

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION  
REGULAR MEETING  
October 17, 2011  
MINUTES**

The regular session of the Flemington-Raritan Regional Board of Education was called to order in conformance with the "Sunshine Law" by Patrick Larmore, President at 7:08 p.m. in the Theatre at J.P. Case Middle School.

**Members Present**

Robin Behn  
Michael Bonieski  
Dennis Copeland  
Bruce Davidson

Linda Mastellone  
Joseph Zarish  
Patrick Larmore

**Members Absent**

Janine Foreman  
Doris McGivney

On the motion of Ms. Behn, seconded by Ms. Mastellone, minutes of the Executive Session on October 3, 2011 were approved viva voce.

On the motion of Ms. Mastellone, seconded by Ms. Behn, minutes of the Regular Meeting on October 3, 2011 were approved viva voce.

**CITIZENS ADDRESSED THE BOARD**

Josh Costell, Tozour ESCO, expressed concerns about why we chose top two most expensive companies to interview. Mr. Larmore thanked him for coming and stated that a presentation will be made tonight.

Deb Luccaro, Raritan Township and Librarian, asked which Board Members had students in our schools. She invited all Board Members to visit our schools. She stated the Board would be impressed with the work being done. She expressed concern that Board Members do not visit schools and asked them to visit.

D.J. Wright, Raritan Township, undertaker at a Funeral Home, expressed concern about the ESCO process. He noted that Josh Costell is his uncle. He questioned why only two companies were interviewed? How can you approve a contract that costs so much? He asked the Board to not approve and to interview all four companies. He expressed that if we don't, we will be doing a huge injustice.

**SUPERINTENDENT'S REPORT**

Mr. Daniel Bland, Assistant Superintendent read the Annual Public Hearing report regarding, Violence, Vandalism, and Substance Abuse Incidents during the 2010-2011 school year as attached.

Mr. Richard Alderiso, Architect, Design Ideas Group presented the Energy Savings Improvement Plan as attached. A question and answer period took place. Mary Lyons, the district's Financial Advisor and Mr. Robert Tosti, District Attorney were also present.

**REPORTS OF THE SECRETARY AND TREASURER OF SCHOOL MONIES**

The Superintendent of Schools recommends that the Board of Education accept the monthly financial reports of the School Business Administrator/Board Secretary and the Treasurer of School Monies for the month of August 2011 and further certifies that no major account or fund has been over expended in violation of 6A: 23-2.11(b), and that sufficient funds are available to meet the district's known financial obligations for the remainder of the fiscal year 2011-2012.

I, Stephanie Hope, School Business Administrator/Board Secretary certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of 6A:23-2.11(a), as of August 31, 2011. As of these dates, sufficient funds are available to meet the district's known financial obligations for the remainder of school year 2011-2012.

On the motion of Dr. Copeland, seconded by Mr. Davidson, approval was given to accept the Reports of the Secretary and Treasurer of School Monies for the month of August 2011.

Aye: Ms. Behn            Ms. Mastellone      Nay: 0   Abstain: 0  
       Dr. Bonieski        Mr. Zarish  
       Dr. Copeland       Mr. Larmore  
       Mr. Davidson

### PERSONNEL

The next meeting will be held on October 18, 2011.

#### THE SUPERINTENDENT OF SCHOOLS RECOMMENDS THE FOLLOWING RESOLUTIONS FOR APPROVAL:

##### Certified Staff – Appointments, Resignations and Leaves of Absence

All Personnel items were approved under one motion made by Dr. Bonieski, seconded by Dr. Copeland.

- Approval was given to employ the following candidate. This candidate is or will be highly-qualified for this position. Fingerprinting and health exam required. The 2011-2012 salary will be adjusted at the conclusion of negotiations.

Item	Last Name	First Name	Position/Loc	Dates	Salary/Degree/Step	Certification/College
a.	Holewski	Jill	Grade 3/FAD	November 1, 2011	\$46,298/BA/1	CEAS- Elementary School Teacher Montclair State University

- Approval was given for the following staff members to take days without pay for personal reasons:

Item	Last Name	First Name	Loc.	Date(s)
a.	Hagen	Lorraine	CH	November 9, 2011
b.	Rosengarden	Melanie	CH	October 17 & 18, 2011

- Approval was given to accept the resignation of Michelle Cheasty, Supervisor of Instructional Technology and Information Systems, effective November 15, 2011.

