

**PENNSVILLE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING
MAY 21, 2012**

- I. CALL TO ORDER
- II. ROLL CALL
- III. FLAG SALUTE AND MOMENT OF SILENCE
- IV. READING OF THE SUNSHINE LAW STATEMENT
- V. REVIEW OF THE MINUTES
 - A. March 26, 2012
 - 1. REGULAR SESSION
 - 2. CLOSED SESSION
 - B. April 23, 2012
 - 1. REGULAR SESSION
 - 2. CLOSED SESSION
 - C. April 30, 2012
 - 1. REGULAR SESSION
 - 2. CLOSED SESSION
 - D. May 10, 2012
 - 1. REGULAR SESSION
 - 2. CLOSED SESSION
- VI. COMMUNICATIONS
- VII. **SUPERINTENDENT'S REPORT**
 - A. Middle School Cheer Club – Jamison Thomas (5/21)
 - B. Summer Curriculum Writing – Dr. Lori Moore (5/21)
 - C. 2012-2013 High School Musical (5/21)
 - D. Professional Services Award (5/29)
 - E. Central Park Garden – Julia Walls (5/29)
 - E. Approve Fire/Security Drill – April, 2012
 - F. Approve Workshop Report – April, 2012
- VIII. MOTION TO ACCEPT SUPERINTENDENT'S REPORT

IX. NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS

The Board President will recognize those individuals in the audience who wish to comment on agenda items. Please respect the following procedure:

1. Be recognized by the Board President
2. State your full name and address
3. Identify the resolution number(s) on those you wish to comment
4. Wait to be recognized before you make your comment (just before the resolution is voted on)
5. Limit your comments to the specific resolution you identified in #3

X. WORK SESSION ITEMS (NON-ACTION ITEMS)

A. ADMINISTRATION/POLICY

- [1AD](#) - Approve General Fund Invoices
- [2AD](#) - Approve Payroll Invoices
- [3AD](#) - Certify Secretary's Report
- [4AD](#) - Approve Emergency Agreement
- [5AD](#) - First Reading – Regulation #6147.1R
- [6AD](#) - First Reading – Regulation #6171.5R
- [7AD](#) - Second Reading – Regulation #6161.2R
- [8AD](#) - Second Reading – Policy #3541.31
- [9AD](#) - Second Reading – Regulation #3541.31R
- [10AD](#) - Approve Line Item Transfers
- [11AD](#) - Adopt Financial Accounting
- [12AD](#) - Appoint Board Secretary – J. Recchinti
- [13AD](#) - Appoint Acting Board Secretary – E. Sickler
- [14AD](#) - Appoint Treasurer – J. Willadsen
- [15AD](#) - Approve Signatories – Valley Park
- [16AD](#) - Approve Joint Purchasing Agreement
- [17AD](#) - Appoint Integrated Pest Management Coordinators
- [18AD](#) - Approve Agreement – Brown and Brown
- [19AD](#) - Approve Shared Services Agreement – Sterling BOE
- [20AD](#) - Award Student/Athletic Accident Insurance Program
- [21AD](#) - Approve Maximum Travel Expenditure Amount
- [22AD](#) - Approve Shared Services Agreement – SCSSSD
- [23AD](#) - Approve Agreement – Mid Atlantic States
- [24AD](#) - Approve Partnership – SCVTS
- [25AD](#) - Approve Contract – Bayada Nurses
- [26AD](#) - Appoint School Physician
- [27AD](#) - Appoint Auditors
- [28AD](#) - Appoint Engineer of Record
- [29AD](#) - Appoint Solicitor
- [30AD](#) - Appoint Negotiator
- [31AD](#) - Approve State Contract Vendors

[32AD](#) - Approve Resolution – Professional Service Contracts

B. ACADEMIC PROGRAMS

[1AP](#) - Approve Contract – Senior Trip
[2AP](#) - Approve Summer Work – S. Weaver
[3AP](#) - Approve Coaches
[4AP](#) - Approve After-School Choir Personnel
[5AP](#) - Approve Credit Completion Teacher – M. Leino
[6AP](#) - Approve Club
[7AP](#) - Employ Grade 3 Teacher – M. Nucifore
[8AP](#) - Approve CST Coordinator – N. Gibau
[9AP](#) - Employ MS Counselor – A. Wexler
[10AP](#) - Approve Field Trips
[11AP](#) - Approve Enrollment – NJSIAA
[12AP](#) - Approve Program – Multiple Disabilities
[13AP](#) - Approve Extra-Curricular Advisors
[14AP](#) - Approve Mentors
[15AP](#) - Approve Stipend – L. Beyl
[16AP](#) - Approve Substitute – A. Tessing
[17AP](#) - Approve FMLA/NJFLA Leave – S. Graziano
[18AP](#) - Approve Volunteers
[19AP](#) - Rescind Employment
[20AP](#) - Approve Outgoing Tuition
[21AP](#) - Approve Homebound Instruction
[22AP](#) - Approve Staff – Summer Elementary Basic Skills
[23AP](#) - Approve Staff – Summer Middle School Basic Skills
[24AP](#) - Approve Summer Work – HS Counselors
[25AP](#) - Approve Summer Tutors
[26AP](#) - Approve Summer CST Personnel
[27AP](#) - Approve Staff – Extended Year Programs
[28AP](#) - Approve Summer Related Services
[29AP](#) - Accept Summer School Credits

C. OPERATIONS/BUILDING/SECURITY

[1OP](#) - Approve Use of Facilities Rental Fees
[2OP](#) - Approve Bids

XI. NEW BUSINESS (Action Item)

[1NB](#) - Award Contract – PMHS Roof Renovation
[2NB](#) - Approve Workshop

- XII. SECRETARY'S REPORT
- XIII. TREASURER'S FINANCIAL REPORT
- XIV. SUPERINTENDENT'S COMMENTS
- XV. PRESIDENT'S REPORT/NJSBA UPDATES

XVI. BOARD MEMBER REPORTS

| | | |
|--------------------------|---|---------------|
| Central Park School | - | Mr. Pierce |
| Penn Beach School | - | Mr. Acton |
| Valley Park School | - | Mrs. Phillips |
| Pennsville Middle School | - | Mr. Nugent |
| Pennsville Memorial HS | - | Mr. Elwell |
| Academies | - | Mrs. Myers |

XVII. PUBLIC COMMENTS

This meeting will now be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the Township of Pennsville. Pursuant to the Open Public Meetings Act, the Board has set aside a portion of this meeting, the length of which will be announced by the presiding Board Officer prior to the first member of the public being acknowledged, for public comment.

Any person who wishes to speak must wait to speak until they have been recognized by the presiding Board Officer. Out of respect for other members of the public that may wish to speak, the Board requests that each speaker cede the floor to the next member of the public as soon as they have finished making their respective comment(s).

If your questions or comments pertain to litigation, student, or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public.

In addition, please note that the Board has established a specific grievance process in order to ensure an orderly and prompt response to certain public complaints. This process is set forth in File Code: 1312, "Community Complaints and Inquiries." A copy of this policy is available at your request in the Office of the Superintendent. In order to best facilitate public complaints, the Board requests that members of the public follow the process set forth in File Code: 1312.

XVIII. CLOSED SESSION

XIX. RECONVENE TO OPEN SESSION

XX. ADJOURNMENT

THE FOLLOWING MATERIALS WERE AVAILABLE FOR PUBLIC REVIEW AT THIS MEETING:

1. AGENDA

PLEASE NOTE:

QUESTIONS FREQUENTLY ARISE CONCERNING WHAT AN AGENDA MUST LOOK LIKE. IN COMMON USAGE, AGENDA REFERS TO A LIST OF ITEMS TO BE DISCUSSED AND ACTED UPON, AN OUTLINE OF THINGS TO DO. SINCE THERE IS NOTHING IN THE SUNSHINE LAW TO INDICATE ANY SPECIAL MEANING TO THE WORK AGENDA, THE ATTORNEY GENERAL HAS STATED THAT THE ORDINARY AND UNDERSTOOD MEANING OF THE WORD IS TO BE USED. HE CONCLUDED THAT AGENDA REFERS SOLELY TO THE LIST OF SUBJECT MATTERS TO BE DISCUSSED AND ACTED UPON AT THE NEXT MEETING, AND DOES NOT INCLUDE THE SUPPORTIVE OR EXPLANATORY MATERIALS AND REPORTS. (A.G.F.O. 19.1976)

FIRE/SECURITY DRILL REPORT

VALLEY PARK SCHOOL

April

FIRE DRILL

| DATE/TIME OF FIRE DRILL | DURATION OF DRILL | WEATHER CONDITIONS | CONDITIONS |
|---|----------------------|-----------------------|------------------------|
| 4/30/12 2:12 p.m. | 62 seconds | 56 degrees cloudy | Pull station in lobby. |
| STAFF: 37 SUBSTITUTES: 1 VISITORS: 0 STUDENTS: 282 | | | |

SECURITY DRILL

| DATE/TIME OF CRISIS DRILL | TYPE OF DRILL | DURATION OF DRILL | WEATHER CONDITIONS | PARTICIPANTS OF DRILL | BRIEF DESCRIPTION OF WHAT WAS DRILLED |
|---|-------------------|----------------------|-----------------------|----------------------------------|---|
| 4/16/12 9:35 a.m. | Active Shooter | 15 min. | 73 degrees sunny | Staff students substitutes | Lockdown/active shooter protocols and procedures as part of the Crisis Plan. |
| STAFF: 29 SUBSTITUTES: 3 VISITORS: 0 STUDENTS: 287 | | | | | |

Bobbie-Ann Jordan

Miss Bobbie-Ann Jordan
Principal

MONTHLY FIRE/SECURITY DRILL REPORT

Central Park School

Date Submitted to
Superintendent's Office -4/27/12

| DATE OF FIRE DRILL | TIME TO COMPLETE DRILL | CONDITIONS | WEATHER |
|------------------------|------------------------|----------------------|----------------|
| 4/27/12 9:18a.m. | 57 sec | Pull station 0016 | Sunny 51° F |
| Staff in Building = 29 | Substitutes = 3 | Students = 265 | Visitors = 1 |

| SECURITY DRILL | TIME TO COMPLETE DRILL | TYPE OF DRILL | WEATHER |
|------------------------|------------------------|----------------|----------------|
| 4/26/12 2:00p.m. | 6 min. | Lockdown | Sunny 62° F |
| Staff in Building = 27 | Substitutes = 2 | Students = 242 | Visitors = 1 |



