LYNDHURST BOARD OF EDUCATION

February 9, 2015 Agenda (Meeting #4)

WELCOME, to a public meeting of the Lyndhurst Board of Education. The Board is meeting this evening for the purpose of taking official, formal action on the business of the Board and school district.

The business the Board will act on this evening, as contained on the following pages, is broken down in sections in this order:

Finance Committee
Education and Curriculum Committee
Rules & Regulations Committee
Student Activities and Recognition Committee

The FIRST segment – Public Hearing on Meeting Agenda is devoted to hearing from those persons who might have questions or statements regarding any of the matters listed on the following pages and which the Board will be acting on this evening.

The SECOND segment – Public Hearing on Other Than Meeting Agenda is devoted to hearing from those persons who might have questions or statements regarding Board or school district matters OTHER THAN matters which appear on the following pages.

If you wish to address the Board, at either or both of these public hearing segments, you are asked to sign in on the speakers' sheet located on the podium. When your name is called, please wait until you are recognized by the Board president. When recognized, please stand up and clearly state your name and address. All questions or statements must be addressed to the Board president. You are asked to limit your remarks to three (3) minutes or less.

The Board, through the president, or upon permission of the president through individual Board members, may or may not respond to your comments.

Members of the public are asked to refrain from reading articles out loud at meetings. If there is an article(s) that you would like the Board to know about, please leave a copy with the Board Secretary or Business Administrator who will see to it that it gets distributed to the proper persons.

We hope your visit with us this evening will be an enjoyable and informative one.

AGENDA

- 1. CALL TO ORDER
- 2. SALUTE TO FLAG
- 3. ROLL CALL
- 4. PRESIDING OFFICER'S MEETING NOTICE STATEMENT
- 5. APPROVAL OF MINUTES #18 January 7, 2015 Sine Die Meeting
 - #1 January 7, 2015 Reorganization Meeting
 - # 2 January 12, 2015
 - #3 January 20, 2015
- 6. PUBLIC HEARING ON MEETING AGENDA
- 7. BOARD DISCUSSION & FORMAL BUSINESS AGENDA
- 8. UNFINISHED BUSINESS
- 9. NEW BUSINESS
- 10. SUPERINTENDENT'S REPORT
- 11. PUBLIC HEARING ON OTHER THAN MEETING AGENDA
- 12. ADJOURNMENT

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PLEASE NOTE: It may be necessary, from time to time, to remove or make changes in a motion(s) between the time this agenda is prepared and when the Board takes action.

Finance Committee:

Ronald Szwec, Chairman Thomas DiMascio Joseph Abruscato

Any Board member who takes exception to any of the following listed actions under the category of Finance Committee may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by the Board numbered

second by through

that the following Finance actions of

exception actions be adopted.

Roll Call For:

1. BE IT RESOLVED, by the Lyndhurst Board of Education that it has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month ended January 31, 2015 and certifies that the reports indicate that no major account or fund is over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year. A copy of the certification shall be included in the minutes.

2. BE IT RESOLVED, that the payroll for the month ended January 31, 2015 be and the same is hereby approved and ordered paid:

Payroll

January 15, 2015

\$ 1,148,282.09

January 30, 2015

\$ 1,131,907.64

3. BE IT RESOLVED, that the attached list of supplies received and services rendered to the Board of Education of the Township of Lyndhurst, County of Bergen, for the month ended February 9, 2015 be and the same are hereby approved and ordered paid:

Charter School (Fund 10)
Current Expense (Fund 11)

\$ 9,608.00 \$ 500,926.47

Special Revenue (Fund 20)

\$ 172,028.51

Grand Total

\$ 682,562.98

General Ledger

\$ 151,495.20

4. BE IT RESOLVED, that cafeteria services rendered to the Board of Education of the Township of Lyndhurst, County of Bergen, for the Month of January 31, 2015, be and the same are hereby approved and ordered paid:

 Payroll/Payroll Taxes
 \$ 25,596.72

 Supplies
 \$ 591.80

 Services
 \$ 46,498.94

- 5. BE IT RESOLVED, that the Lyndhurst Board of Education approve the attached transfers for the month of January 2015.
- 6. BE IT RESOLVED, that the Lyndhurst Board of Education approve Professional Economic Growth Group (PEGG) 110 Fieldcrest Avenue, 3rd Floor, Edison, NJ, to conduct seminars regarding financial planning.
- 7. BE IT RESOLVED, that the Board of Education of the Township of Lyndhurst, County of Bergen, approve the services for Jarvis Plumbing and Heating through February 9, 2015 in the amount of \$ 6,116.00.

Education & Curriculum Committee:

Susan Alcuri, Chairwoman Joseph Abruscato Beverly Alberti

Any Board member who takes exception to any of the following listed actions under the category of Education and Curriculum Committee may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by second by Curriculum Committee actions of the Board numbered actions be adopted.

that the following Education and through exception

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education approve the modification of the daily March 2, 2015 through March 27, 2015 schedule to accommodate PARCC Testing:

High School – See Attached

Roosevelt, Jefferson & Lincoln Schools Lunch – 11:40 am – 12:30 pm

Memorial Campus Lunch – 11:20 a.m. – 12:10 pm

Rules & Regulations Committee:

Joseph Abruscato, Chairman Sheri Jarvis James Vuono

Any Board member who takes exception to any of the following listed actions under the category of Rules & Regulations Committee may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by second by Regulations Committee actions of the Board numbered through actions be adopted.

that the following Rules & exception

Roll Call For:

- BE IT RESOLVED, that the Lyndhurst Board of Education approve the job description for 1. Supervisor of Special Education and Student Support Services.
- BE IT RESOLVED, that the Lyndhurst Board of Education approve the following use of school 2. facilities:

Organization	Place	Time, Date, Purpose
Lyndhurst Music Association	High School Band Room	6:30 pm – 9:00 pm 1/12/15 Music Association's Meeting
Booster Club	High School Auditorium	9:00 am – 12:00 pm 1/19/15 Varsity Jacket Fitting
Lyndhurst Music Association	High School Band Room	6:00 pm – 9:00 pm 2/9/15 Association Meeting
Jefferson/Columbus PTA	Jefferson School 1 st Fl. Classroom	6:00 pm – 8:30 pm 2/10, 3/10, 4/4, 5/12, 6/9/15 PTA Executive & General Mtgs.
Lyndhurst Parks	High School Gym	3:00 pm – 10:00 pm 2/11/15 Wrestling
Lyndhurst Parks	Jefferson School Gym	7:00 pm – 9:00 pm 3/7, 3/8 & 3/14/15 Tryouts for Softball

Meeting 2-9-15

12:00 pm - 2:00 pm 7/6, 7/13, 7/20, 7/27, 8/3, 8/10, 8/27, 8/24 & 8/31/15

Lyndhurst Parks	High School Field	6:30 pm – 9:00 pm 3/9, 3/10, 3/11, 3/12 & 3/16, 3/17, 3/18, 3/19, 3/23, 3/24, 3/25, 3/26, 3/30 & 3/31 4/1, 4/2, 4/6, 4/7, 4/8, 4/9, 4/13, 4/14, 4/15, 4/16, 4/20, 4/21, 4/22, 4/23, 4/27, 4/28, 4/29, 4/30, 5/4, 5/5, 5/6, 5/7, 5/11, 5/12, 5/13, 5/14, 5/18, 5/19, 5/20, 5/21, 5/25, 5/26, 5/27, 5/28, 6/2 6/3, 6/4, 6/8, 6/9, 6/10 & 6/11 Lacross
Lyndhurst Parks	Jefferson School Field	9:00 am - 12:00 pm 4/4, 4/11, 4/18, 4/25, 5/2, 5/9, 5/16, 5/23, 5/30, 6/6, 6/13, 6/20 & 6/27/14 Lacross
Sacred Heart School	High School Field	5/9/15 7:00 am – 4:00 pm Track Meet

