

MINUTES OF A REGULAR MEETING
OF THE
RUTHERFORD BOARD OF EDUCATION
FEBRUARY 11, 2008

A regular meeting of the Board of Education was held on Monday evening, February 11, 2008 in the High School Cafeteria. Meeting was called to order by Vice-President Novosielski at 7:30 P.M. with the Pledge of Allegiance to the Flag.

On roll call the following members were present: Mrs. Ahmed, Mrs. Cevasco, Dr. Fiume, Mr. Jasko, Mrs. Jones, Mr. McLean, and Mr. Novosielski. Mr. Casadonte 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 Mrs. Jones, seconded by Mrs. Cevasco.
BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the minutes of the Worksession Meeting of February 4, 2008 be approved as recorded.

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 – absent

SPECIAL PRESENTATION: ART AWARDS - Denis Mullins

Lincoln School:

Anmol Singh
Grade 2
Paper/Marker/Raffia

Nicole Ciani
Grade 3
Paper/Paint

Jessica Scott
Grade 3
Tissue Paper/Crayon

Washington School:

Seong Joo Cho
Grade 2
Paper/Marker/Raffia

Eadaoin Kelly
Grade 2
Paper Plate/Markers/Etc.

Yi Hun (Sophia) Kim
Grade 3
Tissue Paper/Crayon

Mariah Malin
Grade 3
Paper/Paint

Union School:

Melissa Moreira
Grade 5
Paper Collage

Carrie Huang
Grade 5
Paint

Joshua Ludwig
Grade 7
Pen

Kristen Estenes
Grade 8
Colored Pencil/Marker

Pierrepoint:

Jessica Galati
Grade 8
Scratchboard

Evelyn McKinney
Grade 8
Paper/Marker

David VanWinkle
Grade 8
Paper/Marker

High School:

Soloni Shah
Grade 10
Ceramics

Ceyda Demirbulakli
Grade 10
Ceramics

Meghan Cockcroft
Grade 10
Ceramics

James Kosakowski
Grade 10
Ceramics

Lauren Molina
Grade 10
Photo 1

Jeremy Manse
Grade 10
Photo 1

Christopher Seinkewicz
Grade 11
Ceramics

Raven Santana
Grade 11
Ceramics

Eunice Cho
Grade 12
Ceramics

High School: (cont.)

Stephanie Kim
Grade 12
Ceramics

Alison Cole
Grade 12
Ceramics

Julia Segedin
Grade 12
Ceramics

Frank Carnevale
Grade 12
Photo 2

Composite Alphabet Project
Photo 2 Class

- Mikaela Cahill
- Stephanie DiBrita
- Nicole DiGeronimo
- Lauren Molina
- Edward McClary
- Erin McGorry
- Michael Perry
- Brian Valente
- Nicholas Zurla

The Board to a brief recess as 7:43 P.M., returning at 7:49 P.M.

REPORT OF THE PRESIDENT

MEETING OPEN TO THE PUBLIC: (Agenda Items Only) 7:51 P.M. No comments made.

NEW BUSINESS (Action to be Taken)

PERSONNEL:

Motion by Mrs. Ahmed, seconded by Mrs. Cevasco to move the following resignations, retirements, salary adjustments, reassignments, appointments, etc., as recommended by the Superintendent of Schools, 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. Jasko, to approve Personnel Items #1 through #11.

**ELEMENTARY
approve the
CO-CURRICULAR**

1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
following elementary co-curricular assignment for the 2007-2008 school year:

Pierrepont:

Constance DeFazio - Music Director - \$530.00

VINCENT TIRRI

2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve a military leave of absence for Mr. Vincent Tirri effective 4/21/08 through
5/27/08 with pay, and without pay through 6/30/09. Mr. Tirri's health benefits will
carry through 8/31/08.

**HSPA READINESS
approve a third
PROGRAM**

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
math section to the HSPA test readiness program for Mr. Richard Blanchard at the
rate of \$600.

SUBSTITUTE TEACHERS

4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to employ
the following as substitute teacher(s) effective 1/15/08 at the per diem rate of
\$80.00 and in accordance with law:

Christina Simoni
Masami Araki
Michael Furino
Andrew Young
Sarah Pitches
Jose Romero-Bosch
Kimberly Bongiovanni
Joseph Henschenski - effective 2/12/08
James Harper - effective 2/12/08
Joan Cmielewski - effective 2/12/08
Anthony Spaldo - effective 2/12/08
Amanda Jones - effective 2/12/08
Inez Kozak - effective 2/12/08

SUB TEACHER ASSISTANTS

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve the following substitute teacher assistants for the 2007-2008 school year
at the hourly rate of \$9.00:

Christina Simoni
Michael Furino

RAA CONTRACT

6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve the Master Contract between the Rutherford Board of Education and the
Rutherford Administrators Association effective 7/1/08 through 6/30/11.

RSA CONTRACT 7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the Master Contract between the Rutherford Board of Education and the Rutherford Supervisors Association effective 7/1/08 through 6/30/11.

CST SERVICE PROVIDER 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION for the Child Study Team to utilize the services of Carrie Magaletta of SEARCH Consulting LLC for ABA assessments at the rate of \$425.00 per assessment.

EMERGENT HIRES 9. 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:

Joseph Henschenski - Substitute Teacher
 James Harper - Substitute Teacher
 Joan Cmielewski - Substitute Teacher
 Anthony Spaldo - Substitute Teacher
 Amanda Jones - Substitute Teacher
 Inez Kozak - Substitute Teacher

COACHING ASSIGNMENT 10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Mr. Michael Lyons as a volunteer Assistant Varsity Baseball Coach for the 2007-2008 school year.

BRENDA HERNANDEZ 11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve a child rearing leave of absence under the Family Leave Act with benefits, without pay, effective 5/16/08 through 8/30/08, to be followed by a child rearing leave without pay or benefits through 6/30/09.

Roll Call Vote Personnel Items #1-#11:

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 – absent

CURRICULUM AND INSTRUCTION:

Motion by Mrs. Cevasco, seconded by Dr. Fiume to approve Curriculum and Instruction Items #1 through #2.

OVERNIGHT CLASS TRIP 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve
 8 students and 1 adult to attend the FBLA State Competition in Edison, NJ on 3/13-14/08.

ADMINISTRATOR WKSPS 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the attendance of administrators to out-of-state workshops at a cost not to exceed \$2,500 for each:

- Jack Hurley - NASSP Convention - San Antonio, TX - 2/20-24/08
- Richard Curci - ASCD Annual Conf & Exhibit - New Orleans, LA - 3/14-18/08
- Margaret Vaccarino - ASCD Annual Conf & Exhibit - New Orleans, LA - 3/14-18/08

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

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 – absent

FINANCE:

Motion by Mr. Jasko, seconded by Mrs. Cevasco to approve Finance Items #1 through #7.

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

Accounts Payable	\$515,354.63
Offline Checks	1,128.09
General Activities	<u>80.00</u>
Total	<u>\$516,562.72</u>

SCHOOL ELECTION 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the Annual School Election shall be held on Tuesday, April 15, 2008 at 7:00 AM until 9:00 PM in the School District, at Union, Pierrepont, Sylvan, Lincoln, High School, and Congregational Church.

SECY/TREAS. 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 December 2007, 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 approve the following budget transfers for the 2007-2008 school year:

From:		
11-000-218-104	Salaries – Guidance	492
11-000-230-100	Salaries – Superintendent	2,697
11-000-270-162	Salaries – Bus Drivers	25,000
11-120-100-101	Salaries – Grades 1-5	123,129
11-230-100-101	Salaries – Basic Skills	61,719
11-000-291-270	Employee Benefits	24,968
To:		
11-000-213-100	Salaries – Nurses	2,055
11-000-218-105	Salaries – Guidance Secretaries	792
11-000-222-100	Salaries – Library	2,848
11-000-240-105	Salaries – School Secretaries	2,697
11-000-251-100	Salaries – Business Office	19,765
11-000-270-161	Salaries – Bus Drivers Spec. Ed.	25,000
11-130-100-101	Salaries – Grades 6-8	42,045
11-140-100-101	Salaries – Grades 9-12	81,084
11-204-100-101	Salaries – Spec. Ed.	28,810
11-213-100-101	Salaries – Resource Room	32,909

Rationale: To record transfers necessary to adequately fund payroll accounts for fiscal year 2007-2008. These transfers include increasing a position in the Board Office from part-time to full-time.

From:		
11-000-100-562	Tuition – Other LEAs	129,884
11-000-100-563	Tuition – Academies	10,400
To:		
11-000-100-565	Tuition – Special Services	10,400
11-000-100-566	Tuition – Private Schools In-State	96,954
11-000-100-567	Tuition – Private Schools Out-of-State	32,930

Rationale: To record tuition adjustments necessary for the 2007-2008 school year.

From:		
11-000-291-220	Employer FICA Taxes	23,013
To:		
11-000-291-241	PERS Pension Costs	23,013

Rationale: To transfer funds for increase needed for PERS pension costs due to shifting of liability from state to local level.

From:		
11-000-218-104	Salaries – Guidance	27,500
11-000-240-105	Salaries – Secretaries	12,000
11-000-252-110	Salaries – Technology	5,000
11-000-291-220	Employer FICA Taxes	16,000
11-000-291-270	Employee benefits	80,000
11-110-100-101	Salaries – Kindergarten	20,000
11-190-100-106	Salaries – Clerical Assistants	9,540
To:		
11-000-218-320	Purchased Services – Guidance	27,500
11-000-230-339	Other Prof. Fees	133,000
11-190-100-500	Outside Purchased Services	9,540

Rationale: To transfer funds to pay for guidance consulting services, to pay for a comprehensive security study, to pay for engineering services for RHS boiler replacement, to pay for outside lifeguard services at RHS Pool, and to pay for services due to architect for design of various construction projects.. The need to rebid and redesign some of the construction projects added to the amount originally estimated.

From:		
11-000-291-250	Unemployment Expense	7,956
To:		
11-000-291-260	Workers Comp. Insurance Premium	7,956

Rationale: To transfer funds to provide for increase in workers comp. premium.

From:		
11-000-216-320	Speech – Outside Services	220
To:		
11-000-216-610	Salaries – Special Education	220

Rationale: To transfer funds required to pay for a needed increase in speech instruction supplies.

From:		
12-000-400-450	Lease Purchase – Principal	28,500
12-140-100-730	Equipment – Technology	7,838
To:		
12-000-260-730	Equipment – Maintenance	7,838
12-000-270-733	Equipment – Buses	28,500

Rationale: To record transfer to fund new floor cleaning and burnishing equipment at Pierrepont School and to purchase a used 34-passenger school bus to replace a retired 16 passenger bus taken off the road.

From:		
11-000-291-270	Misc. Exp. – Guidance	63,052
To:		
11-000-222-610	Library Supplies	63,052

Rationale: To transfer funds to purchase new library furniture at Pierrepont School.

From:		
11-110-100-101	Salaries – Kindergarten	4,000
11-190-100-500	Outside contracted services	6,000
To:		
11-000-240-610	Administrative Supplies	10,000

Rationale: To transfer funds needed for purchase of fireproof cabinets at various schools for the safekeeping of records.

From:		
11-000-262-520	Property & Casualty Insurance	7,500
To:		
11-000-240-610	Administrative Supplies	7,500

Rationale: To transfer funds to purchase additional lunchroom tables for Union School.

From:		
11-000-291-270	Employee Benefits	16,000
To:		
11-000-230-331	Other Prof. Services	16,000

Rationale: To fund legal services for litigation involving the Union School construction project. These funds will be deducted from the contract of the general contractor.

From:		
11-000-262-100	Custodian Salaries	192
11-000-262-520	Property & Casualty Insurance	260
11-000-262-610	Custodial Supplies	243
To:		
11-000-262-441	Building Rental Expense	695

Rationale: To transfer fund needed for storage trailers at Union School and Pierrepont School.

From:		
11-000-252-890	Misc. Exp. – Technology	575
11-190-100-610	Technology Supplies	7,000
To:		
11-000-252-340	Outside Purchased Services – Technology	575
11-000-261-420	Equipment Repairs – Technology	7,000

Rationale: To transfer funds between various accounts in the technology department for different uses.

From:		
11-000-262-520	Property & Casualty Insurance	17,593
11-000-291-270	Employee Benefits	340,000
To:		
11-000-261-420	Outside Repairs	357,593

Rationale: To record transfer to finance construction projects at Pierrepont School, including creation of a small group instruction room across from the library, creation of a new faculty lounge and public bathrooms in the lower level, and several minor maintenance projects.

CASH ADVANCE

5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the following cash advance to the person listed, describing the following business purpose.

John Hurley, RHS Principal \$1,200.00

Purpose: To fund anticipated expenses needed for the reception following the Distinguished Graduate Award Ceremony.

ACKNOWLEDGEMENT 6. Motion that the Board of Education acknowledge receipt of the below listed bids for
OF BID UNION SCHOOL A/C Union School Supplementary A/C. (Bid Cycle 2)

Envirocon LLC, 490 Schooley's Mountain Road, Hackettstown, NJ 07840	\$131,580.00
A.C.P. Contracting, 25 Just Road, Fairfield, NJ 07004	\$141,380.00
Norman Sheet Metal & Mechanical Corp., 254 Little Falls Road, Fairfield, NJ 07004	\$181,750.00
WHL Enterprises, Inc., T/A Bill Leary A/C & Heating, 6 Green Street, Metuchen, NJ 08840	\$264,600.00

AWARD OF BID 7. WHEREAS, the Rutherford Board of Education received bid proposals for Union School
UNION SCHOOL A/C Supplementary A/C. (Bid Cycle 2) on February 5, 2008 at 10:30 A.M. in the office of the School Business Administrator, and WHEREAS said proposals have been tabulated and the lowest responsible bidder determined;
 NOW THEREFORE BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that award be made as follows:

Envirocon LLC, 490 Schooley's Mountain Road, Hackettstown, NJ 07840	\$131,580.00
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Roll Call Vote Finance Items #1-#7:

Mrs. Ahmed – aye, abstain on check #035242 and #035244 (Item 1)	Dr. Fiume – aye	Mr. McLean – aye
Mr. Casadonte – absent	Mr. Jasko – aye	Mr. Novosielski – aye
Mrs. Cevasco – aye	Mrs. Jones – aye	Mrs. Williams – absent

POLICY:
Motion by Mrs. Jones, seconded by Mrs. Cevasco to approve Policy Items #1 through #11 on first reading.

PRIVATE TUTORING 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #4138.2 Private Tutoring on first reading:

BOARD OF EDUCATION RUTHERFORD	INSTRUCTIONAL AND SUPPORT PERSONNEL 4138.2
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PRIVATE TUTORING

The board recognizes that the discharge of its responsibility to provide a thorough and efficient system of education for each child in the district may require special help or additional instruction for some pupils beyond the regular classroom program. Tutorial instruction shall be interpreted to mean individualized instruction additional to, and in support of, regular classroom instruction.

Wherever possible within the working day, each teaching staff member shall assist assigned pupils in the remediation of individual learning difficulties. Teachers shall also provide assistance and extra help instruction after school hours when requested by the student or parent.

In certain cases where extra help ~~is desirable~~ or supplemental instruction is desired and the parents/guardians request such assistance, a teacher or administrator may recommend that the parents/guardians secure ~~tutorial~~ private services for the pupil.

To avoid placing a any teacher in a position where he/she may have a conflict of interest, teachers shall not tutor or provide supplemental instruction for a fee to pupils enrolled in their classes or upon whose evaluation or assignment they may be called upon to pass. Nor shall any employee of the board make a commitment to perform services for extra pay when he/she has been instrumental in recommending the need for those services.

In the event that a teacher has a private instructional arrangement with a student before the student is enrolled in the teacher's class, the teacher shall immediately notify the school principal. Continuation of the private arrangement shall be at the discretion of the principal.

Teachers shall not privately tutor any pupil for pay during regular working hours or on school premises.

Adopted: October 7, 2002
 Revised:

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teachers, etc ;employment thereunder
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

EXCHANGE STUDENT 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
PROGRAMS approve the following new Policy #5111.1 Exchange Student Programs on first reading:

BOARD OF EDUCATION **PUPILS**

EXCHANGE STUDENT PROGRAMS

The Board of Education recognizes that exchange students represent a valuable addition to the student body. The Superintendent is authorized to arrange participation in student exchange programs which have been granted full listing by the C.S.I.E.T. (Council on Students for International Educational Travel). The Superintendent of Schools is authorized to admit in the district, without tuition charges, exchange students who have been placed in district homes by an organization on the United States Department of State list of "Organizations to Administer a High School Exchange Visitor Program". Such programs, to be approved by the Superintendent for this purpose, must, however, send or permit the sending of local pupils to other countries on an equitable exchange basis.

The Board concurs with the Council Standards for International Educational Travel (CSIET) and recognizes that the following aims and objectives are components for a successful exchange program experience:

- Travel and sightseeing
- Language study and experience
- Cultural contact
- Study in a special field or area
- Home stay experience

Within a given school year, a maximum of three exchange students may be accepted at the secondary level. Exchange students shall meet the following conditions: attend for one full academic school year (no partial year programs); the educational experience at RHS shall be for the third year of high school (junior year); no more than two exchange students shall be accepted from any one sponsoring organization; in a given year no two exchange students shall be from the same country; students shall not be 18 years of age at any time during the exchange year.

The school district must be notified prior to March 15 of exchange students who intend to enter for the coming school year. Due to scheduling, all exchange students shall be accepted and enrolled no later than July 1 of the upcoming school year. Host family and the agency representative will meet with the designated High School administrator and review Exchange Program Policy prior to April 30.

No Board employee shall sign an I-20 Form at the request of the sponsoring agency. No employee will sign an F-1 visa. Exchange students must have already been granted the appropriate J-1 Visa to study in the United States before being accepted as an exchange student at the High School.

Exchange students must be placed with host families who are current residents of the district. Host families will be required to provide residency documentation as is required for all enrolling students.

Parents/guardians of district pupils who wish to participate in exchange programs are totally responsible for the expenses and safety of their student. Exchange students may participate in any school activities and extra-curricular activities for which they are eligible. All other policies that apply to students shall apply for exchange students. Eligibility for athletics will be based on the same process and procedures as those for students transferring from other schools.

On recommendation of the Superintendent, the board will provide appropriate instructional materials for exchange students coming to the district, but will bear no other expense for them, nor will the board pay any part of the expenses of district pupils taking part in the program.

A copy of the signed agreement will be forwarded to the Exchange Student's parents and the student by the agency representative. Each will review the policy and sign the school permission forms.

The representative of the exchange program agency will confirm first hand, prior to enrollment that the exchange student has an adequate English language proficiency that will allow him/her to function successfully.

All home school's academic records and transcripts will be translated into English and provided by the home school principal.

The transcript or a letter from the home school principal will indicate the number of years required in the home country for the completion of secondary school. The Principal will also confirm the junior year status of the student.

Regular monthly contact and reports shall be maintained and provided by the local representative to the host family, exchange student's family and the guidance counselor of the exchange student.

Host families, exchange program representatives and student signatures on this policy statement are the confirmation, understanding, and agreement with all of the above. Furthermore, all parties clearly understand that exchange students do not receive a high school diploma, nor participate in graduation exercises as part of the exchange program experience.

At the successful conclusion of the student's academic year an official transcript will be forwarded to the student's home school principal.

Adopted:

NONRESIDENTS

3. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #5118 Nonresidents on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**PUPILS
5118/page 1 of 5**

NONRESIDENTS

The board shall operate the schools of this district for the benefit of all children resident in the district and such others as may be admitted, pursuant to statute and policy of the board. The board reserves the right to verify the residency of any pupil and the validity of any affidavit of guardianship. Documentation required to prove eligibility to attend the schools of this district shall be in accord with policy 5111 Admission and the administrative code.

Pupils whose parents have moved away from the school district may not continue their children in the Rutherford Public Schools, unless:

- a) the child is in the twelfth grade in which case the pupil may finish the school year without payment of tuition, provided said pupil has completed the first semester of the senior year; or
- b) the child is in the eighth grade, in which case the pupil may finish the school year without payment of tuition, provided said pupil has entered the last marking period; or
- c) the child in any other grade has moved after April 30th.

Any child of a Board employee(s) who does not reside in Rutherford and who has been admitted to the Rutherford Public Schools prior to March 13, 1994, will be allowed to continue to attend on a non-tuition basis for the remainder of the 1993-94 school year. As of March 13, 1994, no further admissions will be accepted. Continued attendance for the following school year(s) shall be subject to the remaining provisions of the policy. Entrance, however, will be predicated on the recommendation of the Superintendent of Schools considering such factors as the impact on class size, the need for extra faculty, etc. It is within the exclusive discretion of the Board whether to accept an application for admission as a non-resident tuition pupil. In no instance shall a child be allowed to attend a class conducted by his/her mother or father if said teacher is in a self-contained classroom. Eligibility shall be reviewed on an annual basis.

Applications for admission shall be reviewed by the Superintendent who shall forward his/her recommendation to the Board of Education. It is within the exclusive discretion of the Board whether to accept an application for admission as a non-resident tuition pupil. No child, otherwise eligible, shall be denied admission on the basis of the child's race, creed, color, national origin, gender, or disability.

The continued enrollment of any non-resident pupil shall be contingent upon the maintenance of good standards of citizenship and discipline, attendance, and performance. Eligibility shall be reviewed on an annual basis.

In the case of a Remission of Tuition Student, the following shall apply:

1. A non-resident Affidavit, Affidavit of Temporary Residence and, if applicable, a Landlord Affidavit must be filled out and signed by the parents, the resident(s) accepting the child, and the Landlord, in the presence of a notary. Please see attachments A, B, and C.
2. Upon initial petition, both the parent(s) and the resident(s) accepting the child must present a copy of their 1040 Income Tax Forms.
3. A copy of the 1040 Income Tax Form must be presented no later than April 30th of each school year by both the parent(s) and the resident(s) accepting the student(s).
4. Additional documentation to verify the statements contained in the affidavits may be requested by the Board of Education and its administration.

If the Superintendent finds that the parent(s)/guardian(s) of a student already admitted does not reside in the district or that the evidence does not support the tuition-free enrollment of an affidavit student already admitted, he/she may apply to the Board for removal or transfer of the student from the district's schools.

1. The parent(s)/guardian(s) or the resident, where appropriate, shall be entitled to prior written notice of such an application and to a hearing before the Board to oppose the application. If the Board concludes that any of the criteria in sections 1-4 above have not been met, it may order the transfer or removal of the student from school.
2. The parent(s)/guardian(s) or resident may, pursuant to law, contest the Board's decision to remove or transfer the student before the Commissioner of Education within 21 days of the decision date.
3. At the time of its decision, the Board shall notify the parent(s)/guardian(s) or resident in writing of its decision and his/her/their right to contest the decision within 21 days. No student shall be removed from school during that 21 day period or during the pendency of any proceeding before the commissioner.

4. If no appeal is taken from the Board's decision, or if the Commissioner concludes that the evidence does not support a claim for tuition-free enrollment, prorated tuition shall be assessed for the period of the student's ineligible attendance in the district's schools. The Board may pursue all available legal remedies to recover assessed tuition from the student's parent(s)/guardian(s), from the student if he/she is an adult, and/or from the Rutherford resident if an affidavit has been executed pursuant to sections 1-4.

Re-evaluation of Tuition-Free Enrollment Eligibility

If the Board reasonably determines that such action is warranted, it may, by Resolution, authorize the Superintendent to conduct a district-wide re-evaluation of the eligibility for tuition-free enrollment of all students currently so enrolled in the Rutherford Public Schools. If the re-evaluation is authorized during the summer recess, all students enrolled on a tuition-free basis as of the end of the preceding school year shall be subject to re-evaluation.

Foreign-Exchange Students

The board may admit foreign exchange students into district schools in order to promote cultural awareness and understanding among students (see policy 5111.1).

~~The board may accept exchange students on a J-1 visa who reside within the district as participants in group-sponsored exchange programs approved by the board. Tuition may be waived for students on a J-1 visa.~~

~~All potential organizations or individuals applying for admission shall forward the request to the chief school administrator by July 1 preceding the school year of attendance. Foreign exchange students shall comply with all immunization requirements for students of this district. The chief school administrator shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission.~~

Nonresident Pupils

Nonresident pupils may be admitted to this district on payment of tuition and availability of space.

The chief school administrator shall develop procedures for the enrollment of nonresident children that allow admission of such children only on the proper application of parent/guardian; verify claims of residency and submission of affidavits of guardianship; deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant; do not exclude any child, otherwise eligible, on the basis of such child's race, color, creed, national origin, affectional or sexual orientation, atypical hereditary cellular or blood trait of any individual or ancestry; and make continued enrollment of any nonresident pupil contingent upon maintaining good standards of citizenship and discipline.

When a child must either relocate to or from this district because his/her parent/guardian is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States and has been ordered into active service, the child shall be eligible to attend the schools of this district without paying tuition. The district shall not be responsible for transporting the child.

The chief school administrator or his/her designee shall recommend to the board for its approval the admission of qualified applicants.

The board shall not be responsible for the transportation to or from school of any nonresident pupils.

The board shall annually determine tuition rates for nonresident pupils.

Adopted: April 14, 2003

Revised:

Legal References:	<u>N.J.S.A.</u> 18A:7F-3	Definitions
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:36B-1 <u>et seq.</u>	Interdistrict Public School Choice Program Act of 1999
	<u>N.J.S.A.</u> 18A:38-1 <u>et seq.</u>	Attendance at school free of charge
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 38-2, 38-3, 38-8, 38-9	
	<u>N.J.S.A.</u> 18A:46-20	Receiving pupils from outside district; establishment of facilities
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:12-1.3 <u>et seq.</u>	Interdistrict Public School Choice
	<u>N.J.A.C.</u> 6A:23-3.1	Method of determining tuition rates for regular public schools
	<u>N.J.A.C.</u> 6A:23-5.2	Method of determining the district of residence
	<u>N.J.A.C.</u> 6A:23-5.3	Address submission for determining the district of residence
	<u>N.J.A.C.</u> 6A:28-2.1 <u>et seq.</u>	Entitlement to Attend School Based on Domicile or Residency in District
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:28-2.3, -2.4, -2.5	

Illegal Immigrant and Immigration Responsibility Act of 1997, 8 U.S.C. § 1101

Board of Education of the Borough of Englewood Cliffs v. Board of Education of the City of Englewood, 132 NJ 327; cert. denied, 510 U.S. 991 (1993); subsequent listing

333 N.J. Super. (App. Div. 2000)

STUDENT SUPERVISION 4. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve the
AFTER SCHOOL DISMISSAL new Policy #5142.3 Student Supervision After School Dismissal on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**PUPILS
5142.3/page 1 of 3**

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education does not provide transportation either to or from school. Students walk to and from school, either by themselves or with an escort. The Board recognizes that that some students, due to their age, may not be able to fully appreciate the dangers that may be present when they are walking unescorted from school after dismissal to either their home or another location. Although it is a parent's option as to whether or not his or her child should be permitted to leave school grounds after dismissal without an escort, the Board shall ensure that students are supervised after dismissal in accordance with this Policy.

I . Dismissal Procedures

- A . Each school Principal, in conjunction with the Superintendent of Schools or his/her designee, shall promulgate specific written dismissal procedures for his/her school building. The dismissal procedures shall, at a minimum, specify:
- 1 . Starting and dismissal times for regular school days, early dismissal days, and/or any other starting or dismissal times whether due to emergencies, weather, or other events.
 - 2 . The number of staff members assigned to student supervision duties at dismissal;
 - 3 . The responsibilities of said staff members;
 - 4 . Where the staff members shall be located and/or patrol during dismissal;
 - 5 . How long the staff members will perform such supervision duties;
 - 6 . Designated pick up areas at each school building;
 - 7 . The locations and work hours of any crossing guards employed by the municipality;
 - 8 . The procedures for early-dismissal days;
 - 9 . Where a student that is ineligible to leave school grounds after dismissal without an escort shall be supervised if his/her parent(s), legal guardian(s) or designated escort(s) do not arrive to escort the student from school grounds within the time frame specified in such dismissal procedures, as well as the specific procedures to be followed by staff members when such events take place; and
 - 10 . The procedures that parent(s) or legal guardian(s) shall follow when notifying school officials of any change in his/her student's dismissal preferences.
- B . Each school's dismissal procedures shall be incorporated into this Policy by reference, and copies of said procedures shall be part of any and all student handbooks.

II . Students' Eligibility to Leave School Grounds After Dismissal

- A . A student in grades 4 through 12 shall be permitted to leave school grounds after dismissal unescorted unless otherwise instructed by a parent/legal guardian in writing.
- B . A student in grades K through 3 shall not be permitted to leave school grounds after dismissal unescorted unless his/her parent(s)/legal guardian(s) provide the Principal of his/her child's school with written notice that his/her child is permitted to leave school grounds after dismissal unescorted.
- 1 . The written notice shall be on a form provided by the Board to all parent(s)/legal guardian(s) before the beginning of each school year, shall be made available on the Board's website, and shall be provided to any parent(s) or legal guardian(s) upon request. This notice shall be valid for the entire school year unless the child's parent(s) or legal guardian(s) advise the Principal of his/her child's school that his/her child is not permitted to leave school grounds after dismissal unescorted. The Principal shall, on the same day notice is received, notify all staff members providing supervision at dismissal time of any changes applicable to an individual student's dismissal protocol.
 - 2 . Students who are not permitted to leave school grounds after dismissal unescorted shall be supervised by the staff members until the student's parent(s), legal guardian(s) or other escort(s) designated by the parent(s)/legal guardian(s) arrive to escort the student from school grounds in accordance with the school's specific written dismissal procedures. The Building Principal shall keep a record of any and all individuals other than the parent(s) or legal guardian(s) designate as eligible to escort a student from school grounds for each student enrolled in his/her school.
 - 3 . In the event that a student's parent(s), legal guardian(s) or other designated escort(s) do not arrive to escort the student from school grounds within 45 minutes of school dismissal, the student shall be supervised in the school's after-care program. The student's parent(s) or legal guardian(s) shall be charged a fee by the YMCA for such services.
 - 4 . On days when there are emergency dismissals and the YMCA after care is not available, and 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 and DYFS will be contacted.

III . Notification to Parents

- A. The Board shall ensure that a copy of this policy is incorporated into any and all student handbooks, along with a copy of the school's written dismissal procedures.
- B. The Board shall ensure that each student's parent(s) and/or legal guardian(s) are provided with information regarding the availability of any after-school services offering supervision after school dismissal, as well as enrollment procedures for the same.
- C. The Board shall ensure that a copy of the school calendar is distributed to each student's parent(s) or legal guardian(s) at the beginning of each school year, and that each student's parent(s) or legal guardian(s) are promptly notified of any and all changes to the school calendar.

Adopted:

Legal References:

<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. 30:5B-26 through -29</u>	Child care before and after school hours ...
<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to Support Student Development
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	Operation and Maintenance of Facilities
Manual for the Evaluation of Local School Districts	
<u>Jerkins v. Anderson</u> , 191 N.J. 285 (2007)	

SUSPECTED GANG 5. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve new
ACTIVITY Policy #5150 Suspected Gang Activity on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**PUPILS
5150/1 of 2**

SUSPECTED GANG ACTIVITY

Pupils that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others disrupt the school environment and are harmful to the educational process in this school district. Any physical or verbal harassing, intimidating, or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils any where on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where pupils are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believe any physical or verbal harassing, intimidating, or bullying conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a criminal street gang (hereinafter referred to as a "gang") as defined in N.J.S.A. 2C:44-3.h. If it is determined unacceptable conduct was committed by pupils representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) or legal guardian(s) of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

To further ensure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

School staff members shall be provided in-service training on gangs and gang related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang related information with school officials.

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding pupil discipline and/or the school district's pupil discipline code. This Policy shall be made available to school staff, pupils, and parent(s) or legal guardian(s).

Adopted:

Legal Reference: N.J.S.A. 18A:11-9
N.J.S.A. 2C:44-3.h.
Gang New Jersey State Police Street Gang Bureau – Know the Signs: A Guide to Identification

GOALS AND OBJECTIVES 6. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6010 Goals and Objectives on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**INSTRUCTION
6010/ page 1 of 3**

GOALS AND OBJECTIVES

The mission of the Rutherford Public Schools is to provide for the education of all children residing in the borough of Rutherford. The Board of Education accepts the responsibility for coordinating the available resources of home, school and community in a mutual effort to guide every pupil's growth towards becoming a self-respecting individual who can effectively function politically, economically and socially in a democratic society.

The board is dedicated to ensuring that all students in the district are provided with the necessary skills and competencies for achievement of the state-approved Core Curriculum Content Standards.

- A. The high school graduation rate shall be at least 90 percent.
 - 1. The district shall provide least restrictive, alternative programs for students with disabilities.
 - 2. The district shall provide dropout prevention programs for pupils at risk.
- B. Pupils shall leave grades four, eight and 11-12 having demonstrated competency in challenging subject matter including language arts/literacy, mathematics, science, social studies, health and physical education, visual and performing arts and world languages.
 - 1. The district shall implement the state-approved Core Curriculum Content Standards and appropriate assessments to enable pupils to succeed and to evaluate their performance.
 - 2. The district shall provide staff development opportunities to ensure that teachers are adequately equipped to teach challenging and up-to-date subject matter and to implement effective teaching techniques. It shall monitor teaching staff members progress toward achievement of the required 100 clock hours of continuing education to ensure that they are obtaining and maintaining the skills to help all students achieve the Core Curriculum Content Standards.
- C. Pupils shall learn to use their minds well, so that they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy.
 - 1. The district shall provide students with experiences in higher level thinking, information processing, the responsibilities of citizenship, and employability skills.
 - 2. All pupils shall demonstrate competency in the skills identified in the cross-content workplace readiness standards.
 - 3. All pupils shall demonstrate respect for and tolerance of racial, cultural, ethnic and religious diversity.
- D. All pupils shall increase their achievement levels in science and mathematics to contribute to our country's ability to compete academically with all other countries of the world.
 - 1. The district shall maintain its curriculum offerings in science and mathematics according to state standards.
 - 2. The district shall provide staff training in the teaching of mathematics and science at grades K-12 to increase teachers' understanding of and ability to teach these subjects.
- E. District schools shall be free of drugs and violence and offer a safe, disciplined environment conducive to learning.
 - 1. The district shall develop partnerships with parents to establish the responsibilities of each to create and maintain safe and healthy educational environments for all pupils.
 - 2. The district shall provide programs and staffing to deal with pupils at risk.
 - 3. The school and community shall expand their cooperative efforts to create drug and violence-free environments.

4. All students shall develop a positive view of self and learn to use effective interpersonal skills.

The board shall develop, in consultation with the chief school administrator and teaching staff members, educational plans for the district. These shall be reviewed and adopted annually and shall include:

- A. Written educational goals;
- B. An assessment of pupil needs;
- C. Specific annual objectives based on identified needs and action plans to implement them;
- D. Standards for assessing and evaluating the achievement of objectives;
- E. The establishment of reasonable pupil minimum proficiency levels in the areas addressed in the Core Curriculum Content Standards;
- F. An educational program consistent with these goals, objectives, standards and needs;
- G. Evaluation of pupil progress.

Adopted: September 8, 2003

Revised:

Legal References: N.J.S.A. 18A:7C-2 Boards of education; establishment of standards
N.J.S.A. 18A:7F-1 through -34 Comprehensive Education Improvement and Financing Act
N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
N.J.A.C. 6:8-1.1 Words and terms defined
N.J.A.C. 6:8-2.1 Reporting requirements
N.J.A.C. 6:8-2.2 School-level planning
N.J.A.C. 6:11-13.1 et seq. Required Professional Development for Teachers
N.J.A.C. 6:19-1.1 et seq. Comprehensive Educational Improvement and Financing Program
N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment
 See particularly:
N.J.A.C. 6A:8-1.2 through -1.3, -2.1, -4.4
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)
 P.L. 103-227, GOALS 2000: Educate America Act (Pro-Children Act of 1994)

FIELD TRIPS

7. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6153 Field Trips on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**INSTRUCTION
6153/page 1 of 3**

FIELD TRIPS

The board of education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. Each grade level from K through 8 shall participate in at least one field trip each year.

All trips must be individually approved by the superintendent.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval. This includes whether district buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements if necessary.
- B. Costs must be ascertained.
- C. Each child who goes on a field trip or excursion must have written parental permission.
- D. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary. (See Policy 6153.12)

- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.
- F. Each field trip should be evaluated by pupils, teachers, and the administration.
- G. All overnight field trips require the approval of the board. (See Policy 6153.13)

H. ~~In order to insure the safety of all participants and especially students, the following guidelines are in effect for the supervision of class trips:~~

Grade Chaperone to Student Ratio	
Kindergarten to 6	One chaperone for every fifteen (15) students inclusive of teacher.
7-12	One chaperone for every twenty (20) students inclusive of teacher.

~~The administration has the right to adjust the above ratio if it is deemed necessary.~~

The Board may require that all or part of the costs of a field trip are borne by the pupils' parents or guardians with the exception of ~~pupils in special education classes and~~ pupils suffering financial hardship. In determining financial hardship, the criteria used shall be the same as the state eligibility criteria for free and reduced price meals under the federal school lunch program. No pupil ~~is to be~~ shall be denied the right to participate because of inability to pay.

The chief school administrator shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

The board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without board permission.

Pupil Self-Administration of Medication

The board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils who are able to self-administer. All conditions established by law and board policy shall be met (See policy 5141.21).

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the student's parent/guardian or the student himself/herself, in accordance with policy 5141.21 Administering Medication.

Adopted: February 9, 2004
Revised:

Legal References: <u>N.J.S.A.</u> 18A:25-2 <u>N.J.S.A.</u> 18A:36-21 through -23 <u>N.J.S.A.</u> 18A:39-20.1 <u>N.J.S.A.</u> 18A:40-12.3 through -12.4 <u>N.J.S.A.</u> 18A:40-12.5 <u>N.J.S.A.</u> 18A:40-12.6 <u>N.J.A.C.</u> 6:21-1.1 <u>et seq.</u> See particularly: <u>N.J.A.C.</u> 6:21-1.1, -3.1(b), -7.1	Authority over pupils Field trips; costs to be borne by parents or guardians ... Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents Self-administration of medication by pupils; conditions ... Policy for emergency administration of epinephrine to public school pupils Administration of epinephrine; primary responsibility; parental consent Pupil transportation
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Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

CHAPERONES FOR CLASS TRIPS 8. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #6153.12 Chaperones for Class Trips on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**INSTRUCTION
6153.12**

CHAPERONES FOR CLASS TRIPS

The Board of Education encourages class trips that enrich the experience of students of all ages and at all grade levels. The safety of all participants is of paramount importance.

In order to insure the safety of all participants and especially students, the following guidelines are in effect for the supervision of class trips:

<u>Grade</u>	<u>Minimum Chaperone to Student Ratio</u>
Kindergarten to	One chaperone for every five (5) students inclusive of the teacher.
4-6	One chaperone for every fifteen (15) students inclusive of teacher.
7-12	Two chaperones inclusive of teacher for each group under fifty (50) students.

Additional supervision ratios are established for overnight trips. (See Policy 6153.13)

The Administration has the right to adjust the above ratio if it is deemed necessary.

Adopted: March 9, 1987
Renumbered: July 12, 2004 (2340.1)
Revised: July 11, 2005
Revised:

OVERNIGHT FIELD TRIPS

9. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Policy #6153.13 Overnight Field Trips on first reading:

BOARD OF EDUCATION
RUTHERFORD

INSTRUCTION
6153.13/page 1 of 4

OVERNIGHT FIELD TRIPS

The board of education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, an overnight field trip shall be defined as any journey by a group of pupils away from the school premises that requires an overnight stay of one day or more, under the supervision of a teacher. The trip's purpose should be an integral part of an approved course of study or co-curricular activity.

When overnight field trips and excursions are to be arranged, the following guidelines apply:

- All overnight field trips, and the arrangements for them, must have advance approval by the Board of Education.
- Costs must be ascertained. The Board may require that all or part of the costs of an overnight field trip be borne by the pupils' parents or guardians with the exception of pupils suffering financial hardship. In determining financial hardship, the criteria used shall be the same as the eligibility criteria for free and reduced price meals under the federal school lunch program. No pupil shall be denied the right to participate because of inability to pay.
- Each child who goes on an overnight field trip or excursion must have written parental permission.
- Pupil safety must be of prime concern, and staff aided by other adult chaperones if necessary must provide supervision.
- No trips outside of the continental United States will be approved.

All school rules will be in effect from school through return to school. Rules that apply to the specific overnight field trip will be distributed to students prior to the trip and will be followed throughout the entire trip. Parents will be provided with a written document describing all rules and regulations and clearly defined consequences. This document must be signed by parents and returned to the advisor at the home school prior to the trip. Students who have reached the age of majority may sign their own documentation.

The Board of Education has designed chaperones with the responsibility to supervise pupils and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school. Elementary students shall be attended by one chaperone per 4 -6 students. Middle school students shall be attended by one chaperone per 6 -8 students. High School students shall be attended by one chaperone per 8-10 students. The administration has the right to adjust the above ratio if deemed necessary.

Comprehensive and careful planning for a field trip will help ensure the overall safety of students. The teacher conducting the field trip should properly investigate the site of the field trip prior to the actual trip. Items to be investigated include, but are not limited to:

- accessibility for physically disabled students;
- ensuring a communication device (e.g. cell phone) is available;
- emergency contact individuals and their telephone numbers at the site;
- special Buildings and Grounds that are available for eating;
- toilet Buildings and Grounds;
- Homeland Security threat level in the area of the event and areas in route to the event;
- The exact route, an alternate route and emergency contact numbers along the route should be obtained.

Additionally, the teacher should secure trip permission forms for all students on the trip and have these forms readily available to include a roster of the students on the trip with their corresponding emergency telephone contact number as well as knowledge of any special medical and/or health concerns. In case of an emergency while on a field trip (e.g., lost student(s), physical injury, medical alert, etc.), the teacher or appropriate supervising staff should adhere to the following:

- Directly attend to the immediate emergency situation. If necessary notify emergency responders via 9-1-1. Cell phones used to call 9-1-1 may not be answered by the local Police department but go to the State or County Police. It is important to provide the city or town you are in as well as the exact address.
- Contact the building Principal/designee immediately when an emergency occurs.
- The person making the telephone call will provide the Principal/designee with the telephone number and location where they can be reached and a summary of the emergency situation and response procedures.
- The Principal/designee will contact the students' parents and the Superintendent of Schools to advise them of the emergency situation.

- If appropriate, the District's CMT (Crisis Management Team) will convene and activate the school's Emergency Management Plan.

Students are expected to travel in appropriate attire. The advisor will provide specific guidelines.

Prior to the trip, all pupils will be given an itinerary listing all events and times. Pupils are expected to be prompt for all events listed.

All luggage will be checked by the chaperones and should be tagged before departure. The chaperones will provide specific guidelines.

Any pupil taking medication of any kind must report this to the advisor before leaving the school by means of providing written approval from a parent or guardian. The role of the advisor or designee will be limited only to supervising the storage and taking of any medication by the student – not the administering of the medication. The Board shall permit self-administer of medication on overnight field trips for asthma or other potentially life-threatening illness by pupils who are able to self-administer. All conditions established by law and board policy shall be met (See policy 5141.21).

Epinephrine shall be administered via epi-pen to pupils in emergencies on overnight field trips by the school nurse, his/her designee(s), the student's parent/guardian or the student himself/herself, in accordance with policy 5141.21 Administering Medication.

In the event transportation is by plane, plane boarding passes will be given to each student. Upon arrival at the airport, pupils will proceed to the departure gate as announced upon arrival.

The participants will travel together and must remain together except upon specific instructions from the advisor. Alternate transportation permission will only be granted prior to the trip with the approval of the principal.

Curfew will be strictly enforced and established prior to the trip. Each student must be in his or her room at the time designated by advisor. No one will be permitted to leave his or her room after that time. Room checks will be conducted at various times. Any student not found in his/her room must be immediately accounted for. Once located, the student's parent will be notified and the student may be sent home at the expense of the parent.

In the event of illness or a family emergency at home which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent/guardian to accompany the student home. Financial responsibility for any transportation (pupil and chaperone) required, will rest with the parent of the pupil involved.

A student guilty of a violation of school policy, such as a drug or alcohol incident, will be held accountable to school policy and the Student Code of Conduct and be sent home by the best available means of transportation, it will be the responsibility of the parent/guardian to accompany the student home. Financial responsibility for any transportation (pupil and chaperone) required, will rest with the parent of the pupil involved.

In the case of an accident, the parent/guardian will be notified as quickly as possible. Should it be necessary that a student require hospitalization, which would require a student to be sent home after the termination of the trip, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (pupil and chaperone) required, will rest with the parent of the pupil involved.

The Administration reserves the right to deny the participation of any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

Students individually attending programs sponsored by out-of-school groups are not subject to requirements of this policy. They shall adhere to the requirements of the sponsoring groups. The Board specifically does not assume any responsibility financial or otherwise for students attending these programs.

Adopted:

STUDENT DISABILITIES... 10. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
 approve the
...SECTION 504 following new Policy #6164 Student Disabilities Pursuant to Section 504 on first
reading:

**BOARD OF EDUCATION
RUTHERFORD**

**INSTRUCTION
6164/page 1 of 3**

STUDENT DISABILITIES PURSUANT TO SECTION 504

I. Disability:

The Board recognizes that a student is disabled pursuant to 29 U.S.C. 794, or Section 504 of the Rehabilitation Act of 1973, if he or she:

- A. has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- B. has a record of such an impairment, or
- C. is regarded as having such an impairment.

All individuals eligible for services under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) are protected under Section 504. Individuals who are not eligible for services under IDEA may nonetheless be eligible for services under Section 504.

II. Evaluation:

In compliance with federal law, the Board directs that students disabled pursuant to Section 504 be identified, referred to and evaluated by a Section 504 Committee, and that a determination of eligibility for accommodations of his/her regular program be made. The Section 504 Committee shall consist of a group of persons which includes persons knowledgeable about the child, persons knowledgeable about the meaning of evaluation data, and persons knowledgeable about placement options. In making placement decisions, the 504 Committee shall draw upon a variety of sources including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The 504 Coordinator shall establish procedures to ensure that information obtained from all such sources is documented and carefully considered.

III. Procedure:

A. A student's parents/guardians shall be notified before the Section 504 Committee evaluates a student who has been referred for a suspected disability pursuant to Section 504. The 504 Committee shall involve parents/guardians in all identification, evaluation and educational placement decisions. Parents/guardians shall have an opportunity to examine all relevant records. A Section 504 evaluation meeting shall be held which shall provide an opportunity for participation by each student's parents/guardians as well as represented by counsel. The student's parent/guardian shall be notified in writing of the Section 504 committee meetings at least ten (10) days in advance. The Section 504 Committee shall consider all relevant information concerning the student to determine whether he/she is disabled under Section 504.

Information may include reports from physicians, observations from parents, teachers, school personnel, results of standardized tests, etc. The 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written accommodation plan describing what accommodations, services or programs will be provided to meet the student's needs. The determination and, if applicable, education plan of the 504 Committee shall be submitted to the parent/guardian in writing. The 504 Committee shall meet periodically to review the student's accommodation plan. In addition, prior to any significant changes in placement, a reassessment of the student's needs shall be conducted.

Accommodation plans terminate at the conclusion of each school year and shall be annually reviewed before reapproval for the subsequent school year. Parents or guardians who disagree with the identification, evaluation or placement of a student with disabilities shall have the right to request a due process hearing pursuant to the procedures set forth in Regulation 6164R.

B. The parent/guardian shall have an opportunity to participate and be represented by counsel at the due process hearing. The due process hearing shall be presided over and decided by an impartial hearing officer. If a due process hearing is to be held under IDEA concerning issues relevant to the Section 504 proceeding, a hearing officer qualified to conduct IDEA proceedings may consider Section 504 issues at the impartial hearing. The issues under IDEA and Section 504 shall be separately addressed in the hearing decision.

1. The decision of the hearing officer is binding on both parties. The school district or parent/guardian may seek review of the decision of the Section 504 hearing officer by a state or federal court of competent jurisdiction.
2. A Section 504 due process hearing may be called at the request of the school district or parent/guardian.
3. Requests for a due process hearing must be submitted in writing to the Superintendent or his designee. Parents/guardians shall be notified of the hearing at least ten days prior to the date set for the hearing. The notice shall contain:
 - a. A statement of time, place, and nature of the hearing.
 - b. A statement of the legal authority and jurisdiction under which the hearing is being held.
 - c. A statement of the matters asserted.
 - d. A statement of the right to be represented by counsel.
 - e. A statement of the right to examine relevant records.
4. The school district's notices to the student's parent/guardian shall be in English or in the native language or mode of communication of the parent/guardian.
5. At the hearing, each party shall have an opportunity to present relevant information and outside expert testimony.
6. A copy of the hearing officer's decision shall be delivered to the school district and the parent/guardian as soon as it is available.

C. The Superintendent or his/her designee shall be responsible for coordinating the Board's efforts to comply with the requirements of Section 504. Those efforts shall include, but not be limited to, notifying parents/guardians of every student enrolled in the district's schools of this policy at the beginning of each school year. Copies of this policy and a list of the procedural rights afforded by Section 504 shall also be sent to parents/guardians as part of the notification that their child has been referred for evaluation pursuant to section III (A) above.

IV. Benefits

The Board recognizes its responsibility to provide an education for each qualified disabled person which is integrated with persons who are not disabled to the maximum extent appropriate to the needs of the disabled student. With regard to nonacademic and extracurricular services and activities, the Board recognizes its responsibility to arrange for the provision of those services and activities such that disabled persons participate with nondisabled persons to the maximum extent appropriate to the needs of the disabled person. Any facility which the Board operates for disabled persons shall be comparable to facilities, services and activities provided for nondisabled persons. The Board has established a grievance procedure in Board No. 6164R (Section 504 Grievance Procedure) to expeditiously process complaints concerning discrimination in the school district.

Adoption:

Legal References:

29 U.S.C. 794 Nondiscrimination under federal grants and programs

34 C.F.R. 104.31 et seq.

GRIEVANCE PROCEDURE 11. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the
...DISABLED PERSONS following new Policy #6164R Grievance Procedure for Complaints Concerning the Board's Obligation to Disabled Persons on first reading:

**BOARD OF EDUCATION
RUTHERFORD**

**INSTRUCTION
6164R/page 1 of 2**

GRIEVANCE PROCEDURE FOR COMPLAINTS CONCERNING THE BOARD'S OBLIGATION TO
DISABLED PERSONS

The Board recognizes its responsibility to provide a grievance procedure to provide for prompt and equitable resolution of complaints by students or employees or any other persons who allege that a Board action is in violation of Section 504, The Rehabilitation Act of 1973. The Superintendent shall designate an employee from within the district to be the Section 504 Coordinator who shall be responsible for processing any such grievances.

The grievance procedure set forth herein may be used to resolve complaints under 42 U.S.C. 12101 et seq. (The Americans with Disabilities Act, as well as Section 504).

A. Level 1: Principal or Immediate Supervisor (Informal and optional – may be bypassed by grievant)

Many problems can be solved by an informal meeting with the parties and the principal or immediate supervisor. An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. Employees with a complaint are encouraged to first discuss it with their principal or immediate supervisor with the same objective. An exception is that complaints of sexual harassment should be discussed with the firstline supervisor or administrator who is not involved in the alleged harassment.

B. Level 2: Title IX or Title IX/Section 504 Coordinator

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator within fifteen (15) days of the event of incident, or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator has authority to investigate all written grievances. If possible, the coordinator will resolve the grievance. If the parties cannot agree on resolution, the Coordinator will prepare a written report of the investigation which shall include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as contended by each of the parties.
3. A list of all witnesses interviewed and documents reviewed during the investigation.
4. A narrative describing attempts to resolve the grievance.
5. The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.

If the Coordinator believes the grievance is valid, he/she will recommend appropriate action to the Superintendent.

The Coordinator will complete the investigation and file the report with the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator will send a copy of the report to the grievant.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendations will be implemented.

The Coordinator and Superintendent may appoint an outside investigator once a written grievance is filed.

C. Level 3: The Board of Education

If the Superintendent rejects the recommendations of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the report of the Coordinator to the Board of Education for consideration at the next regularly scheduled meeting or as soon thereafter as practicable. A decision shall be made and reported in writing to all parties within thirty (30) days of the hearing. The decision of the Board of Education will be final.

D. Other Options for Grievant

At any time during this process, a grievant may file a complaint with the Office of Civil Rights, Region II, U.S. Department of Education.

Adoption:

Legal References:

34 C.F.R. 104.7

Roll Call Vote Policy Items #1-#11:

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

BUILDINGS AND GROUNDS:

Motion by Mrs. Jones, seconded by Mrs. Cevalco to approve Buildings and Grounds Items #1 through #2

CHANGE ORDER 1. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the HIGH SCHOOL following change order for the construction project at Rutherford High School.

Change Order #06B Triple B Fabricating, Inc. \$7,763.87
Reason: Change in roof screen design, beam lintels, and penthouse column infill

ADVERTISE FOR BIDS 2. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to authorize the SYLVAN SOUNDPROOFING Superintendent and Business Administrator to advertise for bids for the soundproofing of Sylvan Elementary school. This project will be financed by a grant from the Federal Aviation Administration (FAA) by way of the Port Authority of NY and NJ.

Roll Call Vote Buildings and Grounds Items #1-#2:

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

DISCUSSION ITEM:
ATLANTIC ENERGY

3. Discussion of the Atlantic Energy Proposal for energy saving renovations and improvements in the district schools.

OLD BUSINESS:

➤ **Legislative Update**

MEETING OPEN TO THE PUBLIC: (Any Topic) 8:18 P.M.

Frank Wilson commented on the Atlantic Energy Proposal. He also asked where Rutherford stands academically versus other area schools.

Robert Genardi asked a question about the A/C being added to the new section at Union School now instead of during the original bid. He also had a personnel question regarding staff size.

Students Ramy Youssef and Stephen Way inquired about adding an extra course in film production, and presented their proposal on filmmaking.

Meeting was then closed to the public at 8:37 P.M.

ADJOURNMENT:

Motion by Mr. McLean, seconded by Mrs. Cevalco that the meeting be adjourned at 8:38 P.M.

Approved.

Respectfully submitted,

Robert Brown
School Business Administrator/Board Secretary

Following is an extract of action taken at the February 4, 2008 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 and Executive Session of January 14, 2008 be approved as recorded.

Roll Call Vote:

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

PERSONNEL:

Motion by Mrs. Ahmed, seconded by Mrs. Cevasco to approve Personnel Items #1A and #2A.

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:

Christina Simoni - Substitute Teacher
 Jose Romero-Bosch - Substitute Teacher

NINA MORRONE

2A. Motion to accept the resignation of Ms. Nina Morrone, lunch monitor at Lincoln School, effective 2/1/08.

Roll Call Vote Personnel Items #1A and 2A:

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

FINANCE:

APPROVAL OF BILLS:

1A. Resolution by Mr. Jasko, seconded by Dr. Fiume.
 BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the bills listed below be approved.

Accounts Payable	\$ 153,060.87
Offline Checks	1,508,781.73
Payroll	2,239,075.65
General Activities	<u>11,364.99</u>
Total	<u>\$3,912,283.24</u>

Roll Call Vote Finance Item #1A:

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