Julia B. Walls, Principal

FIRE/SECURITY DRILL REPORT
Penn Beach School: APRIL 2012

FIRE DRILL:

| DATE/TIME OF FIRE DRILL | DURATION OF DRILL | WEATHER CONDITIONS | CONDITIONS |
|---|----------------------|-----------------------|--------------------------------|
| 4/24/12 2:19pm | 1 min. 1 sec. | 58 & Sunny | West Wing Hallway Pull Station |
| STAFF: 34 SUBSTITUTES: 0 VISITORS: 0 STUDENTS: 278 | | | |

SECURITY DRILL:

| DATE/TIME OF CRISIS DRILL | TYPE OF DRILL | DURATION OF DRILL | WEATHER CONDITIONS | PARTICIPANTS OF DRILL | BRIEF DESCRIPTION OF WHAT WAS DRILLED |
|---|------------------|----------------------|-----------------------|--------------------------|---|
| 4/11/12 2:17pm | Bomb Threat | 10 minutes | 51 & Sunny | School Staff | An announcement to go into lockdown was made and staff followed the prescribed crisis plan procedures. Security team members monitored the building to ensure the proper procedures took place. An announcement was made which ended the drill. Security team members then communicated to staff pertinent information regarding the drill procedure. |
| STAFF: 31 SUBSTITUTES: 2 VISITORS: 0 STUDENTS: 283 | | | | | |



Mr. Mark Zoppina
Principal

MONTHLY FIRE/EMERGENCY DRILLS

Middle School

Submitted to Superintendent's Office
for month of April 13, 2012

FIRE DRILL

| Fire Drill Date | Time to Complete Drill | Conditions | Weather Conditions |
|-----------------|--|---------------|--------------------|
| 4-27-12 | 1 minute, 08 seconds 11 minutes, 49 seconds | Regular drill | Sunny, 57° |

Accountability of Students/Staff/Substitutes/Visitors in Building

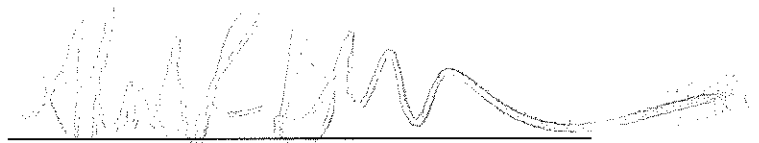
| Students | Staff | Substitutes | Visitors |
|----------|-------|-------------|----------|
| 429 | 58 | 6 | 2 |

EVACUATION/LOCKDOWN (NON-FIRE) DRILL

| Lockdown Drill Date | Time to Complete Drill | Conditions | Weather Conditions |
|---------------------|------------------------|------------|--------------------|
| 4-13-12 | 9 minutes, 2 seconds | Evacuation | Sunny, 64° |

Accountability of Students/Staff/Substitutes/Visitors in Building

| Students | Staff | Substitutes | Visitors |
|----------|-------|-------------|----------|
| 426 | 60 | 5 | 2 |


Principal's Signature

MONTHLY FIRE/EMERGENCY DRILLS

High School

Submitted to Superintendent's Office
for month of April 2012

FIRE DRILL

| Date of Fire Drill | Time to Complete Drill | Conditions | Weather Conditions |
|--------------------|------------------------|------------|--------------------|
| 4/30/2012 | 2.0 (@ 8:31am) | Normal | Sunny, 51° |

Accountability of Students/Staff/Substitutes/Visitors In Building


| Students | Staff | Substitutes | Visitors |
|----------|-------|-------------|----------|
| 570 | 57 | 8 | 1 |

LOCKDOWN/SECURITY DRILL

| Date of Lockdown Drill | Time to Complete Drill | Conditions | Weather Conditions |
|------------------------|------------------------|------------|--------------------|
| 4/30/2012 | 4.0 (@ 8:25 am) | Normal | Sunny, 51° |

Accountability of Students/Staff/Substitutes/Visitors In Building

| Students | Staff | Substitutes | Visitors |
|----------|-------|-------------|----------|
| 570 | 57 | 8 | 1 |


Principal's Signature

WORKSHOP REPORT - APRIL 2012

| | | | | |
|---------------------|--------------------|---|----|-----|
| Sandra Allen | 4/18/12 | Spring Critical Issues - NJASCD | \$ | 48 |
| Amy Baran | 4/18/12 | Follett Spring Look & Workshop | | 0 |
| Cherie Burns | 4/18/12 | Spring Critical Issues - NJASCD | | 98 |
| Alicia Busillo | 4/18/12 | Spring Critical Issues – NJASCD | | 48 |
| Alicia Busillo | 4/19/12 | Personalized Student Learning Plans | | 0 |
| Carolyn Carels | 04/19/12 | Personalized Student Learning Plans | | 0 |
| Donna Dickhart | 04/20/12 | Spring Critical Issues – NJASCD | | 48 |
| Joanne Ercoli | 04/26/12 | Teaching Social and Emotional Skills | | 11 |
| Martha Hovanec | 04/18/12 | Follett Spring Look & Workshop | | 0 |
| Susan Kibbe | 04/26/12 | Teaching Social and Emotional Skills | | 11 |
| Kristina Lott | 04/18/12 | Practical Strategies for Intervening – RTI – with Students Before they Fall Behind in Reading | | 215 |
| Jenifer Mancine | 04/30- 05/02/12 | Int'l Reading Assoc. – Annual Convention | | 280 |
| Linda McKelvey | 04/30- 05/02/12 | Int'l Reading Assoc. – Annual Convention | | 280 |
| Jennifer Paul | 04/18/12 | Spring Critical Issues - NJASCD | | 98 |
| Anne Porcelli | 04/18/12 | Spring Critical Issues - NJASCD | | 98 |
| Jill Schoenberg | 04/16/12 | Intro to Wellness-based H/PE Program | | 0 |
| Marian Sennstrom | 04/30- 05/02/12 | Int'l Reading Assoc. – Annual Convention | | 280 |
| Geoff Shute | 04/16/12 | Intro to Wellness-based H/PE Program | | 0 |
| Regina Strzalkowska | 04/18/12 | Spring Critical Issues - NJASCD | | 98 |
| John Valentino | 04/27/12 | 21 st Law-Related Education Workshop | | 20 |
| Ryan Wood | 04/16/12 | Intro to Wellness-based H/PE Program | | 0 |

TOTAL \$ 1,633

May 29, 2012

05-29-2 OP – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached list of bids for the May 21, 2012 school district equipment sale for a total of \$2,531.12.

JJR

Confidential Information: Standard procedure.

PENNSVILLE BOARD OF EDUCATION
EQUIPMENT SALE RESULTS
MAY 21, 2012

| | |
|---------------------------------|------------|
| Steven Tyson | \$ 100.00 |
| David Husarik | \$ 106.50 |
| Ellen Sickler | \$ 26.05 |
| Bruce Samuels | \$ 420.00 |
| Kashima Bell | \$ 36.00 |
| Randy Taylor | \$ 129.00 |
| Brian Savage | \$ 119.07 |
| Computer Recycler of Eastern PA | \$1,500.00 |
| Brent Wylie | \$ 38.00 |
| Eric Pankok | \$ 20.00 |
| Rick Leone | \$ 10.00 |
| Scott Mason | \$ 6.00 |
| Gail Nugent | \$ 8.00 |
| Mark Zoppina | \$ 12.50 |

| | |
|-------|------------|
| TOTAL | \$2,531.12 |
|-------|------------|

May 29, 2012

05-29-02AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board approve payment of the April 2012 Payroll and Handwritten Check List for a total of \$1,976,026.11 which has been properly signed.

JJR

May 29, 2012

05-29-3AD - On recommendation of the Superintendent and the Committee of the Whole, please move that pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Pennsville Board of Education certifies that as of April 30, 2012, and after review of the Secretary's Monthly Financial Report appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

JJR

es

May 29, 2012

05-29-4AD On recommendation of the Superintendent and the Committee of the Whole, move to approve the agreement with the Red Cross in conjunction with the Office of Emergency Management to use the schools as mass care shelters in the event of an emergency or disaster situation, effective July 1, 2012 – June 30, 2013.

MTJ

kag
05/14/12

May 29, 2012

05-29-5AD On recommendation of the Superintendent and the Committee of the Whole, move to please conduct a first reading of Regulation #6147.1R – Evaluation of Individual Student Performance.

MTJ

kag
05/14/12

May 29, 2012

05-29-6AD On recommendation of the Superintendent and the Committee of the Whole, move to please conduct a first reading of Regulation #6171.5R – Use Of Physical Restraint.

MTJ

kag
05/14/12

May 29, 2012

05-29-7AD On recommendation of the Superintendent and the Committee of the Whole, move to please conduct a second reading of Regulation #6161.2R – Complaints Regarding Instructional Materials, and move to adopt.

MTJ

kag
05/14/12

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE

K-12 Forward

The Pennsville School District values the importance of using accurate grading methods to effectively evaluate student achievement. Assigning grades that are valid, reliable, and transparent promotes effective communication of student achievement. Therefore, grading guidelines that address the validity, reliability, and transparency of grades that are assigned to students are essential.

Overall Philosophy

In today's world of education, individual staff and District accountability has increased and come to the forefront. Grading Guidelines increases the validity, reliability, transparency, and accountability of grading, while at the same time demonstrating an accurate account of students' achievement of the standards set forth by the District and the State of New Jersey. Overarching ideas incorporated in the overall philosophy that shaped the grading guidelines are:

- Grading practices must be consistent, valid, reliable, transparent, and fair;
- Grading practices must be consistent within departments and across grade levels;
- Grades must be transparent and easy for parents/guardians and students to understand and calculate;
- Grades are to reflect student achievement of the New Jersey Core Curriculum Content Standards;
- Grades must be a valid measure of student achievement and include multiple and varied types of assessments; and
- Grading practices must incorporate flexibility to allow for course differences.

High School and Middle School Guidelines

The following grading guidelines will be implemented for students in Pennsville Memorial High School and Pennsville Middle School:

A. Total Points

- Using total points is the most transparent way for parents/guardians and students to calculate averages.
- Grades are to be standards based.
- Grades must reflect the degree to which the student has mastered the essential knowledge and skills.
- The grade book will document completion of work, enrichment activities, and remediation.

B. Homework

- Homework is to be no more than 10% percent of a grade.
- Homework is not to be accepted late unless provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

C. Extra Credit

- If a teacher chooses to offer extra credit, it must be standards based and offered to all students in that course.
- Extra credit can be no more than 5% per assignment.
- Extra credit can not be applied to a student's final grade, except in the case of the three (3) extra points applied to Honors or AP final grade.
- Extra credit must be used by the teacher judiciously.

D Absences

- Students who are absent, whether excused or unexcused, will be permitted to make up missed work and assessments.
- Students will have at least as many school days as the student was absent to make up work.

