

**MISSION STATEMENT**

We are committed to achieving the New Jersey Core Curriculum Content Standards at all grade levels and providing a safe and supportive environment where educators inspire, empower, and encourage students to excel.

**VISION STATEMENT**

Students will become life-long learners, critical thinkers, and creative problem solvers who achieve success as honorable members of society.

**ACTION MEETING** on February 27, 2012, Strathmore Elementary School, 282 Church St, Aberdeen, NJ.

**I. CALL TO ORDER**

Board President, Charles Kenny called the Regular Action Meeting to order at 7:04PM.

**II. PLEDGE OF ALLEGIENCE**

Kieran Connelly and Nick D’Armetta, 3<sup>rd</sup> grade students in Strathmore Elementary School, led the Board in the Pledge of Allegiance.

**III. STATEMENT OF ADEQUATE NOTICE**

Mr. Kenny read the following Statement:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or agreed upon. In accordance with the provision of this act, the Matawan-Aberdeen Regional School District Board of Education advertised this meeting on May 3, 2011. The notice was sent to the Asbury Park Press, the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Aberdeen-Matawan Joint Free Public Library. The notice was also placed on the district’s web site.”

**ROLL CALL**

Present:	Mr. Charles Kenny-President	Ms. Elizabeth Hayward-Vice President
	Mr. Kenneth Aitken	Dr. Jeff Delaney
	Mr. Gerald Donaghue	Ms. Anissa Esposito
	Dr. Todd Larchuk	Ms. Patricia Phillips

Absent: Mr. Dennis Daniels

Also Present: Mr. David M. Healy-Superintendent of Schools  
Dr. Patrick Piegari-Interim Deputy Superintendent of Schools  
Mr. James H. Strimple, Jr.-Interim Business Administrator/Board Secretary  
Mr. David F. Palumbo – Asst. to the Business Administrator/Asst. Board Secretary  
Matthew Tomasello, Student Representative

#### IV. MINUTES

It was moved by Ms. Hayward, seconded by Dr. Delaney and approved by a unanimous roll call vote to approve the following minutes: Mr. Aitken and Ms. Esposito abstained from the minutes of both the January 23, 2012 Regular Action and Executive Session. Ms. Phillips abstained from both the minutes of the February 13, 2012 Committee of the Whole and Executive Session.

January 23, 2012, Regular Action Meeting  
January 23, 2012, Executive Session  
February 13, 2012, Committee of the Whole  
February 13, 2012, Executive Session

#### V. BOARD PRESIDENT'S REPORT

Board President, Mr. Charles Kenny, commented on the following:

Thanked the Strathmore community for coming to the meeting.

Thanked Social Studies teacher Ms. McInerney for her years of service and wished her well on her retirement.

The Matawan-Aberdeen Education Foundation will hold its art auction on March 8, 2012 at Lloyd Road.

Congratulated student representative Matthew Tomasello for being named a National Forensic League All American.

Provided an update on negotiations with the MRTA. They are currently in fact finding but both sides are still meeting in an attempt to reach a settlement.

#### VI. SUPERINTENDENT'S REPORT

Ms. Kelly Bera, Principal, Strathmore Elementary School reviewed the highlights from the school and recognized the following 29 students:

The following students will be honored for their excellent research project and report.

Mrs. Hausmann's class - Ashley Chambers; Thomas Fleissner; Giovanni Gallo; Alyssa Rodriguez

Mrs. Preiser's class - Christian Facchini; Tinaz Kotval; Julia Mandarain; James Orleman; Samantha Sakowski

Mrs. Kushawara's class - Jack Gardell; Rachel Oksa; Victoria Russo; Luke Sassa

Mrs. Gross' class - Dorothy Brussel; Michael DiPrisco; Amanda Eschert; Amanda Teubner

Mrs. Kyvelos' class - Samantha Alcaide; Lucas DiGregorio; Mason Dolan; Timothy Ryf

Mrs. DuBrosky's class - Alexis Belletti; Lily Cosentino; Annabel DiLeva; Rachel Potter

Mrs. D. Smith's class - Alex Cusamano; Ashley Siroto

Ms. Ruscavage, Principal, Matawan Regional High School recognized the following students for their participation in the Memory Project:

Hayley Ahrens; Marilyn Charles; Cori DeNino; Marc Flowers; Matthew Gilliard; Mariam Giorgaldze; Mimi Liu; Shannon Morehouse; Isabelle Muth; Carlos Rojas; Paige Seaman; Mika Sessions; Angelica Taylor; Holly Thompson; Laina Tollefsen

Also recognized are the Art teachers who helped these students reach this incredible level of ability:

Ms. Aprilante; Ms. Barbato; Ms. Barnes; Ms. Christie; Mr. Hor; Ms. Lepre; Ms. Orr; Mr. Pickens; Mr. Stevens

The following students are honored for their participation in the Art Society of Monmouth County's Annual Merit Awards for High School Students:

Marc Flowers; Matthew Gilliard; Shanna Morehouse; Kailee Richards; Angelica Taylor; Holly Thompson

We are pleased to announce the winners from our school

Shanna Morehouse – Honorable Mention

Matthew Gilliard – 2<sup>nd</sup> place

Angelica Taylor – 1<sup>st</sup> place

Ms. Ruscavage honored the following vocal music students who earned All-Shore Recognition:

Alexis Berger; James Buhse; Sarah Casserly; Ian Ludano; Philline Miguela; Julia Ripple; Kayla Ryder; Luke Shapiro; John Walsh

The students performed a piece from the concert, "In the Bleak Midwinter" by Gustav Holst with Mr. Andre Baldasserini, chorus teacher accompanying on the piano.

Mr. Healy updated the Board on the Freshman Academy. He noted that both the statistics for major incidents and student failures have decreased significantly as compared to last year.

## **VII. STUDENT REPRESENTATIVE'S REPORT**

The student representative to the Board, Matthew Tomasello, made the following statements:

Ravine Drive Elementary School students read over the 22,620 books for the "Great Reading Race." Students have also answered over 1,000 questions on Study Island.

Lloyd Road Elementary School students participated in the Physics is Fun assembly. Parent/Teacher conferences and a book fair will take place this week.

First graders at Cliffwood Elementary School got a visit from an officer from the Monmouth County Sheriff's Office on how to use and dial 911. They participated in the "Jump Rope for Heart" and raised over \$7,000.

The Middle School had five students compete in the Science Bowl. Students also raised money for heart disease and participated in the "Pennies for Patients" fundraiser.

At the High School, the dance team won first place at a competition at Monroe High School. The speech and debate team will compete at the state tournament to be held this week at Ridge High School. The spring musical "Guys and Dolls" will be held in March.

## VIII. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

Members of the public commented and asked questions on the following items presented on the agenda.

Implementation of Option II for Physical Education.

The inclusion of more funds in next year's budget for professional development for teachers in specialized areas.

## IX. CURRICULUM AND INSTRUCTION

It was moved by Ms. Hayward, seconded by Ms. Phillips and approved by a unanimous roll call vote to approve the following items: Ms. Phillips abstained from voting on item #6.

The Superintendent recommends:

### A. TRAVEL

1. Pursuant to travel policy #4033, the following staff is approved for travel related to training and seminars. This travel is deemed educationally necessary and fiscally prudent, and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's Professional Development Plan.  
**(Curriculum & Instruction Attachment #1)**

**Policy:** 4033 Travel/Reimbursable Expenses

**Rationale:** Required estimates to abide by law and policy.

### B. OTHER

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Rutgers Graduate School of Education as a provider of professional development for the March 9, 2012 In-service Day. Two consultants will be hired. One consultant will work with kindergarten teachers (full day), and a second consultant will work with 1<sup>st</sup> grade teachers (half-day) and 2<sup>nd</sup> grade teachers (half-day).

**Rationale:** In preparation for the adoption of the Common Core State Standards for Language Arts Literacy in September 2012, teachers of grades K-2 will develop a deeper understanding of

the changes and how they will be implemented within the various components of a Reader’s Workshop literacy framework.

**Cost:** \$1,200.00 per consultant                      **Total Cost:** \$2,400.00

**Account:** 20-265-200-500-00-1011-0 (\$931.62) & 20-265-200-500-09-0000-0 (\$1,468.38)

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Terrie L. Newbold as an educational consultant to provide professional development for the March 9, 2012 In-service Day. Ms. Newbold is an independent contractor with McGraw-Hill for the *Everyday Math* program. Ms. Newbold will work with 4<sup>th</sup> and 5<sup>th</sup> grade teachers on effective instructional strategies which integrate the new Common Core State Standards for mathematics.

