

PENNSVILLE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
APRIL 30, 2012

file
Public

- 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 19, 2012
 - 1. REGULAR SESSION
 - 2. CLOSED SESSION
 - B. March 26, 2012
 - 1. REGULAR SESSION
 - 2. CLOSED SESSION
- VI. SECRETARY'S REPORT
 - A. February, 2012
- VII. TREASURER'S FINANCIAL REPORT
- VIII. COMMUNICATIONS
- IX. SUPERINTENDENT'S REPORT
 - A. 8th Grade Dialogue Student Recognition – 4/30 (Aimee Ridgway)
 - B. Lacrosse Program – 4/30 (Jamison Thomas)
 - C. Approve Fire/Security Drills
 - D. Approve School Bus Evacuation Drill Reports
 - E. Approve Workshop Report
- X. MOTION TO ACCEPT SUPERINTENDENT'S REPORT

XI. 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.

XII. ACTION ITEMS

A. ADMINISTRATION/POLICY

- 1AD - Approve General Fund Invoices
- 2AD - Approve Payroll Invoices
- 3AD - Certify Secretary's Report
- 4AD - Accept Retirement – Edna B. Norris
- 5AD - Approve Lease Agreement
- 6AD - Approve Agreement for Services
- 7AD - Approve Fees and Tuition
- 8AD - Approve Requisition for Taxes
- 9AD - Approve Annual Tuition Rates
- 10AD - Accept Donation to PMHS Academic Team
- 11AD - Approve Contract
- 12AD - Approve Line Item Transfers
- 13AD - Accept Donation to Music Department
- 14AD - Re-employ Business Administrator
- 15AD - Re-employ Tenured Administrators
- 16AD - Re-employ Julia Walls
- 17AD - Re-employ Alicia Busillo
- 18AD - Re-employ David Bonowski
- 19AD - Re-employ Tenured Executive Secretaries
- 20AD - Re-employ Tenured Secretaries
- 21AD - Re-employ Tenured Supervisors
- 22AD - Re-employ Sandra Allen
- 23AD - Appoint Affirmative Action Officer
- 24AD - Appoint Alternate Affirmative Action Officer
- 25AD - Re-employ Technology Facilitator

- 26AD - Re-employ Student Information Technology Technician
- 27AD - Re-employ Technology Technician
- 28AD - Re-employ Clerical Aide
- 29AD - Re-employ Substitute Callers
- 30AD - Re-employ Meredith Sobelman
- 31AD - Re-employ Teresa Cruice
- 32AD - Second Reading – Regulation #6173R
- 33AD - Second Reading – Policy #6147
- 34AD - Second Reading – Policy #6164.2
- 35AD - Second Reading – Policy #6164.4
- 36AD - Second Reading – Policy #6164.1
- 37AD - Second Reading – Regulation 6164.4R
- 38AD - Second Reading – Policy #6164.11
- 39AD - Second Reading – Regulation #6172R
- 40AD - Second Reading – Policy #6171.3
- 41AD - Second Reading – Policy #1200
- 42AD - Second Reading – Policy #1330
- 43AD - First Reading – Regulation #6161.2R
- 44AD - First Reading – Regulation #3541.31R
- 45AD - First Reading – Policy #3541.31
- 46AD - Accept Donation – Central Park
- 47AD - Approve Homeless Student Agreement
- 48AD - Re-employ Karen Driscoll
- 49AD - Re-employ Donna Dickhart
- 50AD - Approve Resolution for District Taxes
- 51AD - Approve Resolution for Debt Service Taxes
- 52AD - Re-employ Director of Instruction
- 53AD - Approve 2012-2013 School Calendar
- 54AD - Approve Contract – Science Lab Renovation
- 55AD - Approve Line Item Transfers

B. ACADEMIC PROGRAMS

- 1AP - Approve Outgoing Tuition
- 2AP - Approve Transfer – Dion Romolini
- 3AP - Approve Tuition Reimbursements
- 4AP - Accept Resignation – Jennifer Robinson
- 5AP - Accept Resignation – Nickolas Raddi
- 6AP - Approve Volunteer
- 7AP - Approve Middle School Program
- 8AP - Approve Home Instruction
- 9AP - Re-employ Tenured Teachers
- 10AP - Re-employ Non-Tenured Teachers

- 11AP - Re-employ Dana Olcott
- 12AP - Re-employ Lynda Carney
- 13AP - Re-employ Julia Danks
- 14AP - Re-employ Monika Hall
- 15AP - Re-employ Laurie Hyatt
- 16AP - Re-employ Jennifer Paul
- 17AP - Re-employ Cristina Martin
- 18AP - Re-employ Paraprofessionals
- 19AP - Re-employ Piano Accompanist
- 20AP - Re-employ Lunch Aides/Hall Monitors
- 21AP - Approve Field Trips
- 22AP - Approve Workshop
- 23AP - Approve Transfer – Susan Weaver
- 24AP - Approve Unpaid LOA – Laurie Hyatt
- 25AP - Approve Contract Extension – Nicole Chiacchio
- 26AP - Approve Applications – Basic Skills/Title I Summer Program
- 27AP - Approve Applications – Extended Year Special Education
- 28AP - Accept Retirement – Barbara Lawrence
- 29AP - Accept Retirement – Robert Lawrence
- 30AP - Approve Unpaid LOA – Megan McHenry
- 31AP - Approve Unpaid LOA – Lindsay Mulford
- 32AP - Approve Contract Extension – Jessica Haenn
- 33AP - Approve Transfer – Cynthia Madara
- 34AP - Approve Instructional Hockey Program
- 35AP - Employ Jennifer Lane

C. OPERATIONS/BUILDING/SECURITY

- 1OP - Approve Transportation Contract
- 2OP - Re-employ Tenured Maintenance Workers
- 3OP - Re-employ Non-Tenured Maintenance Workers
- 4OP - Employ Summer Maintenance Workers

XIII. NEW BUSINESS

- 1NB - Employ Michelle Mistichelli
- 2NB - Employ Jennifer Webb
- 3NB - Employ Kristi Johnston
- 4NB - Approve State Contracts
- 5NB - Approve Submission of Professional Development Plan
- 6NB - Approve Unpaid LOA – Susan Graziano
- 7NB - Approve Additional Consulting Services

- 8NB - Employ Wendy Hankin
- 9NB - Approve Unpaid LOA – Julie Brown
- 10NB - Approve Application Submission

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
- PMHS - 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 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

XVIX. RECONVENE TO OPEN SESSION

XVX. 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 WORD 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)

April 30, 2012

04-30-01 AD – On recommendation of the Superintendent and the Committee of the Whole, please move to approve payment of April 30, 2012 General Fund invoices in the amount of \$771,412.35 which have been properly signed.