E Zeroes, Cheating, Incompletes, No Grades, and Plagiarism

- If a student is absent on the day that a test and/or quiz is administered or that an assignment for grade is collected, the grade for the test, quiz and/or assignment for grade is to be checked as "M" for missing and a zero placed in the gradebook until the test and/or quiz is taken, or the assignment for grade is completed.
- Students who have cheated on any assessment will be given a "0" with the opportunity for an alternate re-assessment during an administrative detention. If the student chooses to take the alternate re-assessment, the two scores will be averaged. If the student decides not to take the alternate re-assessment, the zero will remain.
- "EX" is to be used for excused assignments and it will not be used in the average.
- Marking period, Mid-term, and/or Final exam grades that are incomplete will be placed in the gradebook as a "0" with an "I" for incomplete checked. The "0" will be averaged into the semester or year average as a zero until the work is completed or until the deadline established for finalizing grades.
- Marking period, Mid-Term, and/or Final exam grades that are not graded will be placed in the gradebook as "NG" and are to be given only by Administrative directive from the Building Administrator, Superintendent or his/her designee.
- Plagiarism is defined as work that is copied from another source and presented as one's own, ranging from an idea to an entire paper. Plagiarism can be avoided through careful attention to proper citation and with the assistance of an online plagiarism prevention and originality checking service such as Turnitin.com.
- A student paper will be deemed to be plagiarized when the final submitted copy contains approximately 15-20% unoriginal work. This figure is a guideline for teachers, who will make

the final determination. A smaller percentage of unoriginal writing will be considered faulty citation, and the paper will be graded accordingly.

- Composition assignments found to contain plagiarized work will be given a zero. The student will then have one day in which to write and submit a new assignment. The two grades will then be averaged.
- For a research paper assignment found to contain plagiarized work, the paper will be given a zero, and the student will be allowed one week to complete all the steps necessary for a properly researched and cited paper. The two grades will then be averaged as above.

F.Late work

- All assignments or assessments, including, but not limited to all major assignments and assessments such as long-term projects and research papers, shall be accepted no more than one school day late and shall be penalized 10% of the grade for lateness. “Late” is defined as any time after the class period the assignment was due. If a student was absent on the entire day the assignment was due, the student will have as many days as the student was absent to make up the assignment unless given additional time by the building administrator due to extenuating circumstances or religious event.
- All assignments must be submitted on time as a hard copy to avoid the possibility of technological problems with email or incompatible software.
- Students shall receive a “0” for assignments or assessments that are not turned in by the “late” time defined above. There shall be no exceptions after the due date unless made by the building administrator for an extenuating circumstance or religious event unless an additional exception is provided by the student’s Individualized Education Plan (IEP), Section 504 Accommodation Plan, and/or other similarly developed academic plan.
- An assignment or assessment may be accepted late at any time with or without a grade penalty at the discretion of the building principal for extenuating circumstances.
- Homework will not be accepted late unless an exception is provided for in the student’s Individualized Education Plan (“IEP”), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

G. Reassessment

- Reassessments are not permitted unless the teacher determines that the assessment was invalid and/or a reassessment is provided for in a student’s Individualized Education Plan (“IEP”), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Every student that is reassessed will be reassessed using an alternate assessment.
- Teacher discretion may be used to postpone an assessment or redo an assessment for unusual extenuating circumstances on a case by case basis, such as family emergency the night before the assessment or illness.
- Programs such as Study Island and/or Accelerated Math, which are based on reassessment of skills until mastery is achieved, are exceptions to the above.
- Revisions in the writing process are not considered reassessment.

H. Bell curves

- Use of the bell curve is not consistent with standards-based assessment and, therefore, is not to be used.

I. Category values

- Teachers are to follow departmental guidelines and use consistent categories within like sections/courses.
- Multiple types of assessments are necessary to ensure differentiation of instruction.
- More emphasis and value are to be placed on summative/academic achievement which reflects a student's mastery of content skills rather than formative/academic practice. *Please see attached guideline delineating summative/academic achievement versus formative/academic practice.

J. Number of Grades per Week and Frequency of Grades Entered In PowerTeacher

- Students are to be given multiple and varied opportunities (at least 2 per full week) to demonstrate their skills and knowledge.
- Grades are to be recorded in PowerTeacher within one week of the due date.
- Certain assessments, such as research papers and large projects, may be exempted from being recorded in PowerTeacher within one week of the due date. Teachers should use their discretion in these instances and notify students of when the grades will be recorded.

K. Final Marking Periods Grades

- For the first marking period, no student at the high school or middle school will receive a reported grade lower than sixty percent (60%) on his/her report card for a full year course.
- For the second marking period, no student at the middle school shall receive a reported grade lower than sixty percent (60%) on his/her report card for a full year course.
- For the third marking period, no student in the middle school shall receive a reported grade below fifty percent (50%) on his/her report card for a full year course.
- For semester courses, no student at the high school shall receive a reported grade lower than sixty (60%) on his/her report card for the first marking period of the semester.
- Grades for quarter/marketing period courses at the high school have no minimum grade in any marking period.
- For quarter and semester courses at the middle school, no student shall receive a reported grade lower than sixty (60%) on their report card.

L. Group projects

- For any group project, two rubrics must be used to grade group projects: a group grade and an individual grade.
- The individual grade must have a greater value than the group grade.

M. Home projects

- No more than two (2) major grades in any subject during one marking period shall be home projects other than in a project-based course. Home projects are defined as projects that are done entirely at home and that require a final product other than an essay or paper. A major grade is defined as comparable to a test grade in value.

N. Honor roll

- The honor roll requirements will be “All A Honor Roll” and an “A and B Honor Roll”.

O. English as a Second Language

- Until a student is determined to be fully English proficient, alternative grading procedures will be in effect.
- When an ELL achieves a numerical grade below seventy-eight percent (78%), an “NG” indicator with accompanying narrative detailing strengths and weaknesses is appropriate.

P. Related Arts or Project based Courses:

1. Middle School

In the middle school, the teacher should evaluate student progress in terms of individual growth and encourage student self-evaluation through individual and group critiques. Emphasis should be focused on the creative process rather than the final product. The teacher should use rubric based assessments for student work. Related Arts educators recognize that some skills may be measured by testing or objective product evaluation. Effective teachers also make evaluative judgments based on expressive measures. The grading criteria established for middle school related arts classes must recognize both of these elements.

Objective scores and documentation of the teacher’s professional judgment will be maintained to determine the student’s daily/weekly grades. In formulating grades the relative weight of these components may vary from unit to unit. Teachers should use rubrics showing how their subjective assessments translate into grades. When reporting progress, teachers must be sure that the system is easily understood by the students and the parents.

2. High School

In a high school related arts course, evaluation of the student’s total experience requires consideration of the individual’s aesthetic growth, understanding of art culture and heritage, and development of skills, as well as the quality of creative work. Teacher evaluation must include evidence of artistic growth. Since innovation, imaginative response, and expression are highly valued in the arts, evaluation must be based on the student’s individual growth. The teacher’s professional judgment is extremely important in evaluating that growth.

In both objective and expressive evaluation, in addition to rubrics the teacher may use a variety of formal and informal assessment tools (observations, checklists, discussion, portfolios, demonstrations, exhibitions, sketch-books, self-evaluation, written and oral reports and tests, and individual and group

critiques). For grading purposes the relative weight of the objective and subjective components will vary depending on the criteria established for the individual unit or project. The student should have a good understanding of the criteria being used for each segment of the curriculum.

Q. Physical Education Courses:

1. Middle School/High School

For Physical Education courses at the middle school and high school, the teacher should evaluate student progress in terms of individual growth and mastery of the standards which the State of NJ has adopted for Physical Education. In order for students to show growth and ultimately achieve the standards, participation in all activities is essential. Due to the physical nature of the activities which students are performing, proper physical education clothing is required. Failure to provide and maintain all required uniform essentials will result in the loss of all points for that day's activity. Also, due to the size of the groups involved with Physical Education class, cooperation and proper attitude is essential to the safety and productivity of all students, and therefore points will be deducted for failure to maintain proper safety measures. Points will be given on a daily ten point scale, based on the student's mastery of the day's skill(s). One total point grade will be recorded at the end of each week, based on the total number of days' each class meets.

When reporting progress, teachers must be sure that the system is easily understood by the students and the parents. Materials will be distributed to parents that list all possible deductions which can be received during a given class period.

Elementary School Guidelines

A. Product

- Assessments used for grades will be standards-based without any "non-achievement" factors.
- No work/project is to be used as a product grade if it is completed at home unless provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

B. Process

- A student's citizenship grade will be graded as "O," "S," or "N."
- A student's citizenship grade will be part of process with standardized rubric unless an exception is provided in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- One citizenship grade per week will be entered in PowerTeacher. Any score of an "N" in any sub-category will have comments. In addition, teachers will add comments in PowerTeacher if the student earns a lower overall average than usual for more than 2 weeks consecutively. For example, if a student earns an "S" for two weeks in a row, after only ever receiving "O"s since the marking period began, then the teacher will add comments.

- A student's Citizenship grade is to represent that student's behavior within the school community including classroom, cafeteria, playground, and specials.
- Please see attached Citizenship rubric.

C. Progress

- Student progress will be communicated through comments section on report card, as well as through any other means of communication provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

D. Total Points

- The actual earned student grade is to be entered in PowerTeacher; however, no student at the elementary level shall receive a reported grade lower than sixty (60%) on his/her report card for any marking period.
- Using total points is the most transparent way for parents/students to calculate averages.
- Grades are to be standards based.
- Grades must reflect the degree to which the student has mastered the essential knowledge and skills.
- The grade book will document completion of work, enrichment activities, and remediation.

E. Zeroes

- Assignments that are not graded will be entered in PowerTeacher as "NG" and are to be given only by administrative directives.
- There will be no point or percentage deduction for late work that is turned in within three (3) days of the due date. However, an assessment may not be turned in for credit after three (3) days of the due date unless an exception is made by the building administrator for an extenuating circumstance or an exception is made in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- A "0" is to be placed in the gradebook for an assignment that is not turned in with an "M" checked in the gradebook for missing. The grade will be calculated as a zero ("0") until the assignment is turned in and scored unless the assessment is not turned in, as noted above, within three (3) days of the due date. In that event, the "0" will remain in the gradebook and the grade will be calculated as a zero ("0"). However, an exception will be made in situations where additional time for the submission of an assessment beyond the three (3) day time frame noted above is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- It will be at the teacher's discretion to determine an assignment's due date.
- Homework will not be accepted late unless an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Assignments which are late due to absence will be treated according to Board policy.