Ms. Behn felt Michelle Cheasty was an asset to the Flemington-Raritan School District Community. Dr. Copeland noted a technical person will be discussed in a Personnel Committee meeting.

- Approval was given for the following staff member to take a maternity leave as follows:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
a.	Laynor	Jessica	RFIS	Grade 5	Disability Leave	February 15, 2011-March 28, 2011
					Family Leave/NJ Paid	March 29, 2011-June 30, 2011

- Approval was given to amend the motion of June 6, 2011 item 8b:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
b.	Latanzio	Melissa	RFIS	Grade 5	Disability Leave	September 1, 2011-October 31, 2011
					Family Leave/NJ Paid	November 1, 2011-December 30, 2011

to read:

Item	Last Name	First Name	Loc	Grade	Leave	Anticipated Date(s)
b.	Latanzio	Melissa	RFIS	Grade 5	Disability Leave	September 1, 2011-October 27, 2011
					Family Leave/NJ Paid	October 28, 2011-December 30, 2011

6. Approval was given to amend the 2011-2012 salary for the following staff member as follows:

Item	Last Name	First Name	From	To	Reason	Effective
a.	Hoppe	Tamara	\$48,098	\$50,298	Master's Degree	September 1, 2011

7. Approval was given to amend the motion of October 3, 2011 item 3a:

to employ the following candidate. This candidate is or will be highly-qualified for this position. Fingerprinting and health exam required. The 2011-2012 salary will be adjusted at the conclusion of negotiations.

Item	Last Name	First Name	Position/Loc	Dates	Salary/Degree/Step	Certification/College
b.	Dmitrenko	Irina	Half-time ESL/CH	No later than December 5, 2011	\$47,298 prorated/BA+15/1	CE – Teacher of English as Second Language/ CEAS-Students with Disabilities, Rider University

to read:

to employ the following candidate. This candidate is or will be highly-qualified for this position. Fingerprinting and health exam required. The 2011-2012 salary will be adjusted at the conclusion of negotiations.

Item	Last Name	First Name	Position/Loc	Dates	Salary/Degree/Step	Certification/College
a.	Dmitrenko	Irina	Half-time ESL/CH	October 18, 2011	\$47,298 prorated/BA+15/1	CE – Teacher of English as Second Language/ CEAS-Students with Disabilities, Rider University

#### Non-Certified Staff

8. Approval was given to employ Kay Hayes as Treasurer of School Monies, effective November 1, 2011. Salary to be \$6,000 prorated for the 2011-2012 school year. Fingerprinting and health exam required.

#### All Staff – Additional Compensation

9. Approval was given to appoint the following mentor for the 2011-2012 school year. Stipend to be \$550 and \$1,000 for alternate route mentoring per year. Prorated as needed.

Item	Mentor	Mentor's Location	Novice Teacher
a.	Susan McGovern	FAD	Irina Dmitrenko

10. Approval was given to amend the motion of October 3, 2011 item 8e.

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate
e.	Nagy	Rosemary	JPC	Practice for Welcome Back Day	2	Hourly

to read:

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate
e.	Nagy	Rosemary	JPC	Practice for Welcome Back Day	2	\$29/hr.

11. Approval was given to employ the following staff members for additional compensation during the 2011-2012 school year:

Item	Last Name	First Name	Loc	Purpose	Max. # of Hours	Rate
a.	Loreti	Regina	CH	Kindergarten Orientation	3	Hourly
b.	Royer	Leslie	CH	Kindergarten Orientation	3	Hourly
c.	Benedetti	Anthony	CH	Bus Shuttle Duty - .5 hours per day	N/A	\$20/hr.
d.	Mandell	Judith	CH	Bus Shuttle Duty - .5 hours per day	N/A	\$20/hr.
e.	Garrabrant	Lisa	JPC	Translator-JPC Conferences	10	\$29/hr.
f.	Mitcheltree	Susan	CH	Bus Shuttle Duty - .5 hours per day	N/A	\$20/hr.
g.	Fowler	Cristin	JPC	CPR/AED/First Aid	3	\$32/hr.
h.	Kucharski	Amy	RFIS	CPR/AED/First Aid	3	\$32/hr.
i.	Manzi	Beth	RH	CPR/AED/First Aid	3	Hourly
j.	Austra	Christopher	Maintenance	Bloodborne Pathogens	.5	Hourly
k.	Dipple	Scott	Maintenance	Bloodborne Pathogens	.5	Hourly
l.	Hrabovecky	Gloria	JPC	Bloodborne Pathogens	1	\$32/hr.
m.	Shirvanian	Daniel	RFIS	Bloodborne Pathogens	1	\$32/hr.
n.	Wright	Ameloisia	RFIS	ESL Learning Lab	58	\$29/hr.
o.	Borawski	Jason	JPC	Parent Portal Clinic Facilitator	4	\$32/hr.
p.	Corson	Seth	JPC	Parent Portal Clinic Facilitator	4	\$32/hr.
q.	McGovern	Susan	FAD	Mentor Training	2	\$32/hr.