J.J.R.

April 30, 2012

04-30-02AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board approve payment of the March 2012 Payroll and Handwritten Check List for a total of \$2,342,944.78 which has been properly signed.

JJR

es

April 30, 2012

04-30-3AD - 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 March 31, 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

April 30, 2012

04-30-4AD On recommendation of the Superintendent and the Committee of the Whole, please move to accept the retirement of Edna B. Norris, Secretary at the Pennsville Middle School, effective September 1, 2012.

MTJ

kag
04/16/12

April 30, 2012

04-30-5 AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached Lease Agreement with Mid Atlantic States Career and Education Center for the period of July 1, 2012 – June 30, 2013, on a month to month basis, at a cost of \$1,000.00 per month.

JJR

es

April 30, 2012

04-30-6 AD - 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, 2011 – June 30, 2012 for the provision of services as delineated in "Attachment A" of the agreement at a cost of \$10,000.00.

JJR

April 30, 2012

04-30-7 AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached list of 2012-2013 fees and tuition for the Salem County Vocational Technical Schools.

JJR

**SALEM COUNTY VOCATIONAL TECHNICAL SCHOOLS
2012-13 FEES AND TUITION**

Secondary Student Fees

	<u>Resident</u>	<u>Non-Resident</u>
A. Shared Time (1/2 day)	\$ 500	\$ 5,304.50
B. Full Time (full day)	\$1,000	\$10,609.00

Non-resident students are considered on a space available basis when referred and recommended by the resident District Superintendent.

Post Secondary Vocational/Technical Education

The basic education fee for all post high school and postsecondary students is **\$2,200** per semester. A complete breakout of all fees and costs for these programs is contained in the Board of Education policy P8-4.1, 4.2, 4.3, and 4.4.

Business, Corporate, Customized Education Programs

The minimum fee per student shall be **\$10 per hour**, based on a minimum class size of eight (8) students.

New Jersey Regional Day School at Mannington

Regular full-time enrollment, including any career orientation and/or career and technical options that are offered.	\$30,700.00
One-to-One Aide	\$29,500.00

Payment Schedule

All fees for district academy, career, technical and special education programs are payable one month in advance and will be billed to the sending District, or in the case of individual sponsorships, to the parent and/or appropriate agencies in ten (10) equal monthly installments. Full payment in advance is gladly accepted. The Board may approve additional laboratory material fees for high cost programs. Fees for all post secondary and continuing education programs are payable in full prior to the start of classes each semester.

April 30, 2012

04-30-8 AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve and adopt the following **RESOLUTION** concerning Requisition for Taxes:

RESOLUTION

RESOLVED, that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of the Pennsville Board of Education for the next eight (8) weeks is \$2,979,090.50, and that Pennsville Township is hereby requested to place in the hands of the Custodian of School Moneys that amount within the next thirty days in accordance with the statutes relating thereto.

JJR

es

April 30, 2012

04-30-9 AD – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following list of annual tuition rates for the Pennsville Board of Education for the 2012-2013 school year:

Preschool/K	\$10,276.00
Grades 1-5	\$11,041.00
Grades 6-8	\$11,564.00
Grades 9-12	\$13,346.00
Cognitive Moderate	\$ 6,045.00
Learning and/or Language Disabled	\$19,864.00
Behavioral Disabilities	\$12,893.00
Preschool Disabilities-PT	\$22,426.00

JJR

April 30, 2012

04-30-10 AD - On recommendation of the Superintendent and the Committee of the Whole, please move to accept the donation of one QuikPro buzzer system from Salem Community College valued at \$450.00 to the Pennsville Memorial High School Academic Team.

JJR

es

April 30, 2012

04-30-11AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board approve a contract with Advancing Opportunities of Ewing, New Jersey, to conduct assistive technology evaluations as well as training/support services at a cost not to exceed \$5,000.00 for the 2012-2013 school year.

JJR

es

April 30, 2012

04-30-12 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 February, 2012.

JJR

es

April 30, 2012

04-30-13 AD - On recommendation of the Superintendent and the Committee of the Whole, please move to accept the donation of one baby grand piano, valued at \$5,000.00, to the Pennsville Township School District from Jean Michael Gerbout.

JJR

es

April 30, 2012

04-30-14AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ John Recchinti as Business Administrator/Board Secretary, effective July 1, 2012 to June 30, 2013, at a salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-15AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ the attached list of tenured administrators, effective July 1, 2012, to June 30, 2013, at salaries to be determined when negotiations are complete.

**TENURED ADMINISTRATORS
2012 – 2013**

NAME	POSITION
BURRIS, SHEILA	PRINCIPAL - PENNSVILLE MS
CARELS, CAROLYN	ASSISTANT PRINCIPAL - PENNSVILLE MS
JORDAN, BOBBIE-ANN	PRINCIPAL - VALLEY PARK SCHOOL
MCFARLAND, MATTHEW	PRINCIPAL - PMHS
ZOPPINA, MARK	PRINCIPAL - PENN BEACH SCHOOL

MTJ

kag
04/16/12

April 30, 2012

04-30-16AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Julia Walls (who will attain tenure on August 2, 2012) as Principal of Central Park School, effective July 1, 2012 to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-17AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Alicia Busillo (who is non-tenured) as the Assistant Principal of Pennsville Memorial High School, effective July 1, 2012 to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-18AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ David Bonowski as Director of Technology, effective July 1, 2012 to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-19AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ the following tenured executive secretaries, effective July 1, 2012, to June 30, 2013, at salaries to be determined when negotiations are complete.