- Students will have no less than one school day for each day absent to complete make-up work unless additional time is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Assignments will be placed in the gradebook as "0" with "M" checked for missing until the assignment is completed and turned in for scoring.

F. Extra Credit

- Extra credit is not permitted at the elementary level; however, a teacher may give challenge or bonus questions that may be rewarded in ways other than through grades for correct completion.

G. Honor Roll

- There is an 'All A Honor Roll' and an 'A and B Honor Roll' in grades 4 and 5. To qualify for the 'All A Honor Roll', a student must have an A in all academic subjects and an O in citizenship.
- To qualify for the 'A and B Honor Roll', a student must have an A or B in all academic subjects with at least one A in any one academic subject, and a student must have an "O" in citizenship.

H. PowerSchool

- Information and "How-to" directions for parents/guardians will be included in the handbook and/or Back to School information packet. The information will include topics such as how to find teacher comments for a specific assignment.

I. Tests

- The same assessments are to be used across grade levels for end of unit assessments unless an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Publisher assessments and teacher created assessments that are used across the grade level for summative assessments are to be kept for one year and then shredded.
- Teachers will record student progress on the Language Arts charts for tests. These charts and tests will be kept for one calendar year after the school year ends at which time they will be shredded.

J. Bell Curve

- Use of the bell curve is not consistent with standards-based assessment and, therefore, is not to be used.

K. Group grades

- Assignments that are completed by groups will be scored using a rubric.

- Students will receive an individual grade for their work on the project and not a group grade.

L. Weighting/Averages

- Categories are not to be weighted. Categories are only to be used to determine the type of assessment.
- End of Unit assessments values are to be consistent across grade levels.
- Reassessments are not permitted unless the teacher determines that the assessment will not be used for any student because of the need for more instruction, and/or an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan. In addition, teacher discretion may be used to postpone an assessment or redo an assessment for unusual extenuating circumstances on a case by case basis such as family emergency the night before the assessment or illness.

M. Number and frequency of grades per week entered in PowerSchool

- Students are to be given multiple and varied opportunities to demonstrate their skills and knowledge.
- Teachers will follow guidelines and requirements of building administrators/ supervisors, as well as any modification and/or supports provided in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Grades are to be recorded in PowerSchool within one week of the due date.
- There are to be enough grades in each subject to reflect an accurate assessment of student achievement.
- Teachers must follow grade level guidelines unless an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

N. Absences

- Students who are absent, whether excused or unexcused, will be permitted to make up missed work and assessments.
- Students will have at least as many days as the student was absent to make up work unless additional time is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

O. Formative/Summative and General Guidelines

- Multiple types of assessments are necessary to ensure differentiation of instruction.
- More emphasis and value are to be placed on summative/academic achievement which reflects a student's mastery of content skills rather than formative/academic practice.
 - Please see attached guideline delineating summative/academic achievement versus formative/academic practice.

- Assignments/assessments such as projects that are not completed entirely in school and that will be used as a grade will be included with formative/academic practice; however, this does not include homework.
 - Homework is not to be used towards a product grade; however, homework is incorporated in the citizenship rubric.
- Comments indicating that an assessment has been completed with materials below grade level are to be reported on the comment section of the report card when grading a student who is working with below grade level materials, and who does not have an IEP.

P. Cheating

- Teachers will handle the issue of students cheating on graded assessments in collaboration with the building administrator and applicable Board Policy and Regulation.

Q. English as a Second Language

- Until a student designated as “English Second Language” (“ESL”) is fully proficient in English, alternative grading procedures will be in effect.
- When an ESL student achieves a numerical grade below 78%, an “NG” indicator will be provided with accompanying narrative detailing strengths and weaknesses as appropriate.

Date: July 25, 2011

Summative/Academic Achievement and Formative/Academic Practice

Assessments and assignments that are included in summative assessments and academic achievement are those that are given to students to assess skills and knowledge after students have had a specific period of time to practice and learn the material. The following are examples of summative assessments and academic achievement:

- Standardized Tests
- End of Unit/Chapter Tests
- Benchmark assessments
- End of marking period/semester assessments
- Tests/Quizzes
- Performances, projects, presentations, lab reports
- Reviews such as written responses, worksheets, homework, and activities
- Writings such as prompts, research papers, and open-ended responses

Assessments and assignments that are included in formative assessments and academic practice are those that are given to students as they learn the skills and materials through practice for giving feedback and so that the teacher can make additional instructional decisions. The following are examples of formative assessments and academic practice:

- Pre-tests
- Drafts of writings
- Reviews for guided and independent practice such as written responses, worksheets, and activities
- Quizzes
- Homework
- Questions from the teacher during instruction
- Portfolios
- Informal observation

| Elementary Citizenship Rubric | | Outstanding: Exceeds Expectations 2 | Satisfactory: Meets Expectations 1 occasionally: 1-2x | Needs Improvement 0 Recurrently: 2-3+x or for flagrant action that entails administrative disciplinary action. 0-5 points TBD by administrator on case by case basis. |
|-------------------------------|--|---|---|--|
| Self-Discipline | | <ul style="list-style-type: none"> - The student follows school and classroom rules and procedures without being reminded or cued. | <ul style="list-style-type: none"> - The student occasionally had to be reminded/cued to follow school/ classroom rules and procedures. | <ul style="list-style-type: none"> - The student recurrently was reminded/cued to follow school/ classroom rules and procedures. |
| | | <ul style="list-style-type: none"> - The student is respectful of people and property. | <ul style="list-style-type: none"> - The student was occasionally not respectful of people and property. | <ul style="list-style-type: none"> - The student recurrently was disrespectful of people and property. |
| | | <ul style="list-style-type: none"> - The student cooperates and works well with others, including children and adults. | <ul style="list-style-type: none"> - The student was occasionally uncooperative and/or did not work well with others, including children and adults. | <ul style="list-style-type: none"> - The student recurrently was uncooperative &/or did not work well with others, including children and adults. |
| Demeanor / Disposition | | <ul style="list-style-type: none"> - The student shows a positive demeanor/disposition and resolves conflicts peacefully when the situation arises | <ul style="list-style-type: none"> - The student occasionally did not show a positive demeanor/disposition and/or did not resolve conflicts peacefully when a situation arose. | <ul style="list-style-type: none"> - The student recurrently did not show a positive demeanor/disposition and/or did not resolve conflicts peacefully when the situation arose. |
| Independent learner | | (must exhibit ALL below) <ul style="list-style-type: none"> - Uses time wisely - Stays on task/does not need to be redirected - Participates in class - Asks for help when needed | (must exhibit at least 3 of the below) <ul style="list-style-type: none"> - Uses time wisely - Stays on task/does not need to be redirected - Participates in class - Asks for help when needed | (exhibits 0-2 of the below) <ul style="list-style-type: none"> - Uses time wisely - Stays on task/does not need to be redirected - Participates in class - Asks for help when needed |
| Work/Study Habits | | (must exhibit ALL below) <ul style="list-style-type: none"> - The student practices quality work. - Student is prepared for class. - Homework is completed on time - The student organizes work area and belongings. | (must exhibit at least 3 of the below) <ul style="list-style-type: none"> - The student practices quality work. - Student is prepared for class. - Homework is completed on time - The student organizes work area and belongings. | (exhibits 0-2 of the below) <ul style="list-style-type: none"> - The student practices quality work. - Student is prepared for class. - Homework is completed on time - The student organizes work area and belongings. |

***12-10 points = Outstanding
= Needs Improvement**

*** 9-6 = Satisfactory**

*** 5-0**

USE OF PHYSICAL RESTRAINT**Definitions**

“Physical restraint” means application of physical force, with or without the use of any device, for the purpose of holding a pupil or otherwise restricting his/her movements. Physical restraint does not include:

1. Briefly holding, without force, a pupil to calm or comfort him/her, to guide the pupil to an appropriate activity, or holding pupil’s hand to safely escort him/her from one area to another;
2. Hand-over-hand assistance with feeding or task completion and techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the pupil’s parent or guardian and/or specified in the pupil’s IEP; or
3. Devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices;
4. Indirect use of proximity (i.e., school equipment such as mats or chairs) to limit pupil movement around the classroom; or
5. Briefly carrying a pupil to a secure location with the parent present and providing consent.

“Prone restraint” means those physical restraints in which a pupil is held face down to the floor

Physical Restraint Training Requirements

The training requirements on the use of physical restraint shall be as follows:

1. Building level administrators and school staff members designated by the Principal likely to be confronted with the need to use physical restraint will be trained on the use of physical restraint.
2. In the event of an emergency, an individual who has not received training is not prohibited from using physical restraint. In such cases, training for the individual that used such restraint will occur within forty-five (45) days of utilizing the physical restraint.
3. Training must include techniques of prevention and de-escalation, as well as alternatives to physical restraint.
4. Training must include current professionally accepted practices and standards regarding behavior management and use of physical restraint.

Interventions

1. Depending on the circumstances and nature of the situation at the time, classroom and security interventions may, but not necessarily include or be limited to, the following strategies:
 - a. The staff member may ignore the behavior;
 - b. The staff member may redirect the pupil to a task with verbal or non-verbal prompts or gestures;
 - c. The staff member will be clear, polite, and respectful when requesting the targeted behavior. The staff member may make eye contact and tell the pupil what to do such as “I can’t teach when you are talking, throwing things, ...” or “Please stop and listen, read, write, ...” The staff member should remind the pupil of consequences and rewards if they comply with the staff member’s request;
 - d. The staff member will be polite at all times. The staff member may repeat steps a. through c. above and/or quietly give the pupil adequate wait time. Sometimes if the staff member moves on with the lesson the pupil may comply after the initial confrontation;
 - e. The staff member may advise the pupil to proceed to a time-out area in the classroom for a limited time (elementary and middle school); and
 - g. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.
2. Depending on the circumstances and nature of the situation at the time, security interventions may include, but not limited to, the staff member:
 - a. Standing quietly in the doorway and asking the pupil to accompany the staff member;
 - b. Informing the pupil of the violation of the school discipline code and procedure and inform the pupil that they have the choice to leave the classroom quietly;
 - c. Using a minimal and gentle hold on arm to remove the pupil from the classroom; and/or
 - d. Indirect use of proximity to block pupil movement around the classroom or to block an exit or window if a pupil is attempting to flee.

Use of Physical Restraint

1. If the pupil’s behavior reaches the level defined as an emergency, physical restraint may be needed.
2. If necessary, the staff member may utilize approved physical restraint, using the least amount of force necessary.
3. If necessary, the staff member shall restrain the pupil until the emergency no longer exists (i.e. the pupil stops punching, kicking, spitting, damaging property, etc.).
4. The staff member will contact the appropriate administrator and school nurse as soon as is possible under the circumstances. In addition, a written report on the physical restraint the staff

member used during the emergency situation will be completed as soon as is possible under the circumstances.