12. Approval was given to employ the following Reading Fleming Intermediate School staff member for additional compensation during the 2011-2012 school year: All club advisor salaries are funded by student activity fees.

Item	Last Name	First Name	Location	Purpose	Max Hrs.	Salary
a.	Mack	Paul	RFIS	Intramurals Advisor	300 shared	\$29/hr.

### Substitutes

13. Approval was given to employ the following applicants as Substitutes for the 2011-2012 school year pending criminal history background checks:

Item	Last Name	First Name	Position(s)	Certification(s)
a.	Barbiche	Jennelle	Teacher, Teacher Assistant	Provisional/CEAS-Teacher of Social Studies
b.	Blaser	Marie	Secretary	N/A

c.	Dobrosky	Rosanne	Secretary	N/A
d.	Gallo	Marianne	Teacher, Teacher Assistant	Substitute Certificate-expires 1/2/17
e.	Hanlon	Alexandra	Teacher, Teacher Assistant	Substitute Certificate-expires 1/2/17
f.	Klepper	Beth	Teacher, Teacher Assistant	Standard Elementary K-5
g.	Klug	Thomas	Teacher, Teacher Assistant	Standard Teacher of Chemistry, Teacher of Physical Science
h.	Martin	Melanie	Teacher, Teacher Assistant	Standard Elementary K-5
i.	Marley	Victoria	Teacher, Teacher Assistant	Substitute Certificate-expires 1/2/17
j.	Patrick	Catherine	Secretary	N/A
k.	Santoro	Lisa	Teacher, Teacher Assistant	Substitute Certificate-expires 7/1/15
l.	Skove	Reparata	Teacher	Standard Teacher of Health & Physical Education
m.	Vadehra	Charu	Secretary	N/A

### Field Placements

14. Approval was given for the following students to observe classes during the 2011-2012 school year:

Item	Last Name	First Name	Location
a.	Cartegen	Jennifer	JPC
b.	Garguilo	Ashley	JPC
c.	McDonald	Libby	JPC
d.	Randazzo	Gabriel	JPC
e.	Hoff	Anneliese	JPC
f.	Billings	Joanna	RFIS
g.	Martin	Sarah	RFIS
h.	Drejodvdski	Allie	RFIS
i.	Bianco	Julie	RFIS
j.	Alexander	Casey	RH

15. Approval was given of the following field placements for the 2011-2012 school year:

Candidate/College/Univ.	Cooperating Teacher	Loc/Position	Dates
Tyler Barnes/TCNJ	Cherylann Schmidt	JPC/Lang. Arts	January 17, 2012 – April 27, 2012
Stephanie Chadwick/TCNJ	Dawn Golding	BS/Music	January 17, 2012 – March 2, 2012
Michael Denver/TCNJ	Daniel Loreti	JPC/PE/Health	March 5, 2012 – April 27, 2012
Charles Grisham/TCNJ	Patrick Hallock	JPC/Social Studies	January 17, 2012 – April 27, 2012
Andrew Dean/TCNJ	Melissa Griffis	CH/Art	October 19, 2011
Mallory Guzzi/TCNJ	Melissa Griffis	CH/Art	October 19, 2011
Loriana Takacs	Melissa Griffis	CH/Art	October 19, 2011

**Professional Development/Travel**

16. Approval was given of the following travel expenditures for staff members or their designated alternate to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

Item	Last Name	First Name	Workshop/ Conference	Dates	Includes (See Below)	Max. Amt.
a.	Bland	Daniel	NJAFPA Winter Training Institute, Eatontown, NJ	Dec. 2, 2011	R, M	\$190
b.	Heierling	Kimberly	Preventing Homophobia & Bullying, Piscataway, NJ	Oct. 26, 2011	R, M	\$110
c.	Loreti	Daniel	Preventing Homophobia & Bullying, Piscataway, NJ	Oct. 26, 2011	R	\$85
d.	Baills	Colette	Hunterdon Prevention Resources Fall Conference, Flemington, NJ	Oct. 27, 2011	R	\$20
e.	McDougald	Anne	Pre-K-3 <sup>rd</sup> Continuum, Lincroft, NJ	Oct. 28, 2011	R	\$20
f.	Royer	Leslie	Pre-K-3 <sup>rd</sup> Continuum, Lincroft, NJ	Oct. 28, 2011	R	\$20
g.	Shirvanian	Lindsay	Reading Recovery Conference, Columbus, Ohio	Feb. 3-7, 2011	R, O, L, F	\$2,100
h.	Sibilia	Peter	Success at the Core, Monroe Township, NJ	Nov. 18, 2011	M	\$25
i.	Gleason	Ashley	NJECC – Using iPads for Special Education, Montclair, NJ	Oct. 21, 2011	M	\$36
j.	Hart	Deborah	NJECC – Using iPads for Special Education, Montclair, NJ	Oct. 21, 2011	M	\$35
k.	Albanese	Heather	Anti-bullying, Adolescent Risk Perception & Marijuana Impact on our Youth, Flemington, NJ	Oct. 27, 2011	R	\$20
i.	John	Lindsay	Anti-bullying, Adolescent Risk Perception & Marijuana Impact on our Youth, Flemington, NJ	Oct. 27, 2011	R	\$20
j.	McCarthy	Michael	Anti-bullying, Adolescent Risk Perception & Marijuana Impact on our Youth, Flemington, NJ	Oct. 27, 2011	R	\$20
R = Registration Fee; M = Mileage; L = Lodging; F = Food; O = Other						

17. Approval was given of the following travel expenditures for staff members or their designated alternate to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

Item	Last Name	First Name	Workshop/Conference	Dates	Includes(See Below)	Max. Amt.
k.	Shames	Susan	Kindergarten Conference, Lincroft, NJ	Oct. 28, 2011	R	\$20
l.	Masessa	Mark	NJECC iPad Training for Special Education, Montclair, NJ	Oct. 21, 2011	M	\$35

Aye: Ms. Behn                      Ms. Mastellone                      Nay: 0    Abstain: 0  
       Dr. Bonieski                    Mr. Zarish  
       Dr. Copeland                 Mr. Larmore  
       Mr. Davidson

**CURRICULUM**

The next meeting will be held on October 19, 2011.

**The Curriculum item was approved under one motion made by Dr. Copeland, seconded by Ms. Mastellone.**

1. Approval was given to employ Hunterdon Prevention Resources to prepare and present Substance Abuse Awareness Training for a maximum amount of \$750 during the 2011-2012 school year.
2. Approval was given of the 2011-2012 On-Going Professional Development Contract for Trained Reading Recovery Teachers between New York University and the Flemington-Raritan Regional School District to provide ongoing professional development for eight of our staff members at a fee of \$800 per staff member for a total of \$6,400. Funds to be taken out of NCLB 2011-2012 Title IIA.

Aye: Ms. Behn                      Ms. Mastellone              Nay: 0    Abstain: 0  
       Dr. Bonieski                    Mr. Zarish  
       Dr. Copeland                   Mr. Larmore  
       Mr. Davidson

**FACILITIES/OPERATIONS**

The next meeting is yet to be determined.

**The Facilities/Operations item was approved under one motion made by Ms. Mastellone, seconded by Mr. Davidson.**

1. Approval was given to award the bid for the new fire alarm system at the Francis A. Desmares School to Signal Electric Corporation in the total amount of \$147,000. Total amount includes a base bid amount of \$139,000 and an alternate amount totaling \$8,000.

The following bids were received:

Bidder	Base Bid	Alternate 1	Alternate 2
Signal Electric Corporation	\$139,000	\$10,000	(\$2,000)
Fire & Security Technologies	\$168,400	\$12,000	(\$6,000)
Haig Service Corporation	\$171,787	\$32,000	(\$8,000)
Open Systems Integrators	\$177,400	\$20,000	(\$9,900)
Alarm & Communication Technologies	\$188,825	\$ -0-	(\$11,200)
P.J. Smith Electrical Contractors	\$235,500	\$ -0-	(\$16,400)

2. Approval was given to award the bid for the water tank replacement and systems upgrade at the Barley Sheaf School to Samuel Stothoff Company in the total amount of \$111,700. The total amount includes a base bid amount of \$115,000 and a deduct alternate of \$3,300.

The following bids were received:

Bidder	Base Bid	Alternate 1
Samuel Stothoff	\$115,000	(\$3,300)
Dumont Mechanical	\$123,840	(\$6,480)
Gabe Sganga	\$129,927	(\$3,500)
Aurora Environmental	\$146,640	(\$4,800)

3. Approval was given to award the Energy Savings Improvement Program (ESIP) development and implementation to the Energy Services Company (ESCO) Ameresco Inc.

Aye: Ms. Behn                      Ms. Mastellone              Nay: 0    Abstain: 0  
       Dr. Bonieski                    Mr. Zarish  
       Dr. Copeland                   Mr. Larmore  
       Mr. Davidson

### TRANSPORTATION

The next meeting will be held on November 9, 2011.

Ms. Hope gave a brief report noting that the opening of school was discussed as well as several parent bus stop requests.

### FINANCE

The next meeting will be held on November 18, 2011.

**All Finance items were approved under one motion made by Mr. Davidson, seconded by Ms. Behn.**

1. Approval was given of the attached transfer list from September 13, 2011 to October 10, 2011.
2. Approval was given to apply the additional State Aid allotment of \$513,252 to offset future increases in health care costs for the 2012-2013 school year.

Dr. Bonieski noted that the Finance Committee reviewed State Aid options. Ms. Hope stated health costs increased 19% for Medical, 3% for Prescription and 21% for Dental. Information will be sent to the staff and the community. Ms. Hope projected the 2012-2013 budget to be 1.3 million short in the preliminary phases. Dr. Copeland asked that we communicate how the decision regarding State Aid was made to the public. Mr. Larmore stated budget projections are preliminary. Mr. Davidson noted by offsetting the expense it is a savings to the tax payers.

3. Approval was given of the attached bill list for the month of October, 2011 totaling \$2,475,223.89.
4. Approval was given to terminate Wells Fargo Insurance Company as our Broker of Record for property and casualty insurance, effective November 30, 2011.
5. Approval was given for the following resolution:

#### SCHOOL ALLIANCE INSURANCE FUND RESOLUTION APPOINTING A RISK MANAGMENT CONSULTANT

WHEREAS, the Flemington-Raritan Regional Board of Education (“Educational Facility”) had previously resolved to join the School Alliance Insurance Fund (“SAIF”) following detailed analysis subject to a previously executed board resolution; and

WHEREAS, the Bylaws of SAIF requires that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED that the Flemington-Raritan Regional Board of Education, does hereby appoint Centric Insurance Agency of New Providence, NJ and Brown & Brown Benefit Advisors of Lambertville, NJ as its Risk Management Consultant in accordance with the Fund’s Bylaws and authorizes the execution of other documents as may be required by SAIF to effectuate said appointment. This appointment is effective December 1, 2011.

6. Approval was given for the following resolution:

Pursuant to the requirements of NJPL 2011 Chapter 78, the Flemington-Raritan Board of Education hereby resolves to implement a Section 125 Flexible Spending Accounts (FSA) effective January 1, 2012 as follows:

1. Pursuant to their electronic proposal of September 15, 2011, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex, LLC as the Board’s FSA administrator.
2. The Board appoints Brown & Brown Benefits Advisors, Inc. as its FSA broker-of-record.



- 3. All appropriate Board of Education staff is authorized to take such action and affect such documentation as necessary to implement these changes.

Aye: Ms. Behn                      Ms. Mastellone                      Nay: 0   Abstain: 0  
 Dr. Bonieski                      Mr. Zarish  
 Dr. Copeland                      Mr. Larmore  
 Mr. Davidson

**COUNTY SCHOOL BOARDS ASSOCIATION**

The next meeting is yet to be determined.

Ms. Mastellone attended for Ms. Behn. Ms. Mastellone noted that at the meeting they discussed Shared Services.

**NEW JERSEY SCHOOL BOARDS ASSOCIATION/LEGISLATIVE ADVISOR**

No Report

**POLICY**

The next meeting will be held on December 6, 2011.