Suzanne DuBois
Kimberly George
Marie Keating
Patricia Keller
Alexandra Richards
Diane Rottkamp
Ellen Sickler

MTJ

kag
04/16/12

April 30, 2012

04-30-20AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ the following tenured secretaries, effective July 1, 2012, to June 30, 2013, at salaries to be determined when negotiations are complete on the step listed.

**SECRETARIAL SALARIES
2012 - 2013**

NAME	STEP
Allen, Denise	19
Burkentine, Kimberly	18
Chase, Shari	23
Crowley, Sandra	19
Kennedy, Ammey	12
Kimber, Judith	23
Millard, Susan	18
Miller, Barbara	19
Norris, Edna	23

MTJ

kag
04/16/12

April 30, 2012

04-30-21AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ the following tenured supervisors, effective July 1, 2012, to June 30, 2013, at salaries to be determined when negotiations are complete.

Warren Gardner – Supervisor of Related Arts
Jamison Thomas – Supervisor of Health/Phys, Athletic Director

MTJ

kag
04/16/12

April 30, 2012

04-30-22AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Sandra Allen, Supervisor of Math and Science, for the third year, effective July 1, 2012 to June 30, 2013, at a salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-23AD On recommendation of the Superintendent and the Committee of the Whole, please move to appoint Dr. Lori Moore as Affirmative Action Office, Coordinator of Title I and Section 504 Compliance Officer, Public Agency Compliance Office (P.A.C.O.), District Director of Testing and NCLB Coordinator, effective July 1, 2012, to June 30, 2012.

MTJ

kag
04/16/12

April 30, 2012

04-30-24AD On recommendation of the Superintendent and the Committee of the Whole, please move to appoint Jamison Thomas as alternate Affirmative Action Officer, effective July 1, 2012, to June 30, 2013.

MTJ

kag
04/16/12

April 30, 2012

04-30-25AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Susan Bestwick as the Technology Facilitator, effective July 1, 2012, to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-26AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Christie Goss as the Student Information Technology Coordinator, effective July 1, 2012, to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-27AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ John Straub as the Technology Technician, effective July 1, 2012, to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/16/12

April 30, 2012

04-30-28AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Joan Durham at a salary to be determined when negotiations are complete for mail delivery for one hour per day, grocery shopping for four hours per week and delivery of board mail for one hour per week plus 18 hours per week as a part-time clerical aide (copy work), effective September 1, 2012, to June 30, 2013.

MTJ

kag
04/16/12

April 30, 2012

04-30-29AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Alexandra Richards as the substitute teacher/aide caller for the 2012-2013 school year at the rate of \$31 per day worked and also employ Patricia Keller as her substitute at the rate of \$31 per day worked.

MTJ

kag
04/17/12

April 30, 2012

04-30-30AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Meredith Sobelman, Penn Beach Secretary (who is non-tenured and employed for the third year), effective July 1, 2012 to June 30, 2013, on the 7th step of the Secretarial Guide at a salary to be determined when negotiations are complete.

MTJ

kag
04/17/12

April 30, 2012

04-30-31AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Teresa Cruice, Secretary (who is non-tenured and employed for the second year), effective July 1, 2012 to June 30, 2013, on the 6th step of the Secretarial Guide at a salary to be determined when negotiations are complete.

MTJ

kag
04/17/12

April 30, 2012

04-30-32AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Regulation #6173R – Home or Out of School Instruction, and move for adoption.

MTJ

kag
04/17/12

HOME OR OUT OF SCHOOL INSTRUCTION

The Board of Education will provide home or out of school instructional services to pupils enrolled in the Pennsville School District in accordance with applicable State law and regulation, and the provisions of File Code 6173 "HOME OR OUT OF SCHOOL INSTRUCTION" subject to the following procedures and provisions.

I. Parental/Guardian Request For Home Or Out Of School Instruction Due To A Temporary or Chronic Health Condition

1. To request home instruction due to a temporary or chronic health condition, the parent/guardian must submit a written request for such services to their child's Building Principal that includes a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for at least ten (10) consecutive school days or fifteen (15) cumulative school days during the school year;
2. Upon receipt of the parent/guardian's written request, the Building Principal will forward the written request to the Supervisor of Special Programs or his/her designee;
3. The Supervisor of Special Programs or his/her designee will then forward the written request to the District's Physician, who will review the request and need for home instruction. In that capacity, the District Physician may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment. After completing his/her review, the District Physician will issue a written determination to the Supervisor of Special Programs that will either verify the student's need for home instruction or will provide reasons for denial of the request. The District Physician will complete his/her review and issue a written determination to the Supervisor of Special Programs within five (5) school days of his/her receipt of the request and need for home instruction; and
4. Within five (5) school days of the Supervisor of Special Education's receipt of the District Physician's written determination, the Supervisor of Special Education and/or his/her designee will send written notification to the student's parent(s)/guardian(s) notifying them of the District's Physician's verification or reasons for denial of the request.

II. Providing Home or Out of School Instruction

1. In the event the District Physician verifies the need for home or out of school instruction, the District will provide such services within five (5) school days after receipt of the District Physician's verification or, if verification is made prior to the student's confinement, during the first week of the student's confinement to the home or out-of-school setting; and
2. The home or out of school instructional services that are provided will comply with the standards provided by File Code 6173.

