

LYNDHURST BOARD OF EDUCATION

March 10, 2014

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 & Curriculum Committee
Rules & Regulations Committee
Student Activities & Recognition

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.

Meeting 3-10-14

AGENDA

1. CALL TO ORDER
2. SALUTE TO FLAG
3. ROLL CALL
4. PRESIDING OFFICER'S MEETING NOTICE STATEMENT
5. APPROVAL OF MINUTES – Meeting #3, 2-10-14
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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Finance Committee
Education & Curriculum Committee
Rules & Regulations Committee
Student Activities & Recognition Committee

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.

LYNDHURST BOARD OF EDUCATION

ANNOUNCEMENT

The terms of School Trustees, Josephine Malaniak, Christopher Musto and Stephen Vendola will expire, thus three seats, all for three years, will be filled at the Tuesday, November 4, 2014 General Election. Polls will be open from 6:00 a.m. to 8:00 p.m.

A candidate whose name is to appear on the ballot must file his/her petition with the Bergen County Clerk on or before July 28, 2014, by 4:00 p.m.

Only those persons who are permanently registered or those who register with the Bergen County Board of Elections, Hackensack, or the Lyndhurst Township Clerk by October 14, 2014 will be permitted to vote.

All judges to open the school elections at 6:00 a.m., Tuesday, November 4, 2014 at:

<u>District</u>	<u>School</u>
1	Jefferson School
2	Jefferson School
3	Senior Citizen Building
4	United Presbyterian Church
5	United Presbyterian Church
6	Lyndhurst High School
7	Lyndhurst High School
8	Lyndhurst Health Center
9	Jefferson School
10	Jefferson School
11	Joseph Carucci Apartments
12	Joseph Carucci Apartments
13	Lyndhurst High School
14	Lyndhurst High School
15	Lyndhurst High School

Finance Committee:

Thomas DiMascio, Chairperson
 Stephen Vendola
 Ronald Szwec

Any Board member who takes exception to any of the following listed actions under the category of Finance 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 Finance
 actions of the Board numbered _____ through _____ 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 February 28, 2014 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 February 28, 2014 be and the same is hereby approved and ordered paid:

Payroll	\$ 2,101,630.27
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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 March 10, 2014 be and the same are hereby approved and ordered paid:

Charter School (Fund 10)	\$
Current Expense (Fund 11)	\$
Special Revenue (Fund 20)	\$

Total	\$
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General Ledger	\$
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4. 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 March 10, 2014 in the amount of \$_____.
5. BE IT RESOLVED, that cafeteria services rendered to the Board of Education of the township of Lyndhurst, County of Bergen, for the Month of February 2014, be and the same are hereby approved and ordered paid:

Payroll/Payroll Taxes	\$ 38,418.75
Services	\$ 42,944.94

6. BE IT RESOLVED, that the Lyndhurst Board of Education approve the attached transfers for the month of February 2014.
7. BE IT RESOLVED, that the Lyndhurst Board of Education, County of Bergen, approves the preliminary 2014-2015 school year budget as follows:

Current General Expense (Funds 11)	\$ 35,950,117
Capital Outlay (Fund 12)	\$ 24,331
Transfer to Charter Schools	\$ 113,254

TOTAL GENERAL FUND	\$ 36,087,702
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Special Revenue (Fund 20)	\$ 924,474
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TOTAL EXPENDITURES/APPROPRIATIONS \$ 37,012,176
AND

BE IT FURTHER RESOLVED, that the GENERAL FUND tax levy \$ 33,712,831 is approved to support Current General Expense and \$ 676,658 to support Debt Service, for the 2014-2015 school year budget.