**The Policy item was approved under one motion made by Ms. Mastellone, seconded by Mr. Davidson.**

- 1. Approval was given of the following revised policies:

0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics (Revised & Mandated)

Assembly Bill 444 has been signed by the Governor requiring all Board members to undergo a criminal history record check within thirty days of their election or appointment to the Board. Current Board members must also undergo the same record check. The Board may reimburse Board members for the cost of the criminal history record check. The Commissioner of Education will disqualify a Board member who has been convicted of a crime or offense enumerated in N.J.S.A. 18A:12-1 et seq. On June 9, 2011 school districts received a NJDOE Memorandum indicating the thirty-day requirement had been placed on hold pending Federal approval of this new law. On July 14, 2011 districts received a Memorandum from the NJDOE indicating Federal approval has been obtained. The Memorandum also includes the procedure to be followed for the criminal history background search. An updated Policy Guide has been developed providing the Board with the option of reimbursing Board members for the costs of the background check.

0142.1 Nepotism

This policy is being revised to reflect current practice.

1530 Equal Employment Opportunities (Revised & Mandated)

Policy Guide 1530 has been updated to incorporate an additional provision outlined in N.J.A.C. 6A:7-1.8(c). In addition, several minor revisions were made to be consistent with Section VI – Employment/Contract Practices of the Comprehensive Equity Plan Needs Assessment Checklist. The Regulation Guide has been revised with several minor changes to include an update to the telephone number and address of the New Jersey Department of Education and the New Jersey Division on Civil Rights in the State’s Attorney General’s Office.

**2340 School Trips\***

Revised to reflect current practice.

**\*TABLED**

## 2415.01 Academic Standards, Academic Assessments, and Accountability (Revised &amp; Mandated)

Strauss Esmay's current Policy Guide 2415.01 – Academic Standards, Academic Assessments, and Accountability – developed in December 2003 meets the requirements as outlined in the NCLB law. However, the New Jersey Department of Education recently published a Title I School Improvement Information Sheet 2010-2011 and information in this document and other recently published NCLB documents require an update to Policy Guide 2415.01. This Policy Guide should replace the district's existing Policy 2415.01.

## 2415.04 Title I - District-Wide Parental Involvement (Revised &amp; Mandated)

Strauss Esmay's current Policy Guide 2415.04 – Title I – Parent Involvement developed in December 2003 meets the parent involvement policy requirements as outlined in the NCLB law. However, subsequent to December 2003, the United States Department of Education (USDE) published a District-Wide Parental Involvement Policy – Sample Template. In light of this Policy Guidance from USDE, Policy Guide 2415.04 has been updated to be consistent with the USDE policy guidance. This new Policy Guide requires a school district to fill in school district actions and activities within the Policy. This new Policy Guide should replace the district's existing Policy 2415.04.

## 2423 Bilingual and ESL Education (Revised &amp; Mandated)

The New Jersey Department of Education recently provided an August 9, 2010 Memorandum to all school districts regarding Title I, Part A Parent Involvement Policies. The Memorandum indicates districts are required to complete the Required Parent Notification and Documentation table in an Electronic Web-Enabled Grant System (EWEG) with either the dates the Board adopted parent involvement policies and/or the dates of distribution of required documentation. Below please find the table included in the Memorandum with Strauss Esmay's corresponding policy or regulation number.

Required Parent Notification and Documentation for Title I	Dates
1. The LEA and school(s) have written parent involvement policies, developed in collaboration with parents of participating Title I students. (Insert date of Board adoption)	P2415.04
2. The parent involvement policy is distributed to parents of participating Title I children, in an understandable and uniform format and, to the extent practicable, in a language the parents understand. (Insert date of distribution)	P2415.04
3. The school(s) and parents of participating students jointly develop a school-parent compact, which defines the shared responsibility for improving student academic achievement. (Insert date range)	P2415.04
4. Parents are notified at the beginning of the school year of their right to know the qualifications of their child's teachers and paraprofessionals. (Insert date of notification)	P2415.03
5. Parents of limited English proficient children placed in a language instruction educational program have been notified, no later than thirty days after the start of the school year, of the reason for this placement and the child's level of proficiency. (Insert date of notification)	P&R2423
6. Parents have been notified promptly if their child's school has been designated as in need of improvement. (Insert date of notification or NA)	P2415.01
7. Parents have been notified of their right to request intradistrict public school choice. (Insert date of notification or NA)	P2415.01
8. Parents of eligible students have been notified of the availability of supplemental educational services (SES), including the provider list Web address. Also distributed were enrollment forms. (Insert date of notification or NA)	P2415.01

In reviewing 5. in the table above, the New Jersey Department of Education noted NCLB's requirement that parents of LEP children placed in a language instruction educational program be notified of the placement no later than thirty days after the start of the school year. In order to ensure compliance with this requirement and several other NCLB parental notification requirements pertaining to LEP pupils, Policy and Regulation Guides 2423 – Bilingual and ESL Education have been revised.

#### 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised & Mandated)

The New Jersey Department of Education (NJDOE) published their Guidance for the Prevention and Treatment of Sports-Related Concussions and Head Injuries on April 12, 2011. The Guidance includes what is required in a Policy as per P.L. 2010, Chapter 94 and suggestions to include in a Policy. New Policy and Regulation Guides have been developed that are consistent with the NJDOE Guidance. In summary, the law has several basic requirements:

1. N.J.S.A. 18A:40-41.2 requires an interscholastic athletic head injury safety training program;
2. N.J.S.A. 18A:40-41.3 requires a written policy for the 2011-2012 school year to be reviewed and updated, as necessary, annually.
3. N.J.S.A. 18A:40-41.4 requires a student-athlete be immediately removed from the activity or event and receive a medical evaluation by a physician or other healthcare professional. The student-athlete can only return to the activity with a written medical clearance.
4. N.J.S.A. 18A:40-41.5 provides immunity to school districts for injury to any youth sports team organization athlete that uses school facilities provided the district obtains adequate insurance from the organization and the organization signs a statement that it will comply with the district's policy.

A district may make revisions to these Guides provided the changes do not conflict with the law. A district can develop its own graduated return-to-competition and practice protocol. The graduated return-to-competition and practice protocol in the Policy and Regulation Guides is the protocol developed by the NJDOE that was developed after extensive consultation with experts in this field. Any revisions in this schedule by a school district should be made in consultation with medical experts. A school district recently received additional information from the NJDOE that a school district may place the responsibility of monitoring a student-athlete's progress through the Graduated Return-to-Competition and Practice Protocol with the student-athlete's physician even though the NJDOE Guidance indicates the school district's professionals shall assume this responsibility. The enclosed Policy and Regulation Guides closely align with the NJDOE Guidance and school districts should review the Guidance before making any revisions to these Guides.

This new law not only places a significant responsibility on the school district for its own students but also for children participating in youth sports team organizations using school grounds. The law indicates the district shall not be held liable for any injury to participants of youth sports teams using school grounds provided the district provides a copy of the Policy and Regulation to the organization and the receives proof of insurance and a statement of policy compliance from the organization.

This summary and the enclosed Policy and Regulation Guides have been available for download through *ELANOnline* since June 9, 2011. Enclosed are the new Policy and Regulation Guides 2431.4, both need to be adopted by the Board. The Policy Guide should replace the district's existing 2431.4 Policy.

Ms. Behn questioned how we are going to police Policy 2431.4. Ms. Behn spoke to Mr. Nolan and Mr. Nolan will speak with the attorneys.

#### 3125 Employment of Teaching Staff Members (Revised)

This policy is being revised to reflect current practice. The changes which are highlighted as well as bolded are being questioned as to current practice. The District nepotism policy is attached for your perusal.

#### 3125.02 Employment of Substitute Teachers (Revised)

This policy is being revised to reflect current practice.

#### 6220 Budget Preparation (Revised & Mandated)

The entire chapter N.J.A.C. 6A:23 has been relocated to N.J.A.C. 6A:23A. Many of the administrative code sections were relocated with minor changes. Policy Guide 6220 has been revised removing some of the details of budget development and referencing the new code sections that apply as the budget details are frequently revised. In addition, some of the new requirements regarding public inspection of the budget upon submission to the Executive County Superintendent and publication of the budget after adoption have been added. Administrative code legal citations have also been updated. The current Regulation Guide reflects the school district's specific budget development process and does not address issues included in the Policy Guide. Therefore, the Regulation Guide is not being revised at this time.

6360 Political Contributions (Revised & Mandated)

The adoption of accountability regulations in December 2009, N.J.A.C. 6A:23A-6.3, and January 15, 2010 Local Finance Notice (LFN) – Section H, published by the New Jersey Department of Community Affairs (NJDCA), significantly changes the Political Contribution Disclosure (PCD) requirements for school districts. Prior to the adoption of N.J.A.C. 6A:23A-6.3, a PCD form was not required to be submitted by a business entity if the contract was awarded under a “fair and open” process. N.J.A.C. 6A:23A-6.3 requires PCD forms to be filed for all contracts with an anticipated value in excess of \$17,500, *regardless of the basis upon which the contract was awarded*. Therefore, there is no longer different PCD filing requirements when the Board awards a contract using a “non-fair and open” process or a “fair and open” process. Policy Guide 6360 has been revised removing the “fair and open” exception to a business entity filing a PCD form.

6820 Financial Reports (Revised & Mandated)

The entire chapter N.J.A.C. 6A:23 has been relocated to N.J.A.C. 6A:23A. Many of the administrative code sections were relocated with minor changes. N.J.A.C. 6:23-2.2, 2.10 and 2.11 were relocated to N.J.A.C. 6A:23A-16.2, 16.9 and 16.10 requiring revisions to Policy Guide 6820. The revised Policy Guide provides some additional details, updates the legal code citations, expands the Board Secretary’s title to School Business Administrator/Board Secretary, and provides for a Treasurer of School Moneys designee in the event the district elects not to have a Treasurer of School Moneys position consistent with the recent legislation making this position no longer a requirement. The new code and this Policy Guide do not change any financial reporting requirements.

8220 School Hours (Revised)

This policy is being revised to reflect current practice.

**\*Policy 2340 was tabled.**

Aye: Ms. Behn                      Ms. Mastellone                      Nay: 0    Abstain: 0  
       Dr. Bonieski                    Mr. Zarish  
       Dr. Copeland                   Mr. Larmore  
       Mr. Davidson

**MISCELLANEOUS**

**All Miscellaneous items were approved under one motion made by Mr. Zarish, seconded by Ms. Behn.**

- Approval was given for the following schools to accept the following donations for the 2011-2012 school year:

Donor	School	Donation	Amount
BJ’S Wholesale Club	FAD	Adopt A School Program	\$ 500
3M Corporation	JPC	3M Supplies for Schools	\$2,500.

- Approval was given for Zufall Health to conduct free student dental screenings as indicated below:

School	Date
RH	October 20 <sup>th</sup> & 27 <sup>th</sup>
FAD	February 2 <sup>nd</sup> & 23 <sup>rd</sup>

Aye: Ms. Behn                      Ms. Mastellone                      Nay: 0    Abstain: 0  
       Dr. Bonieski                    Mr. Zarish  
       Dr. Copeland                   Mr. Larmore  
       Mr. Davidson

**CORRESPONDENCE**

Dr. Copeland received a letter from J. Costell and a letter regarding State Aid. Mr. Larmore received a letter from Mr. Eto regarding activities his son is involved in with Japan. Mr. Larmore noted that Mr. Eto’s son is doing exciting things.

**OLD BUSINESS**

Mr. Larmore stated that the Board Planning Session was not completed. He is trying to schedule another date to finish the work.

**NEW BUSINESS**

Dr. Copeland reminded everyone that the J.P. Case PTO 5K is on October 23, 2011 and also asked if there is an FREA Negotiations update. Mr. Larmore noted they are planning on having a Fact Finding hearing on November 17, 2011. Ms. Behn thanked the Francis A. Desmares teachers for all of their hard work. Dr. Copeland noted that the Board would love to visit events and to please share the dates with them.

**CITIZENS ADDRESS THE BOARD**

None

Be It Resolved, by the Flemington-Raritan Regional Board of Education that it does hereby determine that it is necessary to meet in executive session to discuss the matters stipulated, in conformance with the Open Public Meetings Act, Chapter 231 P.L. 1975.

Pending Litigation

The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.

On the motion of Ms. Behn, seconded by Ms. Mastellone, the meeting was adjourned, unanimously viva voce, at 8:51 p.m. to Executive Session.

The Board returned to public session at 9:22 p.m.

**ADJOURN**

On the motion of Ms. Behn, seconded by Ms. Mastellone, the meeting was adjourned at 9:22 p.m.

Respectfully Submitted,

Stephanie Hope  
Business Administrator/Board Secretary

Upcoming Board Meetings

- November 7
- November 21
- December 5
- December 19
- January 9, 2012
- January 23
- February 6
- February 27
- March 5
- March 19
- April 2
- April 16