III. Procedures for Home or Out of School Instruction

- The Supervisor of Special Programs office will advertise in-house for certified staff to fill the need for the specific instructional services.
- Interested staff will apply.
- Referral and tracking sheet for hours of instruction are given to staff responsible for the home instruction.
- Staff will contact parent directly to set up days/times for instruction.
- Tracking sheets are turned into main office of school building for payment.
- Tracking sheet is then sent to Supervisor of Special Programs for verification of the hours of instructional services provided to student.
- When home instruction is complete, staff will notify the Supervisor of Special Programs.

Date: January 18, 1983

Date Revised: May 17, 1988

Date Revised: April 1, 2012

Legal References:

N.J.A.C. 6A:14-1.1 *et seq.*

See particularly:

N.J.A.C. 6A:14-4.8, 4.9

N.J.A.C. 6A:16-4.3

N.J.A.C. 6A:16-5.5

N.J.A.C. 6A:16-5.6

N.J.A.C. 6A:16-7.1 *et seq.*

See particularly:

N.J.A.C. 6A:16-7.1, 7.2, 7.3,

Special education

Reporting, notification and examination
procedures for students suspected of being
under the influence of alcohol or other drugs
Removal of students from general education
for firearms offenses
Removal of students from general education
for assaults with weapons offenses
Student Conduct

7.4, 7.5, 7.6 and 7.10

N.J.A.C. 6A:16-10.1 *et seq.*
See particularly:
N.J.A.C. 6A:16-10.1, 10.2

Home or Out-of-School Instruction

N.J.A.C. 8:61 1.1

Attendance at school by pupils or adults
infected by Human Immunodeficiency Virus
(HIV)

H.A. v. Board of Education Warren Hills Regional, 1976 S.L.D. 336

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Somerset County Educational Services Commission v. North Plainfield Board of Education 1999 S.L.D. September 7

State in re G.S. 330 N.J. Super. 338 (Ch. Div. 2000)

Possible

Cross References:

4112.2	Certification
5113	Absences and excuses
5114	Suspension and expulsion
5131	Conduct/discipline
5131.6	Drugs, alcohol, tobacco (substance abuse)
5131.7	Weapons and dangerous instruments
5134	Married/pregnant pupils
5141.2	Illness
6146	Graduation requirements
6164.2	Guidance services
6164.4	Child study team
6171.4	Special education
6172	Alternative educational programs
6173	Home or out of school instruction

April 30, 2012

04-30-33AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #6147 – Standards of Proficiency, and move for adoption.

MTJ

kag
04/17/12

April 30, 2012

04-30-34AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #6164.2 – Guidance Services, and move for adoption.

MTJ

kag
04/17/12

April 30, 2012

04-30-35AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #6164.4 – Child Study Team, and move for adoption.

MTJ

kag
04/17/12

STANDARDS OF PROFICIENCY

The Superintendent or his/her designee, in consultation with teaching staff, shall develop criteria for evaluation, indicators of achievement of the criteria, and acceptable standards of achievement for all grade levels, courses and programs offered by the District. The criteria, indicators and standards must be related to District goals and objectives. Parents/guardians will be informed in a timely manner whenever their child appears in danger of failing to meet required proficiency levels. Parents/guardians shall be strongly encouraged to participate in designing remedial plans for their children.

These standards of proficiency shall include but not be limited to the Core Curriculum Content Standards identified by the State Department of Education, and will form the basis for the District's grading system. The specific indicators of achievement and standards of proficiency developed for all courses and programs accepted for credit toward high school graduation will be consistent with the provisions of applicable State law and regulation, as well as the Board's Policy and Regulation on High School Graduation Requirements and Evaluation of Individual Student Performance, respectively.

By the date required by law, the Superintendent or his/her designee will annually report to the Board and the community at a regularly scheduled meeting an evaluation of pupil achievement toward meeting District and school goals and objectives.

Low pupil achievement shall be regarded by the Board as an indication that revisions are needed in educational programming, general strategy, staff resource use, staff evaluation, and/or other aspects of the learning program.

Date: January 18, 1983

Date Revised: May 17, 1988

Date Revised: April __, 2012

Legal References:

N.J.S.A. 18A:7C-2

N.J.S.A. 18A:7E-2-5

N.J.S.A. 18A:7F-46

N.J.S.A. 18A:35-4.9

N.J.A.C. 6A:8-1.1 et seq.

Boards of education; establishment of standards

School report card program

Review, update of the Core Curriculum

Content Standards; Educational Adequacy Report

Pupil promotion and remediation; policies and procedures

Standards and Assessment

See particularly:

N.J.A.C. 6A:8-1.1, -1.3, -2.1,
-4.1, -4.4, -5.1

N.J.A.C. 6A:14-4.11

N.J.A.C. 6A:15-1.1 et seq.

Statewide assessment

Bilingual Education

See particularly:

N.J.A.C. 6A:15-1.11

N.J.A.C. 6A:23A-9.5

Commissioner to ensure achievement of
 the Core Curriculum Content Standards

Evaluation of the Performance of School

N.J.A.C. 6A:30-1.1 et seq.

Districts

N.J.A.C. 6A:32-2.1

Definitions

N.J.A.C. 6A:32-12.1 et seq. Annual Reporting and Planning Requirement

N.J.A.C. 6A:32-13.1 et seq. Student Behavior

N.J.A.C. 6A:32-14.1 et seq. State and Federally Mandated Programs and
 Services

Abbott v. Burke, 149 N.J. 145 (1997) (Abbott IV)

Abbott v. Burke, 153 N.J. 480 (1998) (Abbott V)

Abbott v. Burke, 163 N.J. 95 (2000) (Abbott VI)

No Child Left Behind Act of 2001, PL. 107-110, 20 U.S.C.A. 6301 et seq.

