

**FORT LEE BOARD OF EDUCATION
FORT LEE, NEW JERSEY**

REGULAR BUSINESS MEETING AGENDA

Monday, November 8, 2010

Library of School No. 1 – 250 Hoym St.

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

2. **FLAG SALUTE**

3. **PUBLIC ANNOUNCEMENT**

The New Jersey Open Public Meetings Law was enacted to insure 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. In accordance with the provisions of the Act, the Fort Lee Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the entrance hall of the Board Office, 255 Whiteman Street; published in the Board's designated newspapers: The Record, The Star Ledger, The Bergen News, and The Suburbanite; filed with the Clerk of the Borough of Fort Lee; and mailed to all persons, if any, who have requested said notice.

4. **ROLL CALL**

Mr. John Bang, Mr. Arthur W. Levine, Mrs. Linda McCue, Mrs. Angela Napolitano, Mr. Yusang Park, Mrs. Michelle Stux-Ramirez, Mr. Peter Suh, Mr. Joseph Surace and Mr. Carmelo Luppino, Jr.

5. **REPORT OF THE SUPERINTENDENT OF SCHOOLS**

♦ **Reporting of Fire and Security Drills**

6. **REPORT OF THE HIGH SCHOOL STUDENT REPRESENTATIVES**

7. **BOARD SECRETARY AND TREASURER'S REPORT**

For the month of June (Final) and September 2010.

OFFERED BY _____ SECONDED BY _____

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

The Board Secretary certifies that for the month ending September 2010 and no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education pursuant to N.J.S.A.18A:22-8 and N.J.S.A.18A:22-8.1.

Pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education certifies that as of September 2010 the Board Secretary's monthly financial report (appropriations section) did not reflect an over-expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

OFFERED BY _____ SECONDED BY _____

(cont'd) Regular Business Meeting Agenda – November 8, 2010

9. **PUBLIC WORK SESSION**

10. **APPROVAL OF MINUTES**

- ♦ The minutes from the Executive Session, and Regular Business Meeting on October 18, 2010 and the Special Public Business Meeting on October 13, 2010.

OFFERED BY _____ SECONDED BY _____

11. **QUESTIONS AND COMMENTS FROM THE PUBLIC ON ITEMS LISTED ON TONIGHT'S AGENDA**

12. **RESOLUTIONS AND REPORTS OF COMMITTEES**

13. **QUESTIONS AND ANSWERS FROM THE AUDIENCE ON ANY TOPIC OF CONCERN**

14. **PRIVATE WORK SESSION TIME:**

OFFERED BY _____ SECONDED BY _____

WHEREAS, the Open Public Meetings Act and the Fort Lee Board of Education reserve the right within the constraints of State Law to sit in Private Session; and

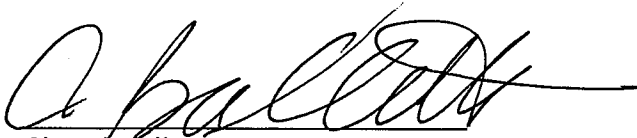
WHEREAS, there now exists a need for this Board of Education to meet in Private Session; NOW, THEREFORE, BE IT RESOLVED, that the Fort Lee Board of Education recess into Private Work Session to discuss exempt matters pertaining to personnel, legal matters and any such matters that may come before the 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.

15. **ADJOURNMENT**

OFFERED BY _____ SECONDED BY _____

Respectfully submitted,


Cheryl Balletto
Business Administrator/Board Secretary

CB:mp
Att.
10-29-10

MONTHLY SECURITY DRILL REPORT

October 2010

School	Type of Drill	Date of Drill	Duration of Drill	Start time/End time	Principal
School No. 1	Fire Drill	10/13/2010	5 min.	1:25 p.m. - 1:30 p.m.	Kristine Cecere
School No. 1	Fire Drill	10/26/2010	5 min.	9:45 a.m. - 9:50 a.m.	Kristine Cecere
School No. 2	Fire Drill	10/14/2010	12 min.	10:18 a.m. - 10:30 a.m.	Marianela Martin
School No. 2	Fire Drill	10/28/2010	10 min.	9:59 a.m. - 10:09 a.m.	Marianela Martin
School No. 3	Fire Drill	10/12/2010	4 min 15 sec.	10:15 a.m. - 10:19 a.m.	Robert Kravitz
School No. 3	Fire Drill	10/22/2010	7 min 23 sec.	9:30 a.m. - 9:37 a.m.	Robert Kravitz
School No. 4	Fire Drill	10/8/2010	1 min.	11:20 a.m. - 11:21 a.m.	Peter Emr
School No. 4	Fire Drill	10/21/2010	2 min.	11:30 a.m. - 11:32 a.m.	Peter Emr
Middle School	Fire Drill	10/13/2010	2 min. 8 sec.	1:15 p.m. - 1:18 p.m.	Rosemary Giacomelli
Middle School	Fire Drill	10/28/2010	1 min. 58 sec.	9:23 a.m. - 9:25 a.m.	Rosemary Giacomelli
FLHS	Fire Drill	10/22/2010	4 min. 22 sec.	9:36 a.m. - 9:41 a.m.	Priscilla Church
FLHS	Fire Drill	10/26/2010	5 min. 14 sec.	8:55 a.m. - 9:01 a.m.	Priscilla Church
Fort Lee Early Childhood Center	Fire Drill	10/15/2010	2 min.	2:20 p.m. - 2:22 p.m.	Ann Marie Bruder
Fort Lee Early Childhood Center	Fire Drill	10/28/2010	2 min.	10:35 a.m. - 10:37 a.m.	Ann Marie Bruder

INDEX – November 8, 2010

RESOLUTION #	TOPIC
COMMITTEE OF THE WHOLE	
1CW	[ADMINISTRATIVELY PULLED]
2CW	APPROVAL TO COUNTY TO ADVERTISE THE REFERENDUM
3CW	SETTLEMENT AGREEMENT FOR ROSARIO MACERI
4CW	APPROVAL OF STRATEGIES AND BENCHMARKS FOR 2010-2011 GOALS
CURRICULUM & INSTRUCTION	
1CUR	APPROVAL OF CLASS TRIPS
2CUR	ECA EDUCATIONAL SERVICES AGREEMENT FOR SCIENCE KIT MANAGEMENT AND REFURBISHMENT SERVICE
FINANCE	
1F	APPROVAL – CURRENT BILLS LIST
2F	LINE ITEM TRANSFERS - SEPTEMBER 2010 & FINAL JUNE 30, 2010
3F	APPROVAL OF PETTY CASH FUNDS FOR THE 2010-2011 SCHOOL YEAR
4F	REVISED NCLB APPLICATION 2010-2011
5F	ACCEPTANCE OF DONATION
HEALTH-WELFARE & SAFETY	
1HWS*	PAYMENT OF HOME INSTRUCTION SERVICES
2HWS	OUT-OF-DISTRICT PLACEMENT
3HWS*	APPROVAL OF SECTION 504 ACCOMMODATION PLAN
PERSONNEL	
1P*	APPROVAL - STAFF TRIPS AND CONFERENCES
2P	MATERNITY LEAVE FOR JOHANNA BARRABEE AS SPECIAL LANGUAGE SPECIALIST AT SCHOOL NO. 2
3P	MATERNITY LEAVE FOR GINA MARIE DELSERRO AS MIDDLE SCHOOL SPANISH TEACHER
4P	MEDICAL LEAVE FOR CAROL KUCHAR, ELEMENTARY TEACHER AT SCHOOL NO. 3

INDEX – November 8, 2010

5P	APPOINTMENT OF LAUREN DIMICK AS 2:1 AIDE AT SCHOOL NO. 1
6P	AMENDING RESOLUTION FOR DISABILITY RETIREMENT FOR CAROL GIANNANTONIO AS MIDDLE SCHOOL GEOGRAPHY/COMPUTER TEACHER
7P	EXTENDED LEAVE REPLACEMENT OF GREGG MILGRAM AS MIDDLE SCHOOL GEOGRAPHY/COMPUTER TEACHER
8P	RESIGNATION OF JACQUELYN CERDAS AS 1:1 AIDE AT SCHOOL NO. 4
9P	ADDITIONAL CO-CURRICULAR PERSONNEL
10P	SUCCESSMAKER FACILITATORS
11P	AFTER-SCHOOL TUTORS
12P	APPOINTMENT OF ADDITIONAL SUBSTITUTES
<i>POLICY</i>	
1POL	FIRST READING OF POLICY UPDATES: 5410

COMMITTEE OF THE WHOLE

#1CW

RESOLUTION NO. _____

[ADMINISTRATIVELY PULLED]

DATED: November 8, 2010

#2CW

RESOLUTION NO. _____

APPROVAL TO COUNTY TO ADVERTISE THE REFERENDUM

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the **Board Secretary to inform the Bergen County Superintendent of Elections of the School Bond Referendum** on January 25, 2011.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#3CW

RESOLUTION NO. _____

SETTLEMENT AGREEMENT FOR ROSARIO MACERI

BE IT RESOLVED, the Fort Lee Board of Education approves the execution by the Board President of the confidential **Settlement Agreement** for Rosario Maceri.

Motion by _____
Passed _____

Seconded by _____
Failed _____

DATED: November 8, 2010

#4CW

RESOLUTION NO. _____

APPROVAL OF STRATEGIES AND BENCHMARKS FOR 2010-2011 GOALS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the attached list of **Strategies and Benchmarks** for the Long-Term Goals, District Goals and Board Goals for the 2010-2011 school year.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

Attachment

FORT LEE BOARD OF EDUCATION
2010-2011 GOALS (Edited)

LONG-TERM GOALS:

1. To operate updated, sufficient and energy efficient facilities.
2. To provide affordable healthcare to our faculty and staff.
3. To strengthen our reputation for academic excellence (including continued improvement in NJ Monthly ratings).
4. To serve all kids well.
5. To have people want to move to Fort Lee for the schools.
6. To provide our students with a robust athletic program that meets their needs.
7. To have peace in the district—to manage controversial issues and developments with integrity and minimal disruption.
8. To encourage more community involvement in the schools.
9. To receive more equitable support from the state.
10. To decrease expenses while not undermining academic programs.

DISTRICT GOALS 2010-11:

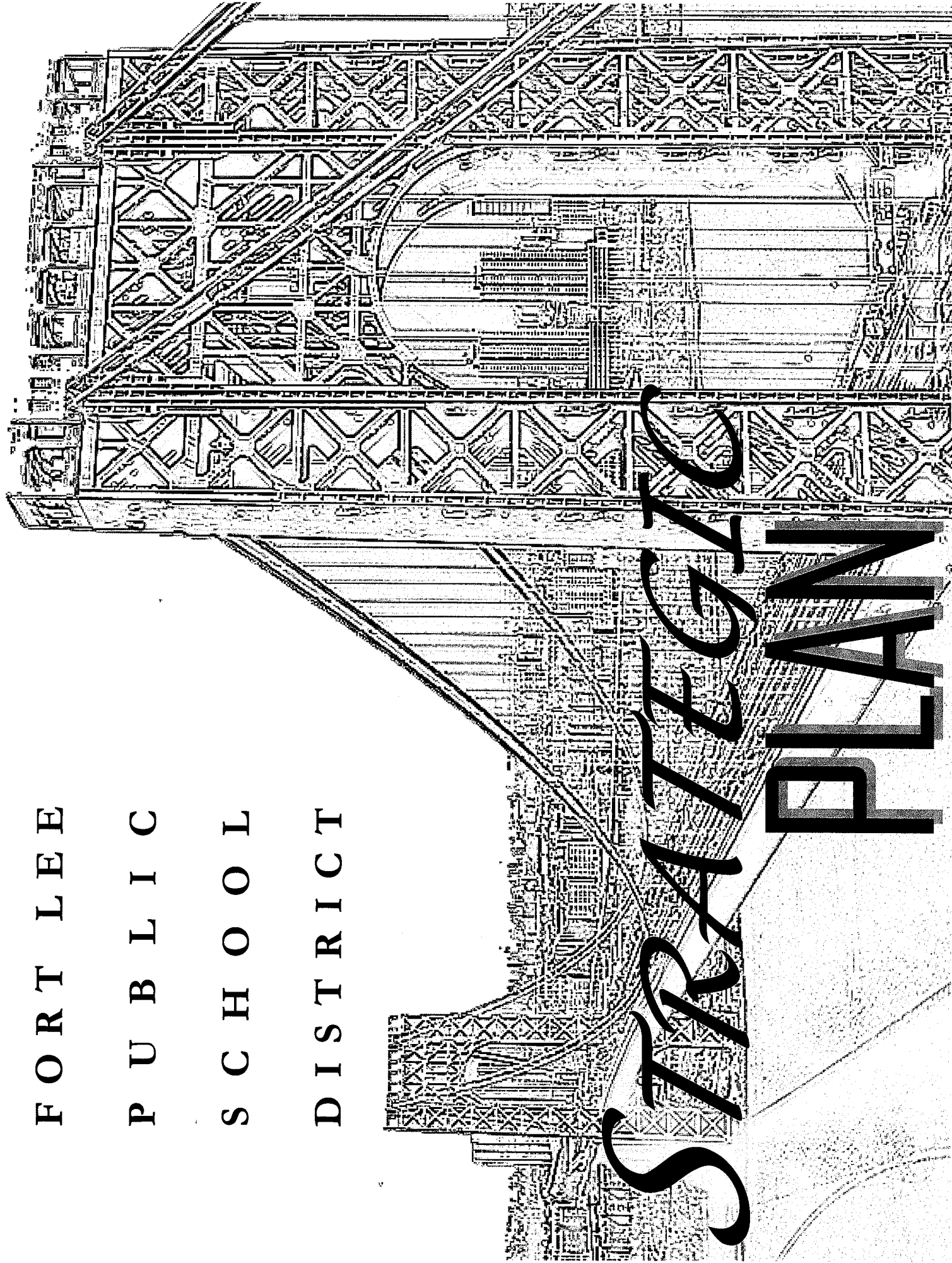
1. School Facilities:
 - a. To pass a referendum that will add classrooms and address the most critical facility needs in existing schools.
 - b. To develop a critical path for the coordination of school construction with a plan for delivering instruction while occupied facilities are being renovated and expanded.
2. Student Achievement: Continue to raise student achievement, especially among students who are classified for special education.
3. Fiscal Management: To reduce costs within the restrictions of a 2% cap without doing harm to academic programs.

BOARD GOALS 2010-11:

1. To improve communication with the public, including the following -
 - Cable TV
 - Website
 - School messenger
 - Community forums
2. To strengthen relationships between the Board and community leaders.

F O R T L E E
P U B L I C
S C H O O L
D I S T R I C T

STRATEGIC PLAN



FORT LEE PUBLIC SCHOOL DISTRICT

RATIONALE

This working draft was conceptualized from the work of the Board of Education and the Administrative Team, borrowing from goals and long-term directions set by the Board and from our experience in identifying and addressing the most urgent and important needs.

INSTRUCTIONAL VISION STATEMENT

The Fort Lee School District is committed to providing challenging instruction for each student, differentiated to address his/her intellectual, social, and emotional needs; to use best practices that engage students in relevant learning activities to provide them with the tools to become literate, productive, competitive, critical thinking members of our global society.

MISSION STATEMENT

The mission of the Fort Lee Public Schools is to prepare our students to be life-long learners and to ensure that all achieve the New Jersey Core Curriculum Content Standards and global skills through a safe, comprehensive learning environment that meets the unique needs of each individual, strong parent-community-school partnerships, and connections to the real world.

BELIEF STATEMENT

We believe that all students should have:

- *The skills and ethics to meet any challenges in life in a manner that is personally satisfying and contributes to the community;*
- *A confident sense of self – an intellectually curious, enthusiastic, adaptive, creative, resilient risk-taker;*
- *A timely and timeless knowledge base and a clear sense of the interrelationship among the disciplines; and*
- *An awareness and respect for the diversity of our community, nation, and world and ownership for the quality of the inter-relatedness of this diversity.*

STRATEGIC GOALS SUMMARY

STRATEGIC GOAL I: SYSTEMIC OPERATIONS

The Fort Lee School District will have centralized processes in place for systemic operations that foster highly effective practice and continuous improvement.

STRATEGIC GOAL II: PROGRAM & INSTRUCTION

The Fort Lee School District will provide every student with a rigorous and comprehensive educational experience that will develop the whole child – intellectually, socially, emotionally, physically, and ethically.

STRATEGIC GOAL III: PERSONNEL

The Fort Lee School District will set high performance standards, hold all personnel accountable for their performance, and develop its personnel through effective induction, mentoring, evaluation, and on-going professional development necessary to create and support superior educational programs and achieve the District's vision and mission.

STRATEGIC GOAL IV: SCHOOL - COMMUNITY RELATIONS

The Fort Lee School District will plan for and maintain the appropriate infrastructure and processes to communicate and support its educational vision, mission, and goals.

STRATEGIC GOAL V: FACILITIES

The Fort Lee School District will design, construct, and maintain schools and facilities that support and enhance student achievement and are safe, cost effective, and energy-efficient.

STRATEGIC GOAL VI: FINANCE AND RESOURCE

The Fort Lee School District will maintain and convey to all of its stakeholders its longstanding practice of fiscal responsibility and resource allocation.

STRATEGIC GOAL I: SYSTEMIC OPERATIONS

The Fort Lee School District will have centralized processes in place for systemic operations that foster highly effective practice and continuous improvement.