**Rationale:** In preparation for the adoption of the Common Core State Standards for Mathematics in September 2012, teachers of grades 4 and 5 will develop a deeper understanding of the new standards and how they can be effectively implemented within the district’s math program.

**Cost:** \$1,000.00    **Account:** 20-265-200-500-00-1011-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve for the 2012-2013 school year the textbooks listed below, that have been reviewed and recommended in accordance with the Matawan-Aberdeen Regional School District textbook adoption procedures.

Qty	Each	Subject	Grade(s)	Proposed Textbook	Publisher	Copyright Date
45	\$89.25	Forensic Science	11, 12	Forensic Science: Fundamentals & Investigations	South-Western Cengage Learning	2012
110	\$82.00	Oceanography	11, 12	Life on an Ocean Planet	Current Publishing Corp	2010

**Rationale:** The purchase of these textbooks support current curricular standards based on curriculum revisions that are more rigorous and reflective of the New Jersey Core Curriculum Content Standards.

**Total Cost:** \$13,036.25    **Account:** 11-190-100-640-30-1300-0

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt for the 2012-2013 school year Option II Physical Education/Health Individualized Student Learning Opportunities.

**Rationale:** This will assist in better preparing Matawan Regional High School students for success in post-secondary degree programs, careers, and civic life in the 21st century in accordance with N.J.A.C. 6A:8-3.1(c)2. The Option II Individualized student learning opportunities for Physical Education/Health include, but are not limited to the following:

- a. Participation in a minimum of two (2) athletic seasons of an NJSIAA sanctioned sport
  - b. Must maintain a regular fitness regimen of a minimum of 2.5 hours per week under supervision of and verified by professionals including but not limited to:
    - Participation at a private fitness facility
    - Organized fitness activity such as karate, gymnastics, dance, etc., independent, non-school sanctioned athletic teams, after school weight room workouts and complete a program that addressed the New Jersey Core Curriculum Content Standards in Health
  - c. Combination of (a) and (b) will be considered. For example, a one season athlete may combine that activity with participation in an organized dance program that meets the 2.5 hour per week participation time
5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve IDE Corporation to facilitate the March 9, 2012 In-service Day to the high school and middle school teachers.

**Rationale:** IDE Corporation will deliver the keynote address that will provide a dynamic introduction to the Common Core State Standards and their impact on teaching and learning. In advance of the In-service Day, an IDE Corporation consultant will work with the secondary leadership team for one half-day session as they facilitate the breakout sessions.

- 1 consultant for one half-day of leadership training on March 1, 2012
- Keynote speaker Fiona Borland, IDE Vice President – March 9, 2012

**Cost:** \$4,040.00

**Account:** 20-265-200-500-09-0000-0

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the 2012-2013 School Calendar. (**Curriculum & Instruction Attachment #2**)

### **C. SPECIAL SERVICES**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Ms. Maybeth Conway to provide a professional development workshop for Child Study Team members on Identifying Modifications as Supplemental Aides and Services for Disabled Students Assigned to In Class Resource Classes for the March 9, 2012 In-service Day. Ms. Conway has worked as an LDT/C; Special Education Academic Coordinator; Special Education Supervisor, Director of Curriculum and Instruction; Assistant Superintendent of Curriculum and Instruction and has served as a past president of the NJ Professional Development Council.

**Rationale:** As a greater number of special education students are placed in regular education classes with an in class resource teacher, it is important the CST staff provide appropriate and detailed modifications that are consistent with each students identified weaknesses and provide a guide to the teachers in the assigned classroom.

**Cost:** \$400 for a half day program

**Account:** 20-250-200-590-00-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Middlesex Educational Services to provide the completion of Crisis Intervention Training (restraint training) to staff members on the March 9, 2012 In-service Day.

**Rationale:** It is required and recommended that staff members who teach or provide services to autistic students be given this training.

**Cost:** \$315.00

**Account:** 20-250-100-300-09-0000-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the service contract with the Raritan Bay Area YMCA for twelve (12) interchangeable student memberships for the period from March 1, 2012 through June 30, 2012.

**Rationale:** To provide opportunities for the special needs students of Matawan-Aberdeen Regional School District to participate in educational, cultural, recreational, and civic activities through the use of the Raritan Bay Area YMCA Facilities.

**Cost:** \$240.00 per month

**Total Cost:** \$960.00

**Account:** 11-214-100-890-09-0000-0

**4. Students to attend out of district placements for the 2011-2012 Regular School Year**

<b>STUDENT</b>	<b>CLASS</b>	<b>SCHOOL</b>	<b>REASON</b>	<b>COST</b>	<b>EFFECTIVE DATE</b>
0208-008	Autistic	Children’s Center of Monmouth County, Inc	Change in Placement	\$20,892.80-tuition \$20,800.00-2 aides  TOTAL: \$41,692.00	02/13/2012 – 06/30/2012

**X. PERSONNEL**

It was moved by Ms. Hayward, seconded by Mr. Aitken and approved by a unanimous roll call vote to approve the following items:

The Superintendent recommends that the Matawan Aberdeen Regional School District Board of Education approve the following:

**A. RESIGNATIONS/RETIREMENTS**

*POLICY: 4112.1 Individual Contracts-Certificated Staff  
4212.1 Individual Contracts Non-Certificated Staff*

NAME	LOC	POSITION	REASON	DATE OF HIRE	EFF DATE
MC INERNEY, NANCY	MA	Teacher of Social Studies	Retirement	04/08/97	06/30/12

**B. LEAVES OF ABSENCE**

*POLICY: 4151 Attendance Patterns  
4151.1 Personal Illness and Injury/Health and Hardship*

	NAME	LOC	POSITION	TYPE OF LEAVE	WITH/ W/O PAY	EFF DATES
1.	PREISER, SHERYL	ST	Elementary Teacher	Maternity Leave Disability Phase  Disability Phase  FMLA	With Pay  Without Pay  Without Pay	03/12/12 - 04/04/12  04/05/12 - 04/30/12  05/01/12 - 06/01/12
2.	ZIMMER, THERESA	LR	Teacher of Special Education	Personal Leave	Without Pay	04/04/12 - 04/05/12
3.	WALKER, MARTINE	CL	Elementary Teacher	Maternity Leave Disability Phase  FMLA	With Pay  Without Pay	04/30/12 - 06/20/12  09/03/12 - 11/26/12
4	BLODGETT, MADELEINE	MA	ESL Teacher/ World Language Teacher (French)	Personal Leave	Without Pay	04/05/12
5	CLAUDIO, SHANNON	HS	Teacher of Vocational/Practical Arts	Personal Leave	Without Pay	04/17/12 - 04/18/12
6	KNUDSEN, PAULA	CO	Transportation Assistant	Maternity Leave Disability Phase	Without Pay	01/31/12 - 02/27/12 (Amended Dates Previously approved 1/23/12) (Retroactive)



	NAME	LOC	POSITION	TYPE OF LEAVE	WITH/ W/O PAY	EFF DATES
7.	CARNOVSKY, SHARON	LR	Physical Education Teacher	FMLA	Without Pay	02/03/12 - 06/20/12 (Amended Dates Previously approved 1/23/12) (Retroactive)
8	MALTESE, RONALD	CO	Bus/Van Driver PT	Medical Leave	With Pay  Without Pay	02/03/12 - 03/01/12  03/02/12 - 03/16/12 (Retroactive)
9	LANGER, ANNETTE	LR	School Nurse	Personal Leave	Without Pay	04/26/12
10	SAEED, ZEBUNNISA	HS	Teacher of Mathematics	Medical Leave	Without Pay	03/06/12 - 04/13/12
11	ARBITAL, JANICE	MA	Instructional Assistant	Personal Leave	Without Pay	03/09/12
12	ALSTON, LISA	ST	Instructional Assistant	Personal Leave	Without Pay	03/02/12
13	BAUMERT, DEANA	MA	Teacher of Language Arts	Medical	Without Pay	02/16/12 (Retroactive)

**C. APPOINTMENTS**

- POLICY:* 4111/4211 Recruiting, Selection and Hiring  
 4142/4242 Salary Checks and Deductions  
 4122 Substitute Teachers Student Teachers/Interns  
 4213/4214 Assignment/Transfer

**1. APPOINTMENTS**

NAME	SCH	POSITION	# Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF DATES
MATARESE, VICTORIA <i>(Current Employee PT)</i>	RD	Instructional Assistant CI Class F/T	N/A	STEP-05 <i>(Amended Step/Salary)</i>	\$19,500.00 + \$1,485.00  BA Stipend = \$20,985.00  Pro-rated (\$10,492.50)	2	Shaw (Resignation)	02/01/12 - 06/30/12  (Amended start date) Previously approved on 1/23/12 as 1/24/12  (Retroactive)

NAME	SCH	POSITION	# Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF DATES
Mc PEEK, CATHERINE <i>(Former Employee)</i>	RD	Instructional Assistant P/T - Kindergarten	N/A/	STEP-07  (Amended Step/Salary)	\$13,398.00  Pro-rated  (\$6,699.00)	2	Matarese Assignment Change	02/01/12 - 06/30/12  (Amended start date) Previously approved on 1/23/12 as 1/24/12  (Retroactive)
FLAUM, RANDY	CP/ST	LDT/C Child Study Team	N/A	STEP E-10	\$56,960.00 Pro-rated	4	Petillo (Resignation)	02/16/12 - 06/30/12 Amended Start Date Previously approved 12/19/11 for 2/1/12 (Retroactive)

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final.