Lighthouse Campus

Lyndhurst Recreation

Student Activities & Recognition Committee:

Sheri Jarvis, Chairwoman Beverly Alberti James Vuono

Any Board member who takes exception to any of the following listed actions under the category of Student Activities & Recognition Committee may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by second by Recognition Committee actions of the Board numbered actions be adopted.

that the following Student Activities & through exception

Roll Call For:

- 1. BE IT RESOLVED, that the Lyndhurst Board of Education approve bedside instruction for (2) students, subject to state approval.
- 2. BE IT RESOLVED, that the Lyndhurst Board of Education approve home instruction for (2) students, subject to state approval.
- 3. BE IT RESOLVED, that the Lyndhurst Board of Education grant permission for one (1) classified student to attend Alfred Faust School in East Rutherford, at a tuition of \$46,000.00, pro-rated, effective January 15, 2015 through January 28, 2015. Transportation was provided by South Bergen Jointure Commission.

New Business

Any Board member who takes exception to any of the following listed actions under the category of New Business Committee may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by second by that the following New Business Committee actions of the Board numbered through exception actions be adopted.

Roll Call For:

- 1. BE IT RESOLVED, that the Lyndhurst Board of Education accept a donation of 436 one-inch and 450 two-inch binders for an estimated total of \$8,874.00.
- 2. BE IT RESOLVED, that the Lyndhurst Board of Education accept a donation for bus transportation from Montclair State University totaling \$2000.00 for a class trip for all 7th grade students district-wide (Lincoln, Jefferson and Roosevelt Schools) to attend "Rising Hawks" Theatrical Program.

Lyndhurst High School PARCC Testing Schedule Performance Based Assessment Period 3/2/15 – 3/27/15

	3/2 – B day	3/3 – A day	3/4 – B day	3/5 – A day	3/6 – B day
	Algebra I	Algebra I	Geometry	Geometry	Make-ups
	Unit I	Unit II	Unit I	Unit II	Or
	AM Session	AM Group	AM Group	AM Group	Snow Day
	8:25 - 10:25	8:25 - 10:10	8:25 – 10:25	8:25 – 10:25	
	Algebra I	Algebra I	Geometry	Geometry	
	Unit I	Unit II	Unit I	Unit II	
1	PM Group	PM Group	PM Group	PM Group	
	12:00 – 2:00	12:00 - 1:45	12:00 - 2:00	12:00 - 2:00	
1	3/9 – A day	3/10 - B day	3/11 - A day	3/12 - B day	3/13 – A day
1	Algebra II	 Algebra II	ELA 9	ELA 9	Make-ups
	Unit I	Unit II	Unit I	Units II and III	Or
1	AM Group	AM Group	AM Group	AM Group	Snow Day
1	8:25 – 10:25	8:25 – 10:25	8:25 - 10:10	8:25 - 11:25 Lunch 11:25 - 12:15	
1.	Algebra Il	Aigebre ii			
1	Unit l	Unit II	ELA 9	ELA 9	
1	PM Group	PM Group	Unit I	Units II and III	
1:	L2:00 - 2:00	12:00 - 2:00	PM Group	PM Group	
			12:00 – 1:45	11:45 — 2:45 Lunch 10:40 — 11:30	
3	3/16 - B day	3/17 – A day	3/18 – B day	3/19 - A day	3/20 – B day
E	LA 10	ELA 10	 ELA 11	ELA 11	Make-ups
	Init I	Units II and III	Unit I	Units II and III	Or
	M Group	AM Group	AM Group	AM Group	Snow Day
	:25 - 10:10	8:25 - 11:25	8:25 - 10:10	8:25 - 11:25	
		Lunch 11:25 – 12:15		Lunch 11:25 – 12:15	
E	LA 10 Unit I	ELA 10	 ELA 11	ELA 1.1	
	M Group	Units II and III	Unit I	Units II and III	
	2:00 - 1:45	PM Group	PM Group	PM Group	
		11:45 - 2:45	12:00 - 1:45	11:45 - 2:45	
3/	/23 – A day	Lunch 10:40 - 11:30 3/24 - B day	3/25 – A day	Lunch 10:40 - 11:30 3/26 - B day	3/27 – A day
ر.		-/ ar budy	J, 25 A day	Jaco budy	JEI A day
M	ake-ups	Make-ups	Make-ups	Make-ups	Make-ups
M	ake-ups	Make-ups	Make-ups	Make-ups	Make-ups