Possible

Cross References:

1120	Board of education meetings
5113	Absences and excuses
5120	Assessment of individual needs
5124	Reporting to parents/guardians
5125	Pupil records
6010	Goals and objectives
6140	Curriculum adoption
6141	Curriculum design/development
6146	Graduation requirements
6146.2	Promotion/retention
6147R	Evaluation of Individual Student Performance
6171.1	Remedial instruction
6171.3	At-risk and Title 1
6300	Evaluation of the instructional program

GUIDANCE SERVICES

A guidance program shall be incorporated into the District's educational program to aid pupils in making informed and responsible decisions and in using effective decision-making processes. The guidance program will be developed and coordinated by the Superintendent or his/her designee in consultation with teaching staff members he/she has identified as possessing necessary skills and abilities, to help pupils acquire the insights and knowledge they need to become autonomous, mature members of adult society in a democratic nation.

The purpose of the guidance program shall be to help pupils in learning to make their own decisions concerning life's many choices – personal, educational, and career/vocational.

The guidance program will provide, as fully as possible, the information needed to make the best decisions concerning the pupil's educational program. Such information will include facts such as test scores, grades and educational history. Pupil records may also include anecdotes, but shall not carry judgments, opinions and other advice.

Pupils will be encouraged to avail themselves of the help of the guidance department's personnel. The guidance department in the high school will encourage the visits of educational and occupational representatives, including military recruiters. The Administration will have a positive attitude toward granting permission to seniors to visit schools, colleges and places of employment during school time. Pupils must have prior approval of the guidance department for the scheduled visit.

Guidance services will include establishment of a referral system that guards the privacy of the pupil and monitors the efficacy of such referrals, when District resources are not sufficient, as in drug or alcohol counseling.

Date: January 18, 1983

Date Revised: May 17, 1988

Date Revised: February __, 2012

Legal References:

N.J.S.A. 18A:35-4.2

N.J.S.A. 18A:36-19

N.J.S.A. 18A:36-19.1

Career development program

Pupil records; creation, maintenance and retention, security and access; regulations; nonliability

Military recruiters; access to schools and student information directories

<u>N.J.S.A.</u> 18A:38-36	Employment certificates to part-time pupils; revocation
<u>N.J.S.A.</u> 18A:46-5.1	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C.</u> 6A:7-1.7	Equality in school and classroom practices
<u>N.J.A.C.</u> 6A:8-1.1 <u>et seq.</u>	Standards and Assessment

See particularly:

<u>N.J.A.C.</u> 6A:8-3.2	Substance awareness coordinator
<u>N.J.A.C.</u> 6A:9-13.2	Director of school counseling services
<u>N.J.A.C.</u> 6A:9-13.7	School counselor
<u>N.J.A.C.</u> 6A:9-13.8	Evaluation
<u>N.J.A.C.</u> 6A:14-3.4	Adoption of policies and procedures for the intervention of student alcohol and other drug abuse
<u>N.J.A.C.</u> 6A:16-4.1	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Student Records
<u>N.J.A.C.</u> 6A:32-7.1 <u>et seq.</u>	Guidance and counseling
<u>N.J.A.C.</u> 6A:32-13.3	

PossibleCross References:

5020	Role of parents/guardians
5113	Absences and excuses
5114	Suspension and expulsion
5120	Assessment of individual needs
5124	Reporting to parents/guardians
5125	Pupil records
5131	Conduct/discipline
5131.6	Drugs, alcohol, tobacco (substance abuse)
6142.12	Career education
6145	Extracurricular activities
6146	Graduation requirements
6164.4	Child study team
6171.1	Remedial instruction
6171.2	Gifted and talented
6171.4	Special education
6172	Alternative educational programs
6173	Home instruction

CHILD STUDY TEAM

The Board shall provide the services of child study team personnel in numbers sufficient to ensure implementation of pertinent law and regulation. The Superintendent or his/her designee will present to the Board for approval any newly developed or revised job descriptions, qualifications and evaluation criteria for positions required, and shall present to the Board for hiring the best qualified applicants.

When complete evaluations of pupils are necessary, the Superintendent or his/her designee will recommend for Board approval qualified persons or agencies to supplement the District team. Appropriate staff members, such as the nurse and teachers assigned to the pupil, shall also be involved.

Pupils who have been identified by any professional staff member, the parents/guardians of the child, a child welfare agency or by the health services staff as possibly having an educational disability may be considered for evaluation.

Teachers and administrators will provide intervention resources (e.g., adaptive teaching methods and materials, schedule changes, modified workloads, corrective or remedial instruction, etc.) in order to discover whether an observed difficulty is the result of problems within the educational delivery system. Parents/guardians will be notified of such interventions. The members of the child study team will be available to discuss problems informally with teachers and parents/guardians.

If the problems persist despite these intervention techniques, a formal referral will be made. The evaluation of each such pupil will proceed in accordance with law. The Board will review and adopt the regulations governing the referral process.

Evaluation of potentially eligible children for special education and related services may consist of, among other tests, evaluation and assessments, a psychological examination, an educational examination, a social case study, as well as such other examinations as may be deemed necessary by the child study team.

Disaffected Pupils

In addition to the educationally disabled, the child study team will consider and recommend appropriate remedies and/or programs for pupils exhibiting disaffected behavior patterns. A survey of needs will be conducted for each such pupil. If the survey indicates the advisability of a complete evaluation, a referral will be initiated. If the survey indicates a change in program, the child study team will cooperate with the teaching staff in developing an appropriate program, including, if necessary, alternative programs.

Disruptive Pupils

All staff members shall be familiar with and implement the discipline policies and procedures adopted by this Board. This implementation will identify the pupil who is disruptive. Staff members shall report the names of pupils who disrupt the educational program to the appropriate administrator who shall initiate actions that will ensure the involvement of the pupil's family, as well as where appropriate the provision of counseling and assessment services, so as to determine the causes of the pupil's disruptive behavior. A request for pre-referral intervention or for referral for evaluation may be made to the child study team. Throughout this process, administrators, support staff, teachers, parents/guardians, and if prudent, the pupil are to be involved. If all strategies prove unsuccessful, referral to the appropriate outside agency may be made.