**2. SUBSTITUTE(s)**

NAME	POSITION
KRESLEIN, DAMIEN	Substitute Transportation Assistant
HOLLIE, DONALD	Substitute Bus/Van Driver
STRUMOLO, THOMAS	Substitute Transportation Assistant

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final.

**3. COLLEGE STUDENT OBSERVER(s)**

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
LANDERS, BRENT	MONMOUTH UNIVERSITY	ELLEN NINGER	HS - Guidance FIELD PLACEMENT INTERNSHIP SCHOOL COUNSELOR SPRING 2012 (02/28/12 - 06/30/12) 350 Hours
MAROLDA, GEORGE	BROOKDALE COMMUNITY COLLEGE	JENNIFER DITRE	LR - Elementary Grade 5 STUDENT OBSERVER February 28, 2012 - March 30, 2012 15 Hours

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
AVELLA, JESSICA	BROOKDALE COMMUNITY COLLEGE	GAIL THOMPSON	ST - Elementary Graded 2 <b>STUDENT OBSERVER</b> February 28, 2012 - June 20, 2012
DE VINCENZO, ALEXANDRA	MIDDLESEX COUNTY COLLEGE	MARY ELLEN DOYLE	RD - Elementary Kindergarten <b>STUDENT OBSERVER</b> 4 Hour Observation -Spring 2012
SANSONE, ALANA	BROOKDALE COMMUNITY COLLEGE	SUSAN RIPPLE	CP - Pre-School Disabilities <b>STUDENT OBSERVER</b> February 28, 2012 - June 20, 2012

RATIONALE: Student will be able to complete course work requirements toward degree and certification.

COST: None

EFFECTIVE DATE: 2011/2012 School year

#### 4. ASTA - AFTER SCHOOL TEACHER ACADEMY (SPRING 2011/2012)

##### GRADES PRE K-5

NAME	POSITION	COURSE TITLE	MAX Total Hours @ \$20.00	EFF DATE
BAUMERT, DEANNA	ASTA Instructor	Promethean Board Applications for Teachers of Grades 4-5 (Intermediate Level)	13 hours @ \$20.00 \$260.00 Maximum	Spring 2012
BAUMERT, DEANNA	ASTA Instructor	Promethean Board Applications for Teachers of Grades K-3 (Intermediate Level)	13 hours @ \$20.00 \$260.00 Maximum	Spring 2012
PARIS, LAUREN	ASTA Instructor	Promethean Board Applications for Teachers of Grades 4-5 (Advance Level)	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
PARIS, LAUREN	ASTA Instructor	Promethean Board Applications for Teachers of Grades K-3 (Advanced Level)	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
BRUDER, ANGELA	ASTA Instructor	Animoto as an Instructional Tool for Teachers of Pre K-5	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
BRUDER, ANGELA	ASTA Instructor	Student Projects Using Animoto for Teachers of Grades 3-5	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
COLAO, RAQUEL	ASTA Instructor	Teaching Grammar Through Editing in a Writer's Workshop for Teachers of Grades 2-5	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
COLAO, RAQUEL	ASTA Instructor	Shared Reading Strategies for Reader's Workshop for Teachers of Grades 3-5	6 hours @ \$20.00 \$120.00 Maximum	Spring 2012

NAME	POSITION	COURSE TITLE	MAX Total Hours @ \$20.00	EFF DATE
COLAO, RAQUEL	ASTA Instructor	Guided Reading Strategies for Reader’s Workshop for Teachers of Grades 3-5	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
COLAO, RAQUEL	ASTA Instructor	Literacy Centers for Teachers of Grades 3-5	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
EISENBERG, RANDI/ COLAO, RAQUEL	ASTA Instructor	Book in a Bag for Teachers of Grades 3-5	4.5 hours @ \$20.00 \$90.00 Maximum (TO BE SHARED)	Spring 2012

<b>GRADES 6-12</b>				
NAME	POSITION	COURSE TITLE	MAX Total Hours @ \$20.00	EFF DATE
GROSS, ZACHARY	ASTA Instructor	Animoto as an Instructional Tool for Teachers Grades 6-12	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
MC DEDE, MARIA	ASTA Instructor	Using Glogster in Your Classroom Grades 6-12	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
TARRAZI, DYLAN	ASTA Instructor	Edmodo as an Instructional Tool for Teachers Grades 6-12	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012
LASKO, ANDREW	ASTA Instructor	Introduction to Prezi Grades 6-12	9 hours @ \$20.00 \$180.00 Maximum	Spring 2012

RATIONALE: Provide after school Professional Development for Staff

COST: Title II NCLB Funds (Account # Salaries: 20/265-200-101-00-0000-1)

EFFECTIVE: 2011/2012 School year

**5. MENTOR - 2011/2012 SCHOOL YEAR**

NAME	SUBJECT	SCHOOL
POLAKOWSKI, SHANNON	Teacher of Special Education	Cliffwood Elementary School

RATIONALE: Provisional Teacher assumes total responsibility for paying the Mentor Teacher pursuant to N.J.A.C. 6:11-3.2c

COST: None

**6. EXTRA CURRICULAR/HOURLY ACTIVITIES 2011/2012 SCHOOL YEAR**

NAME	SCHOOL	ACTIVITY	POSITION	STIPEND 2009/2010 Guide	EFF DATE
<b>EXTRA CURRICULAR ACTIVITIES</b>					
KAYE, JOHN	HS	Football	HEAD COACH	STEP-03 \$9,520.00 <i>Pending MRTA Negotiations</i>	2012/2013 School Year
<b>HOURLY ACTIVITIES</b>					
TURNER, JODIE	LR	Tutorial Program	Instructor	\$35.00/Hour	2011/2012 School Year
GALIETTI, ELYSE	CL	Tutorial Program	Instructor	\$25.00/Hour	2011/2012 School Year
PETERS- ESPOSITO, MINDY	CL	Tutorial Program	Substitute Instructor	\$25.00/Hour	2011/2012 School Year

**7. STAFF ARRAY CHANGES – 2011/2012 SCHOOL YEAR**

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	NEW ASSIGNMENT	EFF DATES/ REASON
MATARESE, VICTORIA	RD - 0.58	Instructional Assistant P/T Kindergarten	RD - 1.00	Instructional Assistant CI Class	02/01/12 - 06/30/12 Amended Start Date
KOMITO, MARC	HS - 0.40 HS - 0.20 HS - 0.20 HS - 0.20  <b>HS - 0.20 O/L</b>	AHSA/HSPA Math Algebra 1 Grade 9 Level 1 Algebra 1 Grade 9 Level 2 Algebra 1 Grade 9 Level 2 ICR <b>Math Lab</b>	<b>HS - 0.20</b> HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.20 HS 0.20 O/L	AHSA/HSPA Math Algebra 1 Grade 9 Level 1 Algebra 1 Grade 9 Level 2 Algebra 1 Grade 9 Level 2 ICR Math Lab Math Lab	01/30/12 - 06/20/12 (Retroactive)
JACKMAN, NEIL	HS - 0.20 HS - 0.60 HS - 0.20 <b>HS - 0.20 O/L</b>	Academy Algebra 2/Trigonometry AP Calculus AB AP Calculus BC <b>Math Lab</b>	<b>HS - 0.20</b> <b>HS - 0.60</b> <b>HS - 0.20</b>	Academy Algebra 2/Trigonometry AP Calculus AB AP Calculus BC <b>O/L no longer in schedule</b>	01/30/12 - 06/20/12 (Retroactive)

RATIONALE: As indicated above

COST: Per MRTA Contract Guide (Pending Negotiations)