QUALIFICATIONS:

- 1. Masters degree in special education and supervisor certification or certificate of eligibility.
- 2. Experience, as determined by the board, in the areas of special education services, curriculum and instruction (ESL, TAG, and Intervention Programs) and supervision of staff.
- 3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements.
- 4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups, and agencies.
- 5. Strong leadership and communication skills.
- 6. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: SUPERINTENDENT

SUPERVISES: Child study team members; certified and noncertified special education personnel; ESL, TAG, and Intervention personnel.

JOB GOALS:

- 1. To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest and to eliminate or ameliorate problems that interfere with student learning and behavior.
- 2. To direct the planning, development, organization, management, direction, and implementation of all aspects of Student Service programs, including alternative education, child welfare, attendance and discipline procedures, and grant funded programs.
- 3. To assure compliance with laws, codes, and regulations related to Student Services, evaluate assigned personnel, and perform related work as required.
- 4. To provide leadership and direction to ESL, TAG, and Intervention programs.

PERFORMANCE RESPONSIBILITIES:

Special Education Instructional Leadership

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.

- 2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
- 3. Serves as a member of the child study team.
- 4. Assumes responsibility for the preparation and timely submission of all required documents and reports to assure compliance with legal requirements.
- 5. Monitors the implementation of IEPs.
- 4. Recommends policies and programs essential to the needs of special education children.
- 5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
- 6. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
- 7. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
- 8. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.
- 9. Directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs in the district.
- 10. Serves as a leader and general resource person in matters relating to student discipline and alternative education.

Alternative Education Programs

- 1. Provides direct oversight of the development and implementation of alternative education programs.
- 2. Facilitates enrollment of students into alternative programs and their return to regular programs.
- 3. Chairs, conducts, and supervises various discipline and attendance hearings; coordinates all hearing panels, ensures due process in all cases.
- 4. Assists with the development, implementation, and evaluation of effective alternative programs for at-risk students.

Staff Supervision and Coordination

- 1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
- 2. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.
- 3. Supervises and coordinates the activities of ESL, TAG, and Intervention personnel and others as assigned by the Superintendent.

Contact with Parents and Community

- 1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to appropriate agencies when necessary.
- 2. Articulates the objectives of the district's special education program to parents, students, staff and the community.
- 3. Meets with parents to discuss implementation of the IEP and to resolve grievances.
- 4. Conducts a minimum of four parent meetings per year in an effort to further positive relations with parents/guardians.

Program Planning, Administration, Evaluation and Reporting

- 1. Cooperates with the Superintendent to plan, coordinate and evaluate the special services program and to evaluate the performance of special education, ESL, TAG, and Intervention staff.
- 2. Participates in the development and implementation of in-service and training programs.
- 3. Prepares and administers the departmental budget.
- 4. Provides timely and effective communications regarding incidents and/or situations that might impact the district.
- 5. Makes active and consistent efforts to maintain or improve the external and internal image of the District.
- 6. Establishes annual goals and objectives. Gathers appropriate data in support of the status of annual objectives and job description elements.