In accordance with State law and Board policy, disruptive pupils whose continuing attendance interrupts the educational program and/or threatens harm to themselves and others may be suspended and considered for expulsion.

Date: October 4, 1988

Date Revised: April __, 2012

Legal References:

N.J.S.A. 18A:46-3.1

Regional consultants for hearing impaired;
appointment duties

N.J.S.A. 18A:46-5.1

Basic child study team services; provision
by boards of education and state operated
programs

N.J.S.A. 18A:46-5.2

Participation by parent or guardian

N.J.A.C. 6A:9-13.5

School social worker

N.J.A.C. 6A:9-13.6

Speech-language specialist

N.J.A.C. 6A:9-13.7

Director of school counseling services

N.J.A.C. 6A:9-13.8

School counselor

N.J.A.C. 6A:9-13.9

School psychologist

N.J.A.C. 6A:9-13.10

Learning disabilities teacher-consultant

N.J.A.C. 6A:14-1.1 et seq.

Special Education

N.J.A.C. 6A:32-14.1

Review of mandated programs and services

1990 Individuals with Disabilities Education Act, 20 U.S.C.A. 1400 et seq. - P.L. 101-476 (formerly Education for All Handicapped Children Act - Part B)

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

PossibleCross References:

4111 Recruitment, selection and hiring

5114	Suspension and expulsion
5120	Assessment of individual needs
5131	Conduct/discipline
5200	Nonpublic school pupils
6010	Goals and objectives
6146.2	Promotion/retention
6164.2	Guidance services
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
6172	Alternative educational programs

DRAFT

April 30, 2012

04-30-36AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #6164.1 – Intervention and Referral Services for General Education Pupils, and move to rescind.

MTJ

kag
04/17/12

April 30, 2012

04-30-37AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Regulation #6164.4R – Child Study Team, and move to rescind.

MTJ

kag
04/17/12

April 30, 2012

04-30-38AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #6164.11 – Drugs, Tobacco, and Alcohol, and move to rescind.

MTJ

kag
04/17/12

PENNSVILLE BOARD OF EDUCATION

FILE CODE: 6164.1

INTERVENTION AND REFERRAL SERVICES FOR GENERAL EDUCATION
PUPILS

NOW CONTAINED IN POLICY 2220 AND REGULATION 2220R

RESCIND

CHILD STUDY TEAM

NOW CONTAINED IN:

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
6172	Alternative educational programs

RESCIND

DRUGS, TOBACCO AND ALCOHOL

Now contained File Code 5131.6

RESCIND

April 30, 2012

04-30-39AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Regulation #6172R – Guidelines for Identifying and Addressing Disaffected Pupils, and move to rescind.

MTJ

kag
04/17/12

April 30, 2012

04-30-40AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #6171.3 – At-Risk and Title 1, and move to rescind.

MTJ

kag
04/17/12

April 30, 2012

04-30-41AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #1200 – Participation by the Public, and move for adoption.

MTJ

kag
04/17/12

GUIDELINES FOR IDENTIFYING AND ADDRESSING DISAFFECTED
PUPILS

Now contained in:

2220	Pupil Intervention and Referral Services
2220R	Pupil Intervention and Referral Services
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
6172	Alternative educational programs

PENNSVILLE BOARD OF EDUCATION

FILE CODE: 6171.3

AT-RISK AND TITLE 1

Now contained in File Code 6171.31

RESCIND

PARTICIPATION BY THE PUBLIC

The Board encourages volunteers and/or residents of the community who are especially qualified because of training, experience, or personal characteristics to take an active part in school affairs. Such persons may be invited to act as advisers both as groups and individually in:

- A. Clarifying the general ideas and attitudes held by our residents regarding school;
- B. Determining the purposes of courses of study and special services to be provided for pupils; evaluating the extent to which these purposes are being achieved by present practices;
- C. Giving active assistance to the professional staff in the actual operation of classes and services where the Superintendent or his/her designee and staff deem such aid valuable;
- D. Offering suggestions on a specific problem or set of closely related problems about which the Board must make a decision;
- E. Coordinating the delivery of social services to students.

The following guidelines shall govern the service of school volunteers:

- 1. Volunteers may serve only under the direction and supervision of a teaching staff member;
- 2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
- 3. Volunteers serve only in a support capacity in that only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts;
- 4. Volunteers shall respect the individuality, dignity, and worth of each student;
- 5. Volunteers are not permitted access to pupil records;
- 6. Volunteers should exercise discretion in discussing their school activities with others in the community;
- 7. Volunteers may consult with the Building Principal regarding their duties

and responsibilities; and

8. Volunteers shall receive no financial remuneration from the Board.

Volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the Board's liability insurance policy. All school volunteers that have regular contact with pupils for more than twenty (20) hours per month must have a criminal background check, receive training and information on the Board's Harassment, Intimidation and Bullying Policy, and be fingerprinted at the Board's expense, sign a waiver for workers' compensation and provide documentation that a Mantoux test has been administered.

The Superintendent or his/her designee shall supervise development of programs and procedures to enlist community participation in school events and deliberations. He/she shall keep on file information on all volunteers and documentation that requirements of law have been fulfilled. The Superintendent or his/her designee shall report to the Board on all aspects of community support of the educational program.

Neither the Superintendent nor any Building Principal shall be obligated to utilize the proffered services of a volunteer, whether or not his/her abilities or interests serve the needs of pupils.

The Board, Superintendent, Superintendent's designee and the staff will give substantial weight to the advice that they receive from individuals and community groups interested in the school, especially those individuals and groups that have been invited or created to advise them regarding selected problems. The Board, Superintendent, Superintendent's designee and staff shall use their own best judgment in arriving at decisions.

The Superintendent or his/her designee shall report to the public annually on all aspects of community support of the educational program.

