

**FRANKLIN LAKES BOARD OF EDUCATION  
FRANKLIN LAKES, NEW JERSEY**

**REGULAR BUSINESS MEETING AGENDA**

Monday, December 15, 2014

Franklin Avenue Middle School  
755 Franklin Avenue, 8:00 PM  
Multi-Purpose Room

1. **CALL TO ORDER BY THE PRESIDENT**

2. **FLAG SALUTE**

3. **PUBLIC ANNOUNCEMENT**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. This does not extend to Board discussions of pending or active litigation, contract negotiation, and matters involving the confidentiality and privacy rights of students and employees. In accordance with the provisions of the Act, the Franklin Lakes Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted on the School website; published in the Board's designated newspapers: *The Ridgewood News* and *The Record*; and mailed to all persons, if any, who have requested said notice. In addition, please be aware that employees of this School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools and, therefore, are not public meetings, but meetings held in public. As a reminder, the Board of Education has a "BOE Suggestion Box" located on the District Website under "Board of Education." The Board welcomes your questions, input and suggestions.

4. **ROLL CALL**

Mr. Michael Ben-David, Ms. Christine Christopoul, Mr. Laurence Loprete, Ms. Susan McGowan, Mr. Robert Medeiros, Ms. Shirley O'Reilly, Ms. Kathie Schwartz, Mr. Craig Urcioli, Ms. Jackie Veliky

5. **APPROVAL OF MINUTES**

- Motion to approve the Minutes from the meetings on December 03, 2014

OFFERED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_

6. **MOTION TO APPROVE BOARD SECRETARY AND TREASURER'S REPORTS**

None

7. **APPROVAL OF MONTHLY BUDGET STATUS CERTIFICATION**

None

8. **PUBLIC WORK SESSION**

- Presentation of Patriot's Pen Essay Contest Winners – 15 minutes
- Break – 5 minutes
- 2015 Board Meeting Schedule Discussion – 10 minutes
- QSAC Equivalency Application NJAC6A:5 Discussion– 10 minutes
- Committee Reports
  - Finance – 5 minutes
  - Class Size Policy Discussion – 10 minutes
- Recognition of Outgoing Board Members – 10 minutes

9. **QUESTIONS AND COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS (30 MINUTES)**

- Motion to open the meeting to public discussion on agenda items
- Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. The Board urges large groups to select one person to represent them. The Board utilizes a yellow and red color-coded system to reinforce the three (3) minute time allotment to ensure the best opportunity for the Board to hear from all members of the public who wish to speak. The Board reminds those individuals who take the opportunity to speak to please step up to the microphone, identify themselves by name and address, and to limit their comments to items listed on the agenda. The Board may or may not respond to issues raised by members of the public. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks all members of the public to be courteous and mindful of the rights of other individuals when speaking. Specifically, the Board discourages comments regarding students and employees and will not respond to such comments. Please note that after the public discussion is closed by the President, no other questions or comments from the audience will be permitted until the "Questions and Comments from the Audience on Any Topic of Concern" at the end of the agenda. At that time, questions do not have to be confined to agenda items.
- Motion to close the public discussion and re-enter the regular public meeting

10. **RESOLUTIONS**

**COMMITTEE OF THE WHOLE**

#1CW

RESOLUTION NO. 11602

**ACCEPTANCE OF FRANKLIN LAKES EDUCATION FOUNDATION GRANTS TOTALING \$98,730.00**

**BE IT RESOLVED** that upon recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education accepts the donation of \$98,730.00 from the Franklin Lakes Education Foundation in the form of Fall grants, as per the attached spreadsheet for the 2014-15 school year.

Motion by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

Seconded by \_\_\_\_\_

DATED: December 15, 2014

Attachment

---

**BUILDINGS, GROUNDS AND OPERATIONS**

**#1BGO**

RESOLUTION NO. 11603

**APPROVAL OF CAMP INVENTION**

**BE IT RESOLVED** that the upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the application from Invent Now, Inc. for use of School Facilities for purposes of Camp Invention from July 13 – July 24, 2015 from 8:00 a.m. to 3:30 p.m. at Colonial Road School.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

---

**CURRICULUM & INSTRUCTION COMMITTEE**

**#1CUR**

RESOLUTION NO. 11604

**APPROVAL OF FIELD TRIPS**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education approves the field trips listed on the attached summary.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

Attachment

---

**APPROVE BID FOR SOLID WASTE AND RECYCLABLE  
MATERIALS COLLECTION SERVICES**

**WHEREAS**, the Franklin Lakes Board of Education (hereinafter referred to as the "Board") advertised for bids for Solid Waste and Recyclable Materials Collection Services (hereinafter referred to as the "Services"); and

**WHEREAS**, on December 3, 2014, the Board received two (2) bids for the Services, as reflected on the bid tabulation sheet attached to this resolution; and

**WHEREAS**, the lowest responsible bid for the Services was submitted by Bella Cleaning & Carting, LLC, (hereinafter referred to as "Bella") with a base bid total contract price for the Services for all locations for the calendar years 2015, 2016 and 2017, in the amount of \$48,951.00, representing \$45,351.00 for Solid Waste and \$3,600.00 for Recyclable, as follows:

**January 1, 2015 to December 31, 2015 Bid (Annual Price for All Locations)**

1. Solid Waste - \$14,386.00
2. Recyclable - \$1,200.00

2015 TOTAL ANNUAL CONTRACT (ALL LOCATIONS) - \$15,586.00

**January 1, 2016 to December 31, 2016 Bid (Annual Price for All Locations)**

1. Solid Waste - \$15,105.00
2. Recyclable - \$1,200.00

2016 TOTAL ANNUAL CONTRACT (ALL LOCATIONS) - \$16,305.00

**January 1, 2017 to December 31, 2017 Bid (Annual Price All Locations)**

1. Solid Waste - \$15,860.00
2. Recyclable - \$1,200.00

2017 TOTAL ANNUAL CONTRACT (ALL LOCATIONS) - \$17,060.00; and

**WHEREAS**, the bid submitted by Bella is responsive in all material respects and the Board is desirous of awarding the contract for the Services to Bella; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards the contract for the Solid Waste and Recyclable Materials Collection Services to Bella Cleaning & Carting, LLC, in the amount of \$48,951.00, representing the total contract sum for waste disposal and recycling services at all locations for the calendar years 2015, 2016 and 2017.

