

**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 January 23, 2012, Cliffwood Elementary School, 422 Cliffwood Ave., Cliffwood, NJ.

**I. CALL TO ORDER**

Board President, Charles Kenny called the Regular Action Meeting to order at 7:03 PM.

**II. PLEDGE OF ALLEGIENCE**

Shyla Werneke, a third grade student in Cliffwood 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. Dennis Daniels	Dr. Jeff Delaney
	Mr. Gerald Donaghue	Dr. Todd Larchuk
	Ms. Patricia Phillips	

Absent: Mr. Kenneth Aitken, Ms. Anissa Esposito

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 Dr. Larchuk, seconded by Dr. Delaney and approved by a unanimous roll call vote to approve the following minutes: Mr. Donaghue abstained from the minutes of both the December 19, 2011 Regular Action Meeting and Executive Session. Ms. Hayward and Ms. Phillips abstained from the minutes of both the January 9, 2012 Committee of the Whole and Executive Session.

December 19, 2011, Regular Action Meeting  
December 19, 2011, Executive Session  
January 9, 2012, Committee of the Whole  
January 9, 2012, Executive Session

**V. BOARD PRESIDENT’S REPORT**

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

Thanked the Cliffwood community for coming to the meeting.

Students participated in Martin Luther King Day activities last week.

January 2012 is school board recognition month. This makes people aware of the roles and responsibilities of the Board of Education.

Last Tuesday, Bill 3148 was signed by Governor Christie. This bill gives communities the option to move the election to November and will no longer require a vote on the budget if boards stay under the 2% tax levy cap. This can be done three different ways; adoption by the board of education; adoption by the governing bodies of the township and borough; or by a referendum vote approved by the public. Stakeholders will have an opportunity to speak about this issue at the February 13, 2012 Committee of the Whole meeting.

Reviewed the goals the Board has for the District.

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. Valerie Ulrich, Principal, Cliffwood Elementary School reviewed the highlights from the school and recognized the following 18 students:

Jason Asare, Samuel Boettinger, Michaela DeGeorge, Nicholas Dolan, Megan Frappier, Elijah Gries-Smith, Constantinos Maitoglou, Daniel McCarthy, Elise Monsanto, Elijah Nevlín, Skylar Parris, Isaiah Poppe, Ahmed Ramadan, Jordan Smikle, Krystal Sowah, Sal Vedagiri, Shyla Werneke, Robert Wietcha

**VII. STUDENT REPRESENTATIVE’S REPORT**

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

Cambridge Park School held fundraisers to help fight cancer and muscular dystrophy with their artwork. They also celebrated the Chinese New Year.

Lloyd Road Elementary School held its annual spell down with the winner being Alexander Betro. The band performed its winter concert.

The Ravine Drive Elementary School Third Graders have embraced the Study Island Program. They also participated in the magic and science assembly and will “Jump Rope for Heart” to raise money for the American Heart Association on February 24<sup>th</sup>.

Cliffwood Elementary School students have been collecting canned food for the food bank to celebrate the 100<sup>th</sup> day of school.

Strathmore Elementary School will soon be holding its annual gift and dinner auction and pennies for patients fundraiser.

The Middle School is holding its box tops for education fundraiser. They are also utilizing the Study Island Program.

At the High School, Ms. Kish is supporting healthy eating at Salad Works where 10% of meals purchased go towards the classes of 2013 and 2015. The community can also show support for the freshman and junior classes by attending the tricky tray fundraiser on February 23<sup>rd</sup>.

**VIII. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS**

Several people commented and asked questions about the proposed Board Goals presented for adoption.

**IX. CURRICULUM AND INSTRUCTION**

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

After meeting as a Committee of the Whole, the Superintendent recommends the following items for the Board of Education approval:

**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 Board of Education approve two new high school courses: Physics of the 21<sup>st</sup> Century and Laboratory Anatomy and Physiology for the 2012 – 2013 school year.