Date: February 11, 1997

Reviewed/Revised: November 24, 2008

Reviewed/Revised: March __, 2012

Legal References:

N.J.S.A. 18A:6-7.1

Criminal history record; employee in regular contact with pupils

N.J.S.A. 18A:11-1

General mandatory powers and duties

N.J.S.A. 18A:54-20

Powers of Board (county vocational schools)

N.J.A.C. 6A:10A-53 *et seq*

Establishment of School Leadership Council

N.J.A.C. 6A:32-12.1

Reporting requirements

Anti Bullying Bill of Rights Act

Manual for the Evaluation of Local School Districts

PossibleCross References:

1000/1010	Concepts and roles in community relations; goals and objectives
1120	Board of education meetings
1210	Community organizations
1220	Ad hoc advisory committees
5020	Role of parents/guardians
5131.1	Harassment, Intimidation and Bullying
6162.4	Community resources

April 30, 2012

04-30-42AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a second reading of Policy #1330 – Use of School Facilities, and move for adoption.

MTJ

kag
04/17/12

April 30, 2012

04-30-43AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a first reading of Regulation #6161.2R - Complaints Regarding Instructional Materials.

MTJ

kag
04/17/12

April 30, 2012

04-30-44AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a first reading of Regulation #3541.31R – Privately Owned Vehicles.

MTJ

kag
04/17/12

USE OF SCHOOL FACILITIES

The District facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules -- providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education -- allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by Superintendent or his/her designee for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes;
- F. Community political organizations;
- G. Community church groups.

Charges for the use of school facilities during normal operating hours shall be waived for the following organizations in the Pennsville School District when admission is not charged and such use does not include the kitchen:

Parent Associations
Civic Organizations
Girl/Boy Scouts
Church Groups

Booster Clubs
Senior Citizen Groups
Pennsville Municipality
Community Political Organizations

All other organizations or persons granted the use of school shall within thirty (30) days of use pay the scheduled fee and the cost of any additional staff services required by the use.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law. In the event the Superintendent or his/her designee deems it advisable, any application may be submitted to the Board for consideration.

The Superintendent or his/designee and/or the Board may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. They shall not

USE OF SCHOOL FACILITIES (con't.)

File Code 1330

be required to give a reason for such refusal.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The Board shall annually approve a schedule of fees for the use of school facilities.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of District equipment on the premises by nonschool personnel is limited to the equipment that is an integral part of the facility being used, *i.e.*, the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by non-district personnel.

The Superintendent or his/her designee shall develop regulations for the use of school facilities and such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. . The Board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this District, including, but not limited to, the Board's Sports Related Concussion and Head Injury Policy. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Date: August 30, 2004
Reviewed/Revised: November 24, 2008
Reviewed/Revised: April __, 2012

<u>Legal References:</u>	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 2C:33-16</u>	Alcoholic beverages; bringing or possession on school Property by person of legal age; penalty
	<u>N.J.S.A. 18A:20-34</u>	Use of schoolhouse and grounds for various Purposes
	<u>N.J.S.A. 26:3D-55</u>	New Jersey Smoke-Free Air Act
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.A.C. 6A:26-12.2(a)4</u>	<u>Policies and procedures for school facility operation</u>
	20 U.S.C.A. 4071 - 4074	- Equal Access Act
	GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227	
	No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.	
	<u>Resnick v. East Brunswick Twp. Bd. of Ed.</u> , 77 N.J. 88 (1978)	

USE OF SCHOOL FACILITIES (con't.)

File Code 1330

Boy Scouts of America v. Dale, 120 S.Ct. 2446 (2000)

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)

Possible

Cross References:

1230	School-connected organizations
1330R	Use of School Facilities
3514	Equipment
3515	Smoking prohibition
5141.8	Sports Related Concussion and Head Injury
6145	Extracurricular activities

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

Procedure

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 continued 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 in 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.

**COMPLAINTS REGARDING
INSTRUCTIONAL MATERIALS (cont.)**

File Code: 6161.2R

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:

N.J.S.A. 18A:11-1
N.J.S.A. 18A:54-20

General mandatory powers and duties
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:

**COMPLAINTS REGARDING
INSTRUCTIONAL MATERIALS (cont.)**

File Code: 6161.2R

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

DRAFT

PRIVATELY OWNED VEHICLESVolunteer Driver Pool

The Superintendent or his/her designee will provide information and 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

PRIVATELY OWNED VEHICLES
(continued)

File Code: 3541.31R

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.

PRIVATELY OWNED VEHICLES
(continued)

File Code: 3541.31R

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

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:

- 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:

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

April 30, 2012

04-30-45AD On recommendation of the Superintendent and the Committee of the Whole, please conduct a first reading of Policy #3541.31 – Privately Owned Vehicles.

MTJ

kag
04/17/12

April 30, 2012

04-30-46AD On recommendation of the Superintendent and the Committee of the Whole, please move to accept a donation of perennial plantings for the Central Park garden from Ms. Vicki Dyer.

MTJ

kag
04/17/12

April 30, 2012

04-30-47 AD – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached 2012-2013 Salem County School Districts Homeless Student Agreement.

JJR

es

SALEM COUNTY SCHOOL DISTRICTS
2012-2013 Homeless Student Agreement

This agreement states that your district would not seek tuition for any resident student, excluding special education students, determined to be homeless in accordance with law from any school district whose participation is indicated below by the signature of the district superintendent.

SALEM COUNTY HOMELESS STUDENT AGREEMENT
2012-2013

My signature below indicates that my district agrees to abide by the homeless agreement reached between all respective school districts not to request a tuition payment from the districts indicated below for any resident student, excluding special education students, determined to be homeless in accordance with law.