**8. HOME INSTRUCTION**

ID #	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HRS PER WEEK	# OF DAYS	TOTAL # OF HRS PER SUBJECT CLASS	EFF DATES
121045	Adv. Algebra & Trig	HS	Mario Cornacchia	DIANE STETZ	2	5	2	01/31/12 (Retroactive)
121045	English 4	HS	Jessica Segui	MARIA Mc DEDE	2	5	2	01/31/12 (Retroactive)
121045	Lab Physics	HS	Julia Melikhova	JULIA MELIKHOVA	2	5	2	01/31/12 (Retroactive)
133016	Pre-Calculus	HS	John Geran	DIANE STETZ	2	5	2	01/31/12 (Retroactive)
133016	English 2	HS	Courtney Castelli	COURTNEY CASTELLI	2	5	2	01/31/12 (Retroactive)
133016	Forensic Science	HS	Chris Mingrone	CHRIS MINGRONE	2	5	2	01/31/12 (Retroactive)
133016	US History 2	HS	Heather Kaiser	HEATHER KAISER	2	5	2	01/31/12 (Retroactive)
159624	Elementary	RD	Sara Nau	SARA NAU	5	5	2 Rdg/LAL 2 Math 1 Content (Correction)	02/07/12 - 03/24/12 (Retroactive)
157776	Elementary	RD	Adrienne Scheuing	ANGELA BRUDER	5	5	2 Rdg/LAL 2 Math 1 Content (Correction)	02/01/12 - 02/29/12 (Retroactive)
157124	Elementary	LR	Patricia Cottrell	JENNIFER DITRE	5	5	2 LAL 2 Math 1 Content	02/20/12 - 03/06/12 (Retroactive)
143025	Algebra 1	HS	Marc Komito	DIANE STETZ	2	5	2	02/16/12 (Retroactive)
143025	English 2	HS	Jessica Greenman	MARIA MC DEDE	2	5	2	02/16/12 (Retroactive)
143025	Lab Chemistry	HS	Jonathan Marbach	JONATHAN MARBACH	2	5	2	02/16/12 (Retroactive)
143025	US History I	HS	Louise Wegrzyn	MICHELLE O'NEILL	2	5	2	02/16/12 (Retroactive)

RATIONALE: Home Instruction required for Student

COST: \$35.00/Hour

ACCOUNT: 11-150-100-101-03-0000-1 (Regular Education)

ACCOUNT: 11-150-100-320-30-0000-0 (Special Education)

**9. SALARY ADJUSTMENTS - MRTA**

	NAME	LOC	FROM	TO	INSTITUTION
<b>A</b>	MARION, COLLEEN	ST	STEP E-10 \$56,960.00	STEP F-10 \$59,280.00	NJ CITY UNIVERSITY and WALDEN UNIVERSITY
<b>B</b>	REYNOLDS, MARYELLEN	CL	Instructional Assistant P/T STEP-06 \$12,238.30	STEP-07 \$13,398.00 (Pro-rated \$7,904.82)	Correction in Step/Salary Retroactive to 1/4/12

RATIONALE: (A) Additional College Credits/Degrees Earned  
(B) Correction in Step/Salary

COST: Per MRTA 2009/2010 Salary Guide (Pending Negotiations)

ACCOUNT: Contractual Salaries

EFFECTIVE: (A) 02/01/12  
(B) 01/04/12 Retroactive

**10. VOLUNTEER - ACTIVITIES**

NAME	LOC	ACTIVITY	EFF DATE
GODOWSKI, KRYSTAL	High School	Softball Team	2011/2012 School year
WILLIAMS, DEVENN	High School	Softball Team	2011/2012 School year
VITALIANO, RICHARD	High School	Baseball	2011/2012 School year
CITRO, NICHOLAS	High School	Baseball	2011/2012 School year
O'CONNELL, JESSICA	High School	Girls Spring Track	2011/2012 School year

NOTE: The law on background checks requires ultimate clearance prior to any Volunteer becoming final.

**11. OTHER**

**A. EXTENDED HOURS**

NAME	POSITION/HOURS/RATE	EFF DATE
LEYRA, KRISTINE	Attendance/Residency Officer Additional 7 hours per week not to exceed 28 hours per week @ \$18.00/HOUR	03/01/12 - 04/30/12

RATIONALE: The Pre-School and Kindergarten Registration will begin on 02/28/12. Additional time will be needed to review and investigate all registration applications to verify residency within the Matawan-Aberdeen Regional School District

**B. REQUIRED HOURS FOR RESTRAINT TRAINING**

	NAME/LOCATION/POSITION	DAILY PER DIEM RATE OF PAY-1/2 day
1	Arbital, Janice (MAMS MD Paraprofessional)	\$45.34
2	Banafato, Frank (HS Autistic Paraprofessional)	\$52.46
3	Chanowich, Mary Beth (CL Autistic Paraprofessional)	\$45.34
4	Collins, Sharon (CL BD Paraprofessional)	\$52.75
5	DeMonte, Agnes (CL Autistic Paraprofessional)	\$41.62
6	Dhume, Valerie (CP Autistic Paraprofessional)	\$43.75
7	Folechetti, MaryAnn (LR Autistic Paraprofessional)	\$41.62
8	Gross, Jill (CL Autistic Paraprofessional)	\$43.75
9	Harnett, Deborah (LR BD Paraprofessional)	\$56.46
10	Johannesen, Michele (LR BD Paraprofessional)	\$57.21
11	Letowsky, Beth (CL BD Paraprofessional)	\$81.01
12	McGinniss, Kelly (MAMS MD Paraprofessional)	\$44.34
13	Moore, Ryan (LR Autistic Paraprofessional)	\$44.34
14	Rigney, Penny (CL Autistic Paraprofessional)	\$44.34
15	Wassmer, Deborah (CP autistic Paraprofessional)	\$49.71
16	Wojar, Kasthie (LR Autistic Paraprofessional)	\$41.62
17	Zitzman, Denise (CL Autistic Paraprofessional)	\$41.62

**RATIONALE:** It is required and recommended that staff members who teach or provide services to autistic students be given this training.

**COST:** Individual ½ day training session - ½ day per diem rate of pay

**EFFECTIVE:** March 9, 2012 (Staff In-Service Day)

**C. NURSES WORKSHOP**

NAME	LOCATION	EFF DATE
CALDWELL, SHELIA	CP	03/09/12
REESE, MARY ANN	CL	03/09/12
PREUSS, ROSALIE	LR	03/09/12
NESTOR, SUSAN	MA	03/09/12
GODOWSKI, DONNA	HS	03/09/12
KOCH, BRIDGETT	RD	03/09/12
LANGER, ANNETTE	ST	03/09/12
MALLOZZI, CATHY	DISTRICT	03/09/12

**RATIONALE:** Training to cover theory, skills training and evaluation for gastrostomy tubes and replacements of low profile gastrostomy feeding tubes at Brookdale Community College

**COST:** \$1250.00 for up to 8 Nurses

**ACCOUNT#:** 11-000-213-580-02-0000-0

**EFFECTIVE:** March 9, 2012 (Staff In-Service Day)



**XI. FINANCE/TRANSPORTATION**

It was moved by Ms. Hayward, seconded by Dr. Larchuk and approved by a unanimous roll call vote to approve the following items:

Mr. Strimple reviewed the changes to the Tentative Proposed Budget and the uses for the \$869,215 additional State Aid that Governor Christie has allocated to our District.

Mr. Kenny stated that item #15 on the Finance Agenda, the increase in the fees for Preschool Tuition, will be tabled for further discussion.

There was a discussion among the Board of Education regarding the use of \$10,020 in next year's budget for tuition for a student who will be attending a charter school.

The Superintendent recommends

- 1. Bills List for February 2012** (Available for review in Board Secretary's Office)  
Policy #3326 Payment for Goods and Services

January, 2012, Payroll	\$2,959,282.79
February, 2012, Bills List	\$2,118,236.22
<b>TOTAL:</b>	<b>\$5,077,519.01</b>

- 2. Transfer of Funds for January, 2012** (Available for review in Board Secretary's Office)  
Policy # 3160 Transfer of Funds Between Line Items/Amendments/Purchases Not Budgeted

**WHEREAS** N.J.A.C. 6:20-2.13 "Over expenditure of Funds" states "a district Board of Education shall not incur any obligation or approve any payment in excess of the amount appropriated by the district Board of Education in the line item pursuant to N.J.A.C. 18A:22-8.1".

**NOW THEREFORE BE IT RESOLVED** that the attached line item transfer be approved:

- 3. The Report of the Treasurer** (Month ending **January, 2012**)  
Policy # 3571 Financial Reports

The Superintendent recommends that the Board of Education accept the Treasurer's Report for the Month of **January, 2012** which is in agreement with the Board Secretary's Report.