8. BE IT RESOLVED, that the Lyndhurst Board of Education approve \$ 55,000 as the maximum travel budget for the 2014-2015 school year. This amount includes reimbursement for conferences, professional development workshops, regular school travel, meals and mileage for conference/workshops, as well as any other associated costs for school related travel events. The maximum amount approved for 2013-2014 school year was \$50,000.00. As of February 28, 2014, the total amount spent was \$ 15,977.80

8. BE IT RESOLVED, that the Lyndhurst Board of Education approve a maximum dollar budget limit for the 2014-2015 school year, for the following professional services:

Architect	\$ <u>50,000</u>
Auditor	\$ <u>40,000</u>
Legal Services	\$ <u>150,000</u>
School Dentist	\$ <u>4,000</u>
School Doctor	\$ <u>50,000</u>

9. BE IT RESOLVED, that the Lyndhurst Board of Education contract with Educational Data Services, Inc. for the 2014-2015 school year for the following:

Licensing & Maintenance Fee	\$8,045.007
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10. BE IT RESOLVED, that the Lyndhurst Board of Education appoint Eric M. Bernstein & Associates, L.L.C. for legal services for the 2013-2014 school year.

Education & Curriculum Committee:

Josephine Malaniak, Chairperson
Susan Alcuri
Joseph Abruscato

Any Board member who takes exception to any of the following listed actions under the category of Education & Curriculum 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 Education and Curriculum actions of the Board numbered _____ through _____ exception actions be adopted.

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education approve the Protocol for Dispensing of Classroom Chemicals. This protocol will be utilized at the high school for ordering, storage and disposal of chemicals.

Lyndhurst Board of Education

PROTOCOL FOR DISPENSING OF CLASSROOM CHEMICALS

I. Chemicals: Managing, Handling and Disposing

Maintaining chemical safety requires care in ordering, storing, using, and disposing of chemicals. Chemical safety is the responsibility of everyone who uses the classroom laboratory, but safe management of chemicals begins with the teacher who orders and uses these products. Safe management of chemicals in the classroom requires that the teacher have adequate knowledge of the chemicals to be used and their interactions. Information about these chemicals is available on the Materials Safety Data Sheets (MSDSs) for each chemical, in chemical catalogues, and on container labels. MSDS books are kept in Room 212 and in the Supervisor's Office.

Before making a request to use a reagent chemical not on the school system's approved list, the teacher should read and research the appropriate MSDS to determine whether the chemical can be safely used with students. The teacher also should consider:

- the relative hazard level of the chemical.
- the educational value of using the chemical.
- the teacher's experience or lack of experience in using the substance.
- the degree to which the laboratory is equipped for the safe use of the chemical.

A. Managing Reagent Chemicals

1. Selecting Reagent Chemicals

A teacher who wishes to use a substance not on the appropriate list must seek the permission of the science supervisor by submitting a written request. The request should include the following:

- a. A copy of the lesson plan for the proposed demonstration or laboratory exercise.
- b. Information supporting the following assertions:
 - Use of the substance is pedagogically sound.
 - The demonstration or laboratory exercise using the substance is an effective way to illustrate an important property, process or concept.
- c. No satisfactory substitute for the substance is readily available.
 - Adequate safeguards are in place to ensure proper use of the substance.
 - Students will be instructed in the proper handling of the substance (as indicated in the lesson plan).
- d. Information on the following to enable the supervisor to make an informed decision:
 - the extent of exposure of students and the teacher to the chemical (including estimate of time to the nearest minute).
 - the age or maturity level of the students who will be exposed.
 - the recommended maximum levels of exposure set by regulatory and/or professional organizations.

2. Ordering Reagent Chemicals

- a. Before ordering reagent chemicals, the teacher should—
 - make sure the chemical is on the school system's list of approved chemicals.
 - be capable of assessing the hazards of chemicals.
 - be sufficiently knowledgeable to recognize requests from other teachers for non-essential chemicals.
 - have a current inventory of existing chemicals.
- b. Reagent chemicals should be ordered in quantities consistent with the rate of use.
- c. Reagent chemicals should be ordered in polyethylene bottles or plastic coated bottles, if available, to minimize breakage, corrosion, and rust.
- d. For each reagent chemical used, ask the following questions:
 - Can proper storage be provided for the chemical?
 - Are the facilities appropriate for the use of the chemical?
 - Will the chemical or its end products require disposal as hazardous waste?
 - Is appropriate personal protective equipment available for safe use of the chemical or its end product?
 - Have persons who will handle and use the chemical been trained in handling reagent chemicals? Are they aware of the hazards?