Attendance

- 1. Directs the planning, organization, and coordination of the District's pupil attendance programs, including truancies.
- 2. Chairs, conducts, and supervises various discipline and attendance hearings; coordinates all hearing panels, ensures due process in all cases.
- 3. Guides, directs, advises, and participates in serious discipline processes and problems including student suspension and expulsion cases.
- 4. Interprets, prepares, and disseminates information regarding Education Codes and legal mandates concerning attendance, student discipline, and due process.

District Meetings

- 1. Helps prepare Board of Education agenda items relating to the Supervisor's areas of responsibilities, submitting items in a timely and appropriate manner for final review.
- 2. Attends Board of Education meetings when required.
- 3. Attends staff meetings, as assigned.

Other

- 1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
- 2. Performs other related duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months, with salary negotiated with the Lyndhurst Board of Education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ state law and the provisions of the board's policy on evaluations

Date:	
Revised	:

BE IT RESOLVE	THAT THE LYNDHURST BOARD OF EDUCATION APPROV	E THE FOLLOV	VING TRANSFERS	FOR THE MONTH OF JANUARY 2015	
11 000 213 300	HEALTH SERVICES/PURCHASED SERVICES		11 000 213 600	HEALTH SERVICES/SUPPLIES	350.00
11 000 213 300	HEALTH SERVICES/PURCHASED SERVICES		11 000 213 100	HEALTH SERVICES/SALARIES	2,619.00
11 000 291 270	UNALLOCATED EMPLOYEE BENEFITS/HEALTH BNFTS		11 000 213 100	HEALTH SERVICES/SALARIES	125,009.00
11 000 219 104	STUDENT SUPPORT-SPECIAL/OTHER PROF SALARIES		11 000 216 101	SPEECH/SALARIES	29,463.00
11 000 217 106	EXTRAORDINARY SERVICES/OTHER SALARIES		11 000 217 600	EXTRAORDINARY SERVICES/SUPPLES	1,355.00
11 000 291 270	UNALLOCATED EMPLOYEE BENEFITS/HEALTH BNFTS		11 000 218 104	STUDENT SUPPORT-REGULAR/SALARIES	129,269.00
11 000 230 580	SUPPORT SERVICES-GEN ADM TRAVEL		11 000 230 610	SUPPORT SERVICES-GEN ADM SUPPLIES	200.00
11 000 251 610	SUPPORT SERVCENTRAL SERVICES/SUPPLIES	458.00	11 000 251 330	SUPPORT SERVCENTRAL SERVICES/ PURCH SERV.	458.00
11 000 266 100	SECURITY/SALARIES	477.00	11 000 261 420	MAINT SCHOOL FAC./CLEAN, REPAIR, MAINT SERVICE	477.00
11 000 240 440	SUPPORT SERVICES-SCHOOL ADM./LEASE	1,225.00	11 000 261 420	MAINT SCHOOL FAC./CLEAN, REPAIR, MAINT SERVICE	1,225.00
11 000 262 420	OTHER OPER. & MAINT, OF PLANT/REPAIRS	7,961.00	11 000 261 420	MAINT SCHOOL FAC./CLEAN, REPAIR, MAINT SERVICE	7,961.00
11 000 262 610	OTHER OPER. & MAINT. OF PLANT/SUPPLIES	400.00	11 000 261 610	MAINT. FOR SCHOOL FACILITIES/SUPPLIES	400.00
11 000 261 100	MAINTENANCE OF SCHOOL FACILITIES/SALARIES	5,000.00	11 000 262 100	OTHER OPER. & MAINT. OF PLANT/SALARIES	5,000.00
11 000 291 270	UNALLOCATED EMPLOYEE BENEFITS/HEALTH BNFTS	100,000.00	11 000 262 100	OTHER OPER. & MAINT. OF PLANT/SALARIES	100,000.00
11 000 262 300	OTHER OPER. & MAINT. OF PLANT/PURCH SERV.	1,500.00	11 000 262 610	OTHER OPER. & MAINT. OF PLANT/SUPPLIES	1,500.00
11 000 240 105	SUPPORT SERVICES-SCHOOL ADM./SEC. SALARIES	2,812.00	11 000 263 420	CARE & UPKEEP OF GROUNDS/CLN., RPR. SERV.	2,812.00
11 000 263 610	CARE & UPKEEP OF GROUNDS/SUPPLIES	450.00	11 000 263 420	CARE & UPKEEP OF GROUNDS/CLN., RPR. SERV.	450.00
11 000 266 100	SECURITY/SALARIES	590.00	11 000 263 610	CARE & UPKEEP OF GROUNDS/SUPPLIES	590.00
11 000 266 100	SECURITY/SALARIES	4,000.00	11 000 270 107	STUDENT TRANSPORTATION/OTHER SALARIES	4,000.00
11 000 270 420	STUDENT TRANSPORTATION/CLEAN, RPR. SERVICES	10,000.00	11 000 270 162	STUDENT TRANSPORTATION/SUB BUS DRIVERS	10,000.00
11 000 270 512	STUDENT TRANSPORTATION/CONTRACTED SERVICES	14,000.00	11 000 270 162	STUDENT TRANSPORTATION/SUB BUS DRIVERS	14,000.00
11 000 270 513	STUDENT TRANSPORTATION/SP ED JOINT. AGREEMEN	6,583.00	11 000 270 162	STUDENT TRANSPORTATION/SUB BUS DRIVERS	6,583.00
11 000 270 515	STUDENT TRANSPORTATION/SP ED JOINT. AGRMNT	3,750.00	11 000 270 162	STUDENT TRANSPORTATION/SUB BUS DRIVERS	3,750.00
11 000 291 270	UNALLOCATED EMPLOYEE BENEFITS/HEALTH BNFTS	25,275.00	11 000 291 290	UNALLOC BENEFITS/OTHER EMPLOYEE BNFTS.	25,275.00
11 130 100 101	INSTRUCTIONAL/SALARIES	10,643.00	11 140 100 101	INSTRUCTIONAL/SALARIES	10,643.00
11 150 100 101	INSTRUCTIONAL/SALARIES	21,843.00	11 140 100 101	INSTRUCTIONAL/SALARIES	21,843.00
11 000 217 106	EXTRAORDINARY SERVICES/OTHER SALARIES	1,699.00	11 190 100 106	INSTRUCTIONAL/OTHER SALARIES	1,699.00
11 204 100 106	INSTRUCTIONAL/OTHER SALARIES	1,180.00	11 190 100 106	INSTRUCTIONAL/OTHER SALARIES	1,180.00
11 190 100 640	INSTRUCTIONAL/TEXTBOOKS	600.00	11 190 100 590	INSTRUCTIONAL/MISC. PURCHASE	600.00
11 240 100 101	INSTRUCTIONAL/SALARIES	3,656.00	11 204 100 101	INSTRUCTIONAL/SALARIES	3,656.00
11 240 100 101	INSTRUCTIONAL/SALARIES	1,194.00	11 204 100 106	INSTRUCTIONAL/OTHER SALARIES	1,194.00
11 215 100 101	INSTRUCTIONAL/SALARIES	1,100.00	11 213 100 106	INSTRUCTIONAL/OTHER /SALARIES	1,100.00
11 215 100 106	INSTRUCTIONAL/OTHER SALARIES	511.00	11 213 100 106	INSTRUCTIONAL/OTHER /SALARIES	511.00
11 240 100 101	INSTRUCTIONAL/SALARIES	1,515.00	11 230 100 101	INSTRUCTIONAL/SALARIES	1,515.00
11 401 100 600	INSTRUCTIONAL/SUPPLIES			INSTRUCTIONAL/SALARIES	1,500.00