- 4. The Board Secretary's Financial Report** (Month ending **January, 2012**)  
Policy # 3571 Financial Reports

The Board of Education hereby accepts the Board Secretary's Financial Report for the month of **January, 2012**, as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

Pursuant to N.J.A.C. 6:20-2:13(e), the Board of Education certify that as of **January 31, 2012**; and after review of the Secretary's monthly financial report for the same month (appropriations section), and upon consultation with the appropriate district officials, to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-3:13(b), and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

#### 5. Routine Business Travel 2011-2012

Policy # 4033 Travel/Reimbursable Expenses

Pursuant to Travel policy # 4033, the following staff is approved for travel related to routine business for the 2011-2012 school year:

Name	Position	Year Total
Raquel Colao	Reading/Writing Teacher	\$ 650.00
<b>Total</b>		<b>\$ 650.00</b>

#### 6. Waiver Request for Special Education Medicaid Initiative Revenue

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the Superintendent of Schools to request from the Monmouth County Executive County Superintendent of Schools a revenue waiver request for 2012-2013 fiscal year. This request is made as the district is now developing an action plan for compliance with N.J.S.A 18A:55-3. The revenue waiver request will require the district to anticipate \$20,000 in SEMI Revenues for the 2012-2013 fiscal year.

**Rationale:** Request for Waiver is required by Accountability Regulations. The district's history of SEMI Revenue indicates it receives less than the state projects.

#### 7. Submission of the 2011-2012 Extraordinary Aid Application

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the submission of the Matawan-Aberdeen Regional School District's 2011-2012 Extraordinary Aid Application to the State of New Jersey Department of Education.

#### 8. Adoption of the 2012-2013 Tentative Proposed Budget

The Superintendent recommends that the 2012-2013 Tentative Proposed Budget be approved using the 2012-2013 state aid figures and the Secretary to the Board of Education be authorized to submit the following 2012-2013 Tentative Proposed Budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline.

	General Fund	Special Revenues	Debt Service	Total
2012-2013 Appropriation	\$59,818,766	\$990,424	\$2,473,677	\$63,282,867
Less: Anticipated Revenue	\$14,295,506	\$990,424	\$ 30,204	\$15,316,134
Tax Levy	\$45,523,260	\$ 0	\$2,443,473	\$47,966,733

**9. Travel and Related Expense Reimbursement – 2012-2013**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

WHEREAS, the district approved travel expense for the 2011-2012 school year including Federal Funds, in the amount of \$59,472 and as of Jan 31, 2012 has spent \$5,810.

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$68,800 including Federal Funds for all staff and board members.

**10. Advertisement of Budget and Public Hearing**

It is recommended that the School Business Administrator/Board Secretary be authorized to advertise said 2012-2013 Tentative Proposed Budget in the Asbury Park Press in accordance with the form suggested by the State Department of Education and according to law; and that a public hearing on the 2012-2013 Tentative Proposed School Budget be held in the Board Room of the Administration Building located at One Crest Way, Aberdeen, New Jersey on Monday, March 26, 2012 at 7:00 PM.

**11. Request for Increase of Registration Fee for Summer Theater**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve an increase in registration fees for Summer Theater from \$150 to \$175 for resident students and from \$250 to \$275 for non-resident students.

**Rationale:** This increase is necessary to maintain the summer theater program without a loss.

**12. Appropriation of Additional Education Jobs Funds**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the increase in the 2011/2012 budget by appropriating additional Education Jobs Funds.

<u>Account Number</u>	<u>Original/Current Appropriation</u>	<u>Increase</u>	<u>Final Budget</u>
18-000-291-270-11-0000-0 (Group Health Benefits)	\$430,000	\$13,803	\$443,803.00

**Rationale:** Additional Education Jobs Funds became available because there were unspent funds previously withheld for State Administrative purposes.

**13. Amendment to Individuals with Disabilities Education Act (IDEA)**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve amendments to the 2011/2012 IDEA B-Basic and IDEA Preschool Grants to include unexpended non-public allocations from the 2010/2011 IDEA B-Basic and IDEA Preschool Grant as follows:

IDEA B-Basic - \$3,077  
IDEA Preschool - \$890

**Rationale:** The unexpended non-public portion of the 2010/2011 IDEA B-Basic and IDEA Preschool funds will be added to the 2011/2012 non-public IDEA funds so that they may be expended.

**14. Request for Appointment of Birdsall Services Group**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education appoint Birdsall Services Group to provide mechanical and electrical engineering services for the Boiler Replacement Project at the Cliffwood Elementary School in accordance with their proposal dated February 3, 2012. Fees for the project are as follows:

Construction Document Phase:	\$25,350
Construction Administration Phase:	<u>\$ 7,000</u>
Total	\$32,350

Estimated out-of-pocket expense for permits, fees, applications, postage, and rebate application will be an additional \$3,000.

**15. Request for Increase of Tuition at Cambridge Park Pre-School – Tabled for further discussion**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve an increase of tuition fees for Cambridge Park Preschool Program for the 2012-2013 school year. The tuition increase being requested is \$500 each for full and reduced students increasing the amounts from \$3,000 to \$3,500 for full and from \$600 to \$1,100 for reduced.

**Rationale:** Each year the cost for transportation, milk and salaries increases. The increase will offset part of the cost to the district to cover these expenses. Tuition at Cambridge Park Pre-School has not increased since 2005.

**16. Cancellation of Bid # B-12-01 Door Hardware and Designation of Re-bid # B-12-01R, Door Hardware Installation as a Purchase of Proprietary Goods and Services**

As recommended by Board Counsel and in compliance with N.J.A.C. 5:34-9.1 and 18A:18A-15.d., it is recommended by the Superintendent of Schools that the Matawan-Aberdeen Regional School District Board of Education acknowledge the cancellation of Bid #B-12-01 Door Hardware due to the need to classify the bid as proprietary due to its specialized nature. There is a need to install new door hardware to complete an ongoing installation to comply with ADA requirements. It is critical that the door hardware to be installed is compatible with the same core locking system tracked by a computerized key system that presently exists in the district schools. For security purposes and for the effective operation of the existing key system it is critical to maintain the same system. The district already has an investment in training and replacement parts and has a reliance on a specific manufacturer to maintain the integrity of the door hardware locking system.

**17. Donation from Princeton Plasma Physics Laboratory to Matawan Aberdeen Middle School**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation in the amount of \$1,999.69 made by the Princeton Plasma Physics Laboratory to the Matawan Aberdeen Middle School to be used for supplies to support lesson plans created from this summer's Plasma Camp.

Account No.: 20-013-100-610-40-0000-0

**18. Submission of the High School Cafeteria Renovation Application**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the submission of the high school cafeteria renovation application to the New Jersey Department of Education.

**19. Accept funds from Fort Monmouth Chapter of the Armed Forces Communications and Electronics Associations Scientific Equipment Grant Program**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept \$1,400.00 for the Computer Hardware and Architecture Course from the Fort Monmouth Chapter of the Armed Forces Communications and Electronics Associations Scientific Equipment Grant Program for 2011-2012 school year.

Account No.: 20-011-100-610-00-0000-0

**20. Settlement of Grievance with the MRAA**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the settlement of grievance number 29 and 30 with the MRAA regarding compensation for additional hours served.

**XII. POLICY**

It was moved by Dr. Larchuk, seconded by Ms. Hayward and approved by a unanimous roll call vote to approve the following items:

**A. FIRST READING OF THE FOLLOWING POLICY**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education have the first reading of the following policy. **Non-adoption**

5111 – Eligibility of Resident/Non-Resident Pupils (Revised)

Mr. Kosmyna asked if these are on the website. Mr. Kenny stated they are.

**B. SECOND READING OF THE FOLLOWING POLICIES**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education have the second reading of the following policies. **Adoption**

5350 - Pupil Suicide Prevention (Revised)

5519 - Dating Violence at School (New) and  
Regulation 5519

6424 - Emergency Contracts (Revised)

6472 - Tuition Assistance (New)

8505 - School Nutrition (Revised)

**XIII. PUBLIC COMMENTS**

Members of the public commented and asked questions regarding the following matters:

The methods the Board of Education uses to communicate with the public to increase turnout and participation.

Members of the Matawan Regional Teachers Association urged the Board to negotiate and reach a fair contract settlement with their union.

**XIV. UNFINISHED BUSINESS**

There was no unfinished business from the Board.

**XV. NEW BUSINESS**

There was a discussion among the Board regarding the options and/or limitations the District has when students seek to attend charter schools.