Annual Goals <i>How will this look practically?</i>	Strategies <i>How will we achieve this?</i>	Benchmarks <i>What will this look like?</i>	Timelines <i>When will this begin? End?</i>	Responsibility <i>Who will facilitate this work?</i>
1.1. <u>Leadership & Organization:</u> To maintain stability in leadership. Continue to build and sustain an administrative team with stability, clarity of roles and relationships, and the capacity to lead exemplary instructional programs and management services.	1.1.1. Continuing to create an environment that maintains a stable administrative team for continuity and long-term accomplishment. 1.1.2. Organizing and implementing team building and skill building professional development program for the administrative and supervisory team.	1.1.1.1. Monthly work-sessions for all administrators (Administrative Cabinet), and monthly work-sessions for the Principal/Supervisor team. 1.1.1.2. Creation and operation of a Special Services Supervisory Team to manage and supervise all special service programs and teachers P-12. 1.1.2. To take the administrative team through LitLife, a professional development program that deepens their knowledge in supervising balanced literacy.	1.1.1.1. Ongoing 1.1.1.2. Ongoing 1.1.2. Throughout current school year.	1.1.1.1. Admin. Cabinet: Supt Principal/Supervisor Team: Asst Supt 1.1.1.2. Assistant Supt, Director of Special Services, Director of School Counseling Services 1.1.2. Superintendent
1.2. Utilizing the findings of the PDK curriculum audit, engage in the development, revision, and delivery of thoughtful and comprehensive district curricula, programs, and policies.	1.2.1. Utilizing the recommendations contained within the PDK curriculum audit and the revised Core Curriculum Content Standards (K-12) and Common Core English Standards, composing and revising the K-12 District Language Arts Curricula. 1.2.2. Utilizing the recommendations contained within the PDK curriculum audit and updates from Strauss Esmay Associates, composing and revising District Policy Manual	1.2.1. Complete revision of all District Language Arts Curricula to integrate the Revised Core Curriculum Content Standards (K-12) and Common Core English Standards. 1.2.2. Complete revision and maintenance of all District policies and regulations to remain current with changes to state law and administrative code.	1.2.1. October of 2010 to June of 2010 1.2.2. Began in July of 2010 and remains ongoing	1.2.1. Assistant Superintendent, Supervisor of Language Arts, Literacy Staff Developer 1.2.2. Assistant Superintendent
1.3. Establish K-12 curriculum articulation and grade level consistency.	1.3.1. Continuing a K-12 diary mapping protocol that collects and considers course content, skills, and assessments. 1.3.2. Implementing a K-12 curriculum building, sharing, and mapping system that utilizes a unit design format (i.e., UbD) and houses all new and revised curricula.	1.3.1 Weekly lesson plans that include the three fields (i.e., content, skills, and assessment) that transfer directly to curriculum maps. 1.3.2 Utilization of the FLPS standard unit design template and the population of the Performance Pathway's TechPaths curriculum mapping system	1.3.1 Begun in Nov. of 2008 we will continue on an ongoing basis 1.3.2 Begin with all new curriculum that is written as of September of 2010	1.3.1 Director of Curriculum, Assistant Superintendent, Principals, Vice Principals, and Supervisors 1.3.2 Assistant Superintendent, Directors, Principals, Vice Principals, and Supervisors

STRATEGIC GOAL II: PROGRAM & INSTRUCTION

The Fort Lee School District will provide every student with a rigorous and comprehensive educational experience that will develop the whole child – intellectually, socially, emotionally, physically, and ethically.

Annual Goals <i>How will this look practically?</i>	Strategies <i>How will we achieve this?</i>	Benchmarks <i>What will this look like?</i>	Timelines <i>When will this begin? End?</i>	Responsibility <i>Who will facilitate this work?</i>
2.1 Teaching and Learning: To build an innovative program of curriculum and instruction grounded in research and best practice, and focused on the needs of 21st century learners.	<p>2.1.1 A District Instructional Steering Committee will engage in all aspects of development and planning as is relates to an instructional model</p> <p>2.1.2.1. Continuing to restructure school counseling services to better serve students of all talents and abilities.</p> <p>2.1.2.2. Coordination of services between regular and special education</p> <p>2.1.3. Preparing teachers and students for the initial implementation of an IB program in 2010-2011.</p> <p>2.2. Increased instructional support for special education teachers.</p>	<p>2.1.1 The District Instructional Steering Committee will continue its work on the instructional model, evaluation tools, and the staff development to support both</p> <p>2.1.2.1 Program articulation meetings among elementary, middle and high school level guidance departments and supervision of all counselors by Dir. of School Counseling Services</p> <p>2.1.2.2 Continuing to revise and set policies and procedures that ensure equity in services provided to all students</p> <p>2.1.3 Regular meetings among the HS Principal, Guidance Department, and IB team</p>	<p>2.1.1.1 October 6, 2009 rollout of the FL Instructional Model</p> <p>2.1.1.2 Rollout of teacher observation and evaluation tools. See DISC flow chart</p> <p>2.1.2.1 December of 2009 and ongoing</p> <p>2.1.2.2 December of 2008 and ongoing</p> <p>2.1.3 Begin in June of 2009 and end in June of 2010</p>	<p>2.1.1.1 Director of Curriculum</p> <p>2.1.1.2 Director of Curriculum</p> <p>2.1.2.1 Director of School Counseling Services</p> <p>2.1.2.2 Assistant Supt, and Directors of School Counseling Services, Special Services, and Curriculum and Instruction</p> <p>2.1.3 High School Principal and IB Coordinator</p>
2.2. Student Achievement: To raise student achievement, especially among classified students.	<p>2.2.1. Operation of a Special Services Supervisory Team to manage and supervise all school-based special education programs and teachers PK-12.</p> <p>2.2.2. Training for all special education teachers and collaborative regular education teachers</p>	<p>2.2.1. A pre-K handicapped class at School No. 2</p> <p>2.3.2. Operate pre-K handicapped program at the Church of the Good Shepard facility.</p>	<p>2.2.1 Ongoing</p> <p>2.2.2 Ongoing.</p> <p>2.3.1. Begin in September of 2009 and ongoing</p> <p>2.3.2. Ongoing.</p>	<p>2.2.1 Director of Special Services along with HS and MS Assistant Principals and ES Instructional Supervisors</p> <p>2.2.2 Director of Special Services and Director of Curriculum and Instruction.</p> <p>2.3.1. Director of Special Services and School 2 Principal</p> <p>2.3.2. Director of Special Services</p>
2.3. Develop and operate a range of special education services that is broad in scope and high in quality in order to minimize sending students to out-of-district placements	<p>2.3. Initiating and implementing an in-house program for at-risk preschool children.</p>			

	2.3.3. Initiation of autism classes at School 2	2.3.3. Beginning September, 2010.	2.3.3. Director of Special Services and School 2 Principal
	2.3.4. Initiation of alternative high school program for at-risk youth.	2.3.4. Beginning September, 2010	2.3.4. Director of Special Services and High School Principal
2.4. Develop and operate a program of athletics and related co-curricular programs that foster pride in the schools and community and provide students with opportunities to nurture their talents and become well-rounded in their background of experience.	2.4.1. Utilizing a variety of resources and technologies to increase awareness of and interest in interscholastic athletics.	2.4.1. Ongoing	2.4.1. Director of Athletics
	2.4.1. Operating a high school task group for advancing awareness of and interest in interscholastic athletics		
2.5. Develop students and staff who utilize the tools of technology in learning, teaching, and operating with ease, comfort, and skill.	2.5.1. Continuing to implement technology infrastructure and professional development.	2.5.1. Ongoing	2.5.1. Assistant Superintendent and District Technology Coordinator
	2.5.2. Restructuring the allocation of human resources for integrating technology into instruction.	2.5.2.	2.5.2.
	2.5.1. Develop 3.2.2.2 at all levels and develop evergreen plan that accounts for limited funds and future referendum project		
	2.5.2. (see 3.2.2.1)		

STRATEGIC GOAL III: PERSONNEL

The Fort Lee School District will set high performance standards, hold all personnel accountable for their performance, and develop its personnel through effective induction, mentoring, evaluation, and on-going professional development necessary to create and support superior educational programs and achieve the District's vision and mission.

Annual Goals <i>How will this look practically?</i>	Strategies <i>How will we achieve this?</i>	Benchmarks <i>What will this look like?</i>	Timelines <i>When will this begin? End?</i>	Responsibility <i>Who will facilitate this work?</i>
3.1. Hold all personnel accountable for high performance through effective supervisory practices and a comprehensive, standardized professional performance system.	3.1.1. Ensuring consistent teacher evaluation processes and practices that addresses both non-tenured and tenured staff. 3.1.2. Engaging in a thoughtful and collaborative approach to teacher observation and evaluation	3.1.1. Continuous training for and collaboration among administrators and supervisors . LitLife also addresses this goal. 3.1.2. Utilizing the clinical model of supervision for all non tenured staff and post observation practices with tenured teachers	3.1.1. Ongoing 3.1.2. Implemented 2010 and ongoing.	3.1.1. Assistant Superintendent 3.1.2. Assistant Superintendent, Directors, Principals, Vice Principals, and Supervisors
3.2. Commit to continuous professional development that supports the attainment of district goals.	3.2.1. Improving administrator, faculty and staff use and integration of technology. 3.2.1.2. Providing embedded technology staff development in all schools through teacher led individual, small group, and whole faculty instruction and support. This staff development model replaces the former "technology teacher" model.	3.2.1.1. Planning and transitioning to a model that supports all teachers in mainstream technology integration (i.e., K-6, 7-12 technology staff development) 3.2.1.2. Providing embedded technology staff development in all schools through teacher led individual, small group, and whole faculty instruction and support. This staff development model replaces the former "technology teacher" model.	3.2.1.1. Beginning September 2010 and ongoing. 3.2.1.2 Beginning September 2010 and ongoing	3.2.1.1. Assistant Superintendent, Director of Curriculum, District Technology Coordinator 3.2.1.2. Assistant Superintendent, Director of Curriculum, Principals

STRATEGIC GOAL IV: SCHOOL - COMMUNITY RELATIONS

The Fort Lee School District will plan for and maintain the appropriate infrastructure and processes to communicate and support its educational vision, mission, and goals.

