

MINUTES OF A REGULAR MEETING  
OF THE  
RUTHERFORD BOARD OF EDUCATION  
DECEMBER 8, 2003

A regular meeting of the Board of Education was held on Monday evening, December 8, 2003 at the High School Cafeteria. Meeting was called to order by President Willis at 7:33 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present: Mrs. Ahmed, Mr. Brancato, Mr. Casadonte, Mrs. Cevasco, Mr. Novosielski, and Mrs. Willis. Mr. Ferguson arrived at 7:36 P.M., Mrs. Monahan arrived at 7:39 P.M. Mr. Gibney was absent for the entire meeting. Also present were Mrs. Conlon and Mr. Brown.

**N.J. OPEN PUBLIC MEETINGS LAW**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Rutherford Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on the bulletin board outside the Borough Clerk's Office, mailed to the News Leader, Herald, South Bergenite, and the Record newspapers, and filed with the Borough Clerk.

**TAPING AND BROADCASTING OF MEETINGS**

As approved by the Rutherford Board of Education, we are taping and broadcasting our worksessions and regular meetings. These meetings will be broadcast without editing during a two-hour time segment on Tuesday evenings at 8:00 PM on the Comcast public access channel. At the conclusion of the two-hour segment, the broadcast will end regardless of what part of the meeting is currently being viewed due to the Comcast time constraint. Any member of the public who wishes to view the two-hour tape should make a written request to the Board Secretary who will have a copy of the tape made available within two weeks of the request. There will be a nominal fee charged for this tape reproduction. We welcome comments from residents viewing the broadcast.

**SPECIAL PRESENTATIONS:**

- Audit Report – Mr. Robert Stewart of Inverso & Stewart
- Meadowlands Museum – Mrs. Jacqueline Bunker-Lohrenz
- Advanced Placement Program/Honors Courses – Mr. Hurley & Mrs. Jones

**MINUTES APPROVAL**

1. Resolution by Mr. Novosielski, seconded by Mrs. Cevasco.  
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Regular Meeting and Executive Session of November 10, 2003 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – aye	Mrs. Cevasco – aye	Mrs. Monahan – aye
Mr. Brancato – aye	Mr. Ferguson – aye	Mr. Novosielski – aye
Mr. Casadonte – aye	Mr. Gibney – absent	Mrs. Willis – aye

**REPORT OF THE PRESIDENT:**

Pres. Willis announced that the next meeting will be held on January 5, 2004 at 7:30 P.M.  
Pres. Willis announced the district holiday concert schedules.

**STUDENT REPRESENTATIVE TO THE BOARD:**

Mike Green reported on student activities at the High School.

**MEETING OPEN TO THE PUBLIC: (Agenda Items Only)** 8:37 P.M. No comments made.

**NEW BUSINESS (Action to be Taken)**

**PERSONNEL:**

Motion by Mrs. Ahmed, seconded by Mr. Novosielski to move the following resignations, retirements, salary adjustments, reassignments, appointments, etc., pending approval from the State Department of Education, subject to the New Jersey Criminal Background Check and other legal requirements.

Approved.

**Motion by Mrs. Ahmed, seconded by Mr. Brancato to approve Personnel Items #1 through #16.**

**EMERGENT HIRES**

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following applicant(s) under the emergent hiring law as per the State Department of Education:

Jamie Truncellito – Teacher Assistant  
Allison Bader – Substitute Teacher  
Tonia Trobiano – Special Education Teacher

**JAMIE TRUNCELLITO**

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Jamie Truncellito as a teacher assistant at Pierrepont School effective 11/20/03 for 6.25 hours per day at the hourly rate of \$12.50 (step 1), pending further negotiations. This is a replacement for Ms. Russo.

**DR. L. HANES & ASSOCS.**

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Dr. L. Hanes & Associates to provide English, Spanish and Portugese assessments as well as OT/PT evaluations at the rate of \$450.00 for bilingual evaluations and \$400.00 for English evaluations.

NAOMI HOWITT ASSOCIATES 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Naomi Howitt Associates to provide bilingual evaluations at the rate of \$475.00 for speech evaluations and \$475.00 for psychological evaluations.

ABA SERVICES 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of the following to provide additional ABA Services to Students #2000345 and #2000183 (names on file in the office of special services) as indicated in the IEP at the rate of \$25.00 per hour:

Kathleen Flynn  
 Laura Nardelli  
 Colleen Sabini  
 Nichol Frusteri

MACINTOSH SERVICE AND SUPPORT POSITIONS 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a \$1,000 stipend for each of the following Macintosh service and support certificated positions: #1 Mac OS Service and Support Certification; #2 Desktop Hardware Certification; and #3 Portable Certification.

COACHING ASSIGNMENT 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Mr. Jake Herninko as Boys Head Spring Track Coach for the 2003-2004 school year at the annual stipend of \$4,610 (1-4 years) pending further negotiations.

SUBSTITUTE TEACHERS 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following as substitute teacher(s) at the per diem rate of \$70.00 and in accordance with law:

Allison Bader  
 Stephanie DiMeola

CUSTODIAL TRANSFERS 9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following custodial transfers effective 12/1/03:

David McKeon from the High School to Lincoln School (1<sup>st</sup> shift) to replace Paul Falstrom  
 Edgardo Arce from Union & the Pool to the High School (3<sup>rd</sup> shift) to replace David McKeon

TONIA TROBIANO 10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Tonia Trobiano as a special education teacher at the high school effective 1/1/04 through 6/30/04 at the annual salary of \$37,321 (step 3, level 2), pending further negotiations. This is a replacement for Ms. Brillante.

JUDITH DE PASQUALE 11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Ms. Judith DePasquale as the Parent Education Coordinator effective 1/1/04 through 6/30/04 at the annual stipend of \$2,000 (pro-rated) ), pending further negotiations. This is a replacement for Ms. Brillante.

DONALD BAKER 12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Mr. Donald Baker as the Brass/Jazz Ensemble Director for the 2003-2004 school year at the annual stipend of \$918 pending further negotiations.

COACHING ASSIGNMENT 13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following for the 2003-2004 school year pending further negotiations:

Rescind:  
 Sherriane Adamo as the Boys Indoor Track Assistant

Appoint:  
 John Herninko as the Boys Indoor Track Assistant at the annual stipend of \$3,153 (1-4 years)

DENNIS MITCHELL 14. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Mr. Dennis Mitchell as a third-shift custodian at Union School and the District Pool effective 12/9/03 through 6/30/04 at the annual salary of \$26,916 (step 1 pro-rated) plus \$2,153 (8% differential when working the third shift) pending further negotiations. This is a replacement for Mr. Arce.

COREEN CLARK 15. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Coreen Clark as a long-term substitute third-shift custodian at Union School effective 12/9/03 at the hourly rate of \$14.00. This is a replacement for Ms. Garcia.

COREEN CLARK 16. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Coreen Clark as a substitute custodian effective 12/9/03 at the hourly rate of \$10.00.

Roll Call Vote Personnel Items #1-16:

Mrs. Ahmed – aye	Mrs. Cevasco – aye	Mrs. Monahan – aye
Mr. Brancato – aye	Mr. Ferguson – aye	Mr. Novosielski – aye
Mr. Casadonte – aye	Mr. Gibney – absent	Mrs. Willis – aye

**CURRICULUM AND INSTRUCTION:**

**Motion by Mr. Novosielski, seconded by Mrs. Monahan to approve Curriculum and Instruction Items #1-#2.**

AFFIRMATIVE ACTION EQUITY PLAN

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the district Affirmative Action Team to conduct a needs assessment in the areas of equality and equity in educational programs and to develop a comprehensive equity plan for the academic years 2004-2005 through 2006-2007.

OUT-OF-DISTRICT PLACEMENT

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following out-of-district placements (names on file in the office of special services):

Student #2003111 - Children's Therapy Center - effective 12/8/03 – Tuition: \$37,771.50 \*  
\* includes 1:1 aide

Student #2002561 – New Beginnings – effective 1/5/04 – Tuition: \$29,592  
(108 days x \$274/day)

Roll Call Vote Curriculum and Instruction Items #1-#2:

Mrs. Ahmed – aye	Mrs. Cevasco – aye	Mrs. Monahan – aye
Mr. Brancato – aye	Mr. Ferguson – aye	Mr. Novosielski – aye
Mr. Casadonte – aye	Mr. Gibney – absent	Mrs. Willis – aye

**FINANCE:**

**Motion by Mr. Brancato, seconded by Mrs. Ahmed, to approve Finance Items #1 through #8.**

APPROVAL OF BILLS:

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	12/8/03	\$635,190.84
	10/30/03	35,000.00
	11/10/03	204,738.50
	11/14/03	444.00
	11/24/03	<u>21,821.00</u>
		<b>\$897,194.34</b>

Offline Checks		
#021503 Bergen Cty. Soil Conservation		700.00
#021504 Bergen Cty. Soil Conservation		700.00
#666111 and 666112 Wire Transfer to BNY-Interest		<u>284,250.01</u>
		<b>\$285,650.01</b>

Payroll	11/14/03	1,012,291.54
	11/26/03	<u>866,682.40</u>
		<b>1,878,973.94</b>

General Activities	11/5/03	962.00
	11/11/03	424.51
	11/12/03	2,970.00
	11/17/03	10,560.60
	11/20/03	245.59
	11/21/03	783.30
	11/25/03	2,366.26
	11/25/03	47.19
	11/25/03	6,499.92
	11/25/03	498.25
	11/27/03	1,604.04
	12/02/03	<u>270.00</u>
		<b>\$27,231.66</b>

Total **\$3,089,049.95**

2002-2003 AUDIT

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it acknowledges receipt of the 2002-2003 school year audit. BE IT FURTHER RESOLVED that the Board of Education acknowledges that there are no audit recommendations, and that a Corrective Action Plan will be filed with the County indicating that there are no audit recommendations.

SECRETARY'S REPORT AND TREASURER'S REPORT:

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month ending July 31, 2003, August 31, 2003, and September 30, 2003, and certifies that the reports indicate that no major account or fund is overexpended in violation of NJAC 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

Summary pages attached in official minute book. Detailed summary in the office of the Board Secretary.

TRANSFER OF FUNDS

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to transfer the sum of \$14,212.72 from the Payroll Agency Fund to the General Fund to be put into the General Fund surplus. The district auditor has recommended this transfer and has

OUTSTANDING CHECKS 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that outstanding checks totaling \$19,100.59 be removed from the bank reconciliation of the General Fund bank account. The district auditor has determined that these checks are no longer negotiable due to the age of the checks. The \$19,100.59 will flow into the General Fund balance.

DONATION 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept, with deepest thanks, the donation of an exercise bicycle to the Rutherford High School Wrestling program from Barbara and Bill Blanchard.

DONATION 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept, with deepest thanks, the donation of \$1,000 to Pierrepont School from the Gardner Family Foundation.

NO CHILD LEFT BEHIND 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve submission of the No Child Left Behind Final Report and Carry-Over Application for FY 2003 in the following amounts:

<u>Carry-Over Amounts:</u>	
Title II	\$ 217
Title III	\$2,198
Title IV	\$1,435
Title V	\$1,733
 Total	 \$5,583
 <u>Amount Returned to NJDOE:</u>	
Title II	\$1,450
Title III	\$1,015
Title IV	\$ 160
Title V	\$ 291
 Total	 \$2,916

Roll Call Vote Finance Items #1-#8:

Mrs. Ahmed – aye	Mrs. Cevalasco – aye	Mrs. Monahan – aye
Mr. Brancato – aye	Mr. Ferguson – aye	Mr. Novosielski – aye
Mr. Casadonte – aye	Mr. Gibney – absent	Mrs. Willis – aye

**POLICY – 2<sup>nd</sup> READING**

**Chairperson Cevalasco reported on the meeting of the Policy Committee.**

**Motion by Mrs. Cevalasco, seconded by Mr. Casadonte to approve Policy Items #1 through #8 on second reading.**

SUBJECT FIELDS POLICY 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve new Policy #6142 Subject Fields on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
6142/page 1 of 2

SUBJECT FIELDS

The board of education directs that the district schools offer a comprehensive curriculum to provide for the intellectual, social and emotional growth of all pupils, pre-kindergarten through grade 12, giving them the basic body of skills, understandings, attitudes and knowledge needed for living in a democracy.

The board believes this program should focus first on those subjects included in the Core Curriculum Content Standards and the skills emphasized by the Cross-Content Workplace Readiness Standards, in addition to those courses mandated by statute.

The chief school administrator shall direct development of and present to the board for adoption a written curriculum for each element of the instructional program for the district to include:

- A. All courses mandated by New Jersey statute or administrative code;
- B. Such other courses as shall implement the board's intent as expressed in this policy.

The total curriculum, when adopted, shall be adapted to suit the applicable requirements of the administrative code and shall provide basic, advanced, enriched, or technical instruction or experience to meet the identified needs of the pupils of the district.

A listing of all courses and programs comprising the instructional program shall be available in the district office.

Adopted:

- Legal References: N.J.S.A. 18A:6-2 Instruction in accident and fire prevention  
N.J.S.A. 18A:6-3 Courses in constitution of United States  
N.J.S.A. 18A:7C-5 Board of education to provide policy on graduation to students and parents  
N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study  
N.J.S.A. 18A:35-1 et seq. Curriculum and courses  
N.J.S.A. 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979  
N.J.A.C. 6:8-1.1 Words and terms defined  
N.J.A.C. 6:8-2.2 School-level planning  
N.J.A.C. 6:11-1.1 et seq. Professional Licensure and Standards  
See particularly:  
N.J.A.C. 6:11-3, -4, -5, -6, -8, -10, -11, -13  
N.J.A.C. 6A:8-3.1 Curriculum and instruction  
N.J.A.C. 6A:8-5.1 Graduation requirements  
N.J.A.C. 6A:14-3.7 Individualized education program  
N.J.A.C. 6A:14-4.1 General requirements  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

New Jersey State Board of Education Resolution, September 6, 1989, recommends that each district establish a citizens' advisory group for the implementation of core values of the local community into the district's schools.

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

Manual for the Evaluation of Local School Districts (August 2000)

FAMILY LIFE EDUCATION 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve new Policy #6142.1 Family Life Education on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
6142.1

FAMILY LIFE EDUCATION

The board of education shall maintain a family life education curriculum that provides material suited to each grade level, presented in a manner intended to foster respect for the human body and an understanding of how human sexuality affects personal and family relationships in conformance with the Core Curriculum Content Standards

The curriculum, developed under the supervision of the chief school administrator with the active participation of teachers, administrators, pupils, parents/guardians, physicians, members of the clergy and representative members of the community, shall be available to all parents/guardians. An outline of the curriculum and list of instructional materials for the grades of their children shall be sent to parents/guardians annually.

The chief school administrator shall ensure that the curriculum developed is articulated to that of the elementary school(s), so that the transition from elementary to secondary approaches to this material will be easy for all pupils.

Any pupil whose parent/guardian presents to the school principal a signed statement that any part of the instruction in health, family life education or sex education is in conflict with their conscience, or moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result there from.

The board urges all parents/guardians to become familiar with these courses and to participate in their development.

The board of education alone, upon recommendation of the chief school administrator, shall determine the content, sequence and materials of family life education.

Adopted:

- Legal References: N.J.S.A. 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979  
N.J.A.C. 6:8-2.1 Reporting requirements  
N.J.A.C. 6A:8-3.1 Curriculum and instruction  
N.J.A.C. 6A:8-4.2 Documentation of student achievement

Pupil Protection Rights Amendment - 20 U.S.C. 1232h

Manual for the Evaluation of Local School Districts (August 2000)

ARTS

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve new Policy #6142.9 Arts on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
6142.9

---

ARTS

The chief school administrator shall ensure that curriculum in the arts, including both visual and performing, are developed appropriately for each grade level.

Adopted:

Legal References:	<u>N.J.S.A.</u> 18A:7F-4	Periodic review of Core Curriculum Content Standard by state board; establishment of thoroughness and efficiency standards and cost per pupil
	<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.A.C.</u> 6A:8-3.1	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>Manual for the Evaluation of Local School Districts</u> (August 2000)	

CAREER EDUCATION

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Policy #6142.12 Career Education on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
6142.12/page 1 of 2

---

CAREER EDUCATION

Career Awareness

The board of education believes that constructive attitudes and concepts involving the dignity of all kinds of work belong in the curriculum from the beginning grades. Therefore, in fulfillment of the Core Curriculum Content Standards, the board shall develop and implement a comprehensive guidance and counseling system that facilitates career awareness and exploration for all students. The board shall ensure that educational programs shall continuously expose pupils to the nature of the wide variety of careers available and shall include structured learning experiences as rigorous activities, integrated into the curriculum and linked to the Core Curriculum Content Standards.

The cross-content workplace readiness standards shall be infused into the curriculum throughout the grades in age appropriate activities. The standards are:

- A. All students will develop career planning and workplace readiness skills.
- B. All students will use technology, information and other tools.
- C. All students will use critical thinking, decision-making and problem solving skills.
- D. All students will demonstrate self-management skills.
- E. All students will apply safety principles.

When any hands-on experience requires use of power tools, etc., all eye protection and other appropriate safety regulations shall be observed.

Career Exploration

The board shall develop and implement a program of career exploration that:

- A. Offers high school students the opportunity to explore career interests within, but not limited to, arts and humanities; business and information systems; mathematics, science and technology; and health and human services;
- B. Addresses district resources, community needs and student interest;
- C. Allows the board to select an appropriate delivery format that may include an integrated curriculum based on the Core Curriculum Content Standards or specialized programs that reflect the needs of students and the community; and
- D. Instills the concept of the need for continuous learning throughout one's life.

The board will support a program of vocational education that shall include the enrollment of pupils in a program of vocational education outside this district, provided that such program is not offered in this district and provided that such enrollment has been approved by the board and parent/guardian of the pupil.

All pupils participating in vocational education programs in shared-time programs are considered to be regularly enrolled in the schools of this district and subject to the policies and rules of this board including rules

Adopted:

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:38-36	Employment certificates to part-time pupils
	<u>N.J.S.A.</u> 18A:40-12.1, -12.2	Protective eye devices required for teachers, pupils and visitors in certain cases
	<u>N.J.S.A.</u> 18A:54E-1 through -5	Business and school partnerships
	<u>N.J.A.C.</u> 6:4-1.5	School and classroom practices
	<u>N.J.A.C.</u> 6:8-2.1	Reporting requirements
	<u>N.J.A.C.</u> 6:8-4.1	Review of mandated programs and services
	<u>N.J.A.C.</u> 6:29-1.1 <u>et seq.</u>	Health, Safety and Physical Education
	See particularly:	
	<u>N.J.A.C.</u> 6:29-1.3(a)6iii, -1.7(f)	
	<u>N.J.A.C.</u> 6:53-1.1 <u>et seq.</u>	Vocational Education Safety and Health Standards
	<u>N.J.A.C.</u> 6A:8-3.2	Career awareness and exploration
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>Manual for the Evaluation of Local School Districts</u> (August 2000)	

HIV PREVENTION EDUC. 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Policy #6142.13 HIV Prevention Education on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
6142.13/page 1 of 2

HIV PREVENTION EDUCATION

The board of education believes HIV education should be integrated into the comprehensive health education curriculum, but may also be applied to other curriculum areas.

The district HIV education program must address, at a minimum, the nature, transmission, prevention and effects of the disease. The program shall be provided through a coordinated sequential elementary and secondary curriculum, taking into consideration the age, growth, development and maturity of the pupils and the subject matter of the course. Development of the program should take into account the instructional needs of all pupils in the district.

The chief school administrator shall ensure that the information presented as a part of the HIV prevention education program is articulated in such a way that transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The chief school administrator shall be responsible for the preparation and development of an HIV prevention education program, with active consultation and participation of teachers, administrators, parents/guardians, pupils (as appropriate), physicians, members of social and health service agencies, members of the clergy and representative members of the community.

The chief school administrator shall ensure that all staff involved in teaching the HIV prevention education program are properly certified for the subject area in which they are teaching and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided.

Upon the request of parents or guardians, the HIV education curriculum shall be made available for their review. The chief school administrator shall establish procedures whereby pupils whose parent/guardian presents to the school principal a signed statement that a designated part of the instruction is in conflict with his/her conscience, or moral or religious belief, shall be excused from that part of the curriculum. Independent study shall be directed during the time a pupil is excused from part of the program. The independent study shall include alternative topics that do not conflict with the parent/guardian's beliefs but fall within the same subject area (i.e., comprehensive health education) as the program from which the pupil is excused. No penalties to credit or graduation shall result from such an exemption.

The chief school administrator shall establish a process for evaluating and updating the HIV prevention education program to incorporate new information. Any such revisions shall be implemented after consultation with and review by an advisory committee as described above.

The board of education alone, upon the recommendation of the chief school administrator, shall determine the content, sequence, and materials of the HIV prevention education program.

Adopted:

Legal References:	<u>N.J.S.A.</u> 26:5c-1 <u>et seq.</u>	Acquired Immune Deficiency Syndrome
	<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.S.A.</u> 18A:35-4.7	Parents statement of conflict with conscience
	<u>N.J.A.C.</u> 6:29-2.4	Attendance at school by pupils or adults infected by Human Immunodeficiency (HIV)
	<u>N.J.A.C.</u> 12:100-4.2	Safety and Health Standards for Public Employees (Adoption by reference)
	29 <u>CFR</u> 19910.1030 - Bloodborne Pathogen Standard	
	S. T. v. Board of Education of the City of Millville, 1986 S.L.D.	

CURRICULUM GUIDES

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Policy #6143 Curriculum Guides on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
6143

CURRICULUM GUIDES

The chief school administrator shall oversee development of curriculum guides for every course and area of study for every grade level. Each guide shall contain objectives for concepts and skills to be taught and attitudes to be developed; necessary study skills; suggested materials and activities designed to achieve all of these; and evaluation criteria intended to test the extent to which learning objectives have been met. Curriculum guides shall include all requirements of the Core Curriculum Content Standards.

Teachers shall use the guides as the core of their instructional planning. It shall be the responsibility of the building principal to ensure that curriculum guides are being followed.

A copy of each guide in use shall be kept on file in each school office. Such guides shall be available for public inspection.

Because curriculum guides are the means of implementing instruction in courses adopted by the board as the curriculum of the district, the board shall approve any new curriculum guides or any revision to an existing guide before they are put into effect.

Adopted:

Legal References: N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards  
N.J.A.C. 6A:8-5.1 Graduation requirements  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Manual for the Evaluation of Local School Districts (August 2000)

COMPONENTS OF CURRICULUM GUIDES

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Regulation #6143R Components of Curriculum Guides – Regulations on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
R6143

Components of Curriculum Guides

1. Introduction/Overview/Philosophy  → *Overview of course/scope of course*
  
2. Objectives (Cite NJ Core Curriculum Standards (CCCS), State Mandates (e.g. ATOD, Holocaust), National Standards)
  - a. Skills
  - b. Content
  - c. Workplace Readiness
  - d. Career
  - e. Technology → *Incorporate/infuse these into objectives. Include in this section the course outline.*
  
3. Proficiency Levels  → *i.e. Honors, AP, Academic and Grade Level*
  
4. Methods of Assessment
  - a. Student Assessment  → *The teacher will provide a variety of assessments among them are: list them (i.e. portfolio, journal writing, projects, etc).*
  - b. Curriculum Assessment
  - c. Teacher Assessment → *Combine these two categories into one-Curriculum/Teacher Assessment. State that the teacher will provide the subject area supervisor with suggestions for changes.*
  
5. Grouping
  - a. Reference to AP Curriculum
  - b. Prerequisites
  - c. Level placement criteria → *Combine these together in one statement. Include list of prerequisites and/or criteria*
  
6. Articulation/Scope and Sequence/Time Frame  → *List length of course and suggested sequence (i.e. Spanish I, Spanish II, Spanish III) Group according to the*

- 7. Resources
  - a. Speakers
  - b. References
  - c. Technology
  - d. Supplies/Materials
  - e. Texts
  - f. Supplemental Reading

*List resources as needed for the particular course – add or delete categories as necessary.*
- 8. Methodologies
 

*General statement of methods of instruction that may be used.*
- 9. Suggested Activities
 

*List possible activities to be included in course.*
- 10. Interdisciplinary Connections
 

*List connections to other discipline areas (i.e. World Language, English/Social Studies, etc.*
- 11. Professional Development
 

*As per the PIP/100 hour statement: the teacher will continue to improve expertise through participation in a variety of professional development opportunities.*

**LESSON PLANS**

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Policy #6143.1 Lesson Plans on second reading:

BOARD OF EDUCATION  
RUTHERFORD

INSTRUCTION  
6143.1

**LESSON PLANS**

All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include objectives which specify what pupils should know, or be able to do, at the completion of that lesson. Lesson plans should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the lesson plan.

The building principal or designee shall check lesson plans at least monthly.

Adopted:

- Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:8-2.1 et seq. The Core Curriculum Content Standards  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Manual for the Evaluation of Local School Districts (August 2000)

Roll Call Vote Policy Items #1-#8:

Mrs. Ahmed – aye	Mrs. Cevalasco – aye	Mrs. Monahan – aye
Mr. Brancato – aye	Mr. Ferguson – aye	Mr. Novosielski – aye
Mr. Casadonte – aye	Mr. Gibney – absent	Mrs. Willis – aye

**BUILDINGS AND GROUNDS:**

**AIRCRAFT NOISE ABATEMENT**

1. Resolution by Mrs. Monahan, seconded by Mr. Novosielski.  
 BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the “Letter of Agreement” between the Rutherford Board of Education and the Port Authority of New York & New Jersey for the Sylvan School Aircraft Noise Abatement Soundproofing Program.

Roll Call Vote Buildings and Grounds Item #1:

Mrs. Ahmed – aye	Mrs. Cevalasco – aye	Mrs. Monahan – aye
Mr. Brancato – aye	Mr. Ferguson – aye	Mr. Novosielski – aye
Mr. Casadonte – aye	Mr. Gibney – absent	Mrs. Willis – aye

**NEW BUSINESS:**  
**RESOLUTION**

1. Resolution by Mrs. Cevasco, seconded by Mr. Novosielski.  
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION

WHEREAS, New Jersey's property taxes are among the highest in the nation; and  
WHEREAS, The current system of property taxation has placed an enormous burden on State residents and taxpayers; and

WHEREAS, The current system is inequitable because it is not based on ability to pay and is applied in a non-uniform manner; and

WHEREAS, There is an urgent need to reform the property taxes that are impeding the ability of many school districts to provide a quality education, stifling the State's economy, making home ownership difficult for many, and disproportionately burdening the elderly, the young, and low income families; and

WHEREAS, Remediating the problems associated with high property taxes is a legislative responsibility; and

WHEREAS, The quickest and most effective way for the Legislature to address the issue is to convene in a special session that is dedicated solely to addressing property tax reform in this State; and

WHEREAS, This special session of both houses of the Legislature should devise and consider ways of implementing property tax reform;

NOW THEREFORE, BE IT RESOLVED That the Rutherford Board of Education urges Governor James E. McGreevey and members of the General Assembly and Senate to support passage of SCR-89/ACR-161, which would direct the leaders of each house of the Legislature to convene a special session that would be dedicated solely to addressing property tax reform; and

BE IT FURTHER RESOLVED That a copy of this resolution be sent to the Governor, all legislators representing the 36<sup>th</sup> Legislative District, New Jersey Schools Boards Association, the legal governing body of the Borough or Rutherford, and to the Rutherford Taxpayers Association.

Roll Call Vote:

Mrs. Ahmed – aye	Mrs. Cevasco – aye	Mrs. Monahan – aye
Mr. Brancato – aye	Mr. Ferguson – aye	Mr. Novosielski – aye
Mr. Casadonte – aye	Mr. Gibney – absent	Mrs. Willis – aye

**OLD BUSINESS:**

**MEETING OPEN TO THE PUBLIC:** (Any Topic) 9:01 P.M. No comments made.

**EXECUTIVE SESSION:** Motion by Mrs. Ahmed, seconded by Mr. Ferguson that an Executive Session be held at 9:02 P.M. for the purpose of discussing negotiations. Action may or may not be taken. The Board expects to return within 30 minutes.

Approved.

The Board returned at 9:25 P.M.

**ADJOURNMENT:** Motion by Mr. Ferguson, seconded by Mr. Brancato that the meeting be adjourned at 9:25 P.M.

Approved.

Respectfully submitted,

Robert Brown  
School Business Administrator/Board Secretary