**XV. EXECUTIVE SESSION**

It was moved by Ms. Esposito, seconded by Ms. Phillips, and approved by a unanimous roll call vote to enter into Executive Session to discuss Student Matters, Litigation Update and Negotiations.

The Board entered into Executive Session at 8:37 PM.

**XVI. ADJOURNMENT**

The Board returned from Executive Session at 9:15 PM and on a motion by Ms. Esposito, seconded by Dr. Larchuk and a unanimous roll call vote the Board adjourned the meeting.

Respectfully submitted,

James H. Strimple, Jr.  
Interim Business Administrator/Interim Board Secretary

**APPROVED STAFF TRAVEL 2011 - 2012**  
**Regular Action Meeting**  
**2-27-12**

*Curriculum & Instruction Attachment # 1*

NAME	BUILD	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Martucci, Joseph	HS	03/12/12 - 03/15/12	Trump Plaza Hotel, Atlantic City, NJ	52nd Annual Directors of Athletics Association of New Jersey Workshop	\$350.00	\$221.07	\$5.00	X	X	\$576.07	NO

**REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY.**



## MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT SCHOOL CALENDAR 2012-2013

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">SEPTEMBER 2012</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>X</td><td>X</td><td>X</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>X</td><td>X</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>X</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	SEPTEMBER 2012							S	M	T	W	T	F	S							1	2	X	X	X	6	7	8	9	10	11	12	13	14	15	16	X	X	19	20	21	22	23	24	25	X	27	28	29	30							<p><b>September:</b>                      3-Labor Day                      4-Teacher Workshop                      5-Staff Inservice All Staff Report                      6-First Day of School for Students                      17,18-Rosh Hashanah                      26-Yom Kippur</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">FEBRUARY 2013</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>X</td><td>16</td></tr> <tr><td>17</td><td>X</td><td>19</td><td>20</td><td>21</td><td>X</td><td>23</td></tr> <tr><td>25</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	FEBRUARY 2013							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	X	16	17	X	19	20	21	X	23	25	25	26	27	28										<p><b>February:</b>                      15,18-President's Weekend                      22-Teacher Workshop</p>
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**X = Students Off**  
**/ = 1/2 Day All Students/Staff**  
**□ = 1/2 Day High School Students Only**

**Marking Periods (# of Days)**  
 1st 09/08/12 - 11/14/12 (44 days)  
 2nd 11/16/12 - 01/30/13 (45 days)  
 3rd 01/31/13 - 04/17/13 (48 days)  
 4th 04/18/13 - 06/26/13 (49 days)

**Note:** 09/5/12 First Day for Instructional Non-Instructional Assistants Office Assistants

**PARENT CONFERENCES - FOUR HOUR SESSION**

10/17/12	6-12	(Afternoon Grades 6-8) (Evenings Grades 9-12)
10/18/12	6-12	(Afternoon Grades 9-12) (Evening Grades 6-8)
11/28/12	PreK-5	(Evening CL, RD, ST) (Afternoon LR, CP)
11/29/12	PreK-5	(Evening LR, CP) (Afternoon CL, RD, ST)
02/20/13	PreK-5	(Evening LR, CP) (Afternoon CL, RD, ST)
02/21/13	PreK-5	(Evening CL, RD, ST) (Afternoon LR, CP)
02/27/13	6-12	(Afternoon Grades 9-12) (Evening Grades 6-8)
02/28/13	6-12	(Afternoon Grades 6-8) Evening Grades 9-12)

**Note:** There are four emergency days built into the calendar, which, if taken, will not be necessary to make up in order to meet the 180-day student year. Please note, for each emergency day not taken, the last day of school for students and teachers shall be reduced by one day beginning June 26, 2013, in reverse order. If additional emergency closing days are needed to be made up, they shall be as half-days, beginning June 27, 2013. Staff must make vacation and personal plans with the understanding that the revised schedule will be implemented as needed based upon whether there are other emergencies, and that the Board will not grant personal leave, without pay for these days. Requests for any other leaves of absence (i.e., sick leave or family illness) on these days may require a physician's verification.

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## School Calendar 2012-2013

### MAINTENANCE HOLIDAYS (15)

July	4	Independence Day Observance
September	3	Labor Day
November	9	Veteran's Day Observance
November	22	Thanksgiving Day
November	23	Day after Thanksgiving Day
December	24	Undesignated Day 1
December	25	Christmas Day
December	31	Work Day After Christmas
January	1	New Year's Day
February	15	Lincoln's Birthday
February	18	Washington's Birthday
March	28	Undesignated Day #2
March	29	Good Friday
April	1	Undesignated Day #3
May	27	Memorial Day

### 12 MONTH STAFF HOLIDAYS

July	4	Independence Day Observance
September	3	Labor Day
September	17, 18	Rosh Hashanah
September	26	Yom Kippur
November	8,9	NJEA Convention
November	22	Thanksgiving Day
November	23	Day after Thanksgiving Day
December	21-31	Winter Recess
January	1	New Year's Day
January	21	Martin Luther King's Birthday
February	15	President's Weekend
February	18	President's Weekend
March	25-29	Spring Recess
April	1	Spring Recess
May	27	Memorial Day

### BUS DRIVER HOLIDAYS (9)

October	8	Columbus Day
November	9	Veteran's Day
November	22	Thanksgiving Day
December	25	Christmas Day
January	1	New Year's Day
February	15	Lincoln's Birthday
February	18	Washington's Birthday
March	29	Good Friday
May	27	Memorial Day

### INSTRUCTIONAL/NON-INSTRUCTIONAL/OFFICE ASSISTANTS HOLIDAYS

September	3	Labor Day
September	17,18	Rosh Hashanah
September	26	Yom Kippur
October	8	Columbus Day
November	8,9	NJEA Convention
November	22	Thanksgiving Day
November	23	Day after Thanksgiving Day
December	21-31	Winter Recess
January	1	New Year's Day
January	21	Martin Luther King's Birthday
February	15	President's Weekend
February	18	President's Weekend
February	22	Teacher's Workshop Day
March	25-29	Spring Recess
April	1	Spring Recess
May	27	Memorial Day

\*Tentative Last Day of School June 26, 2013

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## School Calendar 2012-2013

	<u>STUDENTS</u>	<u>TEACHERS</u>
September	14	16
October	22	23
November	18	20
December	15	15
January	21	21
February	17	18
March	16	16
April	21	21
May	22	22
June	18	18
<b>TOTAL</b>	<b>184</b>	<b>190</b>
	(Includes Snow Days)	(Includes 4 Prof. Days and 2 NJEA Days)

## TEACHER PROFESSIONAL DEVELOPMENT

Tuesday, September 4, 2012	Full Day	Teacher Workshop/Professional Development
Wednesday, September 5, 2012	Full Day	Welcome/Teacher Workshop/Professional Development
Monday, October 8, 2012	Full Day	Teacher Workshop/Professional Development
Friday, February 22, 2013	Full Day	Teacher Workshop/Professional Development

\*Tentative Last Day of School June 26, 2013



# Matawan Aberdeen Regional School District

## SCHOOL HOURS 2012-2013

	CAMBRIDGE PARK		CL	RD	ST	LR	MS	HS
	AM	PM						
REGULAR SCHOOL HOURS	8:50 AM 11:20 AM	12:05 PM 2:35 PM	9:20 AM 3:35 PM	9:20 AM 3:35 PM	9:20 AM 3:35 PM	8:50 AM 3:05 PM	8:19 AM 2:35 PM	7:25 AM 2:13 PM
90 MINUTE DELAY	10:20 AM 12:05 PM	12:50 PM 2:35 PM	10:50 AM 3:35 PM	10:50 AM 3:35 PM	10:50 AM 3:35 PM	10:20 AM 3:05 PM	9:49 AM 2:35 PM	8:55 AM 2:13 PM
INCLIMENT WEATHER (EARLY DISMISSAL)	8:50 AM 11:20 AM	CANCELED	9:20 AM 1:20 PM	9:20 AM 1:20 PM	9:20 AM 1:20 PM	8:50 AM 12:50 PM	8:19 AM 12:19 PM	7:25 AM 11:25 AM
4-HOUR SESSION (PARENT CONFERENCES)	8:50 AM 11:20 PM	12:05 PM 2:35 PM	9:20 AM 1:20 PM	9:20 AM 1:20 PM	9:20 AM 1:20 PM	8:50 AM 12:50 PM	8:19 AM 12:19 PM	7:25 AM 11:25 AM
4 HOUR SESSIONS (DISTRICT WIDE)	8:50 AM 12:50 PM	8:50 AM 12:50 PM	9:20 AM 1:20 PM	9:20 AM 1:20 PM	9:20 AM 1:20 PM	8:50 AM 12:50 PM	8:19 AM 12:19 PM	7:25 AM 11:25 AM

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

The Matawan-Aberdeen Regional Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit pupils eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 et seq.

The Board shall also admit any pupil that is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A pupil is only eligible to attend school in the district pursuant to this provision if the pupil's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and the pupil is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the pupil must file, if so required by the district, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the pupil relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian's return from active military duty.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(d) if the pupil's parent or guardian temporarily resides within the district and elects to have the pupil attend school in the district of temporary residence, notwithstanding the existence



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

of a domicile elsewhere. Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a pupil attending school within the district of temporary residence. Where one of a pupil's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A pupil is eligible to attend school in the district free of charge:

1. If the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the pupil is placed in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e)) or by a society, agency, or institution pursuant to N.J.S.A. 18A:38-2;
3. If the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and
4. If the pupil resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

The physical condition of an applicant's housing, an applicant's compliance with local housing ordinances, or terms of lease shall not affect eligibility to attend school.

A pupil's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

### Proof of Eligibility

The district shall accept forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22-3.4 et seq. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

The district shall not require or request any information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

### Initial Assessment and Enrollment

Registration, initial determinations of eligibility, and enrollment will be in accordance with N.J.A.C. 6A:22-4.1 et seq. The district shall use registration forms provided by the Commissioner of Education or locally developed forms that are consistent with the forms provided by the Commissioner. A district level school administrator designated by the Superintendent will be available and clearly identified to applicants, to assist persons who are experiencing difficulties with the registration/enrollment process.

Initial determinations of eligibility shall be made upon presentation of an application for enrollment and enrollment shall take place immediately in all cases except those of clear, uncontested denials. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant will be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.

Where an applicant appears ineligible based on the information provided in the initial application, a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and intent to appeal to the Commissioner. A pupil enrolled pursuant to this provision shall be notified that he or she will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. In this case, the parent(s) or guardian(s) shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement that the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the event this written statement is not provided, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1, with the pupil's name,



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

the name(s) of the parent/guardian/resident, the pupil's address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil's identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.1 et seq.

Enrollment in the district, attendance at school, or educational services where attendance in the regular education program appears inappropriate, shall not be denied based upon absence of a pupil's prior educational record. However, the applicant shall be advised that the initial educational placement of the pupil may be subject to revision upon receipt of records or further assessment of the pupil by the district.

### Notice of Ineligibility

If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the application initially submitted is found to be deficient upon subsequent review or investigation, notice shall immediately be provided to the applicant consistent with sample form(s) to be provided by the Commissioner. Notices shall be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility shall be provided and shall include information as required in accordance with N.J.A.C. 6A:22-4.2 et seq.

### Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this policy shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.

When a pupil, enrolled and attending school in the district based on an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the pupil in accordance with N.J.A.C. 6A:22-4.3(b). No pupil shall be removed from school unless the parent,





## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

guardian, adult pupil or resident keeping an "affidavit pupil" (as defined in N.J.A.C. 6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for the hearing, the Board shall make a prompt determination of the pupil's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. The hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No pupil may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

### Appeal to the Commissioner

The district's determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit pupil" eligibility determinations must be filed by the resident keeping the pupil.

### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

### Nonresident Pupils

The admission of a nonresident child to school free of charge must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident pupil shall be contingent upon the pupil's maintenance of good standards of citizenship and discipline.



## Future Residents

A child otherwise eligible for attendance whose parent(s) or legal guardian(s) has signed a contract to buy, build or rent a residence in this district may be enrolled for the one month previous to the anticipated date of residency, upon approval by the Superintendent of Schools.

The Superintendent shall not grant such approval if the placement would require the taxpayers of this district to assume a financial obligation for services that would otherwise be the responsibility of the current resident district. If the child does not become a resident of the district by the end of the period for which free attendance is given, he/she shall be required to pay tuition for the remainder of the time until residency is established. Parent(s) or legal guardian(s) of children who are future residents shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims, and to remove from school a nonresident pupil whose claim cannot be verified. For any pupil admitted under the circumstances of this paragraph, it is the responsibility of the parent(s) or legal guardian(s) to provide transportation.

## Former Residents

Regularly enrolled children whose parent(s) or legal guardian(s) have moved out of the school district may be permitted, if the parent(s) or legal guardian(s) so request, to finish the semester without payment of tuition, upon recommendation of the Superintendent and the approval of the Board. When a pupil is in grade twelve and his/her parents move from the district any time during the grade twelve year, upon approval by the Superintendent of Schools, the pupil shall be permitted to finish the school year without the payment of tuition. A pupil in grade twelve given such permission to complete the school year shall not be continued as a pupil in the district beyond the date of graduation in that year should the pupil not graduate at the end of that school year. Under any circumstances within this paragraph, it is the responsibility of the parent(s) or legal guardian(s) to provide transportation for their child.

~~Children of nonresident employees of the Board may be enrolled and attend in the schools of this district without payment of tuition, as far as the school facilities permit, but not if such enrollment would require the taxpayers of the district to assume a financial obligation for specialized services that would otherwise be the responsibility of the resident district.~~

Children of nonresident employees of the Board who were actually enrolled in the district as of 09/06/2011, pursuant to a prior version of this policy, may continue to attend in the schools of the district without payment of tuition, as far as the school facilities permit, but



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

not if such enrollment would require the taxpayers of the district to assume a financial obligation for specialized services that would otherwise be the responsibility of the district of residence. Effective 02/28/2012, no additional children of nonresident employees may be enrolled in the district unless specifically authorized by law.

### Other Nonresident Pupils

Other nonresident pupils may be admitted to this district on payment of tuition, where their attendance is justified on the basis of location of their residence and the convenience of access to the schools; the provision of a particular education program by the district; and where there is space available.

The Superintendent shall develop procedures for the enrollment of nonresident children which:

- A. Admit such children only on the proper application of the parent(s) or legal guardian(s);
- B. Do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin, political affiliation, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual or physical or mental limitation except as permitted by law;
- C. Verify claims of residency and affidavits of guardianship;
- D. Deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant;
- E. Make continued enrollment of any nonresident pupil contingent upon his/her maintaining good standards of citizenship and discipline.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-2.1 et seq.

Adopted: March 26, 2012



## 5350 PUPIL SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the pupil who exhibits signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal pupil shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent ~~medical or psychiatric~~ **mental health professional** services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the pupil, the Child Study Team may contact the New Jersey Division of Youth and Family Services to request that agency's intervention on the pupil's behalf.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide.

Adopted: February 27, 2012



5519. DATING VIOLENCE AT SCHOOL (M)

[See **POLICY ALERT No. 195**]

**M**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate

manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

## **POLICY GUIDE**

## **STRAUSS ESMAY ASSOCIATES**

Pupils

5519. DATING VIOLENCE AT SCHOOL (M)

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37

New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence – September 2011

Adopted: February 27, 2012

# REGULATION GUIDE

PUPILS  
R 5519/page 1 of 8  
Dating Violence at School

[See POLICY ALERT No. 195]

## R 5519 DATING VIOLENCE AT SCHOOL

### A. Definitions

1. "At school" means in a classroom, or anywhere on school property, school bus or school-related vehicle, at an official bus stop, or at any school-sponsored activity or event whether or not it is on school grounds.
2. "Dating partner" means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
3. "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

### B. Procedures for Reporting Acts or Incidents of Dating Violence

1. School staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of teen dating violence and are required to report all acts or incidents of dating violence at school.
2. All acts or incidents of dating violence at school shall be reported to the Principal or designee.
  - a. This report should be made verbally as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school.
  - b. A written report regarding the act or incident of dating violence at school should be submitted to the Principal or designee by the reporting staff member no later than one day after the staff member witnesses or learns of an act or incident of dating violence at school.