Annual Goals <i>How will this look practically?</i>	Strategies <i>How will we achieve this?</i>	Benchmarks <i>What will this look like?</i>	Timelines <i>When will this begin? End?</i>	Responsibility <i>Who will facilitate this work?</i>
4.1. Foster constructive, collaborative relationships between and among the Board of Education, Administration, Faculty, Staff, Students, Parents, and Community.	4.1.1. In partnership with the Borough of Fort Lee, exploring and initiating shared services where costs can be reduced without reductions in the quality of services. 4.1.2. Exploring and initiating shared services with neighboring school districts where costs can be reduced without reductions in the quality of services.	4.1.1. Purchasing gasoline through Municipality. 4.1.2.1. To our operation of student transportation routes in partnership with Cliffside Park and Fairview School Boards, adding Little Ferry.	4.1.1. Ongoing. 4.1.2.1. September, 2010 and ongoing.	4.1.1. Business Administrator 4.1.2.1. Business Administrator
4.2. Utilize media to better communicate with our public and showcase student accomplishments.	4.2. Use range of media to promote school referenda. 4.3.(5.2.) School Facilities: To build public support for a referendum that will add classrooms and address the most critical facility needs in existing schools.	4.1.2.2. Sharing payroll personnel with Englewood Cliffs to reduce our costs. 4.2. Video of need for referendum. Expanded use of website. Old media letters to editor. 4.3. (5.2.) A citizens' referendum committee, in cooperation with the board and administration, will strategize and carry out a campaign to generate parent and community awareness and support for the referendum.	4.1.2.2. November, 2010, and ongoing. 4.2. August, 2010 and ongoing.	4.1.2.2. Business Administrator 4.2. Superintendent
			4.3. (5.2.) June, 2010, and ongoing (hopefully Dec. 14 is the end of the "ongoing!"). The Breakfast Club serves as the coordinating/steering committee for all parties and groups supporting the referendum.	4.3. (5.2.) Superintendent and Business Administrator

STRATEGIC GOAL V: FACILITIES

The Fort Lee School District will design, construct, and maintain schools and facilities that support and enhance student achievement and are safe, cost effective, and energy-efficient.

Annual Goals <i>How will this look practically?</i>	Strategies <i>How will we achieve this?</i>	Benchmarks <i>What will this look like?</i>	Timelines <i>When will this begin? End?</i>	Responsibility <i>Who will facilitate this?</i>
5.1. Develop and expand school facilities that are consistent with high-quality educational programs through renovations, new construction, and changes in facility usage that meet the educational needs of our students and relieve overcrowding.	5.1. Conducting a referendum campaign that results in a passed referendum for school facilities	5.1. The referendum will pass.	5.1. The first referendum was held on September 28. The second referendum is tentatively scheduled for December 14.	5.1. Superintendent and Business Administrator
<u>5.2.(4.3.) School Facilities: To build public support for a referendum that will add classrooms and address the most critical facility needs in existing schools.</u>	5.2. (4.3.) Establishing and working in partnership with a citizens' referendum committee to promote understanding of and generate voter support for a facilities referendum (see Strategic Goal V Facilities).	5.2. (4.3.) A citizens' referendum committee, in cooperation with the board and administration, will strategize and carry out a campaign to generate parent and community awareness and support for the referendum.	5.2. (4.3.) June, 2010, and ongoing (hopefully Dec. 14 is the end of the "ongoing!"). The Breakfast Club serves as the coordinating/steering committee for all parties and groups supporting the referendum.	5.2. (4.3.) Superintendent and Business Administrator

STRATEGIC GOAL VI: FINANCE AND RESOURCE

The Fort Lee School District will maintain and convey to all of its stakeholders its longstanding practice of fiscal responsibility and resource allocation.

Annual Goals <i>How will this look practically?</i>	Strategies <i>How will we achieve this?</i>	Benchmarks <i>What will this look like?</i>	Timelines <i>When will this begin? End?</i>	Responsibility <i>Who will facilitate this work?</i>
6.1. Fiscal Management: To reduce costs without doing harm to academic programs. Meet the requirements of strict budget limitations, reduce costs in non-instructional areas, eliminate services and programs that are not consistent with best practices in high-achieving schools, and redirect resources to expand vital services for students.	<p>6.1.1.1. Generating substantial savings through the leasing of facilities that will make possible the reduction of out-of-district special education placements.</p> <p>6.1.2. Generating substantial savings through the operation of a more cost-effective student transportation system, including district-owned vehicles and partnerships for shared services.</p>	<p>6.1.1.1. An agreement for leasing of facilities will be approved by the Board of Education. Renovation of the facility will occur during the 2009-2010 school year.</p> <p>6.1.2. The administration will operate an in-house and partnership-based student transportation system.</p>	<p>6.1.1. A lease will be approved by the Board of Education on September 14, 2009. Renovation will be finished by June 1, 2010.</p> <p>6.1.2. The student transportation system will be up and running on September 8, 2009.</p>	<p>6.1.1. Superintendent and Business Administrator</p> <p>6.1.2. Superintendent and Business Administrator</p>

CURRICULUM & INSTRUCTION COMMITTEE

#1CUR

RESOLUTION NO. _____

APPROVAL OF CLASS TRIPS

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

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010
Attachment

CLASS TRIPS
BOARD AGENDA OF 11/08/10

Teacher Name	District Location	Grade/Dept	Destination	City/State	Trip Date	Number of Pupils	Cost to District	Total Cost To Pupil	Notes
Bello, R., Pagano, C., Norton, G., DiStafano, D., Lockhart, M., Stephenson, M.	HS	11-12th Grade	Bergen Community College	Paramus, NJ	11/17/2010	20	\$50.00	N/A	One bus needed
	MS	7-8th Grade	Calvary School & Dorney Park	Allentown, PA	5/13/2011	140	\$3,450.00	\$40.00	Three buses needed
Arfuso, C., Cohn, C., Cordes, D., Cohn M.	S#2	4th Grade	Community Theatre at Mayo Center	Morristown, NJ	3/23/2011	53	N/A	\$19.33	
	HS	9-12th Grade	Disney's Leadership Excellence Program	Orlando, FL	5/21-24/2010	24	N/A	\$275.00	additional costs paid by fundraisers
Cordero, K.	S#4	5th Grade	Fort Lee Historic Park	Fort Lee, NJ	12/9/2010	26	N/A	\$10.74	Transp. paid for by PTA
Pena, A.	S#4	5th Grade	Fort Lee Historic Park	Fort Lee, NJ	12/8/2010	27	N/A	\$10.74	Transp. paid for by PTA
Stennett, B., Pagano, C., Bello, R.	S#4	5th Grade	Fort Lee Historic Park	Fort Lee, NJ	12/10/2010	25	N/A	\$10.74	Transp. paid for by PTA
	HS	9-12th Grade	Fort Lee Police Department	Fort Lee, NJ	11/3/2010	22	N/A	N/A	
Sidorsky, H.	MS	7th Grade	Medieval Times	Lyndhurst, NJ	11/11/2010	80	N/A	\$42.00	
Weisberg, M., Delaney, B., Soria, M.	S#2	5th Grade	Metropolitan Opera House	New York NY	12/16/2010	22	N/A	\$12.20	
Cutler, C., Fox, S.	HS	10-12th Grade	Montclair State U./Career in the Arts	Montclair, NJ	12/10/2010	20	\$250.00	N/A	Paid for by APA Transp. Acct.
Etra, J., Fox, S.	HS	10-12th Grade	Montclair State U./Career in the Arts	Montclair, NJ	11/19/2010	20	\$250.00	N/A	Paid for by APA Transp. Acct.
Magliozzi, A.	S#2	5-6th Grade	Peer Mediation Training/School No. 3	Fort Lee, NJ	11/11/2010	12	N/A	N/A	
Arfuso, C.	S#2	4th Grade	Philipsburg Manor	Sleepy Hollow, NY	5/27/2011	49	N/A	\$19.27	
Cutler, C., Fox, S.	HS	10-12th Grade	Rutgers University/Mason Gross School of the Arts	New Brunswick, NJ	11/18/2010	20	\$425.00	N/A	Paid for by APA Transp. Acct.
Fox, S., Welte, H., Picone, J., Etra, J., Stephenson, M., Cutler, C.	HS	9 - 12th Grade	Various Community and In-District/County/State Performances	Fort Lee, NJ, Bergen County locations, NJ PAC	10/2010 - 5/2011	various	various	N/A	Bus cost only

#2CUR

RESOLUTION NO. _____

ECA EDUCATIONAL SERVICES AGREEMENT
FOR SCIENCE KIT MANAGEMENT AND REFURBISHMENT SERVICE

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the execution of the **Science Kit Management and Refurbishment Agreement between ECA Educational Services** and the Fort Lee School District for the 2010-2011 school year at a cost not to exceed **\$27,391.52**.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

Attachment

ADDENDUM TO MASTER AGREEMENT

Reference Number: FLNJ1005

ECA EDUCATIONAL SERVICES

SCIENCE KIT MANAGEMENT
AND REFURBISHMENT SERVICE

CLIENT INFORMATION:

FORT LEE SCHOOLS
255 WHITEMAN STREET

FORT LEE, NJ 07024

ATTN: VINCE PARISI

PH: 973-699-2293 FAX:

Year-Two Addendum
to FLHJ0904CLIENT OWNED KITS
CLIENT MANAGES PRINTED MATERIAL

1 ROTATION

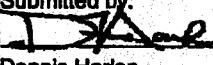
1960 W. West Maple
Walled Lake, Michigan 48390
PH: 248-669-7170
FAX: 248-669-7515

Notes: (see notes on next page.)