5. If physical restraint is used, the Principal or his/her designee will attempt to notify the parent/legal guardian by telephone of the use of physical restraint on the day it occurs and written notification of the incident will be mailed to the parent within one (1) school day after the use of physical restraint.
6. Written documentation, including the Principal's or designee's report and any staff member's report regarding the incident and the use of physical restraint will be placed in the pupil's school file.
7. The use of physical restraint is subject to the following additional requirements and/or limitations:
 - a. The pupil must possess a physical risk to him/herself, or others;
 - b. The use of prone restraints is strictly prohibited;
 - c. The pupil shall not be deprived of the basic human necessities;
 - d. Physical restraint techniques shall consider the pupil's medical conditions and shall be modified as necessary;
 - d. Pupils will not be subjected to physical restraint for using profanity or other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a pupil also demonstrates a means of or intent to carry out the threat;
 - e. In determining whether a pupil who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the pupil, staff members and/or other students, the pupil's need for privacy, and the educational and emotional well-being of the other pupils in the vicinity; and
 - f. The pupil shall be examined by the school nurse as soon as is possible under the circumstances after any physical restraint.

Date: May _____, 2012

Legal References:

| | |
|-----------------------------------|---|
| N.J.S.A. 18A:6-1 | Corporal punishment of pupils |
| <u>N.J.S.A.</u> 18A:11-1 | General mandatory powers and duties |
| <u>N.J.S.A.</u> 18A:25-2 | Authority over pupils |
| N.J.A.C. 6A:14-1.1 <i>et seq.</i> | Special Education |
| N.J.A.C. 6A:16-1.1 <i>et seq.</i> | Programs to Support Student Development |

20 U.S.C.A. 1400 *et seq.* - Individuals With Disabilities Education Act,

29 U.S.C.A. 794 *et seq.* - Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 *et seq.* - General Administrative Regulation EDGAR

34 CFR 77.1 *et seq.* - General Administrative Regulation EDGAR

34 CFR 300 *et seq.* - Assistance to States for the Education of Children with Disabilities
(IDEA Regulations)

Melissa S. v. Sch. Dist. of Pittsburgh, (3d Cir. 2006)

Ebonie S. v. Pueblo Sch. Dist., (D. Colo. 2011)

Couture v. Bd. of Ed. of Albuquerque Pub. Schs., (10th Cir. 2008)

Cross References

| | |
|-------------|---|
| 4131/4131.1 | Staff development; in-service education/visitations/conferences |
| 5114 | Suspension and expulsion |
| 5120 | Assessment of individual needs |
| 5125 | Pupil records |
| 5131 | Conduct/discipline |
| 6171.4 | Special Education |
| 6171.4R | Special Education |
| 6171.41R | Special Education -- Location, Identification and Referral |
| 6171.42R | Special Education -- Free and Appropriate Education |
| 6171.43R | Special Education -- Transition from Early Intervention to Preschool |
| 6171.44R | Special Education -- Instructional Materials to Blind or Print Disabled |
| 6171.5 | Use of Physical Restraint |

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALSProcedure

1. Complaints about instructional materials (i.e., textbooks, reading assignments, library books, reference works, etc...) used in the District must be made in writing, and must first be submitted to the Building Principal of the school where instructional material is being used.
2. Any written complaint about instructional materials must set forth the following information:
 - a. The title, author, and publisher of the work complained of;
 - b. The specific portions or language complained of (by page and item);
 - c. The complainant's familiarity with the work objected to;
 - d. The reasons for the objection;
 - e. The pupils or class for whom the work is intended; and
 - f. The way in which the work is used.
3. Upon receipt of a fully completed written complaint on the use of an instructional material, the Building Principal will immediately inform the Superintendent of the complaint.
4. The Superintendent or his/her designee will make an initial determination if the challenged instructional material will continue to be used until either the challenge/appeal is abandoned or a final decision is reached. Any decision by the Superintendent or his/her designee on the continued use of the challenged material during the pendency of the challenge or appeal shall remain effective until a final decision is issued or the challenge/appeal is dropped.
5. Within five (5) school days of the receipt of a fully completed written complaint, the Superintendent or his/her designee will appoint a Review Committee consisting of:
 - a. The head of the department in which the work is being used;
 - b. A teacher in the subject area of where the challenged material is being used;
 - c. A library staff member;
 - d. The Building Principal of the school where the challenged material is being used; and
 - e. The Director of Curriculum and Instruction.
6. The Review Committee will meet to evaluate the complaint and review the material objected to within ten (10) school days of the receipt of a fully completed written complaint. The standards used by the Committee will be those set forth in Policy No. 6161.1.
7. The Committee will report its findings and recommendations to the Superintendent within five (5) school days of its meeting.

8. After reviewing the report of the Committee, the Superintendent will send his/her written decision on the challenged instructional material to the individual or group that filed the written complaint within three (3) school days of his/her receipt of the Committee's report. The Superintendent's written decision will also be sent to the teacher that is using the instructional material.
9. The individual/group that filed the written complaint or the teacher that is using the instructional material may appeal the decision of the Superintendent to the Board. Any appeal of the decision of the Superintendent to the Board must be filed with the Board Secretary within thirty (30) days of its/his/her receipt of the Superintendent's written decision.
10. The Board will conduct its review of any appeal of the decision of the Superintendent in Executive Session at its next regularly scheduled meeting following the Board's Secretary's receipt of any appeal. In its review of any appeal, the Board will have access to and be provided all documentation that was reviewed by the Superintendent.
11. Any decision by the Board will be communicated in writing by the Board Secretary within three (3) school days of the Board's meeting, and will be sent to the individual/group that filed the written complaint and the teacher that is using the instructional material.
12. Any decision by the Board may be appealed to the Commissioner of Education.

Date: April __, 2012

Legal References:

| | |
|---------------------------|---|
| <u>N.J.S.A.</u> 18A:11-1 | General mandatory powers and duties |
| <u>N.J.S.A.</u> 18A:54-20 | Powers of board (county vocational schools) |

Board of Education Island Trees U.F.S.D. v. Pico, 457 U.S. 853 (1982)

Possible

Cross References:

| | |
|--------|--|
| 1312 | Community complaints and inquiries |
| 6144 | Controversial issues |
| 6161.1 | Guidelines for evaluation and selection of instructional materials |
| 6161.2 | Complaints regarding instruction |

May 29, 2012

05-29-8AD On recommendation of the Superintendent and the Committee of the Whole, move to please conduct a second reading of Policy #3541.31 – Privately Owned Vehicles, and move to adopt.

MTJ

kag
05/14/12

May 29, 2012

05-29-9AD On recommendation of the Superintendent and the Committee of the Whole, move to please conduct a second reading of Regulation #3541.31R – Privately Owned Vehicles, and move to adopt.

MTJ

kag
05/14/12

PRIVATELY OWNED VEHICLES

In recommending arrangements for pupil transportation to and from school- related activities, the Superintendent or his/her designee shall consider the type of activity, the total number of pupils involved, and the availability of appropriate vehicles. Groups of pupils too small in number to make economical use of Type I or Type II vehicles, if any, may be transported in privately owned passenger vehicles driven by qualified school personnel, state employees and parents/guardians.

Transportation by Volunteer Drivers

The Superintendent or his/her designee will supplement the transportation resources of the District by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for District pupils to and from school-related activities.

Qualifications shall include:

- A. A valid New Jersey (or other) driver's license with no convictions for moving violations;
- B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey or other inspection sticker; and
- C. Evidence of at least the statutorily required insurance coverage.

The Superintendent or his/her designee shall develop and the Board shall adopt detailed regulations to ensure:

- A. District approval of activities involved;
- B. District determination of drivers and assignment of pupils to them;
- C. Pupil safety in pickup, transit and drop-off;
- D. Adequate supervision of pupils at the activity.

Transportation of Pupils by District Employees as Part of Assigned Duties

District employees who transport pupils in a private vehicle during working hours as part of their assigned duties shall:

- A. Have a current New Jersey (or other) driver's license with no convictions for moving violations;

B. Use a privately owned passenger vehicle of eight or fewer capacity with evidence of at least the statutorily required insurance coverage. The vehicle must have a current inspection sticker;

C. Conform to all safety practices set forth in the regulations to this policy.

Implementation of this section shall be in conformity with applicable negotiated agreement.

Date March 11, 1997
Reviewed/Revised: February ____, 2012

Legal References:

| | | |
|-----------------|-------------|---|
| <u>N.J.S.A.</u> | 18A:16-6 | Indemnity of officers and employees against civil actions |
| <u>N.J.S.A.</u> | 18A:39-20.1 | 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 |
| <u>N.J.A.C.</u> | 6A:27-1.5 | Insurance |
| <u>N.J.A.C.</u> | 6A:27-7.6 | Transportation to and from related school activities |
| <u>N.J.A.C.</u> | 6A:27-7.7 | Parent transporting his or her own child or children |

**Possible
Cross References:**

| | |
|---------------|---|
| 3541.31R | Privately Owned Vehicles |
| 5020 | Role of parents/guardians |
| 6145 | Extracurricular activities |
| 6145.1/6145.2 | Intramural competition; interscholastic competition |
| 6153 | Field trips |

PRIVATELY OWNED VEHICLES

Volunteer Driver Pool

The Superintendent or his/her designee will provide information including the District form to parents/guardians that have expressed a willingness to provide transportation to and from school and school-related activities. The form should be accompanied by a brief explanation of the pattern of liability under New Jersey's No Fault Law.

The form shall include spaces for:

1. Name, address, home and cell phone numbers and willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;
5. Hours during which the parent/guardian is generally available;
6. Schools and grades of children, their activities or other interests;
7. Any particular interests of the parents/guardians not reflected in their children's participation;
8. Restrictions, such as number of children or grade levels that the parent/guardian is willing to transport.

Forms are to be returned to the homeroom teacher and forwarded to the respective Building Principal or his/her designee to be sorted and collated. Individuals approved will be compiled on a Master List. Authorization may be withdrawn at the discretion of the Superintendent or his/her designee.

At the annual Opening Day Faculty Meeting conducted by the Building Principal, information and forms will be provided to staff members interested in voluntarily providing transportation to and from school and school-related activities for students.

Form will include:

1. Name, address, home and cell phone numbers and willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;
5. Times at which teacher/administrator will be available;

6. Activities supervised or in which teacher/administrator has an interest;
7. Restrictions, such as number of children or grade levels the staff member is willing to transport.