Donna M. Agnew, Superintendent
Quinton Township School District

Thomas Coleman, Superintendent
Woodstown-Pilesgrove School District

Henry Bermann, Superintendent
Elmer School District

Constance McAllister, Superintendent
Elsinboro Township School District

Fred Pratta, Superintendent
Lower Alloways Creek School District

Loren Thomas, Superintendent
Mannington Township School District

Stephen Berkowitz, Superintendent
Oldmans Township School District

Henry Bermann, Superintendent
Pittsgrove Township School District

Mark Jones, Superintendent
Pennsville Public School District

Robert Bazzel, Superintendent
Upper Pittsgrove Township School District

Patrick Michel, Superintendent
Salem City Public School District

Robert Bazzel, Superintendent
Alloway Twp. School District

Joseph Massare, Superintendent
Penns Grove-Carney's Point School District

April 30, 2012

04-30-48AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Karen Driscoll (who will attain tenure on 9/2/12), Supervisor of Special Programs, effective July 1, 2012 to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/17/12

April 30, 2012

04-30-49AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Donna Dickhart (who will attain tenure on 7/2/12), Supervisor of Humanities, effective July 1, 2012 to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/17/12

April 30, 2012

04-30-50 AD - On recommendation of the Superintendent, please move to approve and adopt the attached **RESOLUTION** concerning requisition for district taxes for the 2012-2013 school year.

JJR

es

RESOLUTION

RESOLVED, that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of the Pennsville Board of Education for the next eight (8) weeks is \$3,038,672.33 and that the Township of Pennsville is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the next thirty days in accordance with the statutes relating thereto;

AND FURTHER BE IT RESOLVED, that the following will be the schedule for the 2012-2013 school year:

DISTRICT TAXES 2012-2013

Year 2012

July	\$ 3,038,672.33
September	\$ 3,038,672.33
November	\$ 3,038,672.34

Year 2013

January	\$ 3,038,672.33
March	\$ 3,038,672.33
May	\$ 3,038,672.34

Total for fiscal year 2012-2013	\$18,232,034.00
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Board Secretary

Dated: April 30, 2012

April 30, 2012

04-30-51 AD - On recommendation of the Superintendent and the Committee of the Whole, please move to approve and adopt the attached **RESOLUTION** regarding the requisition for debt service taxes for the 2012-2013 school year.

JJR

es

RESOLUTION

RESOLVED, that the amount of district taxes needed to meet all interest and debt redemption charges during the first forty (40) days of the school year is \$104,419.00 and the Township of Pennsville is hereby requested to place in the hands of the Custodian of School Moneys that amount within the next thirty (30) days in accordance with the statutes relating thereto.

AND FURTHER BE IT RESOLVED, that the following will be the schedule for the 2012-2013 school year:

DEBT SERVICE TAXES 2012-2013

Year 2012

July	\$104,419.00
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Year 2013

January	\$104,419.00
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Total for fiscal year 2012-2013	\$208,838.00
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Board Secretary

Dated: April 30, 2012

April 30, 2012

04-30-52AD On recommendation of the Superintendent and the Committee of the Whole, please move to re-employ Dr. Lori Moore as Director of Instruction, effective July 1, 2012 to June 30, 2013, at an annual salary to be determined when negotiations are complete.

MTJ

kag
04/19/12

April 30, 2012

04-30-53AD On recommendation of the Superintendent and the Committee of the Whole, please move to approve the attached school calendar for the 2012-2013 school year.

MTJ

kag
04/19/12

April 30, 2012

04-30-54AD - On recommendation of the Superintendent and the Committee of the Whole, please move the board to award a contract for the Pennsville High School Science Laboratory Renovation Project, State Plan # 4075-050-10-1001, contingent upon the approval of grant funding from NJ Schools Development Authority, to MJJ Construction LLC of Atco, New Jersey at their base bid price plus alternate add 1A, 2A, 3A, 4A, 5A, 6A, & 7A prices for the total amount of \$780,300.00.

JJR

jr
4/30/12

April 30, 2012

04-30-55 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 March, 2012.

JJR

es

PENNSVILLE SCHOOL DISTRICT CALENDAR 2012 - 2013

SEPTEMBER 2012

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2012

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2012

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 2012

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 2013

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Sept. 3 Labor Day – No School
 Sept. 4 In-Service – No School
 Sept. 5 In-Service – No School
 Sept. 6 In-Service – No School



Sept. 7 FIRST DAY FOR STUDENTS

Oct. 5 County In-Service Day
No School
 Oct. 8 Columbus Day
 Nov. 8-9 NJEA Convention
 Nov. 12 Veteran's Day
 Nov. 21 Early Dismissal
 Nov. 22-23 Thanksgiving Holiday
 Dec. 21 Early Dismissal
 Dec. 24-31 Winter Recess
 Jan. 1 New Year's Day
 Jan. 18 Early Student Dismissal
P.M. Teacher In-Service
 Jan. 21 Dr. Martin L. King, Jr. Day
 Feb. 14 Early Student Dismissal
P.M. Teacher In-Service
 Feb. 15 Lincoln's Birthday
 Feb. 18 Washington's Birthday
 Mar. 28 Early Dismissal
P.M. Teacher In-Service
 Mar. 29 – Apr. 2 Spring Recess
 May 27 Memorial Day
 June 12-14 Early Dismissal
 June 14 Last Day for Students
 June 17 Last Day for Teachers

PUPIL ATTENDANCE DAYS

Sept.	16	Feb.	18
Oct.	21	March	20
Nov.	17	April	20
Dec.	15	May	22
Jan.	21	June	10

Total Student Days 180

 Early Dismissal
 School Closed

FEBRUARY 2013

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH 2013

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2013

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2013

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2013

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

PARENTS: Because school attendance is critical to student success, it is imperative for students to be present whenever school is in session. In addition, please be mindful of taking students out of school, for any reason, during scheduled state-mandated testing weeks (October/March/April/May). Snow/Emergency Closing make-up days are added on the end of the school calendar. In case of excessive emergency closings (more than 9 days), the Tuesday after Easter (4/2/13) will become a regular school day. Please plan vacations accordingly.

STAFF: All snow/emergency closings will be added to the end of the calendar. Should it be necessary to extend the school year, approval for personal business will not be granted while school is still in session. In addition, contractually, no personal