Grade	ITEM CODE	CURR	DESCRIPTION	Base Cost/Use	# Kit Allocated to Client	Max # Uses/Kit	Factor	Total # Uses	Actual Kit Cost/Use	Delv & Pkup Charge	ANNUAL EXTENDED KIT COST	ANNUAL EXTENDED DELV & PICKUP COST
K	2240000NPT	FOS	Animals Two By Two	\$132.64	6	4	14	14	\$132.64	\$43.50	\$1,856.96	\$609.00
1	2300000NPT	FOS	Insects	\$184.83	6	4	14	14	\$184.83	\$43.50	\$2,587.62	\$609.00
1	2290000NPT	FOS	Balance And Motion	\$147.77	6	4	14	14	\$147.77	\$19.00	\$2,068.78	\$286.00
2	2330000NPT	FOS	Solids And Liquids	\$196.96	6	4	13	13	\$196.96	\$19.00	\$2,560.48	\$247.00
2	2280000NPT	FOS	Air And Weather	\$170.89	6	4	13	13	\$170.89	\$18.00	\$2,221.57	\$247.00
3	2360000NPT	FOS	Magnetism & Electricity	\$154.51	6	4	14	14	\$154.51	\$9.50	\$2,163.14	\$133.00
3	2340000NPT	FOS	Earth Materials	\$125.44	6	4	14	14	\$125.44	\$9.50	\$1,756.16	\$133.00
4	2350000NPT	FOS	Human Body	\$155.41	5	4	12	12	\$155.41	\$9.50	\$1,884.92	\$114.00
4	2380000NPT	FOS	Physics Of Sound	\$129.49	5	4	12	12	\$129.49	\$19.00	\$1,553.88	\$228.00
5	2410000NPT	FOS	Environments	\$218.65	3	4	7	7	\$218.65	\$36.00	\$1,530.55	\$252.00
5	2480000NPT	FOS	Variables	\$155.30	3	4	7	7	\$155.30	\$9.50	\$1,087.10	\$66.50
6	2469000NPT	FOS	Models and Designs	\$135.56	3	4	9	9	\$135.56	\$9.85	\$1,220.04	\$88.85
6	2450000NPT	FOS	Mixtures And Solutions	\$195.13	3	4	9	9	\$195.13	\$19.00	\$1,756.17	\$171.00
Estimated Number of Kit Uses							152					

<p>ECA will submit invoices against client purchase order upon delivery of each kit. Invoices are due upon receipt. Payments received after 25 days will be charged 1.5% late fee plus any other periodic late fees as allowed by this agreement.</p>	Required Spring/Summer Payment		\$24,227.37	\$3,164.15
	Spring/Summer Amt	50%	\$13,695.76	Kits Charge
	Approved Addendum with Payment Due August 16, 2010			Delv/Pkup Charge
	Make Checks Payable to: ECA Educational Services		Totals	
			Sub-Tot	\$27,391.52
	Cost This Year for Items Listed		\$27,391.52	

Additional terms are detailed in Addendum(s) attached.

Submitted by:	Accepted by:
	
Dennis Harlan	
Signature:	Date:
Print Name:	
FORT LEE SCHOOLS	

To confirm this proposal, sign all pages and return to ECA accompanied by an institutional purchase order and required deposit.

ADDENDUM TO MASTER AGREEMENT

Reference Number: FLNJ1005

CLIENT INFORMATION:FORT LEE SCHOOLS
255 WHITEMAN STREET

FORT LEE, NJ 07024

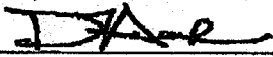
ATTN: VINCE PARISI
PH: 973-699-2293 FAX:**Year-Two Addendum
to FLHJ0904**CLIENT OWNED KITS
CLIENT MANAGES PRINTED MATERIAL

1 ROTATIONS

ECA EDUCATIONAL SERVICESSCIENCE KIT MANAGEMENT
AND REFURBISHMENT SERVICE1960 W. West Maple
Walled Lake, Michigan 48390
PH: 248-669-7170
FAX: 248-669-7515**NOTES:**

- 1) THIS IS YEAR TWO OF A MULTI-YEAR YEAR AGREEMENT.
- 2) MIXED OWNERSHIP: Some quantity of this kit title that is allocated is owned by the Client; and, some quantity is owned by ECA and leased to the Client. (See Addendum C for quantity of Client owned kits.) The base cost is adjusted slightly to account for the fact that some kits are owned by Client and some are leased.
- 3) TEACHER GUIDES, STUDENT READERS, AND TEACHER TRAINING VIDEOS AND OTHER MEDIA: Will be maintained and managed by the Client. .
- 4) BASE COST FEE: The "Base Cost Per Use" fee includes all refurbishing services and consumable materials that are provided to CLIENT during the term of this agreement and that are in accordance with the terms of this agreement.
- 5) TRAINING KITS: Fee for training kits shall be 100% of ECA's Base Fee and Delivery and Pick Up fee.

Accepted For ECA Educational Services Kits

 Date: _____
BY: Dennis J. Harlan ITS: President

Accepted For: FORT LEE SCHOOLS

Date: _____
BY: _____
ITS: _____

FINANCE COMMITTEE

#1F

RESOLUTION NO. _____

APPROVAL – CURRENT BILLS LIST

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the payment of the claims on the **current bills list** in the amount of **\$663,634.04** for November 2010 (computer checks).

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

Attachment

LINE ITEM TRANSFERS
SEPTEMBER 2010 & FINAL JUNE 30, 2010

BE IT RESOLVED, that upon the recommendation and approval of the Superintendent of Schools, the Board confirms the **line item transfers for the month of September 2010 and the final for June 30, 2010**. In order to accomplish the aforesaid purpose, the Business Administrator was authorized to transfer the amount of money into and out of the line items set forth on the attached schedules.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

Attachment

SEPTEMBER 2010 LINE ITEM TRANSFERS		
TRANSFERS INTO:		
11-000-213-600	Supplies and materials	400
11-000-240-600	Supplies and materials	500
11-000-251-600	Supplies and materials	1,500
11-000-262-100	Salaries	4,000
11-000-262-610	General supplies	6,000
11-000-263-100	Salaries	1,000
11-000-263-610	General supplies	8,000
11-190-100-610	General supplies	13,801
12-000-400-450	Construction services	7,135
		42,336
TRANSFERS FROM:		
11-000-100-565	Tuition to county special services school districts	14,000
	and regional day schools	
11-000-100-566	Tuition to private schools for the handicapped	3,007
	within the state	
11-000-213-100	Salaries	400
11-000-223-580	Other purchased services	11
11-000-251-340	Purchased technical services	1,500
11-000-261-610	General supplies	8,000
11-000-262-300	Purchased professional and technical services	11,000
11-190-100-400	Other purchased services	290
12-000-400-800	Other objects	4,128
		42,336

JUNE 2010 LINE ITEM TRANSFERS		
FINAL		
TRANSFERS INTO:		
11-000-211-100	Salaries	700
11-000-213-100	Salaries	1,100
11-000-213-800	Other objects	320
11-000-217-100	Salaries	7,500
11-000-217-320	Purchased professional - educational services	19,100
11-000-218-104	Salaries of other professional staff	8,000
11-000-218-600	Supplies and materials	3,500
11-000-222-100	Salaries	500
11-000-230-331	Legal services	12,168
11-000-230-530	Communications/telephone	1,000
11-000-240-105	Salaries of secretarial and clerical assistants	1,500
11-000-240-600	Supplies and materials	3,500
11-000-251-592	Miscellaneous purchased services	300
11-000-261-800	Other objects	600
11-000-262-100	Salaries	13,400
11-000-262-420	Cleaning, repair and maintenance services	13,628
11-000-262-610	General supplies	34,373
11-000-262-621	Energy-Heat	65,141
11-000-262-800	Other objects	3,400
11-000-263-420	Cleaning, repair and maintenance services	22,500
11-000-263-610	General supplies	9,600
11-000-266-420	Cleaning, repair and maintenance services	6,500
11-000-266-610	General supplies	5,100
11-000-270-162	Salaries for pupil transportation	9,000
	(other than between home and school)	
11-000-270-512	Contracted services (other than between home and school) - vendors	4,000
11-000-291-290	Other employee benefits	574,714
11-110-100-101	Kindergarten	1,500
11-120-100-101	Grades 1-5	27,540
11-140-100-101	Grades 9-12	7,000
11-150-100-101	Salaries of teachers	11,000
11-190-100-106	Other salaries for instruction	6,400
11-204-100-101	Salaries of teachers	2,400
11-204-100-106	Other salaries for instruction	800
11-216-100-101	Salaries of teachers	200
11-230-100-101	Salaries of teachers	2,700
11-240-100-101	Salaries of teachers	500
11-401-100-100	Salaries	2,800
11-401-100-500	Purchased services	7,300
11-402-100-100	Salaries	2,660
12-000-400-334	FA & CS Arch/ENG Svcs	1,300
		895,244

TRANSFERS FROM:		
11-000-100-563	Tuition to county vocational school-regular	1,400
11-000-100-565	Tuition to county special services school districts	8,200
	and regional day schools	
11-000-100-566	Tuition to private schools for the handicapped	1,400
	within the state	
11-000-213-600	Supplies and materials	320
11-000-216-320	Purchased professional - educational services	54,100
11-000-218-105	Salaries of secretarial and clerical assistants	1,500
11-000-221-104	Salaries of other professional staff	400
11-000-222-600	Supplies and materials	3,600
11-000-223-500	Other purchased services	1,000
11-000-230-100	Salaries	4,400
11-000-230-500	Other purchased services	2,000
11-000-240-104	Salaries of other professional staff	1,000
11-000-240-500	Other purchased services	2,400
11-000-252-340	Purchased technical services	10,100
11-000-261-100	Salaries	11,750
11-000-261-420	Cleaning, repair and maintenance services	13,099
11-000-261-610	General supplies	70,961
11-000-262-300	Purchased professional and technical services	11,700
11-000-262-490	Other purchased property services	5,000
11-000-262-622	Energy-Electricity	102,600
11-000-263-100	Salaries	5,000
11-000-270-161	Salaries for pupil transportation	1,000
	(between home and school) - special education	
11-000-270-503	Contracted services - aid in lieu of payments	1,600
	for non-public school students	
11-000-270-511	Contracted services (between home and	24,400
	school) - vendors	
11-000-270-514	Contracted services (special education	8,100
	students) - vendors	
11-000-270-615	Transportation supplies	1,200
11-000-291-270	Health benefits	63,480
11-000-291-280	Tuition reimbursement	9,700
11-130-100-101	Grades 6-8	14,999
11-190-100-320	Purchased professional - educational services	1,450
11-190-100-340	Purchased technical services	3,500
11-190-100-400	Other purchased services	9,400
11-190-100-610	General supplies	22,500
11-190-100-640	Textbooks	6,509
11-213-100-101	Salaries of teachers	2,200
11-401-100-600	Supplies and materials	1,400
11-402-100-500	Purchased services	400
11-402-100-600	Supplies and materials	1,900
12-000-100-731	Instruction	2,100
12-000-400-450	Construction services	407,476
		895,244