**BE IT FURTHER RESOLVED** that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and performance bond as required in the specifications, together with an executed agreement, as prepared by the Board Attorney, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

ROLL CALL VOTE:

AYES:

NAYS:

ABSTENTIONS:

CERTIFICATION

I hereby certify that the within Resolution was adopted by the Franklin Lakes Board of Education by a majority vote at its duly authorized meeting on December 15, 2014.

\_\_\_\_\_  
Michael Solokas  
Business Administrator/Board  
Secretary

Motion by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

Seconded by \_\_\_\_\_

DATED: December 15, 2014

---

#2F

RESOLUTION NO. 11606

**APPROVE RENEWAL OF CONTRACTS FOR STUDENT  
TRANSPORATION FOR 2014-15**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the renewal of contracts for student transportation for the 2014-15 school year with First Student, Inc. and Durham Bus Company with the allowable CPI (1.69%) increase based on last year's prices.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

#3F

RESOLUTION NO. 11607

**APPROVAL OF AN ADDITIONAL PTA FUNDRAISER FOR  
WOODSIDE AVENUE SCHOOL FOR THE 2014-15 SCHOOL YEAR**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following additional PTA fundraiser for Woodside Avenue School:

- Cherishables (Online Greeting Card Company), will donate 10 percent of card sales ordered online to Woodside Avenue School

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

**PERSONNEL**

#1P

RESOLUTION NO. 11608

**APPROVAL OF STAFF TRIPS AND CONFERENCES**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the attendance of staff members at the conferences listed on the attached summary.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

Attachment

#2P

RESOLUTION NO. 11609

**APPROVAL OF MATERNITY LEAVE FOR KATE LENART**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves the maternity leave for Kate Lenart, CAPS Program Teacher, Colonial Road School, from April 14, 2015 through December 22, 2015.

**NOW BE IT RESOLVED** that a copy of this resolution be forwarded to Kate Lenart.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

---

**POLICY**

#1POL

RESOLUTION NO. 11610

**SECOND READING OF REVISED POLICY #5113: ATTENDANCE, ABSENCES, AND EXCUSES**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a second reading for revised Policy #5113: Attendance, Absences, and Excuses.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

Attachment

---

#2POL

RESOLUTION NO. 11611

**SECOND READING OF REVISED POLICY #5120: ASSESSMENT OF INDIVIDUAL NEEDS**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a second reading for revised Policy #5120: Assessment of Individual Needs.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014

Attachment

---

#3POL

RESOLUTION NO. 11612

**SECOND READING OF REVISED POLICY #3542.1: LOCAL WELLNESS/NUTRITION**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a second reading for revised Policy #3542.1: Local Wellness/Nutrition.

Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014  
Attachment

---

#4POL

RESOLUTION NO. 11613

**SECOND READING OF REVISED POLICY #9113: FILLING VACANCIES**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a second reading for revised Policy #9113: Filling Vacancies.

Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014  
Attachment

---

#5POL

RESOLUTION NO. 11614

**SECOND READING OF REVISED POLICY #4112.6/4212.6: PERSONNEL RECORDS**

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Franklin Lakes Board of Education approves a second reading for revised Policy #4112.6/4212.6: Personnel Records.

Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_  
Passed \_\_\_\_\_ Failed \_\_\_\_\_

DATED: December 15, 2014  
Attachment

---

- 11. **STUDENT SUSPENSION REPORT**
- 12. **ENROLLMENT REPORT**
- 13. **REPORT OF THE SUPERINTENDENT OF SCHOOLS**
- 14. **BOARD COMMENTS/NEW BUSINESS**



15. **QUESTIONS AND COMMENTS FROM THE AUDIENCE ON ANY TOPIC OF CONCERN - 30 MINUTES**

- Motion to open the meeting to public discussion
- Please follow the guidelines as stated under "Questions and Comments from the Audience on Agenda Items"
- Motion to close the public discussion and re-enter the regular public meeting

16. **PRIVATE WORK SESSION TIME:**

WHEREAS, the Open Public Meetings Act and the Franklin Lakes Board of Education reserve the right within the constraints of State Law to sit in Private Session; and WHEREAS, there now exists a need for this Board of Education to meet in Private Session;

NOW, THEREFORE, BE IT RESOLVED, that the Franklin Lakes Board of Education recess into Private Work Session to discuss exempt matters pertaining to personnel, legal matters and any such matters that may come before the Board; and

BE IT FURTHER RESOLVED that the public will be informed regarding the topics discussed in Private at a later date undetermined at this time.

OFFERED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_

18. **ADJOURNMENT**

OFFERED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Michael Solokas  
Business Administrator/Board  
Secretary

**INDEX: DECEMBER 15, 2014**

<b>RESOLUTION #</b>	<b>TOPIC</b>
<b>COMMITTEE OF THE WHOLE</b>	
<b>1CW</b>	<b>ACCEPTANCE OF FRANKLIN LAKES EDUCATION FOUNDATION GRANTS TOTALING \$98,730.00</b>
<b>BUILDINGS, GROUNDS AND OPERATIONS</b>	
<b>1BGO</b>	<b>APPROVAL OF CAMP INVENTION</b>
<b>CURRICULUM &amp; INSTRUCTION</b>	
<b>1CUR</b>	<b>APPROVAL OF FIELD TRIPS</b>
<b>FINANCE</b>	
<b>1F</b>	<b>APPROVE BID FOR SOLID WASTE AND RECYCLABLE MATERIALS COLLECTION SERVICES</b>
<b>2F</b>	<b>APPROVE RENEWAL OF CONTRACTS FOR STUDENT TRANSPORTATION FOR 2014-15</b>
<b>3F</b>	<b>APPROVAL OF AN ADDITIONAL PTA FUNDRAISER FOR WOODSIDE AVENUE SCHOOL FOR THE 2014/15 SCHOOL YEAR</b>
<b>PERSONNEL</b>	
<b>1P</b>	<b>APPROVAL OF STAFF TRIPS AND CONFERENCES</b>
<b>2P</b>	<b>APPROVAL OF MATERNITY LEAVE FOR KATE LENART</b>
<b>POLICY</b>	
<b>1POL</b>	<b>SECOND READING OF REVISED POLICY #5113: ATTENDANCE, ABSENCES, AND EXCUSES</b>

**INDEX: DECEMBER 15, 2014**

<b>2POL</b>	<b>SECOND READING OF REVISED POLICY #5120: ASSESSMENT OF INDIVIDUAL NEEDS</b>
<b>3POL</b>	<b>SECOND READING OF REVISED POLICY #3542.1: LOCAL WELLNESS/NUTRITION</b>
<b>4POL</b>	<b>SECOND READING OF REVISED POLICY #9113: FILLING VACANCIES</b>
<b>5POL</b>	<b>SECOND READING OF REVISED POLICY #4112.6/4212.6: PERSONNEL RECORDS<sub>s</sub></b>



**2014-15 FLEF  
GRANT PROPOSALS**

Gr.	Applicant(s)	Grant Title	Brief Description	Amount Granted
K	Ann Jameson Jaelyn Bajzath Kristine Cecere Christine Gagliardo	<b>Kindergarten Orientation Take Home Bags</b>	Create Kindergarten Orientation Take Home Bags to include a book to be read aloud to our incoming Kindergarteners as well as an exciting family game designed to promote early literacy skills.	\$2,700
pre-K to 5	Jaelyn Bajzath	<b>3D Printer Technology Support</b>	Prepare students for 3D printer technology use by using iPads with the Blokify app to create and design exciting ideas. Support the coming 3D printer technology initiative by supplying printing materials for the school year.	\$5,350
pre-K to 5	Jaelyn Bajzath	<b>Science Day</b>	During Science Day, students will learn by exploring and testing ideas while using their hands! Students will have the opportunity to interact at large group assemblies and engage in even more hands-on activities in workshops. Liberty Science Center will work with us to create experiences that link to our curriculum looking at vertical alignment through the grades and including pre-activity lessons.	\$6,600
K-5	Kristine Cecere Christine Gagliardo	<b>Story Pirate Assemblies</b>	The Story Pirates, a performing arts group, will come to our two schools to present an assembly based on the idea of creating stories, reviewing key narrative story elements while acting out a story that the students create at that time. Students then submit stories for which the group provides feedback. Five stories are selected and the group acts them out during the second assembly.	\$7,500
6-8	Joe Keiser	<b>Rock Program</b>	Continuing the highly successful program funded by FLEF for the last two years, teachers Andrew Tuttle, Chris Parr and Brian Kozichek will coach rock bands made up of FAMMS students. Running from December through April 2015, the program will culminate with a concert during which the students perform in a non-competitive environment.	\$1,200



**2014-15 FLEF  
GRANT PROPOSALS**

<b>Gr.</b>	<b>Applicant(s)</b>	<b>Grant Title</b>	<b>Brief Description</b>	<b>Amount Granted</b>
7	Joe Keiser	<b>Winter Gardening</b>	This initiative supports and expands the gardening program, where students began working in raised planter beds this fall. Greenhouse covers to protect plants during the winter are requested, enabling the classes' access to full year gardening. Students will help to assemble the greenhouse covers and monitor their gardens in Science class throughout the year.	\$980
6	Joe Keiser	<b>Nike Fuel Bands</b>	Students will learn the importance of nutrition and activity during classroom lessons and then be provided with a Nike Fuel Band to monitor their activity throughout the day. Students will track their progress and make connections using real-time data. The bands will also be used during PE classes for the remainder of the year, allowing students to see the benefit of an active lifestyle.	\$8,415
K-5 SE	John Caliso	<b>Laptops to Enhance Instructional Practice for Special Needs students</b>	This program would fund laptops to enhance instruction and create rich learning experiences for our special needs students. Special Education teachers will collaborate as a team, using the laptops with students to promote fundamental technology skills and also to track student progress and success.	\$33,335
6-8	Joe Keiser	<b>MPPR Projection Screen</b>	This grant will install an up to date projector and screen in the FAMS MPPR for use by administration, faculty and students. Throughout the school year, there are many presentations, assemblies, movie nights, and student presentations that require the use of a computer and projector. This new setup would be more accessible, providing the ability to display a high quality image in the MPPR without all of the existing wires and extensive setup.	\$32,650
<b>Grand Total</b>				<b>\$98,730</b>

**Field Trip Chart - December 3, 2014**

DATE	TRIP	WHO	TIME	Total No. attending	COST OF TRIP	COST TO STUDENT	COST TO DISTRICT
1/26/15	Buehler Challenger & Science Center	HMR 5th grade	9:45am-1:30pm	42 students 4 staff	\$1,555	\$37.00	\$0

\*

STAFF TRIPS AND CONFERENCES  
BOARD AGENDA of December 15, 2014

First Name	Last Name	School	Conference/Class	City, State	Date(s)	Cost Not to Exceed
Gina	Aiello	FAMS	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$0
Lauren	Amoroso	FAMS	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$6.37
Cindy	Brincka	HMR	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$0
Francesca	D'Amico	HMR	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$0
Melanie	DeFazio	HMR	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$6.82
Michele	DePalma	HMR	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$0
Jennifer	Edson	FAMS	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$2.68
Wendy	Feinhals	FAMS	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$5.84
Virginia	Kosch	HMR	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$0
Matthew	Jenisch	FAMS	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$6.00
Nina	Landgraf	HMR	Technology in the Classroom 2015 Annual Conference <i>NIECC</i>	MSU Montclair, NJ	1/7/15	\$0

STAFF TRIPS AND CONFERENCES  
BOARD AGENDA of December 15, 2014

Emily	Mier	WAS	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/7/15	\$0
Laura	Perry	FAMS	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/7/15	\$11.84
Eva	Prunk	FAMS	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/7/15	\$11.78
Julia	Tonelli	FAMS	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/7/15	\$8.77
Andrew	Tuttle	FAMS	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/7/15	\$6.37
Meagan	Yorio	WAS	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/7/15	\$5.89
Denise	Liedel	HMR	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/8/15	\$0
Robin	Smolenski	HMR	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/8/15	\$0
Jaclyn	Bajzath	HMR	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/9/15	\$0
Allison	Stein	FAMS	Technology in the Classroom 2015 Annual Conference <i>N/ECC</i>	MSU Montclair, NJ	1/9/15	\$6.51
Noreen	Carey	WAS	Animal Bites and Scratches <i>Bergen County Dept. of Health</i>	Hackensack, NJ	1/9/15	\$34.30
Lauren	Amoroso	FAMS	Help Your Students with Special Needs Meet the Common Core Standards <i>BER</i>	Parsippany, NJ	1/13/15	\$241.76
Lauren	Spirko	FAMS	Help Your Students with Special Needs Meet the Common Core Standards <i>BER</i>	Parsippany, NJ	1/13/15	\$241.82



STAFF TRIPS AND CONFERENCES  
BOARD AGENDA of December 15, 2014

Noreen	Carey	WAS	Immunization Audits <i>Bergen County Dept. of Health</i>	Hackensack, NJ	1/21/15	\$9.30
Grace	Donnelly	HMR	Effectively Dealing with Disruptive Students <i>BER</i>	Long Branch, NJ	1/21/15	\$229.00
AnnaMaria	Ferrone	HMR	Effectively Dealing with Disruptive Students <i>BER</i>	Long Branch, NJ	1/21/15	\$229.00
Kathy	Lonati	HMR	Effectively Dealing with Disruptive Students <i>BER</i>	Long Branch, NJ	1/21/15	\$229.00
MaryJane	Vinci	FAMS	Concussion in Sport <i>NYU School of Medicine</i>	NYU NYC, NY	2/27/15	\$197.30
Denise	Hatley	District	The Social & Emotional Development of Gifted Children <i>Rutgers University</i>	Wyckoff, NJ	3/1/15 - 6/1/15	\$2,315.50

**Policy**

---

ATTENDANCE, ABSENCES, AND EXCUSES

The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The chief school administrator shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

Attendance

A day in session for purposes of attendance shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction. One continuous session of two and one-half hours may be considered a full day in kindergarten.

A day of attendance shall be one in which a student is present for the full day under the guidance and direction of a teacher while school is in session. Where there are two sessions in a day due to overcrowding, either session of four hours or more, exclusive of lunch or recess, shall be the equivalent of a full day's attendance.

A student shall be recorded as absent in the school register when not in attendance at a session, except students excused due to religious holidays who shall be recorded as excused. An excused absence for any reason other than due to religious holidays shall not be counted as a day of attendance in the school register.

The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with law (N.J.A.C. 6A:32-8.3—School attendance). In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

ATTENDANCE, ABSENCES AND EXCUSES (continued)Excused and Unexcused Absence

A student's absence from school is determined to be either excused or unexcused for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons:

- A. An "excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14, or for other reasons as approved by the Commissioner of Education as follows:
1. Observance of a religious holiday as approved by the Commissioner of Education;
  2. Take Our Children to Work Day
  3. Any other absence approved by the Commissioner of Education

Excused absences, as in the case of any absence, require verification by a student's parent or guardian. An excused absence, as noted above is not counted as a possible day of school for a student in the school attendance register, and will not be used to determine promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance.

- B. An "unexcused absence that does not count toward truancy" is a student's absence from school for a full or a portion of a school day for a reason that is not defined above including:
1. The student's illness with a parent/guardian phone call on the day of the illness and a doctor's note in cases of more than three consecutive days of absence;
  2. Requirements of a student's individual health care plan;
  3. A death or critical illness in the student's immediate family, or of others with permission of the principal;
  4. Quarantine;
  5. The student's suspension from school;
  6. Requirements of the student's individualized education program (IEP);
  7. Alternate short or long term accommodations for students with disabilities;
  8. The student's required attendance in court;
  9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  10. Such good cause as may be acceptable to the principal.

With permission of the school principal, an unexcused absence that does not count toward truancy will be considered on a case-by-case basis in the determining of promotion, retention, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance.

- C. An "unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a school day for any reason other than those defined as an excused absence, or an unexcused absence that does not count toward truancy listed above. These include but are not limited to the following:
1. Family travel;
  2. Performance of household or babysitting duties;
  3. Leaving school without permission when school is still in session;
  4. Leaving class because of illness and not reporting to the school nurse as directed;
  5. Being present in school but absent from class without approval. Such an absence from class is considered to be a "class cut."

ATTENDANCE, ABSENCES AND EXCUSES (continued)

An unexcused absence that counts toward truancy may be counted toward retention, loss of credit, ineligibility to make up assignments and texts for full credit, and violations of the school code of conduct for attendance.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school day absence that counts toward truancy.

Attendance and Instruction

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
- B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A student is expected to attend school daily and meet at a minimum the state attendance requirement of 90% attendance. Frequent excused and unexcused absences shall be evaluated on a case by case basis. Excessive absences may result in loss of credit and possible retention at the end of the school year.

Loss of credit and retention may be waived for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including student service personnel and classroom teachers.

In recommending the granting of a waiver, the review committee shall consider the nature and causes of all absences. Documentation of the nature and causes of absences shall be the responsibility of the student and parent/guardian. The absence of documented parent/guardian notes, doctor's notes, and other records that verify that an absence was excused according to board policy, shall be considered unexcused. Unexcused absences shall count toward truancy and may be subject to loss of grade or course credit toward promotion or graduation and disciplinary actions according to the code of student conduct. Notes from parents/guardians shall be considered but the district may require additional documentation such as doctor's notes or other official records to verify the note.

ATTENDANCE, ABSENCES AND EXCUSES (continued)

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

Procedures for Unexcused Absences

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
- C. Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- D. Follow all procedures according to law and board policy 5142 Safety and 5141.4 Child Abuse and Neglect if a potential missing or abused child situation is detected;
- E. Cooperate with law enforcement and other authorities and agencies, as appropriate.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

Procedures for Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents to address patterns of unexcused absences previously;
- C. Evaluate the appropriateness of action taken as identify in consultation with the student's parents;
- D. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
  1. Refer or consult with the building's intervention and referral services team;
  2. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
  3. Consider an alternate educational placement;
  4. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
  5. Refer to the court or a court program as follows:

ATTENDANCE, ABSENCES AND EXCUSES (continued)

- a. When the unexcused absences are determined to be violations of the compulsory education law and board policy;
  - b. When there is evidence of a juvenile-family crisis the student may be referred to Superior Court, Chancery Division, Family Part. "Juvenile-family crisis" pursuant to N.J.S.A. 2A:4A-22(g) means behavior, conduct or a condition of a juvenile, parent or guardian or other family member which presents or results in a threat to wellbeing and safety of the juvenile, serious conflict regarding the juvenile's conduct, unauthorized absence from home, pattern of unauthorized absence from school, or human trafficking;
6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate;
  7. Engage the student's family.

Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5131 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
- B. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
- C. Loss of partial or total course credit;
- D. Detention or suspension.

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance Procedure.

Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

- A. Make a determination regarding the need for a court referral for the truancy;
- B. Make a reasonable attempt to notify the student's parents of the mandatory referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes as follows:

1. An attendance officer who finds a truant child, shall take the child and deliver him/her to the

ATTENDANCE, ABSENCES AND EXCUSES (continued)

- parent/guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend;
2. The attendance officer shall examine into all violations and shall warn the child, the parent/guardian or other person having charge and control of the child of the consequences of the violation if persisted in;
  3. The attendance officer shall notify the parent/guardian or other person having charge and control of the child in writing, to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter;
  4. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school;
  5. The sheriff and his officers and all police officers and constables shall assist the attendance officer in the performance of their duties;
  6. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$ 25.00 for a first offense and not more than \$ 100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- A. Individualized education program (IEP);
- B. The Individuals with Disabilities Act (IDEA)
- C. Procedural protections set forth in N.J.A.C. 6A:14;
- D. Alternate short or long term accommodations for students with disabilities as required by law;
- E. Requirements of a student's individualized health care plan and individualized emergency healthcare plan.

