

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.

WORKSHOP MEETING on January 9, 2012, Cambridge Park Elementary School, One Crest Way, Aberdeen, NJ.

I. CALL TO ORDER

Board President, Mr. Kenny called the Committee of the Whole Workshop Meeting to order at 7:02 PM.

II. PLEDGE OF ALLEGIENCE

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 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.”

IV. ROLL CALL

Present:	Mr. Charles Kenny-President	Mr. Kenneth Aitken (Arrived 7:20 PM)
	Mr. Dennis Daniels	Dr. Jeff Delaney
	Mr. Gerald Donaghue	Ms. Anissa Esposito
	Dr. Todd Larchuk	

Absent: Ms. Elizabeth Hayward, Ms. Patricia A. Phillips

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 Palumbo-Asst. to the Business Administrator/Asst. Board Secretary

V. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

There were no comments from the public

CURRICULUM AND INSTRUCTION

Mr. Healy reviewed the Curriculum and Instruction Agenda on which the Board will take action at the January 23, 2012 Action Meeting.

Ms. Ruscavage, Principal, Matawan-Aberdeen Regional High School, Dr. Sheard, Director of Secondary School Accountability, Dr. Servidio, Science Teacher, Matawan-Aberdeen Regional High School and Dr. Kaplan, Science Teacher, Matawan-Aberdeen Regional High School were present and discussed the new courses with the Board.

The Board had a general discussion regarding the number of students who would take the classes, the need for textbooks and Board approval of the curriculum.

A. TRAVEL

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 21st Century and Laboratory Anatomy and Physiology for the 2012-2013 school year.

New course proposed: Physics of the 21st Century

Rationale: Currently, we offer four different physics courses at Matawan-Aberdeen 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 19th 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.

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 HRS PER SUBJECT CLASS	TOTAL COST	EFF DATES
0911-001	C. Casserly	HS	\$35.00 per hr	2-10 hrs 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 hrs 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 hrs per week in Social Studies Sciences	\$1,260.00	01/03/2012-02/29/2012

VII. PERSONNEL

Dr. Piegari reviewed the Personnel Agenda on which the Board will take action at the January 23, 2012 Action Meeting.

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
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)

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 - 01/09/12 (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.	FEGAN, 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

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
TBD	CL	Special Education Teacher ICR and/or Pull Out Resource	TBD	TBD	TBD	TBD	Increased Enrollment	01/24/12 - 06/30/12 (or when available)
TBD	LR	Assistant Principal	N/A	TBD	TBD	TBD	Enrollment	01/24/12 - 06/30/12 (or when available)

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 STUDENT OBSERVER Spring 2012 February 6, 2012 (15 Days)
GALLOP, DOROTHY	RUTGERS THE STATE UNIVERSITY OF NJ SCHOOL OF COMMUNICATION & INFORMATION	MARTI CHRISTOPHE	ST - Elementary School 150 Hour Field Experience 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		LAST NAME	FIRST
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 8TH GRADE PROMOTION

	LAST NAME	FIRST		LAST NAME	FIRST
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
EXTRA CURRICULAR ACTIVITIES					
TBD Karen Zilg Resignation	MAMS	Spring Musical	Choreographer	\$2,700.00	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 (*) Overload = \$2,272.00 TOTAL SALARY = \$61,012.00	01/09/12 - 06/30/12 (Retroactive)

RATIONALE: (*) O/L to provide required physical education to High School Autism Class.
 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
156303	English 4	HS	Jessica Segui	Diane Perullo	2	32	13	12/14/11 - 02/01/12 (Retroactive)
156303	Math Prep	HS	Marc Komito	Diane Stetz	2	32	13	12/14/11 - 02/01/12 (Retroactive)
156303	Advanced Alg. Trig	HS	Mario Cornacchia	Diane Stetz	2	32	13	12/14/11 - 02/01/12 (Retroactive)
156303	Spanish	HS	Charlotte Coughlin	Charlotte Coughlin	2	32	13	12/14/11 - 02/01/12 (Retroactive)

RATIONALE: Home Instruction required for Student
 COST: \$35.00/Hour
 ACCOUNT: 11-150-100-101-11-0000-0

9. OTHER

Contracted Services - Educational Based Services (EBS)

JANICE WOERNER: Occupational Therapist @ \$75.00/hour - 3.5 Hours per week
 Contract run: 12/03/11 - 6/20/12

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

VIII. FINANCE/TRANSPORTATION

Mr. Strimple reviewed the Finance Agenda on which the Board will take action at the January 23, 2012 Action Meeting.

Mr. Strimple stated the hot water heater at Lloyd Road Elementary may need to be replaced due to a leak which has been repaired in the past. The cost of the replacement heater could be funded through the Maintenance Reserve Account which the Board created.

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	\$
TOTAL:	\$

- 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.

IX. 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)

X. PUBLIC COMMENTS RELATING TO ADDITIONAL CONCERNS

Residents discussed the following with the Board:

The appointment of permanent administrators to replace the current interim administrators going into the budget process.

The process for the creation of a purchase order and the time table for when the items are received. Mr. Strimble reviewed the purchase order process.

The placement of Board policies on the district's website.

XI. UNFINISHED BUSINESS

Mr. Aitken asked about the policies being posted on the web site.

XII. NEW BUSINESS

There was no new business from the Board.

XIII. EXECUTIVE SESSION – STUDENT MATTERS

It was moved by Ms. Esposito, seconded by Mr. Aitken, and approved by a unanimous roll call vote to enter into Executive Session for Student Matters at 7:45 PM.

The Board returned from Executive Session at 8:14 PM.

XIV. ADJOURNMENT

It was moved by Mr. Daniels, seconded by Mr. Donaghue and approved by a unanimous roll call vote that the meeting be adjourned at 8:14 PM.

Respectfully submitted,

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

APPROVED STAFF TRAVEL 2011 - 2012
01-09-12

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/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
TOTAL \$507.39											
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY.											

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT SCHOOL CALENDAR 2011 - 2012

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X = Students Off
/ = 1/2 Day All Students/Staff
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Marking Periods
1st 09/08/11 - 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
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.

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

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:



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:

POLICY GUIDE

OPERATIONS
8505/page 1 of 3
School Nutrition

[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:



POLICY GUIDE

OPERATIONS
8505/page 2 of 3
School Nutrition

- 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.

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.



POLICY GUIDE

OPERATIONS
8505/page 3 of 3
School Nutrition

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:

