

MINUTES OF A REGULAR MEETING
OF THE
RUTHERFORD BOARD OF EDUCATION
DECEMBER 11, 2006

A regular meeting of the Board of Education was held on Monday evening, December 11, 2006 in the High School Cafeteria. Meeting was called to order by Mr. Casadonte at 7:32 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present: Mrs. Ahmed, Mr. Casadonte, Dr. Fiume, Mrs. Jones, Mr. McLean, and Mr. Novosielski. Mrs. Cevasco, Mr. Jasko, and Mrs. Williams were absent for the entire meeting. Also present were Ms. O'Keefe 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.

MINUTES APPROVAL

1. Resolution by Mr. Novosielski, seconded by Mr. McLean.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Worksession Meeting and Executive Session of December 4, 2006 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – aye	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – abstain	Mr. Jasko – absent	Mr. Novosielski – aye
Mrs. Cevasco – absent	Mrs. Jones – aye	Mrs. Williams – absent

REPORT OF THE PRESIDENT

MEETING OPEN TO THE PUBLIC: (Agenda Items Only) 7:37 P.M.

Carol Aduato Brown, REA Co-President, thanked the Board for their support of the REA in permitting staff members to attend the benefits rally in Trenton today.

Meeting was then closed to the public at 7:39 P.M.

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 Mrs. Jones to approve Personnel Items #1 through #17.

SALARY ADJUSTMENT

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to adjust the salary of the following employee effective 9/1/06 through 6/30/07 due to the attainment of additional credits or degrees:

Danielle Sabato
From: \$57,197 Step 10, Level 3 To: \$59,497 Step 10, Level 4

HOME INSTRUCTORS

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following as home instructors for the 2006-2007 school year at the hourly rate of \$35.00:

Laura Vahey
Season Hanson
Helene Wetzel
Andrea Balestrieri
Alex Robayo
Hamlet Marte
Richard Blanchard

CHRISTOPHER VIOLA

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Christopher Viola as the Computer Monitor at Union School effective 11/13/06 at the hourly rate of \$11.75.

MICHAEL KIVOWITZ

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to adjust the salary of Mr. Michael Kivowitz, computer technician, as follows effective 12/1/06 due to attaining a 7th certificate:

From: \$53,024 (6 certs.) To: \$54,024 (7 certs.)

CST SERVICE PROVIDER

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Oxford Consulting Services to provide speech services at the rate of \$105.00 per session.

H.S. CO-CURRICULAR

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following changes to the high school co-curricular assignments for the 2006-2007 school year:

Rescind:
Lorraine Lewis - Senior Play Director

Approve:
Michael Chelik - Senior Play Director - Stipend: \$2,151

SUBSTITUTE TEACHERS

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ the following as substitute teacher(s) at the per diem rate of \$80.00 and in accordance with law:

Maryann Califf - effective 12/11/06
Mary Beth Dimone - " "
Sarah Pitches - " "
Waleska Meletiche - " 12/12/06

JOSEPH GEORGE

8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Joseph George as a bus assistant for the 2006-2007 school year for 2 hours per day at the hourly rate of \$14.96 (step 1) effective 11/6/06.

DIANE DE GARIS

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Ms. Diane DeGaris as a substitute teacher assistant for the 2006-2007 school year at the hourly rate of \$8.50.

JOB DESCRIPTION

10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for Confidential Administrative Secretary 2-140:

BOARD OF EDUCATION
RUTHERFORD

LOCATOR: 2-140

Position: Confidential Administrative Secretary—DISTRICT OFFICE

Responsible to: Superintendent or Designee

- Qualifications:
1. High School diploma required; two years college or secretarial school preferred
 2. Minimum of two years' related work experience
 3. Good typing, word processing, and computer skills
 4. Knowledge of office equipment, efficient office procedures, and business software
 5. Good communication skills and strong interpersonal skills
 6. Additional qualifications as may be deemed appropriate
 7. Required criminal history check and proof of U.S. Citizenship or resident alien status
 8. Knowledge of area based upon specific assignment

Terms of Employment: Twelve Months – Salary, terms and conditions as per negotiated contract

Goal: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the district administrative office.

Duties and Responsibilities:

1. Prepares and files correspondence, agendas, reports, evaluations, and communications. Takes and transcribes notes; reproduces materials as needed.
2. Receives and routes incoming calls and correspondence; sorts and distributes mail and notices.
3. Greets, assists, and logs in/out visitors to the office.
4. Handles phone calls, takes messages, schedules appointments
5. Maintains confidentiality as required and appropriate.
6. Performs usual office routines and other tasks related to the efficient operation of the office.

7. Maintains office and general area bulletin boards and posts notices.
8. Orders and maintains records of office supplies and inventories.
9. Assumes such other related duties and responsibilities as may be directed by staff members designated by the Superintendent

Specific – District Office:

1. Assists the Research Assistant in the preparation of reports, data, documents and materials related to curriculum and instruction
2. Coordinates supply requirements for grant funded programs such as Title 1, ESL, BSIP
3. Coordinates printed form and bulk mailing requirements for the district
4. Performs clerical personnel functions
 - Posts and advertises vacancies
 - Maintains files of applicants and follows up on interviewees
 - Completes, processes and follows up on required paperwork for coaches, substitutes, support staff, student teachers, emergent hiring, fingerprinting
 - Prepares and updates staff directory, phone directory, emergency data, emergency school closing lists
 - Processes and maintains all records and reports related to substitutes, lunch monitors
 - Arranges for and sets up materials and refreshments for staff functions
 - Prepares annual district staff manuals
5. Assists with the maintenance of personnel files and records related to attendance, in-service requirements, leaves of absence, certification, applications, assignments and salaries.
6. Maintains computer databases in the area of personnel
7. Assists in the preparation and submission of state, federal and local reports
8. Assists Confidential Superintendent's Secretary in the preparation of documents and reports
9. Assists in the preparation and processing of documents and proposals for use in the collective negotiations by the Board of Education

Evaluation: Performance will be evaluated according to policy and/or terms of negotiated agreement(s).

Adopted: December 11, 2006

JOB DESCRIPTION

11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for Confidential Payroll Secretary 2-160:

BOARD OF EDUCATION
Rutherford

ADMINISTRATION
Locator:2-160

Position: Confidential-Payroll Bookkeeper

Responsible to: Board Secretary/School Business Administrator

Qualifications:

1. High School Diploma required. Some bookkeeping or accounting courses desirable.
2. Minimum two years successful payroll or related accounting experience, preferably in a school district environment.
3. Strong working knowledge of pensions, unemployment insurance, state and federal taxes, tax shelters and IRS requirements.
4. Proficient in bookkeeping, computer and calculator usage. Some accounting skills desirable.
5. Ability to communicate and work effectively with outside service vendors and all staff members.
6. Must be accurate, precise, well organized, and attentive to detail.
7. Required criminal history background check and proof of U.S Citizenship or legal resident alien status.

Terms of Employment: 12 Months – Salary, terms and conditions as per negotiated contract

Goal: Prepares the school district's payroll, tax, health benefit and pension reports and maintains all related records in an accurate and timely manner.

Duties and Responsibilities:

1. Prepares and files correspondence, reports, and communications. Takes notes and reproduces materials as needed
2. Receives and routes incoming calls and correspondence; sorts and distributes mail and notices
3. Greets, assists and logs in/out visitors to the office
4. Handles phone calls, takes messages, schedules appointments
5. Maintains confidentiality as required and appropriate
6. Performs usual office routines and other tasks related to the efficient operation of the office
7. Maintains office and general areas including work area; posts notices

8. Assumes such other related duties and responsibilities as may be directed by BA/BS, superintendent or other designated person

Specific Duties—Payroll

1. Be responsible for all aspects of the semi-monthly payroll.
2. Continually maintains and updates payroll records.
3. Issues semi-monthly report to custodian of school monies
4. Calculates overtime and supplemental pay for all employees.
5. Prepares state and federal reports, including quarterly and annual tax reports, unemployment reports.
6. Prepares payments to agency designations including taxes, pensions, tax shelters, garnishments, and other deductions.
7. Makes all payments on schedule.
8. Uses on-line computer systems to make electronic tax payments and to request FICA reimbursement from the State.
9. Uses on-line computer systems to prepare and transmit quarterly pension fund reports.
10. Balances payroll and agency accounts.
11. Prepares payroll and quarterly billing for adult school
12. Participates as needed in the annual audit.
13. Completes all required documents for processing workers' compensation claims
14. Completes all required paperwork for retirees and non-returning employees including pension, COBRA and unemployment documents
15. Processes all paperwork related to health and dental benefits
16. Conducts new employee orientation regarding benefits and contract requirements
17. Print and distribute annual salary, co-curricular and coaching contracts
18. Responsible for enrollment of new employees into appropriate pension fund
19. Prepares and issues annual employee W-2 statements.
20. Assists Business Administrator in preparation and processing of documents and proposals (spreadsheets relative to health/dental benefits, impacting on salary) for use in the collective bargaining negotiations by the Board of Education.
21. Responsible for enrollment of eligible employees in health/dental benefits plans and for any subsequent changes there to.

Evaluation: Performance will be evaluated according to policy and/or terms of negotiated agreement(s).
 Adopted: December 11, 2006

JOB DESCRIPTION

12. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for Network Systems Administrator/Computer Technician 2-282:

**BOARD OF EDUCATION
RUTHERFORD**

LOCATOR: 2-282

Position: Network Systems Administrator/Computer Technician

Responsible to: Supervisor of Computer Technology

- Qualifications:
1. Degree or some college preferred. Minimum high school diploma and some formal computer education or training. Apple certifications (Help Desk, Desktop, Portable) preferred and are required within the first year of employment.
 2. Prior experience and well-grounded understanding of computer hardware, operating systems (Mac OS), networking hardware and software, and application fundamentals.
 3. Be physically able to lift, unpack, assemble, and move computers and their related peripherals.
 4. Ability to travel among district buildings.
 5. Strong interpersonal skills.

6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Terms of Employments: 12 months

Goal: To assure the smooth and efficient operation of all computers and computer and network related hardware, software, and peripherals in classrooms and offices throughout the district.

Duties and Responsibilities:

1. Ensure the smooth operation of the district computer network including maintaining the day-to-day operations of the computer network.
2. Maintain all network servers and the server administration and security policies on clients and servers.
3. Administer various administrative and educational software packages and learn new applications.
4. Assist classes network, equipment, and software problems.
5. Troubleshoot and resolve network problems on the administrative network and student network in all schools.
6. Troubleshoot and resolve software problems on the administrative network and student network as requested.
7. Seek out ways to automate daily and/or recurring tasks in order to perform tasks more efficiently.
8. Maintain a reliable backup and recovery plan for system data.
9. Assist teachers, students, and administrators with special projects and presentations including the setup and operation of equipment.
10. Provide client image creation for the district and install software, hardware, peripherals and users, update existing network information, and install and upgrade applications on both the administrative and student network.
11. Perform technical cleaning operations on the computers and related equipment.
12. Unpack, install, and move new equipment in the labs, classrooms, and offices throughout the district.
13. Understand the need to be a team player and a part of the whole school district and work with other district employees to ensure proper functionality of all equipment.
14. Act as chief technical consultant to the Supervisor of Computer Technology for all file system/project management initiatives.
15. Recognize problems with a system early and ask for help (if needed) to resolve problems efficiently.
16. Document solutions to problems for easy retrieval later and shares solutions with co-workers.
17. Understand global problems of networking, software, and hardware and make decisions based upon that understanding.
18. Support user skill levels ranging from beginner to knowledgeable and attempt to address each user's individual needs and preferences.
19. Provide formal training classes as needed.
20. Maintain the confidentiality of the data handled.
21. Learn how to use new equipment quickly and is flexible about procedures and changes in operation.
22. File and maintain records in an accurate manner.
23. Understand the performance characteristics of the network and assist in planning for future growth needs.
24. Perform the usual office and lab routines as well as the practices associated with a busy, yet productive and smoothly running operation.
25. Assist with data entry if needed.
26. Run reports needed by the departments and administration.
27. Perform other duties related to district needs as assigned by the Supervisor of Computer Technology.

December 11, 2006

JOB DESCRIPTION

13. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following job description for Computer Integration teacher 1-165:

Position: Computer Integration Teacher

Responsible to: Building Principal/Director of Computer Technology

- Qualifications:
1. Valid New Jersey teaching certificate
 2. Ability to design and deliver professional development for teachers/staff
 3. Strong communication, organizational, public relations and interpersonal skills
 4. Knowledge of computer software applications
 5. Experience integrating technology to enhance teaching and learning in the classroom

Terms of Employments: Work year and salary as per negotiated agreement.

Goal: The computer integration teacher will collaborate with teachers to successfully integrate technology and content objectives, as well as plan, design and deliver technology integration staff development.

Duties and Responsibilities:

1. Plan and design instructional technology materials for academic subjects, software products, and other areas assigned.
2. Provide staff development on technology issues including use of computer software applications, integration of technology and content objectives, and use of computer and software for teacher administrative tasks (i.e. electronic gradebook, etc.)
3. Provide effective technical and instructional strategies, resources and materials to teachers for the successful use of technology integration in the classroom.
4. Model effective uses of instructional technology in the classroom for teachers and students.
5. Model teaching strategies in the classroom with students that integrate technology and content objectives.
6. Assist teachers in planning and developing interdisciplinary units that integrate technology and support content objectives.
7. Adhere to and provide appropriate training for staff and students on Internet use, copyright law, and district's acceptable use guidelines.
8. Make connections between current educational research, student learning styles, curriculum content objectives and technology tools.
9. Assist building administrators with planning support for technology equipment and materials.
10. Serve as liaison to the computer technology department to provide support for technology.
11. Assist with detection and resolution of basic computer, printer, peripherals, and minor computer problems.
12. Assist in the assessment of teacher technology skills and plan and implement staff development as appropriate.
13. Monitor assigned school website to ensure that information is current and relevant.
14. Assist office staff with computer-related administrative tasks.
15. Continually search for, evaluate, and implement use of new instructional resources including software, web sites and online/distance learning opportunities.
16. Make continuous improvements in key processes, techniques, and procedures related to the instructional technology program.
17. Monitor the use of instructional technology to ensure that resources and activities enhance rigorous academic content and the school's mission.
18. Encourage learning activities that take advantage of various forms of technology, including Internet resources, multiple peripherals, and an assortment of software.
19. Promote a positive environment that encourages all staff to utilize technology for instructional purposes.
20. Assist in the development of policies and procedures regarding technology issues.
21. Teach a reduced number of regularly scheduled classes as assigned.
22. Perform all duties as assigned by the Director of Computer Technology and building Principal.

December 11, 2006

- SUSANNE SAVONIJE 14. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Mrs. Susanne Savonije as a lunch monitor at Pierrepont School effective 11/28/06 at the hourly rate of \$9.60 (step 5). This is a replacement position.
- BEVERLEY GOLDBERG 15. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Ms. Beverley Goldberg as a lunch monitor at Union School effective 11/28/06 at the hourly rate of \$8.35 (step 1). This is a replacement position.
- SIDE BAR AGREEMENT 16. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a Side Bar Agreement between the Rutherford Board of Education and the Rutherford Education Association concerning the positions of Confidential Administrative Secretary and Confidential - Payroll Bookkeeper.
- COACHING ASSIGNMENT 17. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to appoint Mr. Nicholas DeBari as the Assistant Softball Coach for the 2006-2007 school year at the annual stipend of \$4,361 (step 3).

Roll Call Vote Personnel Items #1-#17:

Mrs. Ahmed – aye	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mr. Jasko – absent	Mr. Novosielski – aye
Mrs. Cevasco – absent	Mrs. Jones – aye	Mrs. Williams – absent

Motion by Mrs. Ahmed, seconded by Dr. Fiume to approve Personnel Items #18 through #25.

- ALLISON SEAMAN 18. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Ms. Allison Seaman as a special education teacher at Washington School effective 2/1/07 through 6/30/07 at the annual salary of \$43,722 (step 4, level 1 pro-rated). This is a new position.
- EMERGENT HIRES 19. 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:

Waleska Meletiche - Substitute Teacher
- DONNA LYNN CURRIE 20. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Mrs. Donna Lynn Currie, special education teacher at Union School, effective 2/09/06 through twenty (20) days following the birth of her baby, to be followed by a child rearing leave of absence under the Family Leave Act without pay, through 5/18/07.
- WILLIAM TOOMA 21. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Mr. William Tooma as a long-term substitute teacher at Union School effective 2/1/07 through 5/18/07 at the per diem rate of \$203.00.
- DARLENE MONOCHELLO 22. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve an unpaid disability leave of absence for Mrs. Darlene Monochello effective 4/9/07 through 5/18/07.
- COLLEEN BETZ 23. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ Mrs. Colleen Betz as a long-term substitute teacher effective 4/2/07 through 6/20/07 at the per diem rate of \$203.00.
- DONNA POWERS 24. Motion to accept the retirement, with regret, of Mrs. Donna Powers, technology teacher at Union School, effective 6/30/07.
- ELEM. CO-CURRICULAR 25. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to make the following elementary co-curricular adjustment for the 2006-2007 school year:

Rescind:
Tina Marie Golda as the Intramurals advisor for Union School

Approve:
Tina Marie Golda - Co-Advisor - Intramurals - Union - \$721.00
Kristin Jugan - Co-Advisor - Intramurals - Union - \$721.00

Roll Call Vote Personnel Items #18-#25:

Mrs. Ahmed – aye	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mr. Jasko – absent	Mr. Novosielski – aye
Mrs. Cevasco – absent	Mrs. Jones – aye	Mrs. Williams – absent

CURRICULUM AND INSTRUCTION:

Motion by Mr. Novosielski, seconded by Mr. McLean to approve Curriculum and Instruction Items #1 through #4.

SCHOOL CALENDAR
the
2007-2008

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following school calendar for the 2007-2008 school year:

**RUTHERFORD PUBLIC SCHOOLS
SCHOOL CALENDAR
2007-2008**

Monday, September 3	Schools Closed, Labor Day
Tuesday, September 4	Orientation of Teachers
Wednesday, September 5	Schools Open
Thursday & Friday, Nov. 8, 9	Schools Closed, NJEA Convention
Thursday, November 15	One Session Day, Conferences (K-5 ONLY)
Friday, November 16	Schools Closed, Conferences (K-5 ONLY)
Wednesday, Nov. 21	One Session Day
Thursday & Friday, Nov. 22, 23	Schools Closed, Thanksgiving
Friday, December 21	One-Session Day
December 24 – January 1	Schools Closed, Holiday Recess
Wednesday, January 2	Schools Reopen
Monday, January 21	Schools Closed, Dr. King's Birthday
February 15 & 18	Schools Closed, Winter Recess
Friday, March 21	Schools Closed, Good Friday
April 21 - 25	Schools Closed, Spring Recess
Monday, May 26	Schools Closed, Memorial Day
Tuesday, June 17	High School Graduation
Wednesday, June 18	Union Graduation
Thursday, June 19	Pierrepont Graduation
June 17, 18, 19	One-Session Day for Students
Thursday, June 19	Last Day of School for Students K-12 Report Cards Issued
Friday, June 20	Teacher Workshop In-Service Day

NUMBER OF DAYS SCHOOLS ARE IN SESSION

September	18	February	19
October	23	March	20
November	18	April	17
	(17) K-5 Only	May	21
December	15	June	14
January	21	Total:	91
Total:	95	Total Days:	186
	(94) K-5 Only		(185) K-5

The above calendar is subject to change if deemed necessary by the Board of Education. The Board of Education wishes to apprise all employees, students and parents that any recess period may be utilized for days lost due to inclement weather. Accordingly, the Board advises employees not to make travel plans that are non-refundable during any of these times since school may be in session.

**SCHOOL CALENDAR
the
2008-2009**

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following school calendar for the 2008-2009 school year:

**RUTHERFORD PUBLIC SCHOOLS
SCHOOL CALENDAR
2008-2009**

Monday, September 1	Schools Closed, Labor Day
Tuesday, September 2	Orientation of Teachers
Wednesday, September 3	Schools Open
Tuesday, November 4	Schools Closed, Presidential Election
Thursday & Friday, Nov. 6, 7	Schools Closed, NJEA Convention
Thursday, November 13	One Session Day, Conferences (K-5 ONLY)

Friday, November 14
Wednesday, Nov. 26
Thursday & Friday, Nov. 27, 28

Schools Closed, Conferences (**K-5 ONLY**)
One Session Day
Schools Closed, Thanksgiving

Tuesday, December 23	One-Session Day
December 24 – January 2	Schools Closed, Holiday Recess
Monday, January 5	Schools Reopen
Monday, January 19	Schools Closed, Dr. King's Birthday
February 13 & 16	Schools Closed, Winter Recess
Friday, April 10	Schools Closed, Good Friday
April 27-May 1	Schools Closed, Spring Recess
Monday, May 25	Schools Closed, Memorial Day
Thursday, June 18	High School Graduation
Friday, June 19	Pierrepoint Graduation
Monday, June 22	Union Graduation
Monday, June 22	One-Session Day for Students Last Day of School for Students K-12 Report Cards Issued
Tuesday, June 23	Teacher Workshop In-Service Day

NUMBER OF DAYS SCHOOLS ARE IN SESSION

September	20	February	18
October	23	March	22
November	15	April	17
	(14) K-5 Only	May	19
December	17	June	16
January	19		
Total:	94	Total:	92
	(93) K-5 Only	Total Days:	186
			(185) K-5

The above calendar is subject to change if deemed necessary by the Board of Education. The Board of Education wishes to apprise all employees, students and parents that any recess period may be utilized for days lost due to inclement weather. Accordingly, the Board advises employees not to make travel plans that are non-refundable during any of these times since school may be in session.

5-YR. CURRICULUM

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the attached 5-Yr. Curriculum Review Cycle FOR 2006-2011.

REVIEW CYCLE

OUT-OF-DISTRICT

4. 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):

PLACEMENTS

Approve:

Student #2006035 - CP Center in Belleville effective 12/11/06
Annual Tuition: \$44,906.40 (pro-rated) plus transportation

Rescind:

Student #2004068 - Youth Consultation Service (Sawtelle) - moved out-of-district

Roll Call Vote Curriculum and Instruction Items #1-#4:

Mrs. Ahmed – aye	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mr. Jasko – absent	Mr. Novosielski – aye
Mrs. Cevasco – absent	Mrs. Jones – aye	Mrs. Williams – absent

FINANCE:

Motion by Dr. Fiume, seconded by Mrs. Jones to approve Finance Items #1 through #4.

APPROVAL OF BILLS:

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

Accounts Payable	\$ 370,446.44
Offline Checks	321.00
Payroll	1,161,895.67
General Activities	3,608.05
Total	<u>\$1,536,271.16</u>

DONATION

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept, with thanks, the donation of 80 pair of cleats valued at \$3,000. to the RHS Athletic Department from Park Cleaners.

DONATION

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to accept, with thanks, the donation of \$2,000 to the Class of 2007, and \$1,500 to the Class of 2008 from Kid Spot.

SECY/TREAS. REPORT

4. 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 September 30, 2006 and October 31, 2006, 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.

Recorded Vote Finance Items #1-#3:

Mrs. Ahmed – aye	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – aye	Mr. Jasko – absent	Mr. Novosielski – aye
Mrs. Cevasco – absent	Mrs. Jones – aye	Mrs. Williams – absent

POLICY:

PUPIL SAFETY

1. Resolution by Mr. Novosielski, seconded by Mrs. Jones.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #5142 Pupil Safety on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**PUPILS
5142/page 1 of 6**

PUPIL SAFETY

The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social services providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a district-wide safety program with emphasis on accident prevention.

Facilities

The chief school administrator shall maintain all facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on the handling, labeling and storing of hazardous substances. Safety regarding all aspects of playground equipment and activity will be maintained and supervised in compliance to law and code.

Staff Education and Training

All teachers shall be familiar with the provisions of this program that particularly concern them.

The chief school administrator shall inform all newly employed staff of school safety rules and regulations within 60 days of the effective date of their employment. All district employees will receive the appropriate inservice training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the district safety plans, procedures and mechanisms. The district safety plan will be updated annually and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of eye protective devises shall be scrupulously enforced by all staff.

The staff must maintain complete classroom and playground supervision during regular school hours. The chief school administrator shall seek the cooperation of parents/guardians to prevent any children being unsupervised on school property during lunch hour and during morning arrival and afternoon dismissal times. Further, the chief school administrator shall seek the cooperation of the police and other appropriate agencies in providing for the safety of pupils on or around school property. The board shall adopt the necessary regulations governing supervision of pupil safety.

The curriculum shall include courses in safety as required by state law. The chief school administrator shall oversee development and implementation of a vocational education safety program correlated with coursework. In development of courses, the safety of participating pupils shall be a primary consideration.

Dismissal from School

Pupils shall leave school property promptly at the end of the school day unless involved in an activity conducted under the supervision of a staff member. Parents of students in grades K-5 shall make arrangements for their child to travel home upon school dismissal. In the event that a child in the K-5 level is not picked up from school within 45 minutes after dismissal, the child will be given over to the custody of the police department and will remain at police headquarters until picked up by the parent or other responsible adult. Once the child is turned over to the police, the school's responsibility ends.

No pupil shall leave the school before the end of the school day without permission of the principal. Employers of work/study pupils are required to report to the assistant principal if a pupil has not reported for work within one hour of the expected arrival time. Other pupils leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act in his/her behalf.

Whenever schools have an unscheduled early dismissal, every effort shall be made to contact the parent or emergency contact using the parent notification phone chain facilitated by the PTA. No child in grades K-5 shall be dismissed from school without a contact having been verified. In the event that a contact cannot be made and the child is not picked up within 45 minutes of the dismissal, the child will be given over to the custody of the police department and will remain at police headquarters until picked up by the parent or other responsible adult. Once the child is turned over to the police, the school's responsibility ends. In grades 6-8 a parent contact will be attempted but students will be dismissed without the verification of the contact. In grades 9-12 students will be dismissed without parental notification. Parents will be informed of these procedures and advised to plan appropriately for unscheduled early dismissals.

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the chief school administrator of any change in the pupil's custody. If one parent/guardian has been awarded custody of the pupil in a divorce, the custodial parent must provide a copy of the divorce decree wherein the custodial arrangements are specified. The other parent/guardian shall present to the principal a letter authorizing him/her to accompany the child from school before the child may be released. The principal may take reasonable steps to verify the letter. It is the responsibility of the person or agency having custody to inform the school that such authorization will be required.

No pupil shall run errands on school business off the school property.

Voluntary Fingerprinting Program

The board of education shall facilitate a voluntary fingerprinting program for the protection of its pupils. This program shall be carried out in cooperation with the county sheriff's office and local law enforcement officials in accordance with the requirements of law.

Potentially Missing Children

Attendance practices, the dismissal precautions addressed in this policy and voluntary fingerprinting are part of the district's effort toward early identification of potentially missing children.

The chief school administrator will develop procedures that ensure cooperation with law enforcement for substances, weapons and safety. This may include cooperation with law enforcement in the activation of an "Amber Alert" which provides for the rapid dissemination of information, including a description of the missing child through broadcast media.

Release to an Individual Impaired by Drugs/Alcohol Prohibited

The board believes that allowing a child to be released into the custody of a parent/guardian or other authorized individual who appears to be impaired by drugs or alcohol can have tragic consequences. Therefore, the board prohibits release of a pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil if released to such a person. The chief school administrator/designee shall make the final determination as to whether an individual is impaired.

Possessions

Parents/guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books and personal items. The board is not responsible for items destroyed or stolen from lockers.

Megan's Law

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The chief school administrator and principals in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. Principals shall inform those employees/ volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Principals shall determine whom to notify on the basis of this definition, as well as on specific job duties carried out in their schools. If private vendors perform any of these functions, the chief school administrator shall inform the vendor.

Notification may include, but is not limited to:

- A. Aides
- B. Bus drivers
- C. Coaches
- D. Maintenance staff
- E. Professional support staff
- F. School level administrative staff
- G. Security personnel
- H. Teachers' aides
- I. Teachers

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor.

District personnel shall not notify the following of the presence of Tier Two or Tier Three offenders:

- A. Members of PTO, PTA, HSA, PTSA, etc.
- B. Organizations using school facilities
- C. Other schools
- D. Press

The principal shall provide registration forms to any organization that uses the school facilities, including parent-teacher organizations, that wishes to be notified by the county prosecutor's office of the presence of a Tier Two or Tier Three offender in the community.

In addition to the school personnel identified by the principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor's office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor's office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General's offices shall be observed.

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given.

Students and district employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification. The chief school administrator shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

School Violence Awareness Week and Annual Public Hearing

The school shall observe "School Violence Awareness Week". This week will include discussions, presentations, and training for both students and staff, focused on the topic of preventing violence in school. Law enforcement personnel will be invited to join school teaching staff presenting age appropriate opportunities for students to discuss issues including but not limited to conflict resolution, student diversity and tolerance.

The board of education shall hold a public hearing on violence and vandalism pursuant to N.J.S.A. 18A: 17-46 and N.J.A.C. 6A: 16-5.3. The requirements of the public hearing are covered in greater detail in file code 5131.5 of this manual.

Adopted: April 14, 2003

Revised:

<u>N.J.S.A. 52:27D-123.9 et seq.</u>	<u>Definitions relative to playground safety</u>
<u>N.J.A.C. 5:23-11 to 11.4</u>	<u>Playground Safety Subcode</u>
<u>N.J.S.A. 2C:7-2 et seq.</u>	Registration and Notification of Release of Certain Offenders
<u>N.J.S.A. 2C:39-5</u>	Unlawful possession of weapons
<u>N.J.S.A. 18A:6-2</u>	Instruction in accident and fire prevention
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-42, -43 and -45 through -48</u>	Public School Safety Law
<u>N.J.S.A. 18A:20-21</u>	Supervisors and other employees
<u>N.J.S.A. 18A:35-5</u>	Maintenance of physical training courses; features
<u>N.J.S.A. 18A:35-5.1 through -5.3</u>	Lyme disease prevention; public school health curriculum
<u>N.J.S.A. 18A:36-24 through -25</u>	Missing children; legislative findings and declarations
<u>N.J.S.A. 18A:36-29 et seq.</u>	Voluntary fingerprinting ...
<u>N.J.S.A. 18A:40-12.1, -12.2</u>	Protective eye devices required for teachers, pupils and visitors in certain cases ...
<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire drills and fire protection
<u>N.J.S.A. 30:5B-26 through -29</u>	Child care before and after school hours ...
<u>N.J.S.A. 34:5A-1 et seq.</u>	Worker and Community Right to Know Act
<u>N.J.S.A. 39:4-183.1a</u>	Traffic control devices
<u>N.J.A.C. 6:8-3.1</u>	Curriculum and instruction
<u>N.J.A.C. 6:53-2.2</u>	Safety and health program
<u>N.J.A.C. 6A:8-5.1</u>	Graduation requirements
<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C. 6A:16-2.1, -5.1, -5.2, -5.5, -5.6, -5.7, -6.1, -6.2, -6.4, -6.5</u>	
<u>N.J.A.C. 6A:24-6.1(a)2</u>	<i>Implementation of required programs in secondary schools</i>
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	Operation and Maintenance of Facilities
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12.2, -12.5</u>	
<u>N.J.A.C. 6A:27-11.1 et seq.</u>	Safety
<u>Manual for the Evaluation of Local School Districts (August 2000)</u>	

Roll Call Vote Policy Item #1:

Following is an extract of action taken at the December 4, 2006 Worksession.

MINUTES APPROVAL

1A. Resolution by Mr. Novosielski, seconded by Mrs. Williams.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Regular Meeting of November 13, 2006 be approved as recorded.

Roll Call Vote:

Mrs. Ahmed – abstain	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – absent	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mrs. Jones – aye	Mrs. Williams – aye

NEW BUSINESS (Action to be Taken)

PERSONNEL:

Motion by Mrs. Ahmed, seconded by Mrs. Jones to approve Personnel Items #1A through #3A.

EMERGENT HIRES

1A. 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:

Maryann Califf - Substitute Teacher
Mary Beth Dimone - Substitute Teacher

PATRICIA BLANCHARD

2A. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a disability leave with pay for Mrs. Patricia Blanchard , music teacher at the high school, effective 4/9/07 through twenty (20) days following the birth of her baby, to be followed by a child rearing leave of absence under the Family Leave Act without pay, through 6/30/07.

SUSANNE SAVONIJE

3A. Motion to accept the resignation of Mrs. Susanne Savonije as a clerical assistant at the high school effective 11/27/06.

Roll Call Vote:

Mrs. Ahmed – aye	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – absent	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mrs. Jones – aye	Mrs. Williams – aye

FINANCE:

Motion by Mr. Jasko, seconded by Dr. Fiume to approve Finance Items #1A and #2A.

APPROVAL OF BILLS:

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

Accounts Payable	757,676.86
Offline Checks	610,077.55
Payroll	1,101,509.91
General Activities	24,722.79
Total	<u>\$2,493,987.11</u>

REFUNDING OF SCHOOL

2A.

BONDS

WHEREAS, on December 19, 2002, The Board of Education of the Borough of Rutherford in the County of Bergen, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed by the Board) issued \$22,420,000 aggregate principal amount of tax-exempt school bonds (the “2002 School Bonds”); and

WHEREAS, the Board has determined that the current tax-exempt interest rate environment may enable it to realize going-forward debt service savings for the School District property taxpayers through the issuance by the Board of Refunding School Bonds (the “Refunding School Bonds”) to refund all or a portion of the callable, outstanding 2002 School Bonds (the “Refunded Bonds”); and

WHEREAS, in efforts to realize such taxpayer savings, the Board now desires to adopt a refunding school bond ordinance (the “Refunding Bond Ordinance”) authorizing the issuance of the Refunding School Bonds in an aggregate principal amount not to exceed \$18,250,000, the net proceeds of which shall be used to refund all or a portion of the Refunded Bonds in accordance with their terms; and

WHEREAS, in accordance with the requirements of N.J.S.A. 18A:24-61 through 62, the Board has determined to make application (the “Application”) to the Local Finance Board within the Division of Local Government Services, New Jersey Department of Community Affairs (the “LFB”) for approval to adopt the Refunding Bond Ordinance and to issue the Refunding School Bonds (collectively, the “Refinancing”); and

WHEREAS, the Board believes that:

- (a) it is in the public interest to accomplish the Refinancing;
- (b) the Refinancing is for the health, wealth, convenience or betterment of the inhabitants of the School District;
- (c) the amounts to be expended for the Refinancing are not unreasonable or exorbitant; and
- (d) the Refinancing is an efficient and feasible means of reducing the costs of providing services for the needs of the inhabitants of the School District and will not create an undue financial burden to be placed upon such School District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF RUTHERFORD IN THE COUNTY OF BERGEN, NEW JERSEY as follows:

Section 1. The preparation of the Application and the filing of same with the LFB for its approval are hereby approved, and the school officials and officers, including but not limited to, the Board President and Vice President, the Superintendent, the Business Administrator/Board Secretary and any other Board representative, together with bond counsel, Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey ("Bond Counsel") and the Financial Advisor (as defined below) are each hereby authorized and directed to represent the Board in such matters pertaining thereto. Acacia Financial Group, Inc., Mount Laurel, New Jersey is hereby appointed as financial advisor (the "Financial Advisor") with respect to the Refinancing in accordance with its proposal dated October 20, 2006.

Section 2. The LFB is hereby respectfully requested to consider the Application and to record its findings, recommendations and/or approvals as provided by N.J.S.A. 18A:24-61 through 62.

Section 3. The Refunding Bond Ordinance attached hereto as Exhibit A is hereby approved. Bond Counsel is hereby authorized and directed to publish the required notice of pending ordinance for the Refunding Bond Ordinance in The Record, in the form and at the time required by N.J.S.A. 18A:24-61.4.

Section 4. This resolution shall take effect immediately.

The foregoing resolution was adopted on December 4, 2006 by the following roll call vote:

Roll Call Vote:

Mrs. Ahmed – aye	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – absent	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mrs. Jones – aye	Mrs. Williams – aye