# REGULATION GUIDE

PUPILS  
R 5519/page 2 of 8  
Dating Violence at School

3. These acts or incidents may include, but are not limited to:
  - a. Witnessed or receipt of reliable information concerning acts or incidents that are characterized by physical, emotional, verbal, or sexual abuse;
  - b. Digital or electronic acts or incidents of dating violence; and/or
  - c. Patterns of behavior which are threatening or controlling.
- C. Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence
  1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
    - a. Separate the victim from the aggressor;
    - b. Speak with the victim and the aggressor separately;
    - c. Speak with witnesses or bystanders separately;
    - d. Verbally report the act or incident to the Principal or designee no later than the end of the pupil's school day;
    - e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and
    - f. Monitor the interactions of the victim and the aggressor with pupil safety being the priority.
  2. Protocol for Administrators/Administrative Investigation – The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
    - a. Separate the victim from the aggressor, if applicable;
    - b. Meet separately with the victim and the alleged aggressor;



# REGULATION GUIDE

PUPILS  
R 5519/page 3 of 8  
Dating Violence at School

- c. Take written statements from the victim and alleged aggressor;
  - d. Review the victim's and alleged aggressor's written statements to ascertain an understanding of the act or incident. The administrator may ask questions of either individual for clarification;
  - e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;
  - f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;
  - g. Appropriate referrals should be made if after an assessment by a school social worker, counselor, or psychologist determines the victim's or alleged aggressor's mental health has been placed at risk;
  - h. The Principal or designee shall contact the parents/guardians of both the victim and the alleged aggressor. The Principal or designee shall recommend a meeting be held to discuss the act or incident; and
  - i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
3. Protocol for Working with the Victim of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
- a. A pupil's safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;



# REGULATION GUIDE

PUPILS  
R 5519/page 4 of 8  
Dating Violence at School

- b. A conference shall be held with the victim and their parents/guardians;
  - c. Identify any means or actions that should be taken to increase the victim's safety and ability to learn in a safe and civil school environment;
  - d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;
  - e. Monitor the victim's safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration may develop a safety plan if deemed necessary;
  - f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
  - g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
  - h. Document all meetings and action plans that are discussed.
4. Protocol for Working with the Aggressor of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with the aggressor of a confirmed act or incident of dating violence at school:
- a. Schedule a conference with the aggressor and their parents/guardians;
  - b. Give the aggressor the opportunity to respond in a written statement to the allegations and the outcome/determination of an act or incident of dating violence at school;



# REGULATION GUIDE

PUPILS  
R 5519/page 5 of 8  
Dating Violence at School

- c. Alert the aggressor and their parents/guardians to both school and community-based support and counseling resources that are available;
  - d. Identify and implement counseling, intervention, and disciplinary methods that are consistent with school policy for acts or incidents of this nature;
  - e. Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, electronic/digital) toward the victim who reported the act or incident of dating violence. Address that consequences will be issued consistent with the school's pupil code of conduct and procedures for any type of retaliation or intimidation toward the victim; and
  - f. Document all meetings and action plans that are discussed.
5. Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence at School - School districts shall implement the following procedures for documenting and reporting acts or incidents of dating violence that occur at school:
- a. Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information.
  - b. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This documentation shall include all written statements, planning actions, consequences, and disciplinary measures as well as counseling and other support resources that were offered, prescribed, and/or provided to the victim or the aggressor.
- D. Discipline Procedures Specific to At School Acts or Incidents of Dating Violence
1. The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school's pupil code of conduct.



# REGULATION GUIDE

PUPILS  
R 5519/page 6 of 8  
Dating Violence at School

2. The policies and procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.
3. The responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.
4. Consequences may include, but are not limited to, the following:
  - a. Admonishment;
  - b. Temporary removal from the classroom;
  - c. Classroom or administrative detention;
  - d. In-school suspension;
  - e. Out-of-school suspension;
  - f. Reports to law enforcement; and
  - g. Expulsion.
5. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
6. Remedial procedures/interventions may include, but are not limited to, the following:
  - a. Parent conferences;
  - b. Pupil counseling (all pupils involved in the act or incident);
  - c. Peer support group;
  - d. Corrective instruction or other relevant learning or service experiences;



# REGULATION GUIDE

PUPILS  
R 5519/page 7 of 8  
Dating Violence at School

- e. Supportive pupil intervention (Intervention and Referral Services - I&RS);
- f. Behavioral management plan; and
- g. Alternative placements.

## E. Warning Signs of Dating Violence

1. A pattern of behaviors may be an important sign that a pupil is involved in an unhealthy or abusive dating relationship. Many warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.
2. The warning signs listed below are to educate the school community on the characteristics a pupil in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:
  - a. Name-calling and putdowns - Does one pupil in the relationship use name-calling or putdowns to belittle or intimidate the other pupil?
  - b. Extreme jealousy - Does one pupil in the relationship appear jealous when the other talks with peers?
  - c. Making excuses - Does one pupil in the relationship make excuses for the other?
  - d. Canceling or changing plans - Does one pupil cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
  - e. Monitoring - Does one pupil call, text, or check up on the other pupil constantly? Does one pupil demand to know the other's whereabouts or plans?



# REGULATION GUIDE

PUPILS  
R 5519/page 8 of 8  
Dating Violence at School

- f. Uncontrolled anger — Does one of the pupils in the relationship lose his or her temper or throw and break things in anger?
  - g. Isolation - Has one pupil in the relationship given up spending time with family and friends? Has the pupil stopped participating in activities that were once very important?
  - h. Dramatic changes - Has the appearance of the pupil in the relationships changed? Has the pupil in the relationship lost or gained weight? Does the pupil seem depressed?
  - i. Injuries - Does the pupil in the relationship have unexplained injuries? Does the pupil give explanations that seem untrue?
  - j. Quick Progression - Did the pupil's relationship get serious very quickly?
- F. The Principal or designee will provide to the parents/guardians of a victim or aggressor information on safe, appropriate school, family, peer, and community resources available to address dating violence.

Adopted: February 27, 2012



# POLICY GUIDE

FINANCES  
6424/page 1 of 2  
Emergency Contracts

[See POLICY ALERT Nos. 181 and 195]

## 6424 EMERGENCY CONTRACTS

Any contract may be negotiated or awarded for a Board of Education without public advertising for bids and bidding notwithstanding that the contract price will exceed the bid threshold when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services.

**An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service. Emergency contracts may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the school district to plan for the purchase of any goods or services required by the school district. Under no circumstance shall emergency purchasing procedures be used to enter into a multi-year contract.**

If the School Business Administrator/Board Secretary is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs pursuant to the provisions of N.J.S.A. 18A:18A-7 et seq.

If conditions permit, the School Business Administrator/Board Secretary shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the School Business Administrator/Board Secretary shall attempt to obtain no fewer than three quotations.

**As soon as possible, but within three days of declaring the emergency, the Superintendent of Schools shall notify the Executive County Superintendent of the nature of the emergency and the estimated need for goods or services necessary to respond to it.**

When emergency conditions have eased, the School Business Administrator/Board Secretary shall utilize the regular purchasing system to obtain estimates from suppliers, vendors, and contractors for materials and/or services that will eliminate the circumstances that created the emergency.





# POLICY GUIDE

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FINANCES  
6424/page 2 of 2  
Emergency Contracts

The School Business Administrator/Board Secretary shall prepare and submit a final report to the Board on every occasion an emergency contract is negotiated or awarded in accordance with the provisions of N.J.S.A. 18A:18A-7.

N.J.S.A. 18A:18A-  
7 N.J.A.C. 5:34-6.1

Adopted: February 27, 2012



6472. TUITION ASSISTANCE

[See **POLICY ALERT No. 195**]

The Board of Education recognizes the importance of advanced educational experience, coursework, and degrees for employees. The Board of Education may provide tuition assistance to an employee in accordance with contract provisions in a collective bargaining agreement, an individual employment contract, or as per any other employment agreement or contract approved by the Board.

In accordance with the provisions of N.J.S.A. 18A:6-8.5, in order for the Board of Education to provide tuition assistance to an employee for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education, the institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L.1986, c.87 (C.18A:3-15.3).

The employee shall be required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Board of Education. In the case of tuition assistance for the Superintendent of Schools, the approval shall be obtained from the Board of Education.

In accordance with the provisions of N.J.S.A. 18A:6-8.5.c., tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

Nothing in N.J.S.A. 18A:6-8.5 shall be construed to limit the authority of the Board to establish more stringent requirements for the provision of tuition assistance or additional compensation. The provisions of this Policy and N.J.S.A. 18A:6-8.5 shall not be deemed to impair an obligation set forth in a collective negotiations agreement or an individual contract of employment in effect on May 6, 2010.

N.J.S.A. 18A:6-8.5

Adopted: February 27, 2012

## 8505 SCHOOL NUTRITION (M)

### M

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, ~~low-fat~~ fat free or low-fat (1%) milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:
  - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
  - b. No more than two grams of saturated fat per serving.



# POLICY

2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - a. Water.
  - b. Milk containing 2% or less fat.
3. ~~Whole milk shall not exceed 8 ounces.~~

Schools shall make potable water available to children at no charge in the place where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat-free milk, low-fat (1%) milk, fat free or low fat lactose reduced/lactose free milk, fat-free or low-fat buttermilk, or acidified milk or these milks. These approved milk products may be either white or flavored milk varieties. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.



# POLICY

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)

Adopted: February 27, 2012