New course proposed: Physics of the 21<sup>st</sup> Century

**Rationale:** Currently, we offer four different physics courses at Matawan Regional High School. Three of the courses are primarily taken by Juniors: Lab Physics, Lab Physics Honors, Academy Physics and one course that is offered to Seniors: AP Physics C Mechanics. The physics that is currently taught in the High School is essentially physics of the 19<sup>th</sup> century. The proposed course will provide students with an understanding of the current new areas of physics. As a result of this additional physics class students may be stimulated to pursue a STEM (Science, Technology, Engineering and Mathematics) program at the post-secondary level.

**Cost:** \$400.00 (20 hours @ \$20.00 – Curriculum development/writing)

New course proposed: Laboratory Anatomy and Physiology

**Rationale:** A non-honors Anatomy and Physiology course for students who are interested in exploring the field of medicine but do not have the prerequisites to enroll in Honors Anatomy and Physiology.

**Cost:** \$400.00 (20 hours @ \$20.00 – Curriculum development/writing)

2. The Superintendent recommends that the Matawan-Aberdeen Board of Education approve the change of dates for the March Parent/Teacher Conferences from March 7 & 8, 2012 to March 14 & 15, 2012. **(Curriculum & Instruction Attachment #2)**

**Rationale:** The current dates conflict with HSPA and NJPASS testing dates.

3. The Board of Education recommends the adoption of the following 2012-2013 District goals that were developed at the November 20, 2011 Board Retreat/Goal Setting meeting. The baseline for the following goals is spring of the 2010-2011 school year.
  - a. Reduce the non-proficiency rate in reading in the third grade by 15% as measured by student performance on the NJASK.
  - b. Prepare an annual budget so that the annual tax levy increase does not exceed 1.5% from the prior year without any reduction in programs.
    - Increase operational efficiency
    - Increase no-tax based revenue

- c. Enhance the School District’s climate of high morale for students and staff
  - Increase the grades 3-12 Olweus Student Climate Survey by 5%
  - Decrease District wide Suspensions by 10%
  - Decrease District wide Electronic Violence & Vandalism Reporting System (EVVRS) incidents by 10%
  
- d. Reduce the number of seniors taking the Alternative High School Assessment (AHSA) by 25%.

**C. SPECIAL SERVICES**

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

STUDENT	CLASS	SCHOOL	REASON	COST	EFF DATES
0309-004	Specific Learning Disabled	Kiva High School	New Placement	\$6,000.00 (prorated)	01/03/2012-06/30/2012
008-002	Emotionally Disabled	Kiva High School	New Placement	\$6,000.00 (prorated)	01/03/2012-06/30/2012
0308-005	Specific Learning Disabled	Kiva High School	Continued Placement	\$10,000.00	09/01/2011-06/30/2012
0003-011	Specific Learning Disabled	Kiva High School	Continued Placement	\$10,000.00	09/01/2011-06/30/2012
		Monmouth County Career Center 26 students	High School	\$5,000.00 (each student per year)	09/01/2011-06/30/2012

2. Students to receive Educational Services – Home Instruction:

ID#	INSTRUCTIONAL PROVIDER	LOCATION	COST	TOTAL # OF HOURS PER WEEK	TOTAL COST	EFF DATES
0911-001	C. Casserly	HS	\$35.00 per hr	2-10 hours per week in US History 2 English 4 Spanish 2 Psychology	\$2,450.00	12/13/2011-01/31/2012
0111-007	M. Smolokoff	Middle School	\$35.00 per hr	6 hours per week in Lang Arts Pre-Algebra	\$1,890.00	01/03/2012-02/29/2012
0111-007	M. McFadden	Middle School	\$35.00 per hr	4 hours per week in Social Studies Sciences	\$1,260.00	01/03/2012-02/29/2012

**X. PERSONNEL**

It was moved by Mr. Daniels, seconded by Dr. Delaney and approved by a unanimous roll call vote to approve the following items:

After meeting as a Committee of the Whole, the Superintendent recommends the following items for the Board of Education approval:

**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 DATES
SHAW, RACHEL	RD	Instructional Assistant CI Class	Resignation	09/22/09	02/01/12
HARDOCK, DANA	ST	Instructional Assistant Personal - LLD Class	Resignation	09/01/10	01/13/12 (Retroactive)
MARTUCCI, JOSEPH	HS	Director of Athletics/Assistant Principal	Retirement	09/01/73	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.	PICKELL, LEE	HS	Teacher of Special Education	FMLA	Without Pay	01/03/12 - 01/06/12 (Amended Dates) Previously approved 12/19/11
2.	ALBANESE, AZUREE	ST	Physical Education Teacher	FMLA	Without Pay	03/26/12 - 05/31/12 (Amended Dates) Previously approved 11/28/11
3.	CARNOVSKY, SHARON	LR	Physical Education Teacher	Maternity Leave Disability Phase	With Pay	01/03/12 - 02/03/12
				FMLA	Without Pay	02/06/12 - 04/30/12
				Personal Leave	Without Pay	05/01/12 - 06/20/12 (Amended Dates) Previously approved 11/28/11
4.	KARATZIA- DEVANEY, NICOLE	HS	Physical Education Teacher	Maternity Leave Disability Phase	With Pay	03/05/12 - 04/18/12
				FMLA	Without Pay	04/19/12 - 05/29/12
5.	PEGAN, AMBER	HS	Language Arts Teacher	Maternity Leave Disability Phase	With Pay	02/27/12 - 02/29/12 (Corrected Date) Previously approved 12/19/11
				Disability Phase	Without Pay	03/01/12 - 04/16/12
				FMLA	Without Pay	04/17/12 - 06/20/12

	NAME	LOC	POSITION	TYPE OF LEAVE	WITH/ W/O PAY	EFF DATES
6.	MOLLER, ROBERT	HS	Teacher of Social Studies	FMLA	Without Pay	01/11/12 - 01/24/12 (Retroactive)
7.	Mc INERNEY, NANCY	MAMS	Teacher of Social Studies	Personal	Without Pay	02/01/12 - 02/03/12
8.	KNUDSEN, PAULA	CO	Bus/Van Driver P/T	Maternity Leave Disability Phase  Personal (Previously approved as FMLA on 12/19/12)	With Pay  Without Pay	01/02/12 - 01/06/12  01/09/12 - 02/14/12

**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 DATE
<b>COSTA, ALLISON</b>	CL	Special Education Teacher ICR and/or Pull Out Resource	3	STEP C-01	\$44,650.00 (Prorated) \$22,771.50	7	Increased Enrollment	01/30/12 - 06/30/12
<b>MATARESE, VICTORIA</b> <i>(Current Employee P/T)</i>	RD	Instructional Assistant CI Class F/T	N/A	STEP-07	\$23,100.00 + \$1,485.00  BA Stipend = \$24,585.00  PT to FT Salary differential = ( <del>\$5,590.65</del> )	2	Shaw (Resignation)	01/24/12 - 06/30/12
<b>Mc PEEK, CATHERINE</b> <i>(Former Employee)</i>	RD	Instructional Assistant P/T - Kindergarten	N/A/	STEP-06	\$12,238.00  Pro-rated ( <del>\$6,486.14</del> )	2	Matarese Assignment Change	01/24/12 - 06/30/12

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

**2. COLLEGE STUDENT OBSERVER(S)**

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
AIELLO, NICOLE	GEORGIAN COURT	NICOLE BOTTONE	CL - Elementary Special Education <b>STUDENT OBSERVER</b> Spring 2012 February 6, 2012 (15 Days)
GALLOP, DOROTHY	RUTGERS THE STATE UNIVERSITY OF NJ SCHOOL OF COMMUNICATION & INFORMATION	MARTI CHRISTOPHE	ST - Elementary School <b>150 Hour Field Experience</b> 2011/2012 School Year

