to 3:00 PM. The training session is free. Travel expenses will be paid in accordance with Board of Education Policy and Ms. Palacios will provide her own transportation to and from the activity.

**8 – SUPPORT SERVICES**

A. The Board of Education is requested to waive the transportation policy as outlined by the following parent(s):

<u>Name</u>	<u>School(s)</u>	<u>Reason</u>
Dayvion Augusma	Arleth	Employment
William Fetzke	SUES	Employment
Mary Ann King	SUES	Employment
Samantha Wilson	SUES	Employment
Alicia Zarcaro	SUES	Employment

B. The Board of Education is requested to approve a correction to the following jointure for school year 2008-09 with Sayreville Board of Education as host:

Rte/School: J/12LV – Lakeview School  
 Joiner: MRESC/South River  
 Cost: \$45.00 per diem x 210 days  
 Total Cost: \$9,450.00

C. The Board of Education is requested to approve retroactively the following field trip:

1. On Saturday, December 6, 2008, spectators attended the Bombers State Championship Football Game in Rutgers Stadium. Three Board buses were utilized at a cost of \$232.04 (salary \$216.44 – fuel \$15.60) per bus for a total cost of \$696.12 to be paid by the attendees.

D. The Board of Education is requested to approve the following field trips:

1. On Thursday, December 18, 2008, ten students from the Sayreville Middle School and two teachers to NJ Foster and Adoptive Services in Monmouth Junction to deliver donated toys. One Board bus will be utilized at a cost of \$162.85 (salary \$144.10 – fuel \$18.75) to be paid by the Board of Education.
2. On Thursday, December 18, 2008, forty-five students from the Sayreville High School Co-op Club and two teachers to the Lakeside Manor in Union Beach to attend the Annual Business Etiquette Luncheon. One Board bus will be utilized at a cost of \$190.61 (salary \$176.61 – fuel \$14.00) to be paid by Perkins Grant. Alternate Date: Friday, December 19, 2008.
3. On Thursday, December 18, 2008, twenty-three students from the Sayreville High School, two teachers, and one paraprofessional to

the Sayreville Police Station to expose students to the criminal justice system. One Board bus will be utilized in a four-way move at a cost of \$52.72 (salary \$50.12 – fuel \$2.60) to be paid by the Board of Education.

4. On Friday, January 9, 2009, twenty students from the Sayreville High School DECA and two teachers to Middlesex County College to attend DECA Regional Competition. One Board bus will be utilized in a four-way move at a cost of \$112.92 (salary \$82.92 – fuel \$30.00) to be paid by Perkins Grant. Alternate date: Tuesday, January 13, 2009.
5. On Friday, January 9, 2009, forty students from the Sayreville High School and three teachers to Trenton to tour the New Jersey State House. One Board bus will be utilized at a cost of \$300.00 (salary \$236.55 – fuel \$63.45) to be paid by Rutgers – Eagleton Grant. Alternate date: Friday, January 16, 2009.
6. On Sunday, January 11, 2009, eighty members of Sayreville B.I.C. and six teachers to Clearview Cinemas in Aberdeen to attend a matinee. Two board buses will be utilized at a cost of \$187.75 (salary \$169.16 – fuel \$18.59) per bus for a total cost of \$375.50 to be paid by Sayreville B.I.C. Association. Buses will depart Wilson School.
7. On Tuesday, January 13, 2009, forty-four students from the Sayreville High School World History class and two teachers to The Metropolitan Museum of Art to visit the Medieval Art exhibit. One Board bus will be utilized at a cost \$297.65 (salary \$227.15 – fuel/tolls \$70.50) to be paid by the Board of Education. Alternate date: Tuesday, January 20, 2009.
8. On Thursday, January 15, 2009, fourteen students from the Samsel Upper Elementary School, two teachers, and three paraprofessionals to Fun Time America in Cliffwood to teach students how to mingle in a social situation outside of school. One Board bus will be utilized in a four-way move at a cost of \$92.55 (salary \$78.31 – fuel \$14.24) to be paid by the Board of Education. Alternate Date: Friday, January 16, 2009.
9. On Thursday, January 15, 2009, thirty-five students from the Sayreville Middle School, four teachers, and three paraprofessionals to Raritan Valley Community College to practice life skills. One Board bus will be utilized at a cost of \$231.69 (salary \$192.69 – fuel \$39.00) to be paid by the Board of Education. Alternate Date: Tuesday, January 13, 2009.