#3F

RESOLUTION NO. _____

**APPROVAL OF PETTY CASH FUNDS
FOR THE 2010-2011 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board establishes the **petty cash funds** in the care of the following persons and in the following amounts for the 2010-2011 school year:

<i>Custodian(s)</i>	<i>Amount</i>
Assistant Superintendent	\$300
Each Building Principal	\$300
School Business Administrator/Board Secretary	\$300
Buildings and Grounds office	\$300

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#4F

RESOLUTION NO. _____

REVISED NCLB APPLICATION 2010-2011

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education **accepts the No Child Left Behind funding and authorizes the resubmission of the revised application** for the 2010-2011 school year as per the attached.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

Attachment

RPT NO. NCLBCV-031550

NEW JERSEY DEPARTMENT OF EDUCATION
NO CHILD LEFT BEHIND ACT CONSOLIDATED FORMULA SUBGRANT
ALLOCATION NOTICE SUMMARY
FISCAL YEAR 2011

DISTRICT: 1550 - FORT LEE BORO
COUNTY : 03 - BERGEN

TITLE I PART A BASIC, CONCENTRATION, TARGETED & EFIG	\$517,131
TITLE I PART A NEGLECTED	\$0
TITLE I PART D DELINQUENT	\$0
TITLE I TOTAL	<hr/> \$517,131
TITLE II PART A	\$155,240
TITLE II PART D	\$1,157
TITLE III	\$85,421
TITLE III - IMMIGRANT	\$0
TOTAL ALLOCATION	<hr/> <hr/> \$758,949

#5F

RESOLUTION NO. _____

ACCEPTANCE OF DONATION

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the following donation:

Amount	Donor	On Behalf Of
\$163.04	Target Take Charge of Education	School No. 3

Motion by _____

Seconded by _____

Passed _____ Failed _____

DATED: November 8, 2010

HEALTH-WELFARE & SAFETY COMMITTEE

#1HWS*

RESOLUTION NO. _____

PAYMENT OF HOME INSTRUCTION SERVICES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the **payment of Home Instruction Services**, as outlined below:

Initials	Time Period	Provider	Cost
J.H.	10/13, 10/14, 10/15, 10/18, 10/19, 10/20, 10/21, 10/22/10	Peter Marose	15 hrs. @ \$45.00 each - \$675.00
D.J.L.	10/12, 10/13, 10/14, 10/15, 10/18, 10/19, 10/20, 10/21, 10/22/10	Peter Marose	18 hrs. @ \$45.00 each - \$810.00
T.K.	10/12, 10/13, 10/14, 10/15, 10/18, 10/19, 10/20, 10/21, 10/22/10	Peter Marose	18 hrs. @ \$45.00 each - \$810.00
A.G.	10/12/10	Andrew Guddemi	1 hr. @ \$45.00 each - \$45.00
A.G.	10/7/10	Kevin Oliver	1 hr. @ \$45.00 each - \$45.00
A.G.	10/12/10	Francesca Marotta	1 hr. @ \$45.00 each - \$45.00

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#2HWS

RESOLUTION NO. _____

OUT-OF-DISTRICT PLACEMENT

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the following out-of-district placement:

Student	Placement	Dates	Tuition
DL	Chapel Hill Academy	11/1/10 - 6/22/10	\$52,920.00 annual prorated to \$41,160.00 (\$294.00 per diem)

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#3HWS*

RESOLUTION NO. _____

APPROVAL OF SECTION 504 ACCOMMODATION PLAN

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the attached **Section 504 Accommodation Plan** for the 2010-2011 school year.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

Attachment



504 Plan Development

3HWS*

Procedure/Checklist for 504 Plan Development

- ◇ Parent Request – Usually via Phone and Letter
- ◇ Send letter of acknowledgement, Information regarding Section 504 sheet, and Parent Request Letter (Forms 1, 2, and 3).
- ◇ Parent is required to complete and return the Parent Request Form (Form 3) requesting identification of the students for Protected under Section 504 of the Rehabilitation Act. (This is a request and will determine eligibility of a 504 Plan). A medical note must be submitted from a doctor documenting:

“Any person who has (a) physical or mental impairment which substantially limits one or more major life activities (b)has a record of such an impairment, or (c) is regarded as having such an impairment; {43C.F.R. 104.3 (j) (1)}

“Physical or Mental Impairment” Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the follow body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, digestive, urinary, lymphatic, skin, and endocrine, or (b) any mental or psychological disorder, such as organic brain syndrome, emotional or mental illness. The impairment must be current and requires annual written documentation from a physician. Examples: Cerebral Palsy, ADHD, ADD, bipolar disorder, etc.

“Substantially Limiting” Limiting the student’s ability to perform a major life activity.

“Major Life Activity” Functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

- ◇ After Parent Request form and medical note are received and approved, schedule a meeting to develop the 504 Plan. Request the presence of all necessary parties (counselor, teachers, parent, student (depending on age), school nurse, and administrator should be included as needed) at the meeting to develop the plan (Form 4). Include the list of necessary accommodation and ask that all participates observe and document the student's performance in relation to the accommodations set forth in the plan. Their input is essential to the development and success of the plan for the student.
- ◇ Use Forms 5 and 6 to develop the plan. Have all parties in attendance sign the Request of Presence form.
- ◇ Send the Notice of proposed identification and 504 Plan to the Director of Special Services
- ◇ Ensure that all necessary parties: all teachers the child will have including specials, vice principals, counselors, etc.
- ◇ The Plan **MUST BE** revised annually (Medical documentation from the physician is required). The purpose of reviewing the current plan to determine if the impairment continues to impact and limit the major life activity, if the plan is still able to afford the student an equal opportunity for learning, or if the accommodations require updating or revising, or if the student no longer requires a plan.



Fort Lee

Public Schools

LETTER OF ACKNOWLEDGMENT

Date: _____

Parent
& Address

Dear _____

We are acknowledging your request for identification of _____ as a student protected under Section 504 of the Rehabilitation Act. Until such time as we have evaluated _____ and review his/her medical documentation and records, we cannot make a determination whether your child is eligible at this time. Please complete the form and return it with the necessary medical information from a doctor, psychiatrist, or neurologist who must include a specific diagnosis and limitation. Once the request has been received and reviewed, if appropriate, we will contact you to set up a time and date to prepare a 504 Plan Service Agreement for your child.

I look forward to your continued cooperation and to work with you in the future regarding this matter.

Sincerely,

Principal



Fort Lee

Public Schools

**SECTION 504 PARENT/STUDENT RIGHTS
IN IDENTIFICATION, EVALUATION AND PLACEMENT
Section 504 of the Rehabilitation Act**

Below is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to the following:

- Right to have your child with disabilities take part in, and receive benefits from, public education programs without discrimination because of his or her disability.
- Right to receive all information in the parent's or guardians native language or primary other mode of communication.
- Right to have your child receive a free appropriate public education which includes the right of the child to be educated with students without disabilities to the maximum extent appropriate.
- Right to have your child have equal opportunity to participate in school programs and extracurricular activities sponsored by the school.
- Right to receive notice at a reasonable time before a district identifies, evaluates or changes your child's placement.
- Right to inspect and review all of your child's educational records, including the right to obtain copies of education records at reasonable cost.
- Right to periodic re-evaluation and evaluation before any significant change in placement.
- Right to an impartial hearing if you disagree with the school district's proposed action. You will be an active participant in the 504 Plan development and process. You have the right to be represented by counsel in the impartial hearing process.

Section 504 Compliance Coordinator

Form 2

**Parent Request for Identification of
Protected Handicapped Student under Section 504**

Date: _____

To: _____
(Building Principal)

From: _____
(Parents)

I (We) believe our child, _____, presently a student in grade _____ at _____ (School) should be identified and evaluated as a protected handicapped students under Section 504, and services/accommodations should be provided to support my (our) child's handicapping condition for them to participate in his/her school program.

My (our) reasons for believing that _____ is protected under Section 504, and therefore should be considered to be a "handicapped" child, are as follows:

A copy of all necessary medical and/or psychological documentation is enclosed. Please review the documentation and consider my request. I look forward to hearing from you so we can meet to discuss this possibility.

Sincerely,

Signature of the Parent

Form 3



Fort Lee

Public Schools

Date: _____

Dear Parent/Guardian of _____

According to our records, your son/daughter was protect by a 504 Plan during the _____ - _____ school year. We would like to update our records, therefore, it would be helpful for you to review the existing plan and respond as soon as possible to the questions below:

_____ My son or daughter is still in need of the 504 Plan, and I will contact my Child's guidance counselor for this _____ - _____ school year.