Forms will be returned to the Superintendent or his/her designee to be sorted and collated. Individuals approved will be compiled on a Master List. Authorization may be withdrawn at the discretion of the Superintendent or his/her designee.

Transportation of Pupils by District Personnel as Part of Assigned Duties

A card shall be kept on file in the Superintendent or his/her designee's office for each employee who transports pupils in a passenger vehicle as part of his/her assigned duties. Information on the card shall include:

1. Name, address, home phone number;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier.

Approval of Activities

A. Board approval for is required for all interscholastic competitions, field trips, and special away-from-school activities, either as a listing or item by item as they occur.

B. At the time of approval, a determination should be made as to whether volunteer transportation will be used.

All volunteers must be from the Superintendent or his/her designee's Master List. Last minute recruitment of drivers without proper safeguards is prohibited.

Selection of Volunteer Drivers and Assignment of Pupils

When the Superintendent or his/her designee has confirmed the date of the event and the number of pupils, he/she will attempt to secure drivers to accommodate them.

In assigning pupils to volunteer drivers, the Superintendent or his/her designee will take into account:

1. Grade level and number of pupils if driver has expressed limitations;
2. Location of pupil residences in relation to driver if pupils are to be delivered home.

Supervision of Pupils at Activities

When the pupils will become part of a larger group on arrival at their destination, the driver will deliver them to the faculty member or other chaperone in charge, who will be responsible for the pupils at the activity. If the driver is one of the faculty members or chaperones, he/she will assume those duties on joining the group.

When the driver is the sole adult, he/she shall remain with the group for the entire period.

The driver has the same authority over them as a member of the teaching staff, and that appropriate penalties will be imposed for infractions of the district's code of conduct or pupil discipline policy

Safety in Pickup, Transit and Drop-off

When the transportation director has assigned the pupils to their drivers, he/she shall prepare a sheet for each driver listing the pupils, the pickup time and place, the activity time and place, directions to the activity, arrangements for drop-off, arrangements for supervision of the pupils at the activity, arrangements for picking up the pupils after the activity, instructions as to time and place of final drop-off, and a copy of the district's policy/regulations on pupil bus conduct. The sheet shall include emergency telephone numbers at which the driver can reach an administrator of the school, and, if possible, other persons at the activity, should it become necessary.

- A. Pickup place will in most instances be the school. It will be the responsibility of the pupils' parents/ guardians to deliver the pupils to the assigned pickup place at the proper time. Parents/guardians are responsible for supervision of their children until the driver arrives, unless the children are being loaded during school hours, in which case appropriate faculty will be responsible until the vehicle departs. When children are being transported in more than one private vehicle or a combination of district and private vehicles, the faculty member in charge of the expedition is responsible for accounting for all the children. No child shall enter a vehicle on the traffic side.
- B. In transit, the driver shall keep the doors locked and the windows at a safe level. All pupils shall use seat belts. General rules of pupil conduct will be those of the district's regular policy on bus conduct.
- C. On arrival at the activity, the driver will drop off the pupils according to directions. In no event shall a pupil exit from a vehicle on the traffic side.
- D. On leaving the activity, the driver shall be sure he/she has all of the same children he/she started with. At activities where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all pupils are accounted for at time of departure.
- E. Final drop-off place shall usually be the school. Parents/guardians will have been informed of the time of the drop-off, and will be responsible for providing transportation home for their own child. In the event that pupils are to be delivered to their door, the driver should wait until the pupil has entered the outer door before driving off.

Reimbursement

All tolls for highways, bridges, tunnels, etc., will be reimbursable on presentation of a receipt. Parking charges are reimbursable on presentation of either the lot ticket or a voucher, if a meter was used. The district will not reimburse for mileage or activity entrance fees for volunteers on volunteer trips.

Date: April ____, 2012

Legal References:

N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil actions

N.J.S.A. 18A:39-20.1 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

N.J.A.C. 6A:27-1.5 Insurance

N.J.A.C. 6A:27-7.6 Transportation to and from related school activities

N.J.A.C. 6A:27-7.7 Parent transporting his or her own child or children

Possible
Cross References:

| | |
|---------------|---|
| 3541.31 | Privately Owned Vehicles |
| 5020 | Role of parents/guardians |
| 6145 | Extracurricular activities |
| 6145.1/6145.2 | Intramural competition; interscholastic competition |
| 6153 | Field trips |

May 29, 2012

05-29-10 AD – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached Line Item Transfers for the month of April, 2012.

JJR

es

May 29, 2012

05-29-11AD – On recommendation of the Superintendent and the Committee of the Whole, please move the board adopt the Financial Accounting for Local and State School Systems by the National Center for Education Statistics for the 2012-2013 school year.

JJR

es

May 29, 2012

05-29-12AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint John J. Recchinti as Secretary of the Board, Custodian of Records and District Purchasing Agent with a bid limit of \$36,000.00 from July 1, 2012 to June 30, 2013 as per the attached RESOLUTION.

JJR

es

May 29, 2012

05-29-13AD - On recommendation of the Superintendent and the Committee of the Whole, please move to appoint Ellen Sickler as the Acting Board Secretary of the Pennsville Board of Education for emergency purposes for the 2012-2013 school year.

JJR

May 29, 2012

05-29-14AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint John F. Willadsen as Treasurer of School Moneys from July 1, 2012 to June 30, 2013 at an annual fee to be determined when negotiations are complete.

JJR

es

May 29, 2012

05-29-15AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve and authorize the following signatories on behalf of the Pennsville Township Board of Education for the Valley Park School Fund held at Pennsville National Bank effective June 28, 2012:

Bobbie-Ann Jordan
Wendy Hankin

JJR

es

May 29, 2012

05-29-16AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board approve the attached Joint Purchasing Agreement with Pittsgrove Township Board of Education for the 2012-2013 school year for the purchase of paper, materials, and supplies.

JJR

es

May 29, 2012

05-29-17AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint the following Integrated Pest Management Coordinators for the Pennsville Board of Education effective July 1, 2012 – June 30, 2013:

Administration Building
Central Park Elementary School
Penn Beach Elementary School
Valley Park Elementary School
Pennsville Middle School
Pennsville Memorial High School

John J. Recchinti
Julia Walls
Mark Zoppina
Bobbie Ann Jordan
Sheila R. Burris
Matthew McFarland

JJR

es

May 29, 2012

05-29-18AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached “Public Employer Trust Agreement” for the policy period of July 1, 2012 – June 30, 2013 with Brown and Brown Benefit Advisors.

JJR

es

May 29, 2012

05-29-19AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached Shared Services Agreement with Sterling High School Board of Education, Somerdale, New Jersey.

JJR

es

May 29, 2012

05-29-20AD - On recommendation of the Superintendent and the Committee of the Whole, please move to award the Student/Athletic Accident Insurance program, Full Excess plan which includes all sports with a Base Plan limit of \$1,000,000.00 for the 2012-2013 school year to GCSSDJIF at their quotation of \$27,952.00.

JJR

es

May 29, 2012

05-29-21AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the maximum travel expenditure amount of \$75,000.00 for the 2012-2013 school year. The board has elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount. The maximum travel expenditure amount for 2011-2012 is \$75,000.00 of which \$25,440.00 has been expended as of April 30, 2012.

JJR

May 29, 2012

05-29-22AD – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached Itinerant/Shared Services Agreement with the Salem County Special Services School District for the 2012-2013 school year.

JJR

May 29, 2012

05-29-23AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached Agreement for Services with Mid Atlantic States Career and Education Center for the period of July 1, 2012 – June 30, 2013 for the provision of services as delineated in “Attachment A” of the agreement at a cost of \$10,000.00.

JJR

es

May 29, 2012

05-29-24AD – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached Salem County Arts, Science and Technology Academies Host Site Partnership Agreement with the Salem County Vocational Technical Schools for the 2012-2013 school year.

JJR

es

May 29, 2012

05-29-25AD – On recommendation of the Superintendent, please move to approve a contract with Bayada Nurses of Millville, New Jersey for the provision of 1-1 nursing services for one student effective July 1, 2012 through June 30, 2013 at the hourly rate of \$39.00 per hour for LPN services/\$49.00 per hour for RN services.

JJR

es

May 29, 2012

05-29-26 AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint John R. Lawrence, MD/Christiana Care Health Services, of Carney's Point, New Jersey as School Physician from July 1, 2012 to June 30, 2013 at the rate of \$12,500.00 per year.

JJR

es

May 29, 2012

05-29-27 AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint Ball, Buckley and Seher, LLP, of Woodbury, New Jersey as Auditor from July 1, 2012 to June 30, 2013 at a fee of \$19,200.00 for the annual audit and accept their peer review letter as attached for the 2011-2012 school year.

JJR

es

May 29, 2012

05-29-28 AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint Remington & Vernick Engineers of Haddonfield, New Jersey as Engineer of Record from July 1, 2012 to June 30, 2013 at the Project Engineer rate of \$140.00 per hour.

JJR

es

May 29, 2012

05-29-29 AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint Comegno Law Group, P.C. of Moorestown, New Jersey as Solicitor from July 1, 2012 to June 30, 2013 at the retainer fee of \$750.00 per Board of Education meeting and an hourly rate of \$175.00 for additional services.

JJR

es

May 29, 2012

05-29-30 AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board appoint Comegno Law Group, P.C. of Moorestown, New Jersey as Negotiator from July 1, 2012 to June 30, 2013 as follows:

Phase I \$15,000.00

Review of current agreement, analysis, consultation with benefits broker, development of recommendations for the CBA proposal, meetings with Board's negotiations committee and Administration and up to 5 sessions with **PEA** (including prep time and follow-up)

Phase II \$ 1,500.00

Additional sessions/mediation/Fact Finding sessions

Phase III \$175.00 per hour

Additional representation until settlement

and

Phase I \$15,000.00

Review of current agreement, analysis, consultation with benefits broker, development of recommendations for the CBA proposal, meetings with Board's negotiations committee and Administration and up to 5 sessions with **PAA** (including prep time and follow-up)

Phase II \$ 1,500.00

Additional sessions/mediation/Fact Finding sessions

Phase III \$ 175.00 per hour

Additional representation until settlement

JJR

es

May 29, 2012

05-29-31AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve and adopt the attached **RESOLUTION** regarding contracts with approved State contract vendors for the 2012-2013 school year.