3. Chemical Inventory

Inventories of reagents are essential in the control of chemical hazards. A reagent chemical inventory should be conducted at least once a year.

4. Chemical Storage

a. General Guidelines

- Secure storage areas against unauthorized removal of chemicals by students or others.
 - Protect the school environment by restricting emissions from stored reagent chemicals.
- Maintain clear access to and from the storage areas.
- Do not store chemicals in aisles or stairwells, on desks or laboratory benches, on floors or in hallways, or in fume hoods.
 - Use OSHA-approved storage cabinets for flammable chemicals.
 - Use an appropriate "Acid Cabinet" for any acid solutions of 6 M concentration or higher. Nitric acid needs to be isolated. *** The high school science teachers use 0.1M-0.5M acid solutions only for lab experiments. Stock solutions are stored in acid cabinets.**
 - File a Material Safety Data Sheet (MSDS) for every chemical stored in the laboratory.
 - Store all reagent chemicals in compatible family groups. Do not alphabetize.
 - Store all chemicals safely. Store chemical reagents prepared in the laboratory in plastic bottles (if possible and appropriate to the chemical) to minimize the risk of breakage.
 - Date containers upon receipt and again when opened.
 - Attach chemical labels with all necessary information to all containers.
 - When opening newly received reagent chemicals, immediately read the warning labels to be aware of any special storage precautions such as refrigeration or inert atmosphere storage.
 - Test peroxide-forming substances periodically for peroxide levels; dispose of these substances after three months unless the MSDS for the substance indicates a longer shelf life.
 - Store bottles of especially hazardous and moisture-absorbing chemicals in chemical-safe bags. Check chemical containers periodically for rust, corrosion, and leakage.
 - Maintain a complete inventory in the room where the chemicals are stored, and make a copy available to fire fighters.
 - Keep storage areas clean and orderly at all times.

- Have spill cleanup supplies (absorbents, neutralizers) in any room where chemicals are stored or used. **Spill clean-up supplies are stored under sinks in science rooms.**

5. Labeling of Stored Reagent Chemicals

Proper labeling is fundamental to a safe and effective laboratory operation.

Reagents created in the laboratory also require labeling.

a. Purchased Reagent Chemicals

All purchased reagent chemicals should be labeled with—

- chemical name.
- date received.
- date of initial opening.
- shelf-life.
- hazard warnings.
- storage classification location.

b. Solutions.

All reagents created in the laboratory should be labeled with—

- chemical name and formula.
- concentration.
- date prepared
- hazard warning label

B. Handling Reagent Chemicals

1. Dispensing Reagent Chemicals

The MSDS for an individual substance should always be consulted before a chemical is used for any reason. It is the best source of information about possible hazards, spill procedures, handling procedures and first aid for any substance.

Teachers are responsible for instructing their students about safe methods for working with chemicals.

a. Safety Guidelines for Dispensing Reagent Chemicals

- Use the smallest amount of the chemical possible in any experiment.

Microscale experiments should be considered.

- Consider distributing the amount of chemical for an experiment into vials for each student. This minimizes waste and can save time during the class period.
- Use proper containers for dispensing solids and liquids. Solids should be contained in wide-mouthed bottles and liquids in containers that have drip-proof lips.
- Label all containers properly.
- Never return dispensed chemicals to stock bottle, as it inevitably results in contamination despite your best precautions.

2. Spill Cleanup

a. General Notes on Chemical Spills

- Spills should be contained, the area cleared of students, and the spill cleaned up immediately.
- Waste from spill cleanup should be disposed of appropriately.

b. Spills that Constitute Fire Hazard

- Extinguish all flames immediately.
- Shut down all experiments.
- Vacate the room until the situation has been corrected.

b. Other Spills

(1) Use an absorbent material to neutralize the liquids. Materials include:

- for acids, powdered sodium bicarbonate

- for bromine, sodium thiosulfate solution (5-10%) or limewater
 - for organic acids, halides, nonmetallic compounds, or inorganic acids, use slaked lime and soda ash
 - for general spills, use commercial absorbents or spill kits, small particles of clay absorbents (kitty litter), or vermiculite
- (2) Wear rubber gloves and use a dustpan and brush. Clean the area thoroughly with soap and water, then mop dry.
- (3) Aromatic amine, carbon disulfide, ether, nitrile, nitro compound, and organic halide spills should be absorbed with cloths, paper towels, or vermiculite and disposed of in suitably closed containers.

C. Chemical Waste Strategies

All laboratory work with chemicals eventually produces chemical waste. Everyone associated with the science laboratory shares the legal and moral responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment. Depending on what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be **neutralized or discharged** in normal streams.

b. Classroom Management

- Make disposal options a part of all laboratory instructions for students. For each chemical waste produced, instruct students as to the appropriate disposal, including disposing of the substance in a disposal container or down the drain.
- Place all laboratory waste in a properly labeled container. The label should contain the date and type of waste.
- Immediately following the laboratory activity, place the waste containers in a secure location until the containers can be removed to the central storage area.
- Some chemical wastes may be recycled. Teachers should seek guidance on recycling from local safety officers or other knowledgeable administrative staff.

c. Drain Disposal

- Before considering drain disposal, be certain that the sewer flows to a wastewater treatment plant and not to a stream or other natural water course. .
- Any substance from a laboratory should be flushed with *at least* 100 times its own volume of tap water.
- Acids and bases should be at least above pH 3 and below pH 8 before being placed in a sanitary drain.* **All waste solutions generated from lab experiments have a pH of 7.0 when placed in drains.**

- If both ions of a compound are on the following lists, that compound may be placed in the drain:

Positive Ions

aluminum
ammonium
bismuth
calcium
copper
hydrogen
iron
lithium
magnesium
potassium
sodium
strontium
tin
titanium
zinc
zirconium

Negative Ions

borate
bromide
carbonate
chloride
cyanate
hydrogen sulfide
hydroxide
iodide
nitrate
phosphate
sulfate
sulfite
tetraborate
thiocyanate

The following organic compounds can go into a drain:

acetic acid
oxalic acid
acetone
pentanols
butanols
propanols
ethanol
potassium salts of carboxylic acids
ethylene glycol
formic acid
glycerol
sugars
methanol
esters with less than 5 carbon atoms sodium salts of carboxylic acids

d. Compounds Not Suitable for Drain Disposal

For compounds not suitable for drain disposal, label and package the compound and alert the supervisor. The supervisor will have the compounds picked up, shipped, and disposed of by licensed and approved firms designated by OSHA.

Rules & Regulations Committee:

Joseph Abruscato, Chairperson
 Stephen Vendola
 Sheri Jarvis

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 _____ that the following Rules & Regulations Committee actions of the Board numbered _____ through _____ exception actions be adopted.

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education approve the following use of school facilities:

<u>Organization</u>	<u>Place</u>	<u>Time, Date, Purpose</u>
Lyndhurst Music Assoc.	High School Band Room	6:00 p.m. – 9:00 p.m. 2/24/14 Parent Association
Jefferson/Columbus PTA	Jefferson Jeff. Community Columbus All Purpose Room	8:30 a.m. – 10:00 a.m. 2/27 & 2/28/14 Book Fair
Project Graduation	High School Auditorium	7:30 p.m. 2/27/14 Senior Parent Meeting

Student Activities & Recognition Committee:

Sheri Jarvis, Chairperson
Josephine Malaniak
Joseph Abruscato

Any Board member who takes exception to any of the following listed actions under the category of Student Activities and Recognition 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 Student Activities and Recognition Committee actions of the Board numbered _____ through _____ exception actions be adopted.

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education approve a program with Clara Maass Medical Center and Barnabas Health and Lyndhurst High School through the Matthew J. Morahan III Health Assessment Center for Athletes at no cost to the Lyndhurst Board of Education. Pending review from District Risk Manager, Phil Bogle.