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

COST: None

EFFECTIVE DATE: 2011/2012 School year

**3. CHAPERONES - HIGH SCHOOL GRADUATION EXERCISE**

	LAST NAME	FIRST NAME		LAST NAME	FIRST NAME
1	Cornacchia	Mario	15	Pickell	Lee
2	Craparo	Michael	16	Pickens	Samuel
3	De Costa	Florence	17	Pisani	Laura
4	Fajardo	Carole	18	Prinzi	Maria
5	Gross	Zachary	19	Pross	Kerry
6	Jackman	Neil	20	Provines	Effie
7	Kaye	John	21	Quinn	Kathleen
8	Kish	Sheryl	22	Reingle	Patricia
9	Komito	Marc	23	Stetz	Diane
10	Lambly	Michele	24	Tomasello	Louise
11	Mackey	Latieffa	25	Vina	William
12	Mc Dede	Maria	26	Weissman	Linda
13	Miller	David	27	Wynes	Nicole
14	Mingrone (Alternate)	Christopher	28	Zanghi	Nancy

COST: Two Hours @\$25.00/Hour

Account # 11-140-100-101-30-0000-1

Effective: June 2012

**4. CHAPERONES - MIDDLE SCHOOL 8<sup>th</sup> GRADE PROMOTION**

	LAST NAME	FIRST NAME		LAST NAME	FIRST NAME
1	Sobieski	Cynthia	7	Festa	Paula
2	Viel	Linda	8	Jenkins	Karen
3	Nestor	Susan	9	Cahill	Laura
4	Spafford	Dana	10	Bebel	Helen
5	Riggleman	Catherine	11	Wietecha	Corinne
6	Politano	Georgette	12	Schnakenberg	Paula

COST: Two Hours @\$25.00/Hour

Account # 11-130-100-101-40-0000-1

Effective: June 2012



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

NAME	SUBJECT	SCHOOL
DONOVAN, COLIN	Physical Education	Lloyd Road Elementary School
SCHNEIDERMAN, GAIL	Teacher of Special Education Resource Program - ICR	Lloyd Road Elementary School
PAPPAS, JAMES	Physical Education	Strathmore 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 DATES
<b>↓↓EXTRA CURRICULAR ACTIVITIES↓↓</b>					
QUIENZELL BUNCH <small>Replacing Karen Zilg</small>	MAMS	Spring Musical	Choreographer	\$2,700.00	2011/2012 School Year
<b>↓↓HOURLY ACTIVITIES↓↓</b>					
HAUSMANN, KATHRYN	ST	Tutorial Program	Instructor	\$25.00/Hour	2011/2012 School Year
FLYNN, NANCY	LR	Tutorial Program	Instructor	\$35.00/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
MERGNER, SUZANNE	HS - 1.00	Physical Education & Health Education Grade 9-12	HS - 1.00  HS - 0.08O/L	Physical Education & Health Education Grade 9-12  Base: \$58,740.00 MONTHLY O/L \$391.60 (*)	01/09/12 - 06/30/12 (Retroactive)
MONTANO, MAUREEN	MA - 0.67 MA - 0.17 MA - 0.17	Literacy Grade 6 Resource Program Science Grade 6 ICR Social Studies Grade 6 ICR	MA - 0.67 MA - 0.33	Literacy Grade 6 Resource Room LAL Grade 7 ICR	01/09/12 - 6/30/12 (Retroactive)
MATARESE, VICTORIA	RD - 0.58	Instructional Assistant P/T Kindergarten	RD - 1.00	Instructional Assistant CI CLASS	01/24/12 - 06/30/12

RATIONALE: (\*) O/L to provide required physical education to High School Autism Class  
 COST: Per MRTA Contract Guide (Pending Negotiations)