JJR

es

May 29, 2012

05-29-32 AD - On recommendation of the Superintendent, please move to approve and adopt the following **RESOLUTION** regarding professional service contracts:

R E S O L U T I O N

BE IT RESOLVED, that the Pennsville Board of Education met on May 29, 2012 and awarded the following contracts for professional services pursuant to 18A:18A.5.a(1). The contract period for all of the contracts listed below is one year in duration - July 1, 2012 - June 30, 2013. The resolution of award and the contracts listed below are available for public inspection at the Office of the Board Secretary located at 30 Church Street, Pennsville, New Jersey, 08070 from 9:00 am to 3:00 pm Monday through Friday:

| Name | Nature of Award | Contract Amount |
|--|------------------------|-------------------------------------|
| Comegno Law Group, P.C. | Solicitor Services | \$750.00/board meeting |
| | Additional Services | \$175.00/hour |
| | Negotiator | \$15,000.00 Phase I PEA |
| | | \$1,500.00 Phase II PEA |
| | | \$175.00/hour PEA |
| | | \$15,000.00 Phase I PAA |
| | | \$1,500.00 Phase II PAA |
| | | \$175.00/hour PAA |
| Ball, Buckley & Seher LLC | Auditor | \$19,200.00 |
| Remington & Vernick | Engineer | \$140.00/hour (Project Engineer) |
| John R. Lawrence, MD/ Christiana Care Family Medicine Center | School Physician | \$12,500.00/year |

May 29, 2012

05-29-1AP On recommendation of the Superintendent and the Committee of the Whole, move to please approve the attached contract with Educational Travel Tours, Inc. for the 2012 – 2013 senior class trip (April 22-26, 2013) to Disney World at a student cost of \$1,074.

MTJ

kag
05/14/12

May 29, 2012

05-29-2AP On recommendation of the Superintendent and the Committee of the Whole, move to please approve eight (8) summer work days for Susan Weaver, Middle School Counselor, to be paid at her per diem rate.

MTJ

kag
05/14/12

May 29, 2012

05-29-3AP On recommendation of the Superintendent and the Committee of the Whole, move to please approve the following coaches for the 2012-2013 school year at the contractual stipends to be determined when negotiations are complete.

| | |
|-----------|--|
| Football: | Ryan Wood – Head Coach Jeffrey Fulmer – Asst. Coach Howard Herrmann – Asst. Coach Michael Hoyt – Asst. Coach J. B. Cooksey – Asst. Coach |
|-----------|--|

| | |
|----------------------------|------------------|
| Fall Cheerleading Advisor: | Stephanie Farmer |
|----------------------------|------------------|

| | |
|--------------|--|
| Boys' Soccer | Kevin Mulhern – Head Coach Eric Mulford – Asst. Coach |
|--------------|--|

| | |
|---------------|--|
| Girls' Soccer | Jill Schoenberg – Head Coach Lisa Doran – Asst. Coach |
|---------------|--|

| | |
|---------------|--|
| Cross Country | Geoffrey Shute – Head Coach John Maniglia – Asst. Coach |
|---------------|--|

| | |
|--------------------|--------------------------|
| Cross Country Club | Geoff Shute (no stipend) |
|--------------------|--------------------------|

| | |
|--------------|---|
| Field Hockey | Carol Penn – Head Coach Alicia Chiaradonna – Asst. Coach |
|--------------|---|

| | |
|---------------|---|
| Girls' Tennis | Daniel LaMont – Head Coach Patricia Mulligan – Asst. Coach |
|---------------|---|

| | |
|----------------------|------------------|
| Winter Cheer Advisor | Stephanie Farmer |
|----------------------|------------------|

| | |
|------------------|---|
| Boys' Basketball | Kevin Mulhern – Head Coach Matt Karr – Asst. Coach |
|------------------|---|

| | |
|------------------|---|
| Girls Basketball | Lisa Doran – Head Coach Alicia Chiaradonna – Asst. Coach |
|------------------|---|

| | |
|--------------|---|
| Winter Track | Geoff Shute – Head Coach John Maniglia – Asst. Coach |
|--------------|---|

| | |
|-----------|--|
| Wrestling | Dan LaMont – Head Coach Frank Smith – Asst. Coach |
|-----------|--|

COACHES (Continued)
(3AP)

| | |
|------------------------|--|
| Baseball | Matt O'Brien – Head Coach Justin Hoyt – Asst. Coach Chris Widger – Asst. Coach |
| Softball | Beth Jackson-DiEnno – Head Coach Lisa Doran – Asst. Coach Kelly Whitzell – Asst. Coach |
| Boys' Tennis | Patricia Mulligan – Head Coach Kevin Mulhern – Asst. Coach |
| Golf | Jeffrey Fulmer – Head Coach |
| Boys' Track and Field | John Maniglia – Head Coach Geoff Shute – Asst. Coach |
| Girls' Track and Field | Alicia Chiaradonna – Head Coach Bruce Maahs – Asst. Coach |

MTJ

kag
05/14/12

May 29, 2012

05-29-4AP On recommendation of the Superintendent and the Committee of the Whole, move to please approve the following Elementary After-School Choir Personnel for the 2012 – 2013 school year at the stipends listed.

- Choir Director for Penn Beach – Theresa Hooks (\$1,000)
- Choir director for Central Park – Theresa Hooks (\$1,000)
- School Nurse for Penn Beach Choir – Brett Gemberling (\$950)
- School Nurse for Central Park Choir – Jennifer Webb (\$950)

MTJ

kag
05/14/12

05-29-5AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve Matthew Leino, Teacher of Mathematics at PMHS, as proctor for the Summer Credit Completion Program, from July 9, 2012 to July 12, 2012, and July 16, 2012 to July 19, 2012 (8 days total – 8:00 am to 12:00 noon each day), at the contractual rate of \$31.15 per hour worked.

MTJ

kag
05/14/12

May 29, 2012

05-29-6AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the formation of a Middle School Cheerleading Club, for the 2012 – 2013 school year.

MTJ

kag
05/14/12

May 29, 2012

05-29-7AP On recommendation of the Superintendent and the Committee of the Whole, move to please move to employ Mary Nucifore as a Teacher of Grade 3, from September 1, 2012 through June 30, 2013, on Step 2 of the Bachelor's Guide at a salary to be determined when negotiations are complete.

MTJ

kag
05/14/12

May 29, 2012

05-29-8AP On recommendation of the Superintendent and the Committee of the Whole, move to please move to re-employ Nancy Gibau as Child Study Team Coordinator for the 2012-2013 school year at a contractual annual stipend to be determined when negotiations are complete.

MTJ

kag
05/14/12

May 29, 2012

05-29-9AP On recommendation of the Superintendent and the Committee of the Whole, move to please move to employ Margaret Wexler as a School Counselor, Pennsville Middle School, from September 1, 2012 through June 30, 2013, on Step 5 of the Master's Guide at a salary to be determined when negotiations are complete.

MTJ

kag
05/14/12

May 29, 2012

05-29-10AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following field trips:

1. AR Trip
2. MS Student Council Trip
3. Math Event

MTJ

kag
05/14/12

May 29, 2012

05-29-11AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the enrollment of Pennsville Memorial High School as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) for the 2012 – 2013 school year and the payment of dues for that period in the amount of \$2,150.

MTJ

kag
05/14/12

May 29, 2012

05-29-12AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the establishment of a Multiple Disabilities special education program at PMHS for the 2012 – 2013 school year.

MTJ

May 29, 2012

05-29-13AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following extra-curricular advisors for the 2012 – 2013 school year at stipends to be determined when negotiations are complete.

| | |
|------------------------------------|-----------------------------------|
| ART CLUB | Greg Greenzweig |
| CHORAL DIRECTOR | Darrin Peters |
| CHOREOGRAPHER | Darrin Peters |
| DRAMA CLUB | Darrin Peters |
| DRAMATICS ADVISOR | Darrin Peters |
| DUPONT ACADEMIC LEAGUE | Greg Greenzweig |
| EIGHTH GRADE ADVISORS (2) | Danielle Khairzada Julie Whyte |
| FBLA | Candelle Richman |
| FRESHMAN CLASS (2016) ADVISORS (2) | Brian Dalzell Alyssa Phillips |
| GAY-STRAIGHT ALLIANCE (No Stipend) | Amy Baran |
| GERMAN CLUB | Keith Lewis |
| HS CONCERT BAND | John Carpenter |
| HS MARCHING (Pep) BAND DIRECTOR | John Carpenter |
| HS ORCHESTRA DIRECTOR | Lisa Miller |
| HS STUDENT COUNCIL | Michelle Mesghali Tracy Turner |
| HS VISUAL AIDE | Amy Baran |

| | |
|-------------------------------------|---|
| JUNIOR CLASS (2014) ADVISORS (2) | Jacqueline Hemdani Keith Lewis |
| LITERARY MAGAZINE | Heather Graff |
| MOCK TRIAL | Patricia Mulligan |
| MS BAND DIRECTOR | Kyle Baker |
| MS ORCHESTRA | Kyle Baker |
| MS SCIENCE FAIR ADVISORS (2) | Cherie Burns Melanie Polk |
| MS STUDENT COUNCIL | Kyle Baker |
| MS VISUAL AIDE | John Maniglia |
| MULTI-CULTURAL CLUB | Joseph Kille |
| MUSICAL DIRECTOR | Darrin Peters |
| NATIONAL HONOR SOCIETY | Colleen Fulmer |
| NEWSPAPER ADVISOR | Alison Hyland |
| PMHS SCIENCE FAIR ADVISORS (2) | Robert Belding Jennifer Dubarry-Paul |
| RENAISSANCE CLUB (No Stipend) | Michelle Mesghali |
| SENIOR CLASS (2013) ADVISORS (2) | Candelle Richman Adam Slusher |
| SEVENTH GRADE ADVISORS (2) | Mary Denaxas Martha Hovanec |
| SIXTH GRADE ADVISORS (2) | Maria LaTorre Jill Schoenberg |
| SOPHOMORE CLASS (2015) ADVISORS (2) | John Carpenter |
| SPANISH CLUB | Jackie Hemdani |
| STAGE MANAGERS (2) | Kyle Baker John Carpenter |
| TRI-M MUSIC SOCIETY | Larry Brody |
| TSA | Rose Hoffman |
| YEARBOOK ADVISORS (2) | Susan Bobjak Patricia Mulligan |

MTJ

May 29, 2012

05-29-14AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve payment for the following mentors for the 2011-2012 school year:

| | | |
|----------------------|----------------------|------------------|
| Kyle Baker | (Kara Villanelli) | \$550 |
| Pamela Congleton | (Ashley Robb) | \$550 |
| Pamela Congleton | (Nicole Chiacchio) | \$370 (20 weeks) |
| Susan Conway | (Jaclyn Davis) | \$550 |
| Susan Conway | (Mary Nucifore) | \$550 |
| Colleen Fulmer | (Anne Porcelli) | \$550 |
| Christine Matylewicz | (Frank Ferro) | \$550 |
| Richard O'Neal | (Michael DeFillipis) | \$550 |
| Nicholas Ramos | (Brian Dalzell) | 550 |
| Candelle Richman | (Julie Powers) | \$185 (10 weeks) |
| Terry Tancredi | (Jenai Gonzales) | \$550 |
| Gloria Walters | (Jessica Haenn) | \$370 (20 weeks) |

MTJ

kag
05/15/12

May 29, 2012

05-29-15AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the contractual annual degree stipend of \$325, retroactive to March 1, 2012 to June 30, 2012, for Lorraine Beyl, Paraprofessional at Valley Park, for the completion of 75 undergraduate credits.

MTJ

kag
05/15/12

May 29, 2012

05-29-16AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve Allison Tessing as a Substitute Teacher for the 2011 – 2012 school year.

MTJ

kag
05/15/12

May 29, 2012

05-29-17AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve an unpaid leave of absence for Susan Graziano, Teacher of English (PMHS) from September 21, 2012 through November 23, 2012.

MTJ

kag
05/14/12

May 29, 2012

05-29-18AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following volunteers for the 2011 – 2012 school year.

- Sherry Dougherty
- Michele Yangello

MTJ

kag
05/14/12

May 29, 2012

05-29-19AP On recommendation of the Superintendent and the Committee of the Whole, please move to rescind the employment of Sherry MacGrath, Lunch Aide at Valley Park, for the 2012 – 2013 school year.

MTJ

kag
05/15/12

May 29, 2012

05-29-20AP – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following outgoing tuition students for the 2011-2012 school year:

| | | |
|-----------|--------------------|--------------------------------|
| 1 student | School: | Bankbridge Development Center |
| | Grade: | Pre-K |
| | Effective Dates: | April 11, 2012 – June 30, 2012 |
| | Tuition: | \$31,680.00 per year |
| | Out of County Fee: | \$ 3,000.00 |
| 1 student | School: | Bankbridge School |
| | Grade: | Pre-K |
| | Effective Dates: | May 14, 2012 – June 30, 2012 |
| | Tuition: | \$31,680.00 per year |
| | Out of County Fee: | \$ 3,000.00 |
| 1 student | School: | Bankbridge School District |
| | Grade: | Pre-K |
| | Effective Dates: | May 16, 2012 – June 30, 2012 |
| | Tuition: | \$31,680.00 per year |
| | Out of County Fee: | \$ 3,000.00 |

JJR

May 29, 2012

05-29-21AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve homebound instruction for the following student:

Student : Place: Home
Grade: Pre-K 3
Dates: May 21, 2012 – End of School Year (June 2012)
Hours: 5 hours per week
Rate: \$31.15 per hour
Instructor: Julia Danks

MTJ

kag
05/16/12

May 29, 2012

05-29-22AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following staff for the elementary Summer Basic Skills Remedial program at Penn Beach School at the rate of \$31.15 per hour worked, effective Monday – Thursday, 8:00 am to 12:00 pm, July 9, 2012 through August 2, 2012:

- Kristy Shimp – Teacher/Coordinator
- Michael DeFillippis
- Melanie Fairfield
- Jennifer Harris
- Melanie Hill
- Kristina Lott
- Linda McKelvey
- Lindsay Mulford
- Marian Sennstrom
- Mary Lou Short
- Cathy Smith
- Gloria Walters

Substitutes:

- Elise McKie
- Jamie O'Brien

MTJ

May 29, 2012

05-29-23AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following staff for the Summer Middle School Basic Skills Remedial Program at Pennsville Middle School at the rate of \$31.15 per hour worked, effective Monday – Thursday, July 9, 2012 through August 2, 2012:

- Mary Denaxas – Language Arts
- Frank Ferro – Language Arts
- Kelly Dorsey - Mathematics
- Beth Jackson-DiEnno – Mathematics

MTJ

kag
05/16/12

May 29, 2012

05-29-24AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve summer work for the following guidance counselors at their per diem rate:

- Lisa Colna – 5 days
- Jerry Grasso – 5 days
- Susan Weaver – 5 days

MTJ

kag
05/18/12

May 29, 2012

05-29-25AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve summer tutoring for the following students:

Student #1 : Place: Home
Grade: 12
Dates: July 9, 2012 – August 16, 2012
Hours: 2 hours per week (1 hr. English, 1 hr. Math)
Rate: \$31.15 per hour
Instructors: Sandra Allen, Susan Bobjak

Student #2: Place: Home
Grade: 12
Dates: July 9, 2012 – August 16, 2012
Hours: 2 hours per week (1 hr. English, 1 hr. Math)
Rate: \$31.15 per hour
Instructors: Sandra Allen, Susan Bobjak

MTJ

kag
05/18/12

May 29, 2012

05-29-26AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve summer 2012 employment for the following Child Study Team personnel at their per diem rate:

- Rita Bennett (10 days)
- Alicia Chiaradonna (20 days)
- Jennifer Cayer-Johnson (20 days)
- Nancy Gibau (30 days)

MTJ

kag
05/18/12

May 29, 2012

05-29-27AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following staff for the Summer Special Education Pre-School/Elementary (to be held at Valley Park), and Middle School (Pennsville Middle School) Extended Year Programs at their hourly rate, effective Monday – Thursday, 8:00 am – 12:00 pm, from July 9, 2012 – August 2, 2012:

Teachers:

- Pamela Congleton (Teacher/Coordinator)
- Rachael Cowdrick
- Julia Danks
- Joanne Ercoli
- Monika Hall
- Danielle Khairzada
- Lauren Miller
- Dana Olcott

Paraprofessionals:

- Lorraine Beyl
- June Boos
- Carol Dolbow
- Lisa Doran (paraprofessional rate)
- Kimberly Gallagher
- Susan Hopely
- Eugenia Niblock
- Jill Schoenberg (paraprofessional rate)
- Kathryn Stafford
- Suzanne Travis

Nurses:

- Charlotte Humphreys
- Judy Pollock (sub rate \$20/hour)

MTJ

kag
05/21/12

May 29, 2012

05-29-28AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following required related services for the Special Education summer programs, effective Monday – Thursday, July 9, 2012 through August 2, 2012, for 6 – 10 hours per week, at the following rates:

- Occupational Therapy – Gerry Marini (\$68/hour)
- Physical Therapy – Bridget O'Brien (\$65/hour)
- Speech/Language Therapist – Carolina Biebel (\$75/hour)
- Speech/Language Therapist – Susan Burstein (per diem)

MTJ

kag
5/21/12

May 29, 2012

05-29-29AP On recommendation of the Superintendent and the Committee of the Whole, please move to accept 2012 summer school credits from the following state-certified summer school programs:

- Salem High School
- Salem County Vocational School (hybrid virtual program)
- Glassboro High School
- Vineland High School

MTJ

kag
5/21/12

May 29, 2012

05-29-30AP On recommendation of the Superintendent and the Committee of the Whole, please move to approve the extension of Speech Services of Carolina Biebel, at a rate of \$75 per hour, at a cost not to exceed \$2,500, effective September 1, 2011 through June 30, 2012.

MTJ

kag
5/21

May 29, 2012

05-29-01 OP – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached Use of Facilities Rental Fees Schedule effective July 1, 2012.

JJR

es

PENNSVILLE BOARD OF EDUCATION USE OF FACILITIES RENTAL FEES SCHEDULE EFFECTIVE 7/1/12

| | |
|--------------------------------------|------------------------------|
| CAFETERIA – HIGH SCHOOL | \$150.00 Daily |
| CAFETERIA – MIDDLE SCHOOL | \$200.00 Daily |
| CAFETERIA – ELEMENTARY | \$100.00 Daily |
| KITCHEN | \$100.00 Daily |
| KITCHEN STAFF | Contact Food Service Company |
| CLASSROOM | \$ 50.00/Room–Daily |
| AUDITORIUM | \$300.00 Daily |
| EQUIPMENT OPERATOR/ STAGE MANAGER | \$ 33.00/Hour per Employee |
| STAGE CREW | \$ 7.25/Hour per Student |
| GYM – HIGH SCHOOL | \$300.00 Daily |
| GYM – MIDDLE SCHOOL | \$200.00 Daily |
| GYM – ELEMENTARY SCHOOL | \$100.00 Daily |
| ATHLETIC FIELD | \$250.00 Daily |
| | Security NOT Included |
| CUSTODIAN A/GROUNDSKEEPER | \$45.00/Hour per Employee |
| CUSTODIAN B | \$40.00/Hour per Employee |

Daily = Per Calendar Day

May 29, 2012

05-29-2 OP – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached list of bids for the May 21, 2012 school district equipment sale for a total of \$2,531.12.

JJR

PENNSVILLE BOARD OF EDUCATION
EQUIPMENT SALE RESULTS
MAY 21, 2012

| | |
|---------------------------------|------------|
| Steven Tyson | \$ 100.00 |
| David Husarik | \$ 106.50 |
| Ellen Sickler | \$ 26.05 |
| Bruce Samuels | \$ 420.00 |
| Kashima Bell | \$ 36.00 |
| Randy Taylor | \$ 129.00 |
| Brian Savage | \$ 119.07 |
| Computer Recycler of Eastern PA | \$1,500.00 |
| Brent Wylie | \$ 38.00 |
| Eric Pankok | \$ 20.00 |
| Rick Leone | \$ 10.00 |
| Scott Mason | \$ 6.00 |
| Gail Nugent | \$ 8.00 |
| Mark Zoppina | \$ 12.50 |

| | |
|-------|------------|
| TOTAL | \$2,531.12 |
|-------|------------|

May 21, 2012

05-21-1NB - On recommendation of the Superintendent please move the board to award a contract for the Pennsville High School Roof Renovation Project, to Gen II Contracting Co. of Clarksburg, New Jersey at their base bid price plus alternate add A1, A2, and A3 prices for the total amount of \$286,907.50.

JJR

jr
5/21/12

May 21, 2012

05-29-2NB On recommendation of the Superintendent, please move to approve the following workshops, meals plus mileage not to exceed the state travel reimbursement requirements established by the Department of the Treasury:

- Bobbie-Ann Jordan (Principal - Valley Park) to attend "Non-Violent Crisis Intervention" in White Plains, NY, on June 12-15, 2012, at a registration cost of \$1,899 plus hotel costs not to exceed \$1,000.
- Charlotte Humphries (Nurse Practitioner – Valley Park) to attend "Non-Violent Crisis Intervention" in White Plains, NY, on June 12 – 15, 2012, at a registration cost of \$1,899 plus hotel costs not to exceed \$1,000. Additionally, please approve payment of three (3) days at the contractual overtime rate of \$31.15 per hour, 8 hours per day, not to exceed \$747.60.

MTJ

kag
05/17/12