District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending district responsible for the student. Following five or more cumulative unexcused absences school officials from the sending district shall proceed in accordance with the sending district's board attendance policy and procedure.

Regular Release of Students Before the End of the Normal School Day

There are varying situations which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be

ATTENDANCE, ABSENCES AND EXCUSES (continued)

notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Requirements of a student's individualized health care plan and individualized emergency healthcare plan;
- C. Requirements of the student's individualized education program (IEP);
- D. Alternate short or long term accommodations for students with disabilities;
- E. Medical disability;
- F. Motor vehicle driver's test;
- G. Interview for college entrance or employment;
- H. Family emergency;
- I. Court appearance;
- J. Such good cause as may be acceptable to the administration.

No student in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

Legal Custody

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the board of any change in the student's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact the parent/guardian;
- B. If no telephone contact can be made, the attendance officer shall investigate;
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities;
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Child's School Record

Whenever the chief school administrator receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the chief school administrator shall supply the record to the



ATTENDANCE, ABSENCES AND EXCUSES (continued)

requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing student records (see policy 5125 Student Records). After the chief school administrator has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Regulations

The chief school administrator shall develop procedures for the attendance of students including:

- A. The expectations and consequences regarding students' timely arrival of students to school and classes;
- B. The expectations and consequences regarding attendance at school and classes;
- C. A definition of unexcused absence that counts toward truancy that is consistent with the definition of a school day;
- D. School staff responses for unexcused absences for:
  - 1. Cumulative absences up to four;
  - 2. Cumulative absences of between five and nine;
  - 3. Cumulative unexcused absences of 10 or more; and
  - 4. Referral to court.

Dissemination and Implementation

The chief school administrator shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/guardians and students shall be notified annually of the attendance policy.

The chief school administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The board shall review the attendance policy on a regular basis.

Adopted:

NJSBA Review/Update:

Readopted: September 23, 2014

Key Words

Student Attendance, Attendance, Absences and Excuses, Student Attendance

<b><u>Legal References:</u></b>	<p><u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:35-4.9</p>	<p>General mandatory powers and duties Student promotion and remediation; policies and</p>
procedures	<p><u>N.J.S.A.</u> 18A:36-14, -15, -16 <u>N.J.S.A.</u> 18A:36-19a <u>N.J.S.A.</u> 18A:36-24 through -26 <u>N.J.S.A.</u> 18A:38-25</p>	<p>Religious holidays; absence of students on; effect Newly enrolled students; records and identification</p> <p>Missing children; legislative findings and declarations Attendance required of children between six and 16; exceptions</p>
	<p><u>N.J.S.A.</u> 18A:38-26 <u>N.J.S.A.</u> 18A:38-27 <u>N.J.S.A.</u> 18A:38-31</p>	<p>Days when attendance required; exceptions Truancy and juvenile delinquency defined Violations of article by parents or guardians; penalties</p>

ATTENDANCE, ABSENCES AND EXCUSES (continued)

<u>N.J.S.A.</u> 18A:38-32	District and county vocational school attendance officers
<u>N.J.S.A.</u> 18A:40-7	Exclusion of students who are ill
<u>N.J.S.A.</u> 18A:40-8	Exclusion of students whose presence is detrimental to health and cleanliness
<u>N.J.S.A.</u> 18A:40-9	Failure of parent to remove cause for exclusion; penalty
<u>N.J.S.A.</u> 18A:40-10	Exclusion of teachers and students exposed to disease
<u>N.J.S.A.</u> 18A:40-11	Exclusion of students having communicable tuberculosis
<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 52:17B-9.8a through -9.8c	Marking of missing child's school record
<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
<u>N.J.A.C.</u> 6A:16-1 <u>et seq.</u>	Programs to support student development
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-7.6	Attendance
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>	Student Attendance and Accounting
<u>N.J.A.C.</u> 6A:32-8.3	Student attendance
<u>N.J.A.C.</u> 8:61-2.1	Attendance at school by students or adults with HIV infection

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794 (Board may impose penalties for unjustifiable tardiness, improper absences from classes, truancy, and other unexcused absences)

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851 (Board may adopt policy to deny students course credit after a student was late or absent a specified number of times.)

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)(board acted unreasonably in applying its attendance policy to student with excessive absences due to chronic medical illness)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey Department of Education  
[www.nj.gov/education/students/safety/behavior/attendance/checklist.pdf](http://www.nj.gov/education/students/safety/behavior/attendance/checklist.pdf)

2014-2015 List of Religious Holidays Permitting Student Absence From School  
<http://www.state.nj.us/education/genfo/holidays1415.htm>

Jerkins v. Anderson. 191, N.J. (2007)

**Possible**

**Cross References:**

*5020	Role of parents/guardians
*5111	Admission
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Student records
*5141.2	Illness
*5141.4	Child abuse and neglect
*5142	Student safety
*6146	Graduation requirements
*6146.2	Promotion/retention
*6147	Standards of proficiency

ATTENDANCE, ABSENCES AND EXCUSES (continued)

- \*6147.1 Evaluation of individual student performance
- \*6154 Homework/makeup work
- \*6171.4 Special education
- \*6173 Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

---

ASSESSMENT OF INDIVIDUAL NEEDS

Each student shall be assessed upon entrance into the Franklin Lakes School district and beginning in grade three shall be assessed annually thereafter, to identify students not meeting district proficiency levels.

The Superintendent of Schools shall develop procedures to implement a program of individual student needs assessment that shall include but not be limited to:

- A. Identifying district needs as the basis for development of mandated goals; development of staff inservice programs; selecting and approving instructional materials; staffing;
- B. Identifying and determining the needs of:
  - 1. Gifted and talented students;
  - 2. Disruptive students;
  - 3. Disaffected students;
  - 4. Potential dropouts;
  - 5. Students who exhibit one or more potential indicators of dyslexia or other reading disability
  - 6. Students who require basic skills improvement programs;
  - 7. Students with limited English proficiency;
  - 8. Students who may require formal referral to the child study team for classification.

Policies addressing these specific groups and appropriate educational programs for them are listed in the cross references to this policy.

- C. Disseminating results of such assessments to parents/guardians and to appropriate staff and state and federal agencies as required without invading the privacy of the individual student.

The Superintendent of Schools/designee shall review all individual assessment procedures annually to ensure that they serve the purposes for which they are intended. At all times, these procedures shall be in full conformity with federal and state law.

Dyslexia Assessment

“Dyslexia” means a specific learning disability that is neurological in origin. It can be characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. Difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

The board shall select and implement age-appropriate screening instruments for the early diagnosis of

ASSESSMENT OF INDIVIDUAL NEEDS (continued)

dyslexia and other reading disabilities.

The board shall ensure that each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected by the board. The screening shall be conducted no later than the student's completion of the first semester of the second grade.

Students newly enrolling in the district or transferring into the district in kindergarten or grades one through six who exhibit potential indicators of dyslexia or other reading disabilities and who have not been previously assessed, shall be assessed using the board selected age-appropriate screening instruments. Students shall be assessed at the same time as other students enrolled in the student's grade if feasible. If other students enrolled in the student's grade have previously been screened, the assessment shall be conducted within 90 calendar days of the date the student is enrolled in the district.

Potential indicators of dyslexia or other reading disabilities include, but are not be limited to:

- A. Difficulty in acquiring language skills;
- B. Inability to comprehend oral or written language;
- C. Difficulty in rhyming words;
- D. Difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words;
- E. Difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and
- F. Trouble in replication of content.

The screening shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities. If the results of the assessment substantiate that the student possesses one or more potential indicators of dyslexia or other reading disabilities, the student shall receive a comprehensive assessment for the learning disorder. If the diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, appropriate evidence-based intervention strategies shall be provided to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

NJSBA Review/Update: September 2009  
Adopted:

Key Words

Student Assessment; Assessment of Individual Needs; Dyslexia, Reading Disability

**Legal References:** N.J.S.A. 18A:7A-10

Evaluation of performance of each school

N.J.S.A. 18A:40-5.1

Definitions relative to reading disabilities

N.J.S.A. 18A:40-5.2

Distribution of information on screening instruments

N.J.S.A. 18A:40-5.3

Screening for dyslexia, other reading disabilities

ASSESSMENT OF INDIVIDUAL NEEDS (continued)

<u>N.J.S.A. 18A:40-5.4</u>	Comprehensive assessment for learning disorder
<u>N.J.A.C. 6A:8-3.1 et seq.</u>	Implementation of the Core Curriculum Content Standard
<u>N.J.A.C. 6A:8-4.1 et seq.</u> <u>See particularly:</u> <u>N.J.A.C. 6A:8-4.1(d),</u> <u>-4.3(c)(d), -4.4</u>	Implementation of the Statewide Assessment System
<u>N.J.A.C. 6A:8-5.1</u>	Graduation requirements
<u>N.J.A.C. 6A:10-1.1 et seq.</u> <u>See particularly:</u> <u>N.J.A.C. 6A:10-2.4</u> <u>N.J.A.C. 6A:10-5.1 et seq.</u> <u>N.J.A.C. 6A:10-7.1</u>	Educator effectiveness Evaluation procedures for all teaching staff members Components of principal evaluation Evaluation of the chief school administrator
<u>N.J.A.C. 6A:14-1.1 et seq.</u> <u>See particularly:</u> <u>N.J.A.C. 6A:14-3.3, 3.4, 3.8,</u> <u>4.11, 4.12</u>	Special Education
<u>N.J.A.C. 6A:15-1.1 et seq.</u> <u>See particularly:</u> <u>N.J.A.C. 6A:15-1.3, -1.10,</u> <u>-1.11</u>	Bilingual Education
<u>N.J.A.C. 6A:16-8.1</u>	Establishment of intervention and referral services
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A:32-2.1</u>	Definitions
<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services
<u>No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.</u>	
<u>Manual for the Evaluation of Local School Districts (September 2002)</u>	

**Possible**

<b><u>Cross References:</u></b>	*1100	Communicating with the public
	*1120	Board of education meetings
	*2240	Research, evaluation and planning
	4010	Goals and objectives
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*5111	Admission
	5119	Transfers
	*5124	Reporting to parents/guardians
	*5125	Student records
	*6010	Goals and objectives
	*6141	Curriculum design/development
	*6142.2	English as a second language; bilingual/bicultural
	*6146	Graduation requirements

ASSESSMENT OF INDIVIDUAL NEEDS (continued)

*6146.2	Promotion/retention
*6147	Standards of proficiency
*6147.1	Evaluation of individual student performance
*6160	Instructional services and resources
6161	Equipment, books and materials
*6161.1	Guidelines for evaluation and selection of instructional materials
*6164.2	Guidance services
*6164.4	Child study team
*6171.1	Remedial instruction
*6171.2	Gifted and talented
*6171.3	At-risk and Title 1
*6171.4	Special education
*6172	Alternative educational programs

\*Indicates policy is included in the Critical Policy Reference Manual.

**FRANKLIN LAKES BOARD OF EDUCATION**  
**Franklin Lakes, New Jersey**

**FILE CODE: 3542.1**

\_\_\_\_\_ **Monitored**  
 \_\_\_\_\_ **X** **Mandated**  
 \_\_\_\_\_ **Other Reasons**

**Policy**

---

LOCAL WELLNESS/NUTRITION

The Franklin Lakes Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood. Further, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes.

To promote healthful behavior in the school, the board is committed to encouraging its students to consume fresh fruits, vegetables, lowfat milk and whole grains. The board is also committed to encouraging students to select and consume all components of the school meal.

In order to promote and protect children's health, well-being, and ability to learn, the board is committed to providing school environments that support healthy eating and physical activity and will ensure that:

- A. All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- B. Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*, and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs. The district will regulate the types of food and beverage items offered outside the federal meal requirements, such as ala carte sales, vending machines, school stores, and fund raisers.
- C. All students will be provided with adequate time for student meal service and consumption in a clean, safe, and pleasant dining environment. Lunch and recess or physical education schedules will be coordinated with the meal service.
- D. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- E. The board will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

All Schools

The following items shall not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- A. Foods of minimal nutritional value



LOCAL WELLNESS/NUTRITION (Continued)

- B. All food and beverage items listing sugar, in any form as the first ingredient
- C. All forms of candy

Schools shall reduce the purchase of any products containing trans fats. All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers:

- A. Based on manufacturers nutritional data or nutrient facts labels:
  - 1. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
  - 2. No more than two grams of saturated fat per serving.
- B. All beverages shall not exceed 12 ounces, with the following exceptions:
  - 1. Water.
  - 2. Milk (plain or flavored) containing one percent or less fat

Elementary Schools

- A. 100 percent of all beverages offered shall be milk, water or
- B. 100 percent fruit or vegetable juices.
- C. Serving size for fruit or vegetable juice shall not exceed 8 ounces

Middle Schools

- A. At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices.
- B. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.
- C. Serving size for fruit or vegetable juice shall not exceed 12 ounces

General School District Requirements

Food and beverages served during special school celebrations or during approved curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional (FMNV) value.