**8. HOME INSTRUCTOR**

NAME	ASSIGNMENT/SUBJECT	RATE	EFF DATE
LARSEN, LAURA	HOME INSTRUCTOR LANGUAGE ARTS	\$35.00/Hour	01/24/12 - 06/30/12

**9. HOME INSTRUCTION**

<b>ID #</b>	<b>SUBJECT/ CLASS</b>	<b>LOC</b>	<b>CLASSROOM TEACHER</b>	<b>HOME INSTRUCTION TEACHER FOR APPROVAL</b>	<b>HOURS PER WEEK</b>	<b>NO. OF DAYS</b>	<b>TOTAL NO. OF HOURS PER SUBJECT CLASS</b>	<b>EFF DATES</b>
132006 (SE)	Lab Biology	HS	Rose Marie Turley	Rose Marie Turley	2	10	4	12/21/11 - 01/20/12 (Retroactive)
132006 (SE)	World Cultures	HS	David Miller	David Miller	2	10	4	12/21/11 - 01/20/12 (Retroactive)
132006 (SE)	English 1	HS	Amber Fegan	Kathleen Quinn	2	10	4	12/21/11 - 01/20/12 (Retroactive)
132006 (SE)	Algebra 1	HS	Marc Komito	William Vina	2	10	4	12/21/11 - 01/20/12 (Retroactive)
158677	English 3	HS	Robert Malave	Diane Perullo	2	5	2	01/10/11 - 01/20/12 (Retroactive)
158677	Lab Chemistry	HS	Jon Marbach	Jon Marbach	2	5	2	01/10/11 - 01/20/12 (Retroactive)
158677	Algebra 2	HS	Diane Stetz	Diane Stetz	2	5	2	01/10/11 - 01/20/12 (Retroactive)
158677	US History 2	HS	Cathleen Walter	Kathleen Casserly	2	5	2	01/10/11 - 01/20/12 (Retroactive)
121032	English 4	HS	Jessica Segui	Diane Perullo	2	32	13	12/14/11 - 02/01/12 (Retroactive)
121032	Math Prep	HS	Marc Komito	Diane Stetz	2	32	13	12/14/11 - 02/01/12 (Retroactive)
121032	Adv. Alg. Trig	HS	Mario Cornacchia	Diane Stetz	2	32	13	12/14/11 - 02/01/12 (Retroactive)
121032	Spanish	HS	Charlotte Coughlin	Charlotte Coughlin	2	32	13	12/14/11 - 02/01/12 (Retroactive)
141048 (SE)	Chemistry	HS	Greg Milan	Greg Milan	2	41	16	01/06/12 - 03/08/12 (Retroactive)
141048 (SE)	Geometry	HS	Sheryl Kish	Sheryl Kish	2	41	16	01/06/12 - 03/08/12 (Retroactive)
141048 (SE)	English 2	HS	Jessica Furman	Diane Perullo	2	41	16	01/06/12 - 03/08/12 (Retroactive)
141048 (SE)	Spanish *	HS	Carol Fajardo	Kathy Cruz	1	41	8	01/06/12 - 03/08/12 (Retroactive)

ID #	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HOURS PER WEEK	NO. OF DAYS	TOTAL NO. OF HOURS PER SUBJECT CLASS	EFF DATES
141048 (SE)	US History 1	HS	Louise Wegrzyn	David Miller	2	41	16	01/06/12 - 03/08/12 (Retroactive)
132086	English 3 Honors	HS	Robert Malave	Laura Larsen (Previously approved D. Perullo 12/19/11)	10	**	10	**As Needed
132086	US History 2	HS	Michele Lambly	Heather Kaiser (Previously approved R. Carnovsky 12/19/11)	10	*	10	*As needed
156129	Geometry	HS	Carl Kosmyna	William Vina	2	10	4	01/18/12 - 01/31/12 (Retroactive)
156129	English 2	HS	Maria Mc Dede	Maria Mc Dede	2	10	4	01/18/12 - 01/31/12 (Retroactive)
156129	Chemistry	HS	Jonathan Marbach	Jonathan Marbach	2	10	4	01/18/12 - 01/31/12 (Retroactive)
156129	US History 1	HS	Robert Moller	Heather Kaiser	2	10	4	01/18/12 - 01/31/12 (Retroactive)
157845	Algebra 2	HS	Kendra Colburn	Kendra Colburn	2	10	2	01/20/12 - 01/31/12 (Retroactive)
157845	English 2	HS	Jessica Greenman	Laura Larsen	2	10	2	01/20/12 - 01/31/12 (Retroactive)
157845	Chemistry	HS	Jonathan Marbach	Jonathan Marbach	2	10	2	01/20/12 - 01/31/12 (Retroactive)
157845	US History 1	HS	Michael Craparo	Heather Kaiser	2	10	2	01/20/12 - 01/31/12 (Retroactive)

(\* Spanish included per J. Jakubowski (\*\* One hour per subject for ever two consecutive absences per 504.