_____ My son or daughter is NO longer in need of the services provided by a 504 Plan.

- If the current condition is considered, updated documentation/diagnosis from a medical doctor is required to maintain the current 504 Plan.

Parent Signature

Date

Please return to the above address, attention: _____
Principal, Vice Principal, or Counselor

For Office Use Only:

Date Received

Date of Parent Contact

Form 4



Fort Lee

Public Schools

Section 504 Accommodation Plan

Student Name: _____

Date of Birth: _____

Parent (s) and/or Guardian Name (s): _____

Address: _____

Telephone Number: _____

School: _____ ***Grade:*** _____

Meeting Date: _____

Section 504 Eligibility: _____

() EVALUATED: Eligible () EVALUATED: Ineligible () NOT EVALUATED

Section 504 Eligibility:

This student (a) has a physical or mental impairment which substantially limits one or more major life activities; (b) has a record of such an impairment; or (c) is regarded as having such an impairment. 34 CFR 104.3.

Impairment is determined by: _____

Documentation and/or records from the physician are attached and dated.

Basis for making a determination of eligibility: _____

Duration of 504 Plan Accommodations:

From: _____

To: _____

() Continue

() Terminate

() Evaluate

Under IDEA/CST or 504:

() Parent Request

() School Request

Case Coordinator: _____

What accommodations are recommended as necessary to provide the students with opportunities to function in the general education environment with his/her non-disabled peers?

Signature of Participants:			
<i>Name:</i>	<i>Signature:</i>	<i>Title:</i>	<i>Date:</i>

cc: Student's Cumulative File

For School Use ONLY

Impact on Standardized Testing:

- () A. Setting Accommodations
 - Small Group
 - Separate Room
 - Use of Carrels
 - Seating in front of room
 - Seating facing the examiner
- () B. Scheduling Accommodations
 - Extra Time
 - Frequent Breaks
- () C. Test Materials Modifications
(Materials Ordered Specially for Student in Advance)
 - Large Print Version of Test Materials
 - Braille Version
 - Separate continuation pages for writing tasks. (These pages MUST be Properly marked and linked to the correct student for credit).
- () D. Test Procedures Accommodations/Modification
 - Administration Accommodations:
 - Reading Directions Out Loud
 - Reading Test Questions Aloud (YOU MAY NOT READ ALOUD OR SIGN THE PASSAGES – QUESTIONS ONLY)
 - Using Sign Language or Cued Speech Interpreter for Administering Questions ONLY
 - Masking a Portion of the Test Booklet and/or Answer Folder
 - Repeating, Clarifying or Rewording Directions
 - Providing Written Directions on Separate Sheet
 - Using an Examiner who is Familiar with the Student
 - Using an Examiner to Communicate Fluently in Sign
 - Providing Manipulatives for Math Items
 - Using Graph paper for Math Section
 - Using a Braille Ruler and Talking Calculator
 - Using Tactile or visual cues for Deaf or Hard of Hearing Students
 - Response Accommodations:
 - Having the Examiner Record the Students Identifying Information on Booklet
 - Dictating Oral Responses to a Scribe (Student MUST indicate all punctuation and spell ALL Key words)
 - Using A Braille Writer to Record Responses
 - Signing Responses to Sign Language Interpreter
 - Recording Responses on a Word Processor (Tools: e.g., spelling and grammar tools are NOT PERMITTED)
 - Using Large Face Calculators (EXCEPT for Non-Calculator Section)
 - Using Talking Calculators (EXCEPT for Non-Calculator Section)
 - Using an Augmentative Communication Device
 - Using a Large Diameter or Modified Special Grip #2 Pencil
 - Masking Portions of the Test Booklet
 - Marking Answers in the Test Booklet (An Examiner will Transfer the answers to an Answer Folder)

PERSONNEL COMMITTEE

#1P*

RESOLUTION NO. _____

APPROVAL OF STAFF TRIPS AND CONFERENCES

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

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

Attachment

**STAFF TRIPS AND CONFERENCES
BOARD AGENDA OF 11/08/10**

First	Last Name	District Location	Conference	City, State	Dates	Total Cost Not to Exceed
Chang	Caulfield	HS	Advanced Study & Training Program on Pedagogy & Chinese Teaching Materials	Beijing, China	11/16-23/2010	N/A
Maria Luisa	Soria	S#2	B.C.C.T.G	Westwood, NJ	12/1/2010	N/A
Johanna	Barrabee	S#2	Bergen County Inter-Regional Professional Development	Montvale, NJ	11/30/2010	N/A
Christine	Romano	S#4	Bergen County Inter-Regional Professional Development	Montvale, NJ	11/30/2010	N/A
Gina Marie	Delserro	MS	Bureau of Education & Research Strengthening Spanish Language Instruction	Newark, NJ	1/12/2011	\$199.00
David	Fidel	MS	Celebration of Teaching & Learning/WLIW Thirteen	New York, NY	3/18/2011	\$125.00
Alysia	Alberque	HS	Center for Family Life Education	Somerset, NJ	11/19/2010	\$179.14
Diego	Lombardo	HS	Center for Family Life Education	Somerset, NJ	11/19/2010	\$179.14
Alla	Brutter	CST	Education Resources, Inc.	New Brunswick, NJ	11/11-12/2010	N/A
Nateka	Brewton	HS	Hackensack University Hospital/Psychosocial & Sexual Behavior issues facing Teens	Hackensack, NJ	12/2/2010	\$80.02
Carol	Burghardt	HS	Hackensack University Hospital/Psychosocial & Sexual Behavior issues facing Teens	Hackensack, NJ	12/2/2010	\$75.00
Jaime	Antifonario	S#3	Libraries Unlimited	Edison, NJ	4/29/2011	\$179.00
Beverly	Delaney	S#2	Metropolitan Opera Guild	New York, NY	12/10/2010	N/A
Barbara	Elson	S#1	Metropolitan Opera Guild	New York, NY	12/16/2010	N/A
Barbara	Elson	S#1	Metropolitan Opera Guild	New York, NY	12/10/2010	\$28.58
Lisandra	Hernandez	S#1	Metropolitan Opera Guild	New York, NY	12/16/2010	N/A
Lisandra	Hernandez	S#1	Metropolitan Opera Guild	New York, NY	12/10/2010	\$38.70
Elsa	Oso	S#3	Metropolitan Opera Guild	New York, NY	12/10/2010	\$5.32
Maria Luisa	Soria	S#2	Metropolitan Opera Guild	New York, NY	12/10/2010	N/A
Michele	Weisberg	S#2	Metropolitan Opera Guild	New York, NY	12/10/2010	N/A
HaeSook	Yook	S#3	Metropolitan Opera Guild	New York, NY	12/10/2010	\$5.32
James	Albro	HS	Metropolitan Opera Guild	New York, NY	12/10/2010	N/A
John	Coviello	HS	NJ Dept. of Education/EVRS Training	Parsippany, NJ	11/17/2010	N/A
Andria	Magliozzi	S#2	NJ Dept. of Education/EVRS Training	Parsippany, NJ	11/17/2010	N/A
Gina	Ruesga	MS	NJ State Bar Foundation-Conflict Resolution Workshop	New Brunswick, NJ	11/18/2010	\$72.61
Stefanie	Yundi	MS	NJ State Bar Foundation-Conflict Resolution Workshop	New Brunswick, NJ	11/18/2010	\$72.61
Barbara	Britton	S#1	NJDOE/A Day with Ralph Fletcher	East Windsor, NJ	12/7/2010	\$48.91
Galo	Mendoza	S#1	NJDOE/A Day with Ralph Fletcher	East Windsor, NJ	12/7/2010	\$48.91
Gail	Fabiano	HS	Quest Education Systems - Improving HSPA Scores	Totowa, NJ	12/21/2010	\$179.00
Sandra	Friedlander	HS	Quest Education Systems - Improving HSPA Scores	Totowa, NJ	12/21/2010	\$179.00
Gary	Glebas	HS	Quest Education Systems - Improving HSPA Scores	Totowa, NJ	12/21/2010	\$190.16
Courtney	Balardi	S#1	Quest Education Systems - Improving NJASK Scores	Newark, NJ	11/19/2010	\$188.90
Barbara	Britton	S#1	Quest Education Systems - Improving NJASK Scores	Newark, NJ	11/19/2010	\$190.16
Lori	LeCarl	S#1	Quest Education Systems - Improving NJASK Scores	Newark, NJ	11/19/2010	\$6.07
Maria	Rivera	S#1	Quest Education Systems - Improving NJASK Scores	Newark, NJ	11/19/2010	\$192.07
Cory	Sohn	S#1	Quest Education Systems - Improving NJASK Scores	Newark, NJ	11/19/2010	\$192.07
Kathy	Stanzione	S#1	Quest Education Systems - Improving NJASK Scores	Newark, NJ	11/19/2010	\$188.90
Arlene	Dukette	S#2	Quest Education Systems NJASK Scores	Edison, NJ	11/18/2010	\$202.39
Antoinette	Kofler	MS	Rutger's Children's Health Summit	New Brunswick, NJ	12/3/2010	\$119.49
HaeSook	Yook	S#3	Westminster Choir College	Princeton, NJ	11/13/2010	\$168.66

**MATERNITY LEAVE FOR JOHANNA BARRABEE AS
SPECIAL LANGUAGE SPECIALIST AT SCHOOL NO. 2**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves a **maternity leave for Johanna Barrabee, Special Language Specialist at School No. 2**, as follows:

- 38 accumulated sick days from January 18, 2011 through and including March 17, 2011, **with pay**;
- 60 work days of Federal Family Leave from March 18, 2011 through and including June 17, 2011, **without pay***, which provides for the retainment of health benefits; and
- 60 work days of New Jersey Family Leave from June 20, 2011 through November 29, 2011 (dates subject to approval of 2011-2012 district calendar), **without pay***, which provides for the retainment of health benefits; and

with the intention of returning to her teaching responsibilities on September 1, 2012.