This policy does not apply to: medically authorized special needs diets pursuant to federal regulations; school nurses using FMNVs during the course of providing health care to individual students; or special needs students who's Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The board recommends that physical education or recess be scheduled before lunch whenever possible.

The district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Content Standards.

LOCAL WELLNESS/NUTRITION (Continued)

The Superintendent of Schools will specifically address the issue of biosecurity for the school food service. Biosecurity may be part of the plans, procedures and mechanism for school safety.

The board is committed to promoting the nutrition policy with all food service personnel, parents, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

The Superintendent of Schools shall develop regulations consistent with this policy, and designate personnel within each school with operational responsibility for ensuring the school is complying with the policy.

Adopted: December 9, 2008  
 NJSBA Review/Update: September 2009  
 Readopted: July 23, 2013

Key Words

School Lunch, Food Service, Nutrition, Wellness,

<b>Legal References:</b> <u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:18A-4.1 f.,h.	Use of competitive contracting in lieu of public bidding; boards of education
<u>See particularly:</u> <u>N.J.S.A.</u> 18A:18A-5a(6)	
<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
<u>N.J.S.A.</u> 18A:33-3 through -5	Cafeterias for students
<u>N.J.S.A.</u> 18A:33-9 through -14	Findings, declarations relative to school breakfast programs
<u>See particularly:</u> <u>N.J.S.A.</u> 18A:33-10	
<u>N.J.S.A.</u> 18A:33-15 through -19	Improved Nutrition and Activity Act (IMPACT Act)
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:58-7.1 through -7.2	School lunch program ...
<u>N.J.A.C.</u> 2:36-1.1 et seq.	Child Nutrition Programs
<u>See particularly:</u> <u>N.J.A.C.</u> 2:36-1.7	Local school nutrition policy
<u>N.J.A.C.</u> 6A:16-5.1(b)	School safety plans
<u>N.J.A.C.</u> 6A:23-2.6	Supplies and equipment
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32--14.1	Review of mandated programs and services
<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-	

LOCAL WELLNESS/NUTRITION (Continued)

265)

42 U.S.C. 1751 et seq.	Richard B. Russell National School Lunch Act
42 U.S.C. 1771 et seq.	Child Nutrition Act of 1966
7 C.F.R. Part 210	Medically authorized special needs diets
7 C.F.R. Part 210.10	Foods of minimum nutritional value

**Possible**

<b><u>Cross References:</u></b>	*1200	Participation by the public
	*1220	Ad hoc advisory committees
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542	Food Service
	*3542.31	Free or reduced-price lunches/milk
	*3542.44	Purchasing
	*4222	Noninstructional aides
	*5131	Conduct/discipline
	9123	Appointment of board secretary
	9124	Appointment of business official

\*Indicates policy is included in the Critical Policy Reference Manual.

**Bylaw**

---

FILLING VACANCIES

Vacancies Filled by the Board

The Franklin Lakes Board of Education shall fill vacancies created by the resignation, removal by the board for cause or death of a serving member, or when a member ceases to be a bona fide resident of the district.

- A. When a board seat has been vacated, an individual will be selected within 65 days to fill that seat as per NJSA 18A:12-15.
- B. The board secretary/school business administrator and/or board president shall promptly notify all board members of a vacancy to be filled by the board.
- C. Within ten days of the board acknowledging the vacancy, the board will give public notice of the vacancy via the school website, e-blast system and the board's designated newspapers and invite any qualified person to request consideration of his or her candidacy for the vacancy.
- D. The notification will provide the requirements, deadline, and any other pertinent data.

The Franklin Lakes Board of Education has announced there will be a Board seat available effective (date). This seat has become available due to (reason/Trustee name). The Board plans to fill this vacancy by appointment. The appointment will run through (date).

If you are a registered voter seeking to serve in this position, please submit your letter of interest and list of qualifications or resume to Mike Solokas, Board Secretary by noon on (date).

Letters can be delivered in person or mailed to 490 Pulis Avenue, Franklin Lakes, NJ 07417 or by e-mail to [msolokas@franklinlakes.k12.nj.us](mailto:msolokas@franklinlakes.k12.nj.us). Applicants will be interviewed by the Board of Education at a public meeting on (date).

If you have questions about Board of Education service please feel free to email the Board of Education at [BOE@franklinlakes.k12.nj.us](mailto:BOE@franklinlakes.k12.nj.us).

**Legal Requirements pursuant to NJSA 18A:12-1**

To become a member of a local board of education in New Jersey, you must

- Be able to read and write
- Hold U.S. citizenship and one year's residency in the school district
- Have no interest in any contract with, or claim against, the board
- Not hold office as mayor or member of the municipal governing body or, in the case of county school districts, the county governing body
- Be registered to vote in the district.

FILLING VACANCIES (continued)

- A. Applications to fill the vacancy will be submitted to the board secretary/school business administrator by the deadline established by the board. The applicant must confirm with the board secretary/school business administrator that he or she meets the eligibility requirements as prescribed in NJSA 18A:12-1.
- B. After the deadline for submission the board secretary/school business administrator shall promptly forward to all board members the applications received for the vacancy.
- C. Each of the candidates will be asked to appear before the board to further share their views and respond to verbal questions from board members in public session.
- D. At the conclusion of all public interviews board members will then, in executive session, review the qualifications of each candidate.
- E. The president will ask for a motion from the floor to recommend the successor to fill the vacancy.
- F. The board will return to public session to vote on the successful candidate.
- G. The successful candidate will be sworn in to office at the next regularly scheduled meeting.

If the vacancy occurred after the third Monday in July preceding the November annual school election the vacancy is filled in accordance with N.J.S.A. 18A:12-15 and the newly appointed member serves until the reorganization meeting following the second annual election. The remainder of the term is filled at the second annual election at which time the unexpired term, if any, would be placed on the ballot.