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)

**10. SALARY ADJUSTMENTS - MRTA**

	<b>NAME</b>	<b>LOC</b>	<b>FROM</b>	<b>TO</b>	<b>INSTITUTION</b>
1	COUGHLIN, CHARLOTTE	HS	BA - STEP C-08 \$47,490.00	<b>BA + 30 - STEP D-08</b> <b>\$52,490.00</b> (Prorated)	Northcentral University Prescott Valley, Arizona

RATIONALE: Additional College Credits/Degrees Earned  
 COST: Per MRTA 2009/2010 Salary Guide (Pending Negotiations)  
 ACCOUNT: Contractual Salaries  
 EFFECTIVE: 2/1/12

**11. VOLUNTEERS - HIGH SCHOOL STUDENTS FOR COMMUNITY SERVICE**

<b>NAME</b>	<b>POSITION</b>	<b>LOC</b>	<b>EFF DATE</b>
CARNEY, TAYLOR	VOLUNTEER COMMUNITY SERVICE	STRATHMORE ELEMENTARY SCHOOL	2011/2012 School year
YOUNIS, RANA	VOLUNTEER COMMUNITY SERVICE	CLIFFWOOD ELEMENTARY SCHOOL	2011/2012 School year

**12. OTHER**

**A. Contracted Services - Educational Bases Services (EBS)**

JANICE WOERNER OT (Occupational Therapist) \$75.00/Hour 3.5 Hours per week  
 Contract run: 1/5/12 and 1/10/12 (Amended Dates)

Rationale: This is an IEP driven service for a returning OD student and an existing student who attends our HS Autism Class.

**B. Contracted Services - Middlesex Regional Educational Services Commission**

JUDITH SLOOP OT (Occupational Therapist) \$100.00/Hour Up to 3.5 Hours per week  
 as needed  
 2 Days per Week

Contract run: 01/18/12 - 06/30/12 (Retroactive)

**XI. FINANCE/TRANSPORTATION**

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

After meeting as a Committee of the Whole, the Superintendent recommends the following items for the Board of Education approval:

**A. BUSINESS OPERATIONS**

- 1. **Bills List for January 2012** (Available for review in Board Secretary’s Office)  
*POLICY #3326 Payment for Goods and Services*

December, 2011, Payroll	\$2,966,292.75
January, 2012, Bills List	\$2,230,394.46
<b>TOTAL:</b>	<b>\$5,196,687.21</b>

- 2. **Transfer of Funds for December, 2011** (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 **December, 2011**)  
*POLICY # 3571 Financial Reports*

The Superintendent recommends that the Board of Education accept the Treasurer’s Report for the Month of **December, 2011** which is in agreement with the Board Secretary’s Report.

- 4. **The Board Secretary’s Financial Report** (Month ending **December, 2011**)  
*POLICY # 3571 Financial Reports*

The Board of Education hereby accepts the Board Secretary’s Financial Report for the month of **December, 2011**, 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 **December 31, 2011**; 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. Approval of Changes made to the New Jersey School Boards Association Insurance Group’s Bylaws**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the following resolution to amend the New Jersey School Boards Association Insurance Group’s Bylaws.

**6. Carry-over of funds from FY 2011 for Title I, Part A, Title IIA, Title IID and Title III**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve submission to the State Department of Education for carry-over of funds from FY 2011 for Title I, Part A, Title IIA, Title IID and Title III as follows:

Title IA - \$2,033  
Title IIA - \$4,447  
Title IID - \$ 843  
Title III - \$1,474  
Total - \$8,797

RATIONALE: The Carryover will allow the District to expend the balance of these funds during FY 2012. These funds must be spent by June 30, 2012.