10. On Monday, January 26, 2009, thirty students from the Sayreville Middle School and four teachers to Campgaw Mountain in Mahwah. Students will assist Special Olympic participants. One Board bus will be utilized at a cost of \$486.83 (salary \$408.83 – fuel \$78.00) to be paid by the Board of Education.
11. On Tuesday, March 17, 2009, forty students from the Samsel Upper Elementary School and two teachers to Briarwood Care Center in Parlin to bring cheer to the residents. One Board bus will be utilized at a cost of \$58.64 (salary \$56.39 – fuel \$2.25) to be paid by the Board of Education.
12. On Monday, May 4, 2009, sixty members of the Sayreville Middle School Student Council and seven teachers to YMCA Camp Bernie to camp overnight and participate in educational activities. Three Board buses will be utilized at a cost of \$204.80 (salary \$136.30 – fuel \$68.50) per bus for a total cost of \$614.40 to be paid by the Board of Education.
13. On Wednesday, May 6, 2009, three Board buses will be utilized to return students and staff from YMCA Camp Bernie to the Sayreville Middle School at a cost of \$614.40 to be paid by the Board of Education.
14. On Wednesday, May 13, 2009, forty members of the Sayreville Middle School Student Council and four teachers to YMCA Camp Bernie in Port Murray to participate in educational activities. One Board bus will be utilized in a four-way move at a cost of \$448.72 (salary \$311.72 – fuel \$137.00) to be paid by the Board of Education.

E. The Board of Education is requested to approve the following Winter Guard Competitions. One Board bus will be utilized each date to be paid by the Board of Education. The Board truck is also requested.

<u>Date</u>	<u>Destination</u>	<u>Cost</u>
Saturday, January 31, 2009	Hillsborough High School	\$284.95
Saturday, February 14, 2009	Passaic High School	\$305.87
Saturday, February 21, 2009	J.P. Stevens High School	\$235.95
Saturday, March 7, 2009	South Brunswick High School	\$255.88
Saturday, March 14, 2009	West Essex High School	\$315.26
Saturday, March 28, 2009	Central Regional High School	\$356.09
Saturday, April 4, 2009	Branchburg Central Middle School	\$306.89
Saturday, April 11, 2009	Manchester High School	\$351.09
Saturday, April 18, 2009	South Brunswick, High School	\$255.88

F. The Board of Education is requested to approve the use of ten Board buses for the Sayreville Junior Prom on Friday, May 15, 2009. Ten buses will be utilized in a four-way move to transport students and chaperones to the Heldrich Hotel in New Brunswick at a cost of \$159.04 (salary \$129.04 – fuel \$30.00) per bus for a total cost of \$1,590.40 to be paid by the Board of Education.

G. The Board of Education is requested to approve the following contracted buses for the Sayreville Senior Prom on Friday, June 5, 2009. Eleven buses will transport students and chaperones to the Robert Meyner Reception Center in Holmdel at a cost of \$8,855.00 to be paid by the Board of Education.

<u>Contractor</u>	<u>No. of Buses</u>	<u>Cost per Bus</u>
Vanderhoof	4	\$795.00
Villani Bus Company	5	\$795.00
Classic Tours	2	\$850.00

\*Other quotes: Oak Tree Bus Service - \$950.00; Academy Express - \$1,506.00.

FRA/mep