If the vacancy occurred prior to the third Monday in July preceding the November annual school election the vacancy is filled in accordance with N.J.S.A. 18A:12-15 and the newly appointed member serves until the reorganization meeting following the election. The remainder of the term, if any, is filled at the November annual school election.

If a vacancy occurs on the board due to the recall of a board member, all procedures of the law shall be followed to fill that vacancy.

Vacancies filled by the board shall be by a majority vote of the remaining members of the board after the vacancy occurs.

Vacancies Filled by the Executive County Superintendent

The Executive County Superintendent fills vacancies that the board fails to fill within 65 days, and those caused by the voters' failure to elect a member, or by the removal of a member because of lack of qualifications, some flaw in the election, or when a recount or contested election fails to elect a member. The Executive County Superintendent also appoints enough members to make up a quorum.

Adopted: June 5, 2001  
NJSBA Review/Update: September 2009  
Readopted:

Key Words

FILLING VACANCIES (continued)

Filling Vacancies, Board Vacancies

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:6-56	Election of members of representative assembly; vacancies (educational services commission)
	<u>N.J.S.A.</u> 18A:12-1	Qualifications of board members
	<u>N.J.S.A.</u> 18A:12-3	Removal of members
	<u>N.J.S.A.</u> 18A:12-7	Boards; appointments; vacancies (Type I district)
	<u>N.J.S.A.</u> 18A:12-15	Vacancies (Type II district)
	<u>N.J.S.A.</u> 18A:13-11	Vacancies in membership of board; filling (regional)
	<u>N.J.S.A.</u> 18A:38-8.1	Additional member on board of education in each sending district
	<u>N.J.S.A.</u> 19:27A-1 <u>et seq.</u>	Uniform Recall Election Law

**Possible**

<b><u>Cross References:</u></b>	*9010	Role of member
	9110	Number of members and terms of office
	9112	Elections/appointments
	9114	Resignation/removal from office
	*9270	Conflict of interest
	*9271	Code of ethics

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

---

PERSONNEL RECORDS

Orderly administration of the Franklin Lakes School District and compliance with state and federal law require the compilation of information about all employees of the district. The board of education recognizes that there is a distinction between those personnel records that are clearly a matter of public concern, and those that must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

The Superintendent of Schools shall consult with the board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Superintendent of Schools and the board attorney shall be responsible for limiting administrative records to those that are consistent with New Jersey and federal law.

In accordance with federal law, the Superintendent of Schools shall establish procedures to release information upon request regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their children.

The Superintendent of Schools shall establish the necessary regulations for maintaining both public and confidential employee records.

- A. The public file shall consist of an alphabetic index of all those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, length of service, and, if applicable, date of separation and rehire. The Superintendent of Schools shall devise procedures for making this file available to the public in accordance with the Open Public Records Act.
- B. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; record of attendance; original application filed by the employee; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is available for examination:
  - 1. At any time, by the Superintendent of Schools or the supervisory personnel he/she designates;
  - 2. During regular business hours, by the employee or his/her personally authorized representative, in accordance with regulations;
  - 3. During regular business hours, or at any meeting of the board or any committee thereof, by any member of the board when necessary to make an informed decision regarding any assigned board responsibility or duty.
- C. Employee health records shall be maintained separately from other personnel files and in strict confidentiality. Only the employee, the chief medical inspector and the Superintendent of Schools shall have access to an employee's medical file. To assure ready access in a medical emergency, the section of the medial record that contains the health history may also be shared with the building principal and the school nurse with the consent of the employee.
- D. Staff emergency contact information for all employees shall be maintained by the Superintendent of

PERSONNEL RECORDS (continued)

Schools and updated annually.

- E. The School Business Administrator shall be the custodian of personnel records for the Superintendent of School's personnel file.

Adopted: June 5, 2001  
 NJSBA Review/Update: September 2009  
 Readopted:

Key Words

Records, Personnel Records, Employee Records

**Legal References:** N.J.S.A. 18A:6-7 Oaths of persons employed in teaching capacities  
N.J.S.A. 18A:6-7a Removal from personnel files of reference to  
 complaint of child abuse or neglect determined to be  
 unfounded  
N.J.S.A. 18A:6-11 Written charges; written statement of evidence;  
 filing; statement of position by employee; certification  
 of determination; notice  
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.S.A. 47:1A et seq. Examination and copies of public records ("Open  
 Public Records Act")  
N.J.S.A. 47:3-15 et seq. Destruction of Public Records Law  
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations  
N.J.A.C. 12:100-4.2 Safety and health standards for public employees  
 occupational exposure to bloodborne pathogens  
 (Adoption by reference)

29 CFR 1910.1030 - Bloodborne Pathogen Standard

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

Executive Order No. 9, September 30, 1963; modified by Executive Order No. 11,  
 November 15, 1974

Citizens for Better Education v. Camden Bd. of Ed., 124 N.J. Super. 523 (App. Div. 1973)

Trenton Times Corp. v. Trenton Bd. of Ed., 138 N.J. Super. 357 (App. Div. 1976)

Nero v. Hyland, 76 N.J. 213 (1978), rev'd 146 N.J. Super. 46 (App. Div. 1977), 136  
N.J. Super. 537 (Law Div. 1975)

Brick Township Education Association v. Brick Township Bd. of Ed., 1974 S.L.D.

Sayreville Education Association v. Sayreville Bd. of Ed., S.L.D. 197

White v. Galloway Township Bd. of Ed., 1977 S.L.D. 900, aff'd St. Bd. 1977 S.L.D. 903



PERSONNEL RECORDS (continued)

Witchel v. Cannici and the Passaic Bd. of Ed., 1966 S.L.D. 159

Mendell v. Cimmino and the Kinnelon Bd. of Ed., 1970 S.L.D. 185

Cordano v. Weehawken Bd. of Ed., 1974 S.L.D. 316, appeal dismissed St. Bd. 1974 S.L.D. 323

Horner v. Kingsway Regional Board of Education, 1990 S.L.D. 752

Lacey Township Board of Education v. Lacey Township Education Association, 130 N.J. 312 (1992)

Beatty v. Chester 1999 S.L.D. August 31

Ciambrone v. Bloomingdale 2000 S.L.D. May 7

**Possible**

**Cross References:** \*3570 District records and reports  
\*4111 Recruitment, selection and hiring  
\*4112.4 Employee health  
\*4115 Supervision  
\*4116 Evaluation  
\*5141.4 Child abuse and neglect

\*Indicates policy is included in the Critical Policy Reference Manual.