*During said leave, the employee may apply for New Jersey Family Leave Insurance benefits in which eligibility will be determined by the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Superintendent of Schools be and is hereby directed to forward a copy of this resolution to **Johanna Barrabee**.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

MATERNITY LEAVE FOR GINA MARIE DELSERRO
AS MIDDLE SCHOOL SPANISH TEACHER

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves a **maternity leave for Gina Marie Delserro, Spanish Teacher at Lewis F. Cole Middle School**, as follows:

- 12 accumulated sick days from March 10, 2011 through and including March 25, 2011, **with pay**;
- 49 work days of Federal Family Leave from March 28, 2011 through and including June 10, 2011, **without pay***, which provides for the retainment of health benefits; and

with the intention of returning to her teaching responsibilities on June 13, 2011.

*During said leave, the employee may apply for New Jersey Family Leave Insurance benefits in which eligibility will be determined by the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Superintendent of Schools be and is hereby directed to forward a copy of this resolution to **Gina Marie Delserro**.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#4P

RESOLUTION NO. _____

MEDICAL LEAVE FOR CAROL KUCHAR
AS ELEMENTARY TEACHER AT SCHOOL NO. 3

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves a **medical leave for Carol Kuchar, Elementary Teacher at School No. 3**, as follows:

- 9 accumulated sick days from October 28, 2011 through and including November 12, 2010, **with pay**;

with the intention of returning to her teaching responsibilities on November 15, 2010.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Superintendent of Schools be and is hereby directed to forward a copy of this resolution to **Carol Kuchar**.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

APPOINTMENT OF LAUREN DIMICK
AS 2:1 AIDE AT SCHOOL NO. 1

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of **Lauren Dimick as a 2:1 Aide at School No. 1** for the 2010-2011 school year, to be placed at **Step 1, degreed**, of the 2010-2011 Classroom Instructional Aides Guide, at an annual salary rate of **\$23,614.00 prorated, effective November 3, 2010**.

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of Schools to make application for approval of the employment of **Lauren Dimick** to the Commissioner of Education on an emergent basis for a period of three months pursuant to N.J.S.A. 18A:6-7.1c pending completion of a Criminal History Records Check, subject to the submission of a sworn statement by **Lauren Dimick** in accord with N.J.S.A. 18A:6-7.1c(3).

BE IT FURTHER RESOLVED, that this appointment is expressly contingent upon **Lauren Dimick** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

**AMENDING RESOLUTION FOR DISABILITY RETIREMENT FOR CAROL
GIANNANTONIO AS MIDDLE SCHOOL GEOGRAPHY/COMPUTER TEACHER**

WHEREAS, Resolution No. 23835 was approved by the Fort Lee Board of Education at its public meeting of August 23, 2010 to accept the **Extended Federal Family Leave for Carol Giannantonio, Middle School Geography/Computer Teacher**, from September 2, 2010 through October 28, 2010 for the retention of health benefits and to accepts the retirement of **Carol Giannantonio as Middle School Geography/Computer Teacher, effective September 1, 2010.**

WHEREAS, the State Department of Pensions and Benefits has not yet processed Ms. Giannantonio's disability retirement;

NOW THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves **an unpaid medical leave with discontinuance of health benefits (effective October 29, 2010) and acknowledges her disability retirement is contingent upon acceptance into the TPAF disability retirement system.**

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Superintendent of Schools is hereby directed to forward a copy of this resolution to **Carol Giannantonio.**

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

EXTENDED LEAVE REPLACEMENT OF GREGG MILGRAM
AS MIDDLE SCHOOL GEOGRAPHY/COMPUTER TEACHER

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the **extended reappointment** for the following **leave replacement**, at the annual rate of **\$52,500.00 prorated, without benefits**, due to the pending disability retirement of Carol Giannantonio.

<i>Appointee</i>	<i>Replacing</i>	<i>School</i>	<i>Time Period</i>
Gregg Milgram	Carol Giannantonio	Middle School	October 29, 2010 – confirmation from State of pending disability retirement of Carol Giannantonio

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#8P

RESOLUTION NO. _____

RESIGNATION OF JACQUELYN CERDAS
AS 1:1 AIDE AT SCHOOL NO. 4

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the **resignation of Jacquelyn Cerdas as a 1:1 Aide at School No. 4**, effective December 23, 2010.

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#9P

RESOLUTION NO. _____

ADDITIONAL CO-CURRICULAR PERSONNEL

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel for co-curricular activities during the 2010-2011 school year:

Name	Position	Class	Stipend
Norman King	Color Guard Director	N/A	\$ 800.00
Cara Picone	Spring Musical Director	A	\$1,999.00
John Lawlor	Fort Lee-der Advisor	B	\$2,972.00
Pamela Turowski	All City Band Director	B	\$2,972.00

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#10P

RESOLUTION NO. _____

SUCCESSMAKER FACILITATORS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves the following teachers as **Successmaker Facilitators** during the 2010-2011 school year to be paid a stipend of \$45.00 per hour to be funded by EIS grant funds.

Location	Name
School No. 1	Linda Casoria
School No. 1	Barbara Elson
School No. 4	Kay Cordero
School No. 4	Bianca Stennett

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#11P

RESOLUTION NO. _____

AFTER-SCHOOL TUTORS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves the following teachers as **after-school tutors** during the 2010-2011 school year to be paid a stipend of \$45.00 per hour paid from Title I funds.

Location	Name
School No. 1	Barbara Britton
	Ockjoo Baek
	Courtney Baiardi
	Carmela DeMaio
	Galo Mendoza
	Faith Minutolo
	Natasha Morales
	Claudia Perillo
	Luddy Serulle-Green
	Kathy Stanzione

Motion by _____
 Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

#12P

RESOLUTION NO. _____

APPOINTMENT OF ADDITIONAL SUBSTITUTES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of the following **substitutes** for the 2010-2011 school year:

Substitute Teachers:
<i>Elizabeth Janson</i>
<i>Genna Kornweiser</i>
<i>Wayne Stern</i>
<i>Julia Anderson</i>
Substitute Aides:
<i>Christina Galliano</i>
<i>Michelle Rios Fornes</i>
<i>Sharon Toker</i>
<i>Julia Anderson</i>
Substitute Secretary:
<i>Julia Anderson</i>

Motion by _____
 Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010

POLICY COMMITTEE

#1POL

RESOLUTION NO. _____

FIRST READING OF POLICY UPDATES: 5410

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the **first reading of policy updates** for the following:

Policy No.	Policy Title
5410	Promotion and Retention

Motion by _____
Passed _____ Failed _____

Seconded by _____

DATED: November 8, 2010
Attachment

5410 PROMOTION AND RETENTION

The Board of Education recognizes that, in general, pupils shall be placed at the grade level to which they are best suited academically, socially, emotionally, and physically. Further, the education program shall provide for the continuous development of each pupil enrolled from grade-to-grade. The program of continuous development shall provide learning opportunities consistent with each pupil's abilities, needs, and interests.

The Superintendent shall direct development of and the Board shall adopt detailed regulations to govern progress of pupils through levels Kindergarten through twelve. The regulations shall include:

1. Standards of proficiency related to district goals and objectives;
2. Standards of attendance, and provision for review of mastery;
3. Timely efforts to help all pupils achieve acceptable levels of proficiency;
4. Timely notification of parent(s) or legal guardian(s) when there is a possibility of failure;
5. Procedures for parent(s) or legal guardian(s) and adult pupils to appeal promotion/retention decisions; and
6. Procedures for involving parent(s) or legal guardian(s) in the design of the remedial program.

Elementary Pupils

Elementary pupils shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide continuous pupil progress from grade to grade. A small number of children each year may have difficulty maintaining the pace of continuous development and may need more than just one year to complete a grade level. In these situations a decision between promotion and retention is needed. Retention in these cases would be a last resort.

In all cases, pupils being considered for retention may be referred to the Child Study Team for evaluation in order to address any learning disabilities. A committee consisting of the elementary Principal, the teacher, the guidance counselor and others as appropriate will be convened to consider the pupil's academic, social, and emotional status, the Child Study Team report, and the available options. The parent(s) or legal guardian(s) shall be consulted. The parent(s) or legal guardian(s) and the Superintendent shall be apprised of the final determination.



Middle School Pupils

Middle school pupils shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide continuous pupil progress from grade to grade. A small number of children each year may have difficulty maintaining the pace of continuous development and may need more than just one year to complete a grade level. In these situations a decision between promotion and retention is needed. Retention in these cases would be a last resort.

In all cases, pupils being considered for retention may be referred to the Child Study Team for evaluation in order to address any learning disabilities. A committee consisting of the middle school Principal, the teacher, the guidance counselor, and others as appropriate will be convened to consider the pupil's academic, social and emotional status, the Child Study Team report, and the available options. The parent(s) or legal guardian(s) shall be consulted. The parent(s) or legal guardian(s) and the Superintendent shall be apprised of the final determination.

High School Pupils

High school pupils may not move to the next grade level unless they have satisfactorily completed the required number of credits as specified in the regulation of this policy.

Parent(s) or legal guardian(s) will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities.

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

Adopted: 23 August 2010 - rev. 22 November 2010