**7. Middlesex Regional Educational Services Commission Collaborative Services Agreement**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Master Collaborative Services Agreement with Middlesex Regional Educational Services Commission.

RATIONALE: Middlesex Regional Educational Services will provide the District with Occupational and Speech Therapy Services when needed.

**XII. POLICY**

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

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

Dr. Piegari reviewed the following policies with the Board.

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**

There were no comments from the public.

**XIV. UNFINISHED BUSINESS**

There was no unfinished business from the Board.

**XV. NEW BUSINESS**

There was no new business from the Board.

**XVI. EXECUTIVE SESSION**

It was moved by Mr. Donaghue, seconded by Dr. Delaney, and approved by a unanimous roll call vote to enter into Executive Session to conduct a Student Bullying Hearing; Review of Student Bullying Cases; and Grievance and Litigation Updates from Board Counsel.

The Board entered into Executive Session at 7:50 PM.

**XVII. ADJOURNMENT**

The Board returned from Executive Session at 8:53 PM and on a motion by Dr. Delaney, seconded by Mr. Daniels 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  
01-23-12**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Buffa, Thomas	CO	02/17/12	Burlington County Special Services School	Lead in Paint Training	\$75.00	\$31.50	\$0.00	X	X	\$106.50	NO
Dugal, Kevin	CO	01-26-12 & 01-27-12	Bally's Hotel, Atlantic City, NJ	Techspo 2012	\$369.00	\$108.39	\$30.00	X	X	\$507.39	NO
Jakubowski, Joseph	CO	02/11/12	Georgian Court University, Lakewood, NJ	Using the iPad & Technology in Your Autism program at Home & School	\$50.00	\$14.45	\$0.00	X	X	\$64.45	NO
Piegari Ed.D., Patrick	CO	02/06/12	Foundation for Educational Administration, Monroe Township, NJ	Learning about the Four Teacher Evaluation Systems	\$75.00	\$9.00	\$0.00	X	X	\$84.00	NO
Zitarosa, Jessie	CO	02/06/12	Foundation for Educational Administration, Monroe Township, NJ	Learning about the Four Teacher Evaluation Systems	\$75.00	\$9.00	\$0.00	X	X	\$84.00	NO
Sheard Ed.D., Debra	HS	02/06/12	Foundation for Educational Administration, Monroe Township, NJ	Learning about the Four Teacher Evaluation Systems	\$75.00	\$9.11	\$0.00	X	X	\$84.11	NO
									<b>TOTAL</b>	<b>\$930.45</b>	

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



# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## SCHOOL CALENDAR

### 2011 - 2012

SEPTEMBER 2011							SEPTEMBER:							FEBRUARY 2012							February:						
S	M	T	W	T	F	S	1 - In-Service for Faculty	S	M	T	W	T	F	S	17, 20 - President's Weekend												
				X	X	3	2 - All Staff Report				1	2	3	4	Schools Closed												
4	X	6	7	8	9	10	5 - Labor Day	5	6	7	8	9	10	11													
11	12	13	14	15	16	17	6 - Schools Open	12	13	14	15	16	X	18													
18	19	20	21	22	23	24	29, 30- Rosh Hashanah	19	X	21	22	23	24	25													
25	26	27	28	X	X		Schools Closed	26	27	28	29																
OCTOBER 2011							OCTOBER:							MARCH 2012							March:						
S	M	T	W	T	F	S	10 - Columbus Day Observance/ In-Service for Staff	S	M	T	W	T	F	S	9 - In Service for Staff												
						1						1	2	3	Schools Closed												
2	3	4	5	6	7	8		4	5	6	7	8	X	10													
9	X	11	12	13	14	15		11	12	13	14	15	16	17													
16	17	18	19	20	21	22		18	19	20	21	22	23	24													
23	24	25	26	27	28	29		25	26	27	28	29	30	31													
30	31																										
NOVEMBER 2011							NOVEMBER:							APRIL 2012							April:						
S	M	T	W	T	F	S	10 - NJEA Convention School Closed	S	M	T	W	T	F	S	6 - 13 - Spring Recess												
		1	2	3	4	5	11 - NJEA Convention/Veterans Day Observance	1	2	3	4	5	X	7	Schools Closed												
6	7	8	9	X	X	12	23 - Half Day Students/Staff	8	X	X	X	X	X	14													
13	14	15	16	17	18	19	24, 25 -Thanksgiving	15	16	17	18	19	20	21													
20	21	22	X	X	X	26	Schools Closed	22	23	24	25	26	27	28													
27	28	29	30					29	30																		
DECEMBER 2011							DECEMBER:							MAY 2012							May:						
S	M	T	W	T	F	S	23 - Half Day Students/Staff	S	M	T	W	T	F	S	28 - Memorial Day - Schools Closed												
				1	2	3	26 - 30 - Winter Recess School Closed			1	2	3	4	5													
4	5	6	7	8	9	10		6	7	8	9	10	11	12													
11	12	13	14	15	16	17		13	14	15	16	17	18	19													
18	19	20	21	22	X	24		20	21	22	23	24	25	26													
25	X	X	X	X	X	31		27	X	29	30	31															
JANUARY 2012							JANUARY:							JUNE 2012							June:						
S	M	T	W	T	F	S	2 - New Years Day School Closed	S	M	T	W	T	F	S	June 8 - Half Day Students/Teachers HIGH SCHOOL ONLY												
1	X	3	4	5	6	7	16 - Martin Luther King Day						1	2	19 - Half Day Students/Staff												
8	9	10	11	12	13	14		3	4	5	6	7	8	9	20 - Half Day Students/Staff												
15	X	17	18	19	20	21		10	11	12	13	14	15	16	20 - Tentative Last Day of School												
22	23	24	25	26	27	28	Jan. 24, 25, 26, 27 - Half Day HIGH SCHOOL STUDENTS ONLY	17	18	X	X	X	X	23													
29	30	31						24	X	X	X	X	X	30													

**X = Students Off**  
**/ = 1/2 Day All Students/Staff**  
**□ = 1/2 Day High School Students Only**

#### Marking Periods

1st 09/06/11 - 11/09/11  
 2nd 11/14/11 - 01/27/12  
 3rd 01/30/12 - 04/05/12  
 4th 04/16/12 - 06/20/12

**Note: 09/02/11 First Day for Instructional  
 Non-Instructional Assistants  
 Office Assistants**

#### PARENT CONFERENCES - FOUR HOUR SESSION

10/19/11 6-12 (Afternoon Grades 6-8) (Evenings Grades 9-12)  
 10/20/11 6-12 (Afternoon Grades 9-12) (Evening Grades 6-8)  
 11/30/11 Pre-K-5 (Evening CL, RD, ST) (Afternoon LR, CP)  
 12/01/11 Pre-K-5 (Evening LR, CP) (Afternoon CL, RD, ST)  
 02/29/12 Pre-K-5 (Afternoon CL, RD, ST) (Evening LR, CP)  
 03/01/12 Pre-K-5 (Afternoon LR, CP) (Evening CL, RD, ST)  
 03/14/12 6-12 (Evening Grades 6-8) (Afternoon 9-12)  
 03/15/12 6-12 (Afternoon Grades 6-8) (Evening 9-12)

**Note: There are three 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. In fact, for each emergency day not taken, the last day of school for students and teachers shall be reduced by one day beginning June 20, 2012, in reverse order. If additional emergency closing days are needed to be made up, they shall be as half-days, beginning June 21, 2012. 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.**

## 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 **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.



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:**

# 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  
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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

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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

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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  
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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

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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

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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

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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.

Issued:



# 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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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:



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:



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[See POLICY ALERT Nos. 174 and 195]

## 8505 SCHOOL NUTRITION

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, **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:



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- 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.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
- a. Water.
  - b. Milk.

~~100% fruit or vegetable juices.~~

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 fat-free or low-fat acidified milk. Schools must offer at least two choices of 